

Short Term Service Agreement

BETWEEN

Hellen Keller International of No.220 A, Room B-1, Man Aung Quarter, East Horse Racing
Course Road, Tamwe Township, Yangon
("Helen Keller International")

AND

Aung Myo Min (Mr) of No(3),Bogyoke St,Athok,Yekyi Township,Ayeyarwaddy region
NRC No.14/YaKaNa (N) 144884, Contact Phone No. 09-9762 40208,
Email: aungmyomin.agriculture@gmail.com

"Special Project Facilitator (SPF)" for Zalun Township

Background

The Helen Keller International (HKI) is of the opinion that the Special Project Facilitator (SPF) has the necessary qualifications, experience and abilities to provide services to HKI.

The Project Facilitator is agreeable to providing such services to HKI on the terms and conditions set out in this Agreement.

In Consideration of the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, HKI and Project Facilitator to this Agreement agree as follows:

1. Services Provided

The Project Facilitator hereby agrees to engage the **Special Project Facilitator** to provide HKI with services as per attached Scope of responsibilities.

2. Term of Agreement

The term of this Agreement will be deemed effective **from 1 July 2021** and will be ended **on 31 December 2021** in full force and effect.

If either Party wishes to terminate this Agreement, that Party will be required to provide **1(one) month notice to the other Party.**

3. Location for the service

The location is at targeted villages of the Project Township with frequent travel to the targeted villages. According to the Project activities falls under NCE, duty station will be based at assigned villages, it may be change and vary depends on the needs accordingly.

4. Performance

The Parties agree to do everything necessary to ensure that the terms of this agreement take effect. The Project Facilitator agrees to perform the services as per attached scope of responsibilities within the period mentioned in clause 2.

5. Working hours

The Special Project Facilitator needs to apply HKI's working hour, normally 9:00 AM-5:00PM to work for HKI activities falls under No Cost Extension (NCE), meaning PFs should be in project villages from 9:00 AM-5:00 PM (travel time is not included within the working day) unless specifically requested by a Technical Officer or Team Lead to attend the office. While there is some flexibility, SPF and PFs should be in project villages or in the office at the request of a Technical Officer or Team Lead for a total of 40 hours a week.

However, the FFs shall be allowed for flexibility to work fewer than 176 hours within a month up to **8 hours per month** for health or personal reasons based on consultation with supervisors.

6. Compensation

For the services rendered by the Special Project Facilitator as required by this agreement, HKI will provide compensation to the Project Facilitator as follows:

450,000 MMK per month, calculated approximately 22 days per month (changeable base on each month calendar days)

The Full Compensation will be payable at the end of each month upon receiving the report and daily attendant and activities sheet. If the total working hours is less than 40 hours a week, there will be deduction based on the number of hours for absence. The above Compensation includes all applicable income tax and duties as required by law.

7. Provision of Extras

HKI will provide the cost of travel, such as transportation, accommodation charges and daily allowance as per HKI's fixed rate for attending HKI's event/training and implementing of HKI activities falls under No Cost Extension (NCE).

The PF may receive the resources, such as technical equipment, Desktop, etc to use for the services of HKI's activities falls under No Cost Extension (NCE). All HKI premises and equipment must be used in line with HKI's rules and procedures.

8. Reimbursement of Expenses

HKI will reimburse for expenses incurred by Special Project Facilitator regarding HKI business or activities falls under No Cost Extension (NCE) and these expenses must have prior approval and be in line with HKI rules and procedures.

9. Confidentiality

All written and oral information and material disclosed or provided by HKI to the Special Project Facilitator under this Agreement is Confidential Information regardless of whether

it was provided before or after the date of this Agreement or how it was provided to the Project Facilitator.

10. Independent Contractor


In providing the Services under this agreement it is expressly agreed that SPF is acting as an independent service provider and not as an employee.

11. Modification of Agreement

Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

IN WITNESS WHERE OF the Parties have duly affixed their signatures under hand on **1st July 2021.**

SIGNED



Name: Erin Michelle Smith
Position: Country Director
Helen Keller International
Date: 5/28/2021

SIGNED

Name: Aung Myo Min
Position: Special Project facilitator, Zalun
NRC No.
Date:

Scope of Responsibilities

Special Project Facilitator (SPF) is responsible to facilitate and implement all activities falls under No Cost Extension (NCE) of his/ her assigned villages such as advocacy, input distribution, training, crop production, animal farming, ENA, health and WASH through closely working with Community volunteers and village development committee, households in project villages.

SPF will ensure that the agriculture and livestock, income generation activities fall under No Cost Extension (NCE) and, the Nutrition and Health activities fall under No Cost Extension (NCE) in the project are implemented with the maximum efficiency and professionalism to bring about a positive change in the lives of the beneficiaries.

This position will be engaged with HKI's service agreement. and transferred to VMF, Village development committee and volunteers after few months working with the NCE project. PF will play a key role in ensuring that the targeted women access and use Agriculture information and linkages to expand their income and, nutrition information and campaign to create their nutritional demand in community. Specifically, s/he will facilitate oversee Agriculture component and nutrition campaign of the project. S/he will be responsible to carry out the following duties:

- Provide technical assistance to community volunteers (Health and Nutrition, Agriculture, and livestock) and VMF leaders on Agriculture, microenterprise, nutrition, WASH, gender and economic development issues;
- Provide strong technical support on nutrition campaign in connection with nutrition sensitive agriculture practices both homestead food production and field crops;
- Responsible for innovative approaches to improve nutrition of women of reproductive age through nutrition sensitive agricultural practices in the project area;
- Provide training to the community mobilizers and VMF leaders
- Assist and follow up activities falls under No Cost Extension (NCE) of VMF and HH.
- Facilitate for knowledge sharing and coordinate at field level;
- Assist project coordinator and officers to select VMF and HH members.
- Establish the village model farms (Agriculture & poultry), home gardens and homestead poultry rearing activities falls under No Cost Extension (NCE);
- Monitor the VMF and household's gardens and WASH activities falls under No Cost Extension (NCE) through field visits and provide necessary guidelines to VMF and HH.
- Assist project coordinator and officer to establish marketing channels for the target beneficiaries to get optimum returns from the agricultural produces;
- Organize meeting, workshop, field visit and demonstration with HH at field level.
- Responsible for preparing monthly action plan and field activities falls under No Cost Extension (NCE) report.
- Collect technical information from the field and share with other team members;



- Meet regularly with other PF for supervising the field activities falls under No Cost Extension (NCE) collaboratively;
- Organize other events like training, workshop, cross visit, field day and life skill training;
- Assist to develop capacity of VMF and HH.
- Involve community leaders including public representative in the project activities falls under No Cost Extension (NCE);
- Follow-up and monitor the quality of training;
- Assist any Monitoring and Evaluation process of project.
- Any other responsibilities assigned by project coordinator (NGO) and TO (HKI).
- Compile and prepare monthly, comprehensive project updates to PO and TO.
- Keep close liaison with TO for the smooth implementation of the project activities falls under No Cost Extension (NCE);
- Initiate and implement poor HH supporting activities falls under No Cost Extension (NCE) at assigned township.
- Initiate and implement IGA training and activities falls under No Cost Extension (NCE) at assigned township.
- Collaborate with partner organization and implement joint project activities falls under No Cost Extension (NCE) at assigned township.
- Participate in research activities falls under No Cost Extension (NCE) of assigned township.

This position will need to report to Project Officer (PO) and Technical Officer (TO)