

Digital Apprenticeship Program



Host Business Agreement

The following is a Host Business Agreement (hereinafter referred to as the Agreement”) is made between **EldoHub Innovations and Technologies Limited (hereinafter referred to as “EldoHub”)** and **Host Business, who have agreed to host the junior tech professional as an apprentice for 3 months.** EldoHub and the Host Business shall collectively be referred to as “Parties” and the word “Party” shall be construed accordingly.

The Parties voluntarily agree to collaborate as follows:

1. Purpose

EldoHub in collaboration with Thunderbird School of Global Management has been contracted by UK Kenya Tech Hub to run a Digital Apprenticeship Programme placing 40 Junior Tech Professionals(JTP) in SMEs, Tech Startups, scaleups, and traditional businesses looking to digitize their businesses.

The Digital Apprenticeship Programme will work with the host business and the JTPs to ensure a mutually beneficial partnership. The Host Business is getting support on a clearly identified digital project and the JTP is getting valuable work experience and building relevant digital skills. In addition, EldoHub in collaboration with Thunderbird will be responsible for the remuneration of the JTP.

The Host business agrees to participate in the 2020 - 2021 Digital Apprenticeship Programme by identifying a digital gap or need within the business which the Junior Tech Professional can be assigned to resolve during a 3 month period

2. Term

Subject to Clause 12 (Termination), this Agreement takes effect on the Execution Date and remains in full force and effect for a period of 3 (three) months and any additional period mutually agreed upon by the Parties in writing.

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Program Dates

Date	Activity
January 4	Apprenticeship officially begins
January 4	Introduction to host business
January 10	Introduction of JTPs to tech buddy (professional mentor)
January 22	JTP 3 module presentation and training
January 4 – March 31	Apprenticeship activities in the host businesses across the country
January 4 – March 31	Junior Tech Professional Weekly Reports
February 16 - February 17	Mid-point presentation
February 26	JTP Training/ Feedback Session
March 25 - March 29	Endpoint presentation
March 31	Digital apprenticeship completion

3. Outputs and Deliverables

The Host Business shall undertake any lawful tasks related to the achievement of this assignment as may be requested by EldoHub. The Host Business shall also be responsible for the following:

3.1. Fill the need analysis survey sent by EldoHub and identify a digital gap/ digital project within the business.

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3.2. Place and offer direction to Junior Tech Professionals to undertake the digital project within the organization from January 4, 2021, to March 31, 2021.

3.3. Meet with EldoHub at the beginning of the program to develop a Terms of Reference (TOR) or KPI to guide Junior Tech Profession during the apprenticeship program.

3.4. Appoint a contact person within the organization that will be in charge of the Junior Tec Professional and weekly reporting on KPIs and deliverables. This person must be well versed in the digital project the Junior Tech Professional is assigned.

3.5. To meet every month to discuss the progress and performance of the Junior Tech Professional in relation to the host business digital project progress and program expectation.

3.6. Take part in interviews, blogs, and launches related to the program.

3.7. To allow the JTP to participate in other aspects of the program, as stated in the program dates.

4. Digital Apprenticeship Program's Responsibilities

Digital Apprenticeship Program shall be responsible for the following:

4.1. Provide clear guidelines and framework of how the program works and the role of each stakeholder.

4.2. Meet with the host business to go over the digital project the Junior Tech Professional will undertake and come up with Terms of Reference (TOR) or KPIs to guide Junior Tech Professional during the apprenticeship program.

4.3. Provide all necessary reporting templates to the host business.

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4.4. Junior Tech professionals will also receive training and capacity building from Thunderbird Global School of Management as follows:

- An orientation and pre-placement training taking place in the first week of January.
- Online modules in January with weekly deliverables to be submitted every Friday
- Training events with professors from Arizona State University end of January
- Two capacity building sessions end in February and March.

5. Financial Contributions

The Digital Apprenticeship Program will provide a three-month stipend of Kenya Shillings 20,000 per month to offset apprenticeship-related expenses. To be paid directly to the JTPs account.

6. Reports

6.1. The host business shall monitor, document, and provide weekly reports (using the provided reporting template) of how the Junior Tech Professional is doing against the agreed-upon weekly deliverables.

6.2. The Host business will attend and take part in the midpoint and endpoint presentation, EldoHub and the Junior Tech Professionals will be in attendance.

7. Monitoring and Evaluation

The Host Business shall be primarily responsible for monitoring, keeping records, and tracking of the Junior Tech Professional Performance in relation to the agreed-upon digital.

8. Intellectual Property

Any and all work and/or intellectual property developed through this partnership shall be owned by EldoHub and may not be used, transmitted or otherwise shared by the Host Business unless agreed otherwise in writing by an authorized representative of EldoHub.

9. Acknowledgement and Use of Logos

In all cases, any logo(s) affiliated with the program may only be used after permission has been sought and provided in writing by an authorized representative of Eldohub.

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10. Warranties and Liability

10.1. Both parties shall ensure that in all matters related to this Agreement that they shall adhere to the highest ethical principles and practices and the integrity of data and reporting,

10.2. No further business relationship between EldoHub and the Host Business shall be inferred or claimed beyond the terms of this Agreement and neither Party shall hold itself out contrary to these terms by advertising or otherwise, nor shall either Party be bound by any representation.

11. Confidentiality and Disclosure

11.1. Both the Host Business and EldoHub shall not transfer or divulge any confidential information to any other party during and after the term of this Agreement, unless:

a. Prior written consent from both parties is obtained; and/or **b.** The information is already in the public domain; and/or **c.** Disclosure is required by law.

11.2. Notwithstanding the above in the interest of transparency general and programmatic Information including this Agreement, reports, and materials produced related to this Agreement, may be released by either party to the public.

12. Termination

This Agreement shall be terminated before the completion of the term if one of the following events occurs:

- Suspension or postponement of the Project for a period exceeding three months; or
- The Host business withdraws from the program or ceases to participate in it.

13. Notices and Contact Persons

For regular communication, the primary contact person on behalf of EldoHub shall be: Lynn Bonitor, Program Manager, EldoHub lynn@eldohub.co.ke.

The primary contact person for the Host Businesses shall be Lynn Bonitor, lynn@eldohub.co.ke.

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The primary contact person for the Junior Tech Professionals shall be Azron Brian,
azron@eldohub.co.ke.

If the above terms and conditions meet with your approval, please indicate your acceptance by signing below and returning an executed copy to EldoHub.

Authorised Representative
Eldohub

A handwritten signature in blue ink, appearing to read 'Magdalene', written over a light blue rectangular background.

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Magdalene Chepkemboi
Founder, Executive Director
Eldohub

Authorised Representative
Host Business

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