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**Outsource Consultancy Contract (OCC) with PASS Asian (Pvt) Ltd**

|  |  |
| --- | --- |
| **Youth Consultant** | M.R.M Riyaj |
| **Address** | CTB Junction Daladagama Maho |
| **Email** | Riyajhazel0@gmail.com |
| **Mobile** | 078-399 4020 |
| **Bank Details** | M.R.M Riyaj  Bank of Ceylon (BOC)  Branch : Maho  Account Number : 79356231 |
| **ID No** | 960610300v |
| **Passport No** | -- |
| **Emergency Contact details** | 072-04 84 059 |
| **Position** | Youth Consultant - Creativity |
| **Location** | As requested by PASS asia   * Work from Home – Desk review and creative, communication and content development work, coordination * Colombo – PASS asia office and its client / stakeholder offices * Online Youth group meetings |
| **Duration** | 4thJuly 2022 till 31st December 2022 (depending on the client acceptance of the work, availability of the work and the performance of your work) |
| **No of Days** | * Weekly online meeting and other workdays will be decided with bi-lateral discussions with each one of you. |
| **Work modality** | 1. Non-Disclosure Agreement (NDA) signed 2. No direct client communications on any other work. Any business link to PASS asia 3. Directly report to MD for technical and MF for admin / finance/ logistics 4. All documentation and financial bills to be submitted as a consent to PASS asia 5. Copyright of all work with the Client or with PASS asia. Any work can not use with any other clients 6. No provision to use any photo or details to share in any personal or social media. Any reference only as PASS asia Consultant only 7. Required to support to manage strategic finance with the FM 8. OCC payment will be done purely based on actual deliverables with the acceptance of the client of PASS asia 9. Submission of Weekly Progress update 10. Produce Final Progress Report |
| **Payment Schedule** | |  |  | | --- | --- | | Process or final Deliverable | Payment in Rs. | | Once in two weeks (or as a required) youth group online meeting attendance and provide inputs – Per meeting30 min 250, 1 hour 500, 1.5 750- and 2-hours 1000 | 250  500  750  1000 | | Face to face client meeting at Colombo 02 to represent PASS asia (for long distance such as Jaffna highest rate and medium and small based on the distance) | 3000  5000  7000 | | Other small creative work (art, music, animation, creative writing, translation etc.) will be discussed and agreed with each one of you separately | 2500 – 15,000 | | **You have the opportunity to earn as per the request and as per your creativity and the work commitment** | | |

Please note that based on the available budget for one module, we have set up this small payment structure. Please understand it.

**Special Note on some of the tasks and Field work related logistics arrangements**

1. When you submit your work please send to [coordinator@passasia.com](mailto:coordinator@passasia.com) Consultant Coordinator and Digital Content Consultant. Add copies to [finance@passasia.com](mailto:finance@passasia.com), [mdc@passasia.com](mailto:mdc@passasia.com) and [samantha@passasia.com](mailto:samantha@passasia.com).

**Method of Payment**

1. Submission of monthly work sheets and the approval of it (within 2 weeks)
2. Mobilization advance which will be deducted from the last month payment
3. Payments will be done as bank transfers

**Work Approval Criteria**

|  |  |  |
| --- | --- | --- |
| **Technical** | **Financial** | **Personal** |
| * Accuracy * Quality * Standards * Fine tuned * Nitty gritty * Subject matter specialist * Technical collaborations | * Transparency * Integrity * Honesty * Support strategic finance @ PASS asia | * Professional image * Open and honest communications * PASS asia image * NVC |

**Main performance Indicators**

* Client satisfaction and client acceptance
* Youth group satisfaction
* PASS asia satisfaction
* Other stakeholder satisfaction

**Technical Progress Review**

Each week it is your responsibility to share the progress of the technical and financial work. We expect you to LEAD the work and contribute to achieve given deliverables.

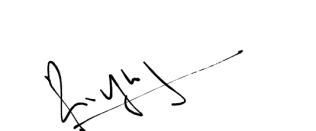
1. Daily WhatsApp group update
2. Weekly Client progress update
3. Weekly / Daily updates for all Client related WhatsApp groups
4. Monthly work progress report

**Dispute Resolution**

1. Self-Solution / resolution
2. Resolution with MF and or MDC
3. Resolution with MD
4. Legal resolution as per the Sri Lankan Law

I hereby certify that I agree with these terms and conditions together with standard consultancy provision code of ethics and terms of PASS Asian Pvt Ltd.

Signature of the Youth Consultant Date: 05/07/2022



Witness by Signature Date

Approved by MD Date