

MEMORANDUM OF UNDERSTANDING

BETWEEN

**BHABHA ATOMIC RESEARCH CENTRE
MUMBAI.**

AND

**INTERNATIONAL INSTITUTE FOR POPULATION
SCIENCES, MUMBAI.**

For

**STUDY OF DIABETES MELLITUS, HYPERTENSION AND
RELATED RISK FACTOR EVALUATION IN OUR CHSS
BENEFICIARIES.**

2019

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
BHABHA ATOMIC RESEARCH CENTRE (BARC),
DEPARTMENT OF ATOMIC ENERGY (DAE), MUMBAI
AND
INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES, MUMBAI.
FOR
STUDY OF DIABETES MELLITUS, HYPERTENSION AND RELATED RISK
FACTOR EVALUATION IN OUR CHSS BENEFICIARIES.

This MoU is made on this 31st day of December in the year 2019 between the President of India, acting through and represented by the Director, Bhabha Atomic Research Centre (hereinafter called BARC, which shall, unless the context does not admit, include its successors and assigns), Government of India, Department of Atomic Energy, Trombay, Mumbai-400085 on the one part,

AND

International Institute For Population Sciences [hereinafter called (IIPS) Deemed to be University under the administrative control of Ministry of Health & Family Welfare, Govt. of India, which shall, unless the context does not admit, include its successors and assigns] having its registered office at Doonar, Mumbai 400 088 on the other part;

PREAMBLE

BARC is a premier multidisciplinary R&D organization under the Department of Atomic Energy, Govt of India, engaged in research with the objective of generating knowledge.

BARC Hospital is multi-specialty hospital, taking care of around one lac beneficiaries under contributory health service scheme (CHSS). Hospital is running post-graduate DNB courses in various specialties and its Medicine department is also affiliated to Hon'ble Bhabha National Institute - Health Sciences, Mumbai.

Non communicable diseases (NCDs) like Diabetes and hypertension are increasing significantly. Indian people are affected more aggressively at premature age in all these diseases.

Due to our unique Health Care System, huge clinical information is available in the hospital. However, this available health information has not been studied for any systemic analysis.

International Institute for Population Sciences, is a Deemed University under the Ministry of Health and Family Welfare, Government of India. IIPS is a premier Institute engaged in teaching and research in the area of demography. IIPS offers various Master's programmes in Population Studies/Bio-Statistics.

IIPS undertakes large scale population-based surveys, to name a few are "National Family Health Surveys" (NFHS) and "Longitudinal Ageing Study in India" (LASI). Currently 5th round of the NFHS is underway. Besides the large-scale surveys, there are many important research studies, having direct policy relevance to Government of India, NITI AAYOG, various central and state government departments, are also underway by the Institute.

This association between IIPS and BARC hospital will help on the following areas for this analysis

- Study of hypertension, diabetes mellitus and their distribution pattern over last 5 years
- Data for analysis for risk factors stratification like various biochemical and clinical parameters
- This will help to plan primordial and other preventive steps to reduce morbidity and in turn will result into cost optimization in human and financial resources in CHSS.
- BARC Hospital also is recognized for conducting post graduate DNB courses. These trainees have topics like Demography, community health, and bio statistics in their curriculum. It is essential to have medical Research and Methodology training for these students. IIPS faculty will guide DNB students and IIPS students will be guided by medical doctors from BARC Hospital. Considering this, IIPS has proposed to BARC hospital for collaborative work.

1. This MoU supersedes all the previous correspondence and discussions, understanding and agreement between the two parties on the subject pertaining to this MoU.

2. PERIOD OF MoU AND ITS EXTENSION:

This MoU comes into effect from the date of its signing and will remain in force for *period of 3 years*.

Its validity can be extended by mutual agreement between both the parties.

3. SCOPE OF THIS MoU:

- To exchange ideas and students, faculty to work on areas of mutual interest related to health transition, disease pattern changes and research methods in diabetes and hypertension.
- Data analysis and evaluation of preventive steps for disease progression.
- Joint publication between faculty and students of both these institutions on specific areas of interest under strict monitoring of BARC faculty as guides and co-guides.

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- d) Suggest steps, primordial and other preventive steps, to reduce morbidity which in turn will result into cost optimization in terms of human and financial resources in CHSS.

4. ROLE AND RESPONSIBILITIES OF BARC:

During the period of this MoU, BARC will provide

- 1 Infrastructure in form of using selected BARC data relevant to the projects
- 2 Medical expertise for analysis of various clinical and biochemical Parameters
- 3 Guidance to students of IIPS in evaluation of clinical parameters

5. ROLE AND RESPONSIBILITIES OF IIPS:

- 1 Provide access to IIPS library
- 2 Undertake relevant data analysis on diabetes and hypertension
3. Guidance to students of HBNI (BARC Hospital) for Research methodologies and Medical statistics, demography, public health and epidemiology studies

6 SCHEDULE OF IMPLEMENTATION:

Milestones	Time line after signing of MoU
1. Clinical Projects	1 month
Formation of teams and committees	6 months
Finalization of road maps	
Preparation of project report and approval from reviewers	
2. Workshop/ Training / Seminars	Every 6 months till end of MOU or its extension
3. Compilation of data and final study report	Reports will be submitted every 6 months

Projects will be undertaken after approval of protocols by Medical scientific as well as ethics committee approvals. They will be reviewed every 3-6 months.

7. PROGRESS REVIEW COMMITTEE:




Dr (Smt) A R Kulkarni, Head, MD, BARC Hospital
Dr R V Asopa, SO/H, RMC, BARC
Dr (Smt) N N More, SO/G, MD, BARC Hospital
Dr B N Pandey SO/G, RB&HSD, BARC
Shri R S Singh, SO/G, Computer Centre, BARC Hospital
Professor K S James, Director IIPS, Mumbai
Shri O K Prasad, Consultant Project Coordinator, IIPS, Mumbai

8. IMPLEMENTATION COMMITTEE :

Dr (Smt) A R Kulkarni, Head, MD, BARC Hospital
Dr (Smt) N N More, SO/G, Medical Division, BARC Hospital,
Dr Yogesh K Shejul, SO/F, Medical Division, BARC Hospital,
Dr (Kum) Lavanya Sampathkumar, SO/D, Medical Division, BARC
Hospital,
Shri Prashant N. Bhandarkar, Statistician, BARC Hospital
Shri R S Singh SO/G, Computer Centre, BARC Hospital
Professor, T V Sekhar, IIPS, Mumbai
Professor Chander Shekhar IIPS, Mumbai

9. FINANCIAL TERMS AND MODE OF PAYMENT:

No financial implications for BARC.

10. DELIVERABLES:

Formation of various data pools as per disease, comorbidities and complications
A. Analysis of data, formation preventive protocol guidelines and Implementation
B. Prognostic factors responsible for hypertension and Diabetes in an urban setting
C. Study of modifiable risk factors

11. NO LIABILITY CLAUSE

BARC shall not be responsible for any loss or damage whatsoever, resulting due to implementation of any technology at the premises of the user(s) or due to testing of the same at the premises of the user(s).





12. CONFIDENTIALITY CLAUSE

International Institute for Population Sciences Mumbai undertakes with BARC that the know-how/data obtained from BARC through this MoU shall not be passed on to any other party in any manner whatsoever without the prior written approval of BARC whether within and beyond the period of this MoU.

13. NON-EXCLUSIVE NATURE OF THIS MOU:

This MoU shall be non-exclusive in its nature for all purposes.

14. PATENTS & PATENT INFRINGEMENT:

If the know-how developed as a result of the joint development programme leads to a patent or patents being taken, the parties hereto shall mutually agree whether or not to apply for a patent/patents and if so in which countries. Patents taken if any shall be in the joint names of the two parties. The cost of taking out a patent / patents shall be equally shared by the two parties.

In the event of any claim or action being brought against either party to this MoU alleging infringement of a patent of a third party, the parties hereto shall mutually decide whether to defend the claim or not. The cost of defence against any such claim or action shall be equally born by the two parties hereto.

15. PUBLICATIONS:

Publications, if any, in respect of the development of the know-how as envisaged with the prior mutual consent of the two parties shall be in the names of the investigators from both parties. It will be suitably acknowledged that the work has been carried out jointly by the two parties after prior approvals.

16. INSURANCE:

The collaborating parties shall effect insurance for their own personnel and property. Such insurance by one party shall include a waiver as to any insurer's action against the other.

17. MoU AND ITS AMENDMENTS:

This MoU shall be the sole repository of the terms and conditions agreed to between the parties and no amendment thereof shall take effect or be binding on both the parties unless such amendment is authorised by them and is recorded in writing and signed by the duly authorised representatives of both the parties.

18. ASSIGNMENT:

This MoU shall not be assignable by either party without the prior written consent of the others except that this agreement shall be automatically binding upon and inure to the benefit of any successor of either party.

19. TERMINATION:

In case it is found by the two parties that the desired objectives cannot be achieved due to any reason(s) whatsoever this MoU will be treated as terminated by a mutually agreed procedure without any liability on either of the party.

20. FORCE MAJEURE.

Neither party shall be held responsible for non-fulfillment of their respective obligation under this agreement due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, War, Flood, Earthquakes, Strike(s), Lockout(s), Epidemics, Riots, Civil commotion etc provided on occurrence and cessation of such events, the party affected by these shall give a notice in writing to the other party within one month of such occurrence and cessation. If the majeure conditions continue beyond six months, the parties shall then mutually decide about the future course of action.

21. ARBITRATION:

In the event of any dispute or difference between the parties hereto, such dispute or difference shall be resolved amicably by mutual consultation or through the nominated officers of both the parties failing which the Chief Executives of both the parties shall meet and mutually try to settle the issue. If such resolution is not possible, then, the unresolved dispute or difference shall be referred to arbitration of one of the arbitrators to be nominated by the permanent arbitration machinery of the Bureau of Public Enterprises as

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envisaged in the DPF No 4(1)/2013-DPI (GM/FTS-1835 dt 22/05/2018 or any other revisions thereof.

In witness whereof the parties hereto have executed this MoU through their authorized representatives.

FOR AND ON BEHALF OF

FOR AND ON BEHALF OF

THE PRESIDENT OF INDIA*
BHABHA ATOMIC RESEARCH CENTRE

INTERNATIONAL INSTITUTE FOR
POPULATION SCIENCES, MUMBAI

Signature: *[Signature]*

Signature: *[Signature]*

Name: *[Name]* / Director, Medical Group

Name: *Prof K.S. JAMES*

Designation: *[Designation]* / BARC

Designation: *DIRECTOR AND SENIOR PROFESSOR*

Place: *[Place]*

Place: *International Institute for Population*

Date: *23.12.2019*

Date: *Sciences (IIPS), Deonar, Mumbai*

23.12.2019

प्रोफेसर के.एस. जेम्स / Prof. K.S. James

निदेशक एवं वरिष्ठ प्रोफेसर / Director & Sr Professor

अंतर्राष्ट्रीय जनसंख्या विज्ञान संस्थान

International Institute for Population Sciences

गेवर्डी स्टेशन रोड, देवनार / Ghandi Station Road, Deonar

मुंबई / Mumbai - 400 098

Witness:

Witness:

1. *[Signature]*
Dr. Rohan V. Jadhav
BARC Hospital

1. *[Signature]*
Dr. T.V. Sekher, Professor,
International Institute for Population
Sciences (IIPS), Mumbai.

2. *[Signature]*
AO-III, Medical Division,
BARC.

2. *[Signature]*
(ANIKET CHATTOPADHYAY)
ASSISTANT FINANCE OFFICER
IIPS, Mumbai



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Government of India
Bhabha Atomic Research Centre
MEDICAL DIVISION



BARC Hospital
Anushakti Nagar
Mumbai 400 094

Ref MD/F:124/4403

3rd January, 2020
7

Prof. K.S. James
Director & Sr. Professor
International Institute of Population Sciences
Govandi Station Road, Deonar
Mumbai - 400 088

Sub: MoU between BARC and International Institute of Populations Sciences,
Mumbai, in the areas of Research and academic activities

Dear Sir,

We are pleased to inform you that MoU between BARC, Mumbai and IIPS, Mumbai for Study of Diabetes Mellitus, Hypertension and Related Risk Factor Evaluation in our CHSS Beneficiaries has been signed by the concerned competent authority in BARC. Herewith forward a copy of the MoU for your record.


We are now looking forward to start collaborative work between Medical Division and IIPS.

We thank you for all the endeavours you have put in which has made possible to enter into the MoU for the collaborative work between Medical Division, BARC and IIPS.

With kind regards,

Encl: Copy of MoU

Yours sincerely


(Dr. (Smt) A.R. Kulkarni)
Head, Medical Division



महाराष्ट्र साहकार बोर्ड, मुंबई
10 DEC 2019
मुद्रांक प्रमुख लिपिक / लिपिका

2019

19 DEC 2019

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
TATA MEMORIAL CENTRE, MUMBAI
AND
INTERNATIONAL INSTITUTE FOR POPULATION
SCIENCES, MUMBAI.
FOR
"COLLABORATION IN THE FIELD OF ACADEMIC AND
RESEARCH"**

This MoU is made on this Eleventh day February in
the year 2020 between the President of India, acting through and represented



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Page | 1

MOU

for the prevention, treatment, education and research in cancer and is recognized as one of the leading cancer centres in this part of the world. It is an autonomous body under the Department of Atomic Energy, Government of India. TMC offers Ph.D programme life science and epidemiology and conduct clinical trials

Whereas IIPS has approached TMC for collaborative work. International Institute for Population Sciences, is a Deemed University under the Ministry of Health and Family Welfare, Govt. of India. Established in 1956, IIPS is a premier Institute engaged in teaching and research in the area of demography. IIPS offers three Master's programme; Master of Arts/Science in Population Studies (M.A/M.Sc); Master of Biostatistics in Demography and Statistics (MBD) and Master of Population Studies (MPS). Apart from these, M.Phil in Population Studies/Bio-Statistics and Ph.D in Population Studies/Biostatistics & Demography are offered by the Institute.

IIPS undertakes large scale population based surveys, to name a few are "National Family Health Surveys" (NFHS) and "Longitudinal Ageing Study in India" (LASI). Currently 5th round of the NFHS is underway. Besides the large scale surveys, there are many important research studies having direct policy relevance to Government of India. NITI AAYOG, various central and state government departments which are also underway at the Institute.

IIPS has renowned experts in demography, statistics, research methodology, data analysis with relevant statistical packages. This association between IIPS and TMC will help positively on the following areas:

- I. IIPS AND TMC HEREBY ENTER INTO THIS MOU COVERING THE ACTIVITIES SUCH AS;
 - a. Some of IIPS Master's students on Bio-Statistics and Demography can do internship as well as write their dissertation using Cancer registry data (Population



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us well as Hospital) within a collaborative framework. Similarly, TMC students interested in working with population based data sets can collaborate with IIPS.

- b. There are possibilities for teaching collaboration by allowing students to audit courses offered in the respective institutes. The faculty can develop joint workshop/symposium to undertake population based health research.
- c. Exploring Cancer Registry data so that better analysis can be carried out having societal relevance.
- d. Step Survey in association with State Govt. can be undertaken collaboratively.
- e. Exploring the possibility of collaboration to develop research projects using data and bio-samples collected during National Health Survey and other similar surveys conducted by IIPS. As TMC has established centre for Cancer epidemiology with man power and infrastructure required to analysis the drier blood stul, TMC and IIPS may jointly propose collection of storage and analysis of bio samples to address health issue of national interest in subsequent NFHS surveys.
- f. Internship to IIPS Bio stats students/MPhil/PhD students at TMC and vice-versa.
- g. This MoU supersedes all the previous correspondence and discussions, understanding and agreement between the two parties on the subject pertaining to this MoU.

2. PERIOD OF MOU AND ITS EXTENSION

This MoU comes into effect from the date of its signing and will remain in force for period of 3 (Three) years.

Its validity can be extended by mutual agreement between both parties.



3. SCHEDULE OF IMPLEMENTATION

January 2020- December 2022.

4. PROGRESS REVIEW COMMITTEE

One committee would be set up with one or more members from TMC and IIPS to periodical review and implement the project.

5. FINANCIAL TERMS AND MODE OF PAYMENT

Not envisaged now. As and when required IIPS & TMC will decide the financial implication.

6. CONFIDENTIALITY CLAUSE

International Institute for Population Sciences, Mumbai undertakes with TMC not to transfer for any consideration to be received by it, the know-how/data obtained from TMC through this MoU, to any other party in any manner whatsoever without the prior written approval of TMC whether within and beyond the period of this MoU. International Institute for Population Sciences, Mumbai shall take all necessary measures to ensure that the knowledge/data obtained under this MoU is not passed on or disclosed.

7. NON-EXCLUSIVE NATURE OF THIS MOU

This MoU shall be non-exclusive in its nature for all purposes.

8. PUBLICATIONS

Publications, if resulted due to joint collaboration studies will be undertaken with mutual consent of two parties and shall be in the names of the investigators from both parties. It will be suitably acknowledged that the work has been carried out jointly by the two parties.



9. MoU AND ITS AMENDMENTS

This MoU shall be the sole repository of the terms and conditions agreed to between the parties and no amendment thereof shall take effect or be binding on both the parties unless such amendment is authorised by them and is recorded in writing and signed by the duly authorised representatives of both the parties.

10. ASSIGNMENT

This MoU shall not be assignable by either party without the prior written consent of the others except that this agreement shall be automatically binding upon and inure to the benefit of any successor of either party.

11. TERMINATION

In case it is found by the two parties that the desired objectives can not be achieved due to any reason(s) whatsoever this MoU will be treated as terminated by a mutually agreed procedure without any liability on either of the party.

12. FORCE MAJEURE

Neither party shall be held responsible for non-fulfillment of their respective obligation under this agreement due to the exigency of one or more of the force-majeure events such as but not limited to Acts of God, War, Flood, Earthquakes, Strike(s), Lockout(s), Epidemics, Riots, Civil commotion etc provided on occurrence and cessation of such events, the party affected by these shall give a notice in writing to the other party within one month of such occurrence and cessation. If the majeure conditions continue beyond six months, the parties shall then mutually decide about the future course of action.

13. ARBITRATION

In the event of any dispute or difference between the parties hereto, such dispute or difference shall be resolved amicably by mutual consultation or through the nominated officers of both the parties failing which the Chief Executives of both the parties shall meet and mutually try to settle the issues.



In witness whereof the parties hereto have executed this MoU through their authorized representatives.

FOR AND ON BEHALF OF
TATA MEMORIAL CENTRE
PAREL, MUMBAI-400012.
MUMBAI-400012.

Signature.....

Name : Dr. Rajendra Badwe

Designation: Director, D.S.,
Director
Tata Memorial Centre
Dr. E. B. ...
Mumbai - 400012.

Place : Parel, Mumbai 400 012.

Date: 11-02-2020.

Witness:

1. Dr. Sudeep Gupta

2. Dr. Rajesh Dikshit



FOR AND ON BEHALF OF
INTERNATIONAL INSTITUTE FOR
POPULATION SCIENCES,
MUMBAI-400088.

Signature.....

Name: Prof. K. S. James

Designation: Director & Prof. K. S. James
प्रमुख एवं वरिष्ठ प्रोफेसर / Director & Sr. Professor
अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान
International Institute for Population Sciences
गोवन्दी स्टेशन रोड, देवनार / Govandi Station Road, Deonar
Place: Deonar, Mumbai 400088.

Date: 11-02-2020.

Witness:

1. Prof. R. B. Bhugat

Head, Dept. of ...
I.I.S., Mumbai-88

2. Shri Aniket Chattopadhyay

अनिकेत चट्टोपाध्याय
Aniket Chattopadhyay
सहायक वित्त अधिकारी
Assistant Finance Officer
अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान
International Institute for Population Science
देवनार / Deonar मुंबई / Mumbai 400088





महाराष्ट्र MAHARASHTRA

2019

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प्रधान मुद्रांक कार्यालय, मुंबई
प.म.वि.क. ८०००००९
14 JUN 2019
संक्षेप अधिकारी

श्री. दि. क. गवई

MEMORANDUM OF UNDERSTANDING

BETWEEN

TATA MEMORIAL CENTRE, MUMBAI

AND

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

THIS MEMORANDUM OF UNDERSTANDING (hereinafter referred to as the "MoU") is dated this

Day of 2019.

BETWEEN

Tata Memorial Centre, (hereinafter referred to as **TMC**), Dr. B. Borges Road, Parel, Mumbai - 400 012, an institution having private philanthropy augmented by Government support for Service, Education & Research in Cancer.

AND

International Institute for Population Sciences (hereafter referred to as **IIPS**), Govardi Station Road, Denuar, Opposite Sanjona Chaudet, Mumbai, Maharashtra 400088, an academic institute under the administrative control of the Ministry of Health and Family Welfare, Government of India,

TMC and IIPS shall hereinafter be referred to singularly as "the Party" and collectively as "the Parties".

WHEREAS

- A. TMC is an institution primarily engaged in medical care, teaching and clinical research. TMC has supported several projects in R & D by enrolling participants and providing clinical samples for research.
- B. IIPS is a "deemed university" primarily engaged in teaching and research for academic studies in population sciences and public health. It but also provides services of research for evaluation, training, consultation and guidance related to demographic problems to government departments, public corporations or private establishments as deemed desirable in pursuance of the objective of the Society.
- C. The Parties are desirous of entering into this MoU to declare their respective intentions and to establish a basis of co-operation and collaboration between the Parties upon the terms as contained herein.

THE PARTIES HAVE REACHED AN UNDERSTANDING as follows:

ARTICLE I

OBJECTIVES

Principal research cooperation shall be focused on

1. The primary objective is to collect data on direct and indirect expenditure in patients receiving treatment for breast cancer at TMC.
2. TMC will screen and enroll breast cancer patients for the study which will be carried out within the institute.
3. IIPS will provide necessary expertise in the field of health expenditure by developing questionnaire, critically evaluating the methods of data collection for the study.
4. TMC and IIPS will be free to use the data these 500 cases (can increased to 700), in a manner they consider appropriate.

ARTICLE VI

NOTICES

Any communication under this MoU will be in writing in English language and delivered by registered mail to the address or sent to the electronic mail address or facsimile number of TMC and IIPS, as the case may be, shown below or to such other address or electronic mail address or facsimile number as either Party may have notified the sender and shall, unless otherwise provided herein, be deemed to be duly given or made when delivered to the recipient at such address or electronic mail address or facsimile number which is duly acknowledged;

TMC

Name: Tata Memorial Centre

Address: Homi Bhabha Block, Room No 1117, Dr. B Borges Road, Patel, Mumbai - 400 012

Contact person: Dr. Tabassum Wadwadawala, Associate Professor, and Department of Radiation Oncology

Phone: 022 2417 7000 (Ext: 6113 / 7026) Email: drtabss.radonc@gmail.com Mobile: 9324445303

IIPS

Name: International Institute of Population Sciences

Address: Govandi Station Road, Deonar, Opposite Sanjona Chamber, Mumbai, Maharashtra 400088.

Contact person: Dr. Sanjay K Mohanty, Professor, Department of Fertility Studies.

Phone: 91-22-42372419 Email: sanjayiips@yahoo.co.in Mobile: 09969687529

ARTICLE VII

AMENDMENTS

This MoU may be amended or supplemented in writing subject to the mutual consent of the Parties.

ARTICLE VIII

GOVERNING LAW

This MoU will be interpreted pursuant to and in accordance with the laws of India and the Parties hereby submit to the exclusive jurisdiction of the Courts of Mumbai.

ARTICLE XIII

FINANCIAL DISCLOSURE

Tata Memorial Centre fully supports openness and transparency and hence the need for all authors of publications (both Tata Memorial Centre and external collaborators) to disclose any potential conflicts of interest including any financial or personal relationships that might be perceived to bias their work.

IN WITNESS WHEREOF the Parties hereto have executed this Memorandum of Understanding on the day and year first above written.

Signed for and on behalf of

TMC, PAREL, MUMBAI



Dr. Rajendra Badwe

Dr. R. A. Badwe, MS,
Director, TMC
Tata Memorial Centre
Dr. E. Borges Marg, Parel,
Mumbai - 400 012.

Date:

Seal:

Signed for and on behalf of

IIPS, GOVANDI, MUMBAI



Dr. K.S. James / Prof. K.S. James
विशेष एवं सहायक प्रोफेसर / Director & Sr. Professor
Director, IIPS
International Institute for Population Sciences
पोस्ट स्टेशन रोड, देवनगर / Govand Station Road, Deonar
Date: मुंबई / Mumbai - 400 088.

Seal:

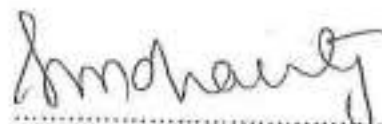


Dr. Tabassum Wadasadawala,

Associate Professor, Radiation Oncology

TMC

डॉ. तबस्सुम वाडासाडावाला
Dr. Tabassum Wadasadawala
असो. प्रोफेसर एवं रेडिएशन ऑन्कोलॉजिस्ट
Asso. Professor & Radiation Oncologist,
टाटा मेमोरियल सेंटर, मुंबई
Tata Memorial Centre, Mumbai
एनएमसी नं. 7 / MMC No.2002/02/0473



Dr. Sanjay K Mahanty,

Professor, Department of Fertility Studies

IIPS



ARTICLE XIII

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TMC, PAREL, MUMBAI



Dr. Rajendra Badwe

Dr. R. A. Badwe, MS,
Director, Tata Memorial Centre
Dr. E. Borges Marg, Parel,
Mumbai - 400 012.

Date:

Seal:

Signed for and on behalf of

IIPS, GOVANDI, MUMBAI

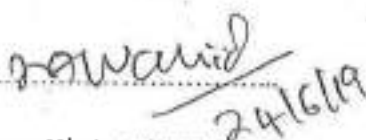


Dr. K.S. James / प्रो. K.S. James

महोदय एवं वरिष्ठ प्रोफेसर / Director & Sr. Professor
Director, International Institute for Population Sciences
International Institute for Population Sciences
पोस्टी स्टेशन रोड, गेवारी / Govandi Station Road, Durgam
Date: मुंबई / Mumbai - 400 038.

Date:

Sent:

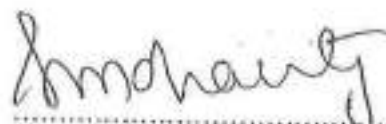


Dr. Tabassum Wadasadawala,

Associate Professor, Radiation Oncology

TMC

डॉ. तबस्सुम वाडासादावाला
Dr. Tabassum Wadasadawala
असो. प्रोफेसर एवं रेडिएशन ऑन्कोलॉजिस्ट
Asso. Professor & Radiation Oncologist,
टाटा मेमोरियल सेंटर, मुंबई
Tata Memorial Centre, Mumbai
एमएमसी नं. / MMC No. 2002/02/0473



Dr. Sanjay K Mohanty,

Professor, Department of Fertility Studies

IIPS



RESEARCH SUB-AGREEMENT

THIS AGREEMENT is effective as of the 1st day of December, 2020 (the "Agreement").

BETWEEN:

THE UNIVERSITY OF MANITOBA
(hereinafter referred to as "The University"),

- and -

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
(hereinafter referred to as "IIPS")

WHEREAS:

- A. University has received funding from the Bill and Melinda Gates Foundation (the "Funder") for the project entitled Exemplars in Maternal and Newborn Mortality Reduction in India (the "Project"), in accordance with the Grant Agreement dated December 1, 2020 (the "Funder Agreement") attached at **Schedule "A"**.
- B. IIPS agrees to conduct a portion of the activities in the Project mentioned above in accordance with the terms and conditions set out herein.

NOW THEREFORE this Agreement witnesses that in consideration of the mutual promises and covenants contained herein, the University and IIPS agree as follows:

ARTICLE 1 - DEFINITIONS

- 1.1 "Arising Intellectual Property" shall mean, individually and collectively all Intellectual Property created, developed, produced or obtained in the Project.
- 1.2 "Background Intellectual Property" shall mean, individually and collectively, all Intellectual Property created, developed, produced or obtained by a party outside of the Project.
- 1.3 "Scope of Work/Deliverables" shall be as set out in **Schedule "B"** attached hereto.
- 1.4 "Intellectual Property" shall mean all patents, trade-marks, industrial designs, trade-names, copyright, trade secrets and other intellectual property rights whether registered or not owned by or licensed to a Party; all technical information, including know-how, show-how, inventions, processes, products, formulae, designs, records, biotechnology and genetic engineering products (including plant

cultivars and germplasm) whether proprietary or not including without limitation any and all confidential information.

- 1.5 **"Inventions"** shall mean all discoveries and patents and patentable and unpatentable inventions and improvements and copyrights arising from the Project.
- 1.6 **"Technical Information"** shall mean all technical or scientific information including Inventions, produced by IIPS in the performance of the Project as hereinafter defined.

ARTICLE 2 - SCOPE

- 2.1 IIPS agrees to provide the University with the personnel, facilities, services, equipment, and supplies necessary to perform the work described in Schedule "B" and warrants to carry out the work in accordance with high scientific and professional standards.
- 2.2 IIPS shall ensure that all required certifications are received prior to undertaking the work, including but not limited to, biohazards, animal care and human ethics and that it complies with all applicable federal and local laws, regulations and guidelines in undertaking the work.
- 2.3 IIPS acknowledges that the Project is funded by the Funder and agrees to undertake the work pursuant to this Agreement in compliance with and subject to the relevant terms and conditions of the Funding Agreement attached hereto as Schedule "A". IIPS further agrees that in its undertaking of the Project it will not do, omit to do, or permit to be done or omitted any action to cause the University to be in breach of the obligations set out in the Funding Agreement. If there is any conflict between the Funding Agreement and this Agreement, the terms of the Funding Agreement shall govern.

ARTICLE 3 - FINANCES

- 3.1 In consideration for the Deliverables, the University shall pay IIPS an amount not to exceed Three hundred and five thousand and twenty-six USD dollars (\$305,026 USD), pursuant to the **"Budget"** attached as **Schedule "C"** hereto. Expenditures are limited to those eligible expenses in accordance with the Funding Agreement. Payments will be subject to satisfactory progress and conditional upon continued support from the Funder.
- 3.2 Payments shall be limited exclusively to eligible expenses and shall be based upon IIPS's verified progress in completing the Deliverables. IIPS may invoice the University at the address noted in Schedule "C". Each invoice should state the period for which reimbursement is being requested and should itemize current incurred costs, cumulative incurred costs, and shall reference this Agreement. All

properly submitted and verified invoices shall be paid within sixty (60) days of delivery to the University, provided that the University shall have the right to refuse to pay all or any portion of any invoice pending verification of the accuracy of the invoice or resolution of any dispute with IIPS regarding any invoice. Payment of the final invoice shall be contingent upon satisfactory completion of the Deliverables, acceptance by the University of all final reports required under this Agreement, and completion of all reports as specified in this Agreement. The University reserves the right to withhold final payment until all reporting requirements are successfully completed.

- 3.3 Total financial obligation of the University under this Agreement is limited to the amount set out in subsection 3.1 which amount shall not be exceeded without the written authorization of the University.

ARTICLE 4 - TERMINATION

- 4.1 This Agreement is effective as of December 1, 2020 and will terminate on March 31, 2022, the anticipated completion date of the Project, unless terminated earlier.
- 4.2 IIPS or the University may earlier terminate this Agreement thirty (30) days subsequent to receipt of written notice of intent to terminate from one to the other.
- 4.3 Notwithstanding the above, any party may terminate this Agreement by written notice of breach by another party, which breach is not rectified within ten (10) days of written notice thereof. Breach shall be defined as a failure to comply with any provision of this Agreement and the documents incorporated herein.
- 4.4 In the event this Agreement is terminated, the University shall pay to IIPS all costs, compensable under Article 3, incurred to the effective date of termination, plus any additional costs mutually agreed upon in writing for relevant and documented expenses incurred by IIPS in connection with terminating the Project.
- 4.5 In the event that the funder reduces or terminates funding to the University for the Project, in whole or in part and for any reason, the University may terminate this Agreement to the same extent by notifying IIPS in writing. The conditions of the termination, including notice and allowability of costs for pre-existing obligations, shall be the same conditions as the conditions imposed upon the University by the Funder.
- 4.6 Articles 3, 6.3, 8, 9 and 10 and clauses 4.4, 4.5, 4.6, 14.8 and 14.9 shall survive termination of this Agreement. The obligations of confidentiality under Article 7 shall continue for a period of five (5) years from the date of termination of this Agreement.

ARTICLE 5 - PROJECT MANAGEMENT

- 5.1 The University shall have control, supervision and direction of the Project and shall be responsible for the manner in which the Project is performed.
- 5.2 The IIPS scientific representative shall be Dr. K.S. James, or such other representative as is mutually agreeable. The University's scientific representative shall be Dr. Ties Boerma, an employee of the University, or such other representative as is mutually agreeable.

ARTICLE 6 - CONSULTATION, REPORTS AND RECORDS

- 6.1 During the term of this Agreement, IIPS's scientific representative and other representatives may have reasonable access to consult with the University's Principal Investigator regarding the Project, personally, electronically, or by telephone.
- 6.2 IIPS shall provide the University with the Deliverables as shown in Schedule B.
- 6.3 IIPS shall provide to the University:
- i) Financial Reporting:
 - a. Expenditures Jan 2021 to June 2021, reported by July 30, 2021
 - b. Expenditures January 2021 to December 2021, reported by January 30, 2022
 - c. Expenditures January 2021 to March 2022, reported by May 31, 2022
 - ii) Preliminary National macro level analysis reported by June 30, 2021; and
 - iii) Preliminary State level analysis reported by December 31, 2021.
- 6.4 IIPS shall keep all records, information, databases, reports and all other documentation related to the Project and associated expenditures and costs for a period of six (6) years from the expiration or termination of this Agreement and shall allow the University to have access to any records, information, databases, reports and other documentation for the purposes of audit and evaluation of the work undertaken pursuant to this Agreement, and for the verification of invoices with respect to payments made under this Agreement.

ARTICLE 7 - CONFIDENTIAL INFORMATION

- 7.1 IIPS and the University may disclose technical, scientific, business or marketing information one to the other to facilitate work under this Agreement. Such information clearly marked as "Confidential", "Protected Business Information" or "Not for Publication" shall be safeguarded and not disclosed to anyone within IIPS or the University without a "need to know," except with the prior written approval of

the other party. Each party shall also protect such information which has been clearly marked from disclosure to third parties.

7.2 The obligation of confidentiality in 7.1 shall not apply to information which:

- a) is already known to the Party to which it is disclosed, as evidenced by written records;
- b) is now or shall enter the public domain other than by a breach of confidentiality obligations to the disclosing Party;
- c) is lawfully obtained from third parties;
- d) either party can demonstrate was developed by it independently of the information received from the disclosing party;
- e) must necessarily be disclosed to regulatory agencies, or to clinicians or others in connection with such disclosures;
- f) must necessarily be disclosed by either party to financial institutions or other funding sources in order to obtain financial assistance, provided that such entities agree to keep the information confidential;
- g) must necessarily be disclosed by the University or IIPS in order to file patent applications with respect to inventions hereunder;
- h) is required by law to be disclosed;
- i) is published or presented by or through the University in learned journals or scientific forums, or as part of a thesis in accordance with Article 11.

7.3 The obligation of confidentiality shall not apply to professional expertise which the either party has upon execution of this Agreement or which is further developed or enhanced as a result of performing work under this Agreement.

7.4 The parties warrant that they shall adhere to and comply with applicable laws and regulations regarding protection of personal and/or health information.

ARTICLE 8 - OWNERSHIP/LICENSES

8.1 The University shall be provided with and retain possession of all original documents and materials used and developed during the course of the Project, including but not limited to maps, sketches, notes, reports, data, models and prototypes.

- 8.2 The title to any Background Intellectual Property already owned or controlled by a party, or that is developed, produced or obtained by a party outside of the scope of the Project shall not be affected by this Agreement.
- 8.3 A party may use Background Intellectual Property already owned or controlled by another party, and which is disclosed as part of the Project, solely for the Project and the term of the Project. The use of the Background Intellectual Property by a party shall in no way affect the ownership of that Background Intellectual Property.
- 8.4 Arising Intellectual Property made, conceived, developed and/or reduced to practice entirely by the employee, student or agent of one party shall vest with that party in accordance with its applicable policies and collective agreements. Arising Intellectual Property made, conceived, developed and/or reduced to practice jointly by employees, students or agents of both parties shall be jointly owned by the parties, based on each of their contributions.
- 8.5 Joint Owners shall manage commercialization activities in respect of jointly owned Arising Intellectual Property as per the terms of an invention management agreement to be negotiated on commercially reasonable terms between the Joint Owners acting in good faith.
- 8.6 Each party hereby grants to the other party a non-exclusive fully-paid worldwide, royalty free license to use the Arising Intellectual Property for their own internal research and educational non-commercial purposes and shall ensure that the appropriate and necessary agreements and documents are obtained from their employees, students and/or agents in order to grant such rights of usage.
- 8.7 Notwithstanding anything else herein, students involved in the Project shall retain copyright in their thesis and no delay or dissemination may be imposed.

ARTICLE 9 - LIABILITY AND INDEMNITY

- 9.1 IIPS makes no representation or warranty as to merchantability or fitness for a particular purpose of the deliverables.
- 9.2 IIPS makes no representations as to potential for any claim of copyright or trade secret infringement based on the use of the deliverables nor shall IIPS be responsible for procuring for the University, the use of any product based on the deliverables in the event that the product, or any part thereof, become the subject of a claim of infringement.
- 9.3 IIPS shall indemnify, defend, and hold the Funder, and the University harmless from and against any and all liability, loss, and expense (including reasonable attorneys' fees and expenses) or claims for injury or damages arising out of or resulting from, or that are alleged to arise out of or result from, the actions or

omissions by IIPS or any of its officers, agents, employees, with respect to the Deliverables.

ARTICLE 10 - PUBLICITY

- 10.1 IIPS will not use the name of the University, nor of any member of the University's staff, in any advertising or promotional material or publicity release without the prior written approval of the University.
- 10.2 IIPS has been selected to participate in this Project at the University's discretion. IIPS may not make any statement or otherwise imply to donors, investors, media or the general public that it is a direct grantee of the Funder for this Project. IIPS may state that the University is a grantee of the Funder under the Collaborative Research Cluster Grant. IIPS may state that it is a subgrantee or subcontractor of the University for the Project.
- 10.3 The University will not use the name of IIPS, or any employee of IIPS in any advertising or promotional material or publicity release without the prior written approval of IIPS.
- 10.4 Nothing herein precludes IIPS from including the name of the University as a funding source for purposes of internal reporting, reporting to government and governmental agencies or in order to obtain financial assistance.

ARTICLE 11 - PUBLICATION

- 11.1 The University shall have the first right to publish and/or disclose publicly, the Deliverables and information and/or data and results arising from the Project. However IIPS shall have the right to publish results related to their sub-portion of the project deliverables, following consultation with the University.
- 11.2 Each party shall acknowledge the support of the Funder and the other party in all written and oral presentations of research results, including scientific articles, news releases, news conferences, public lectures and media interviews subject to Article 10.

ARTICLE 12 - FORCE MAJEURE

- 12.1 No liability shall be incurred by IIPS for delay in progress of the Project or damage suffered or non-performance by IIPS of its obligations as a result of "force majeure", which shall mean Acts of God, fire, floods, riots, wars, financial exigency, or other happenings or occurrences beyond the control of IIPS, but in no way caused by IIPS's default or collusion.
- 12.2 IIPS shall give the University prompt notice and details in writing of the cause of the force majeure.

- 123 No liability shall be incurred by IIPS as long as the force majeure situation is in effect.

ARTICLE 13 - NOTICE

- 13.1 Any notice, report or other communication which any party may desire to give to the other may be hand delivered or sent prepaid by courier or registered mail, or by facsimile transmission or by email to the respective addresses as set out below, or to such other address as one party hereto might subsequently advise the other:

If to the University:

The University of Manitoba
Office of Research Services
540 Machray Hall, 186 Dysart Road
Winnipeg, Manitoba
R3T 2N2
Attention: Kerrie Hayes, Director, Research Contracts
Kerrie.Hayes@umanitoba.ca
204-474-9373

With a copy to:

Dr. Ties Boerma
Ties.Boerma@umanitoba.ca
Cc: Doris.Kuzma@umanitoba.ca

If to IIPS:

International Institute for Population Sciences
Govandi Station Road, Deonar, Opposite Sanjoma Chamber
Mumbai, Maharashtra 400088 India
Attention: Dr. K.S. James, Director, Senior Professor
KsJames@iips.net
+91-22-25573943

ARTICLE 14 - MISCELLANEOUS


- 141 Nothing contained herein or done hereunder shall be construed as establishing any agency, employment, partnership or joint venture relationship between the parties for any purpose whatsoever.
- 142 This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

- 143 The parties hereto represent that they have the necessary capacity and authority to enter into this Agreement.
- 144 No amendment, modification or revision of this Agreement shall be effective unless set forth in writing and agreed to by and authorized representative of each party.
- 145 The titles of the Articles of this Agreement are inserted solely for convenience, are not part of this Agreement and do not in any way limit or amplify the terms hereof.
- 146 This Agreement contains the entire agreement between the University and IIPS with respect to the subject matter herein and supersedes all prior agreements, negotiations, representations and proposals, written and oral with respect to the subject matter herein.
- 147 Each of the parties shall sign such documentation and deliver such information as may be reasonably required by the other in order to exercise its rights set forth in this Agreement.
- 148 This Agreement may be executed in any number of counterparts and by different parties in separate counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement. Delivery by *facsimile* or by electronic transmission in portable document format (PDF) of an executed counterpart of this Agreement is as effective as delivery of an originally executed counterpart of this Agreement.
- 149 Schedules "A", "B" and "C" attached hereto form part of this Agreement.

Signature page follows.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement effective of the date first written above.

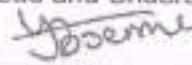
The University of Manitoba


 Feb 01/2021

Name: Dr. Digvir Jayas

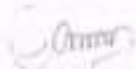
Title: Vice-President, Research & International

Read and Understood:

 2/2/2021
Dr. Boerma

 The University of Manitoba
DATE
SIGNATURE
LAST NAME

International Institute for Population Sciences



Name : Prof. K.S. James

Title: Director & Sr. Professor

SCHEDULE "A"

FUNDER AGREEMENT *

SCHEDULE "B"

SCOPE OF WORK/DELIVERABLES

International Institute for Population Sciences

The International Institute for Population Sciences (IIPS) will provide leadership for the following study components, working in partnership with the implementation team researchers from IHAT, UM and NHRSC:

1. National macro-level analyses: Quantitative data analyses to understand India's levels and trends in maternal and neonatal mortality, and how these coincided with changes in MNH intervention coverage and equity, health programs and services, and health policies and systems and contextual factors, and to define the criteria to identify clusters of states with varied contexts contributing most to India's national progress in the past two decades. More specifically, the IIPS will carry out secondary data analyses and presentation of preliminary results:
 - a. To assess levels and trends of NMR and MMR in India, and in higher and lower mortality state clusters, over time, as well as in intervention coverage and equity, as well as programs and services outputs, health system inputs, and macro-level contextual factors for which data is available, to develop hypotheses on the pathways of impact.
 - b. To analyze the contributions of national-level changes in relevant health system inputs and policies, service outputs and programs (for which robust quantitative data is available) to changes in coverage and mortality using multivariate, hierarchical regression modelling and the LIST tool.
 - c. To lead in organizing/facilitating a workshop (with the rest of the implementation team) with the Steering Committee members and key stakeholders to present the preliminary national-level results, and gain input and interpretations on hypothesized key drivers of NMR and MMR reduction in India, and to inform the selection of key informants for in-depth interviews on the processes by which these improvements were likely achieved in India.
2. Focused state-level analyses: Quantitative data analyses in the selected six states to gain an in-depth understanding of the extent to which health policy/systems inputs, programs/service outputs, contextual factors and MNH intervention coverage and equity may have led to reductions in the states' NMR and MMR. The IIPS will be involved in planning, conducting and interpreting results from the quantitative secondary data analyses within the focus states as follows:

- a. To lead in organizing/facilitating one workshop (with the rest of the implementation team) in each of the six states with key stakeholders, and present the main findings from the initial national-level analysis and literature reviews. The workshops' objective will be to gain stakeholders' interpretations and insights on the results within the historical context, and to determine hypothesized pathways of impact for deeper explorations. It will also involve discussions on further data sources or documents to draw from in each state, as well as the methodology and tools for qualitative data collection with key informants in each state.
 - b. To analyze state-specific surveys and databases, to describe changes in and examine associations between changes in maternal and neonatal mortality and coverage (contact and quality-adjusted) and equity of key interventions using multivariate and LiST analyses. It will also involve analyzing the extent of intra-state heterogeneity at the district level where data is available, to identify areas where more or less progress was made. This will be followed by multilevel or decomposition analysis to understand which health systems, services or contextual factors contributed most to improved intervention coverage, equity and mortality reduction where possible.
3. Develop a synthesis across the states: IIPS will participate and contribute in the national syntheses meetings with the rest of the implementation team, Steering Committee and key stakeholders to present results from the national and state-level analyses, compare the pathways by which drivers were found to significantly influence progress in NMR and MMR and related intervention coverage and equity in the selected states, and how these drivers contributed to India's overall success.
4. Contribute in the preparation and dissemination of national and state reports, peer-reviewed publications or other knowledge products.
5. Participate in regular meetings of the Core Implementation Team, Steering Committee and Technical Advisory Group during the study, as well as dissemination meetings within India and global platforms.

SCHEDULE "C"**BUDGET**

Period	Target, Milestone or Reporting Deliverable	Due By	Payment Date	Payment Amount (USD)
	Countersigned Agreement		Within 30 days after receipt of countersigned Agreement	\$147,568
Start date to June 2021	Technical and Expenditure reports	July 31, 2021	August 31, 2021	\$78,729
Start date to December 31, 2021	Technical and expenditure reports	January 31, 2022	February 28, 2022	\$78,729
Start date to end date	Final reports	Within 60 days of end date	June 30, 2022	\$nil

Invoices to be sent to:

The University of Manitoba
Supplier Payment Services
414 Administration Building, 66 Chancellors Circle
Winnipeg, MB R3T 2N2 Canada
Doris.Kuzma@umanitoba.ca

Payment to be sent to:

International Institute for Population Sciences
Govandi Station Road, Deonar
Opposite Sanjona Chamber
Mumbai, Maharashtra 400088 India
Attention: aniket.afs@iips.net



International Labour Office

INTERNATIONAL INSTITUTE FOR
POPULATION SCIENCES
Govandi Station Road, Deonar
400088, MUMBAI, MAHARASHTRA
India

IMPLEMENTATION AGREEMENT

No.: 40350419 / 0

between

THE INTERNATIONAL LABOUR ORGANIZATION

represented by

THE INTERNATIONAL LABOUR OFFICE

and

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

Duration of the Agreement	: 21 Months
Currency and Total Value of the Agreement	: INR 11,138,368.00
Programme/Project Name	: ND/SG/IIPS/AK-RAS/19/09/IOM: (11OCT'21 - 10 JULY'23) - Knowledge Hub-107734.03.01.01& 02.01.03.502555.531199



WHEREAS, the International Labour Organization represented by the International Labour Office (the "ILO") and INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES, located at Govandi Station Road, Deonar, 400088, MUMBAI, MAHARASHTRA, India (the "Implementing Partner") have agreed to cooperate in the implementation of ND/SG/IPS/AK-RAS/19/09/IOM: (11OCT'21 - 10 JULY'23) - Knowledge Hub-107734.03.01.01& 02.01.03.502555.531199 in Bangladesh, India, Nepal, Pakistan, Sri Lanka which aims to Establish a Regional Learning and Action Platform – a Knowledge Hub on Labour Migration in South Asia for the "Governance of Labour Migration in South and South-East Asia (GOALS)" Project.

NOW THEREFORE, the ILO and the Implementing Partner (the "Parties") hereby agree as follows:

1. NATURE OF THE AGREEMENT

- 1.1. This Agreement constitutes the complete and exclusive agreement between the Parties. It supersedes all proposals, verbal or written arrangements or agreements, and any other communications by one of the Parties or between the Parties relating to the Agreement.
- 1.2. For the purpose of this Agreement the term "goods" means all tangible items, including equipment. The term "services" means work, duty or labour, including renovation and construction works.

2. WORK TO BE PERFORMED

- 2.1. The Implementing Partner will perform with all reasonable skill, care and diligence the tasks and/or services as specified in the Terms of Reference (TOR) or equivalent document in **Annex A**, within the approved budget.
- 2.2. The work will commence upon the signature of this Agreement and will be completed within **21 Months** thereof.
- 2.3. The Implementing Partner will be responsible for obtaining and renewing at its own cost and in a timely manner all licenses, authorizations and permits, which are required to perform the work under the Agreement, and without prejudice to paragraph 1.2 of the Terms and Conditions Applicable to ILO Implementation Agreements, for paying all customs, taxes, fees and duties relating to the Agreement and its implementation.
- 2.4. The Implementing Partner will submit for the approval by the ILO a detailed workplan, not later than **FOUR WEEKS** after the signature of this Agreement.
- 2.5. In accordance with the ILO's instructions, the Implementing Partner will regularly review the workplan and, where necessary, submit to the ILO an updated version.
- 2.6. The Implementing Partner will notify the ILO of any developments that may have a significant impact on the ILO programme/project activities or may materially impair the ability to meet the objectives of the ILO programme/project.

3. REPORTING

- 3.1. The Implementing Partner may, subject to the duration of the Agreement and/or any deliverables established in the Agreement, submit for acceptance to the ILO technical progress and expenditure reports in accordance with the following schedule:
Reporting Schedule: A. Financial and Narrative Report by 10 May 2022; B. Financial and Narrative Report by 05 November 2022; C. Final Report to be submitted by 10 July 2023.
- 3.2. Upon completion of the work the Implementing Partner will submit for acceptance to the ILO



- the final technical and expenditure reports within **FOUR WEEKS** following completion of the work.
- 3.3. Each of the reports will be prepared in the formats set out in **Annex B** and signed by a duly authorized representative of the Implementing Partner and submitted to the ILO official(s) mentioned in paragraph 5.2.
- 3.4. The ILO reserves the right to request the Implementing Partner to supply additional information on the work and on its progress thereof. If fully satisfied with the reports, the ILO will notify the Implementing Partner of its acceptance.
- 3.5. Without prejudice to any other right or remedy under this Agreement, non-compliance with the above provisions will result in action being taken by the ILO, including a demand for reimbursement or suspension of future payments.

4. FINANCIAL ARRANGEMENTS

- 4.1. Upon execution of the work to the satisfaction of the ILO and acceptance by the ILO of the reports, submitted in accordance with paragraphs 3.1 and 3.2, and any other deliverables established in the Agreement, the ILO will pay to the Implementing Partner an amount not exceeding **INR 11,138,368.00** (the "total value of the Agreement"). In any event, the ILO's maximum financial liability under this Agreement will not exceed **USD 150,214.00**.
- 4.2. The total value of the Agreement will be paid by the ILO to the Implementing Partner as follows:

*The ILO will pay IIPS the Total Amount of **INR 11,138,368.00** (Eleven million One hundred and thirty eight thousand three hundred and sixty eight rupees) as follows:

1. An advance of **INR 2,224,500.00** will be paid as advance upon signing of the contract to initiate the activities of the assignment.

2. Up to 40% of the total contract value upon submission of financial report* due by 10 May 2022 upon submission of the following:

- a. Settlement of the first advance payment based on an expenditure statement along with relevant vouchers and invoice for the period of 11 October 2021- 30 April 2022;
b. An Expenditure Forecast of the planned activities from 01 May 2022 – 31 October 2022.

3. Up to 20% of the total contract value upon submission of the following by 05 November 2022:

- a. Settlement of second advance based on an expenditure statement along with relevant vouchers and invoice for the period 01 May 2022 – 31 October 2022,
b. An Expenditure Forecast for planned activities from 01 November - 30 June 2023.

4. Read along with clause 4.3 as in the contract below 10% balance of the contract value on submission of final reports and completion of the assignment to complete satisfaction of the ILO by 10 July 2023.

Subject to the maximum of the amount budgeted, all amounts under this contract will be paid/settled on actual usage. It may be noted that the amount mentioned here under as Forecast/Advance will



stand reduced by any unspent balance, lying with the partner, as per the Financial Report*.

Tax invoices must be in favour of International Labour Organization. Invoice nos. should not exceed 16 digits overall (including spaces/dashes, etc.).

*Over and above the reporting format (annexed), the term Financial Report under this contract would mean, and include, a certified statement of expenditure and a sample of vouchers (as requested by the ILO) which would support all such disbursements by the partners.

- 4.3. In no event will the total of the payments referred to in paragraph 4.2 exceed ninety-five (95) per cent of the total value of the Agreement.
- 4.4. A final payment representing any difference between the approved total expenditure incurred by the Implementing Partner, which cannot exceed the total value of the Agreement and the sums already paid by the ILO to the Implementing Partner as advance and progress payments, will only be made to the Implementing Partner by the ILO upon receipt and acceptance of the final reports described in paragraph 3.2 and subject to the ILO's satisfaction.
- 4.5. The Implementing Partner will obtain the prior written approval of the ILO should it become necessary to deviate from the approved budget indicated in **Annex A** or in the approved revised budget, where applicable. The Implementing Partner will reimburse with immediate effect any amount spent contrary to the authorized expenditures and, further, without prejudice to any other right or remedy under this Agreement, the ILO reserves the right to suspend with immediate effect any payments to the Implementing Partner until the Implementing Partner makes the necessary reimbursement.
- 4.6. Upon completion of the work, the Implementing Partner will immediately return any unspent balance to the ILO.
- 4.7. All financial obligations and transactions under this Agreement will be completed by the end date of the related ILO programme/project, 30 JULY 2023.

5. LANGUAGE AND COMMUNICATIONS

- 5.1. The language to be used for all official communications between the Parties is English.
- 5.2. The Implementing Partner will submit all communications (including the reports and any other deliverables) to the ILO official(s) mentioned below: **Mr. Amish Karki, Technical Officer, E-mail: karkia@ilo.org, International Labour Organization, Core 4B, India Habitat Centre, Lodhi Road, New Delhi - 110 003.**
- 5.3. The ILO will submit all communications to the Implementing Partner's representative(s) mentioned below: **Prof. K. S. James, Director and Senior Professor, International Institute for Population Sciences, Mumbai. Email: ksames@iipsindia.ac.in; Phone: 022 42372888, Mobile: 94484689**
- 5.4. The original of this Agreement has been written and signed in English. If this Agreement is translated into another language, the English version will govern and prevail.

6. AGREEMENT DOCUMENTS

- 6.1. The Agreement is composed of the following documents listed in their order of precedence:
 - This Agreement document



- Terms and Conditions applicable to ILO implementation agreements;
https://www.ilo.org/wcmsp5/groups/public/-/ed_mas/-/inter/documents/legaldocument/wcms_666596.pdf
- Terms and Conditions for implementation agreements funded by ILO donor(s) - not applicable
- Annex A : Terms of Reference (TOR) or equivalent document, including detailed budget; and
- Annex B : ILO Implementation Agreement Expenditure Report Format and Technical Report Format (the latter will be prepared by the ILO programme/project team and attached to this Agreement).

7. ENTRY INTO FORCE AND VALIDITY

- 7.1. This Agreement, superseding all communications between the Parties, will enter into force upon its signature by the authorized representatives of the Parties and will expire upon fulfilment by the Parties of their respective obligations or otherwise in accordance with its provisions.

8. DEROGATIONS TO THE TERMS AND CONDITIONS APPLICABLE TO ILO IMPLEMENTATION AGREEMENTS

The following Derogations will be made to the Terms and Conditions applicable to ILO Implementation Agreements:

Paragraphs 3.1 and 3.2 of section 3 "Intellectual Property Rights and Confidentiality" are replaced in their entirety by the following provisions:

3. INTELLECTUAL PROPERTY RIGHTS AND CONFIDENTIALITY

3.1. PROPRIETARY ITEMS AND INTELLECTUAL PROPERTY RIGHTS:

3.1.1. All documents (including drawings, estimates, manuscripts, maps, plans, records, reports, recommendations) and other proprietary items (including data, devices, gauges, jigs, mosaics, parts, patterns, photographs, samples, software) (jointly referred to as Proprietary Items) as well as all intellectual property rights and all other proprietary rights (including copyrights, patents, trademarks, source codes, products, processes, inventions, ideas, know-how) with regard to any materials (jointly referred to as Intellectual Property), developed by the Implementing Partner or its Personnel in connection with the Agreement are joint property of the United Nations Organisations participating in the Governance of Labour Migration in South and South-East Asia (GOALS) Programme, namely the ILO, the International Organization for Migration (IOM) and the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) (jointly referred to as Participating UN Organisations). All Proprietary Items and Intellectual Property furnished to the Implementing Partner by or on behalf of any of the Participating UN Organisations to support the performance of the Implementing Partner's obligations under the Agreement, are the exclusive property of such furnishing Organisation.

3.1.2. Throughout its performance of the work and, at the latest, upon its completion, the Implementing Partner will disclose to the Participating UN Organisations' Personnel full



particulars of all source codes, products, processes, inventions, ideas, know-how, documents and any other materials developed or conceived by the Implementing Partner, alone or jointly, in connection with the Agreement and will take all necessary steps to execute all necessary documents and generally assist the Participating UN Organisations in securing intellectual property rights and all other proprietary rights in compliance with the requirements of applicable law.

3.1.3. To the extent that any Proprietary Items and Intellectual Property developed by the Implementing Partner or its Personnel in connection with the Agreement further to paragraph 3.1.1. include any Proprietary Items or Intellectual Property of the Implementing Partner that: (i) pre-existed the performance by the Implementing Partner of its obligations under the Agreement; or (ii) it may develop or acquire, or that may have been developed or acquired, independently of the performance of the Implementing Partner's obligations under the Agreement; the Implementing Partner grants to the Participating UN Organisations a perpetual, royalty-free license to make unrestricted use of such Proprietary Item or Intellectual Property. The Participating UN Organisations will not claim any ownership interest in the Proprietary Items or Intellectual Property described in this paragraph.

3.1.4. The Implementing Partner undertakes to obtain, at its own expense, permission to use any third-party protected rights that are necessary for the performance of the Agreement (including a perpetual license transferable to the Participating UN Organisations) and, if requested, provide the Participating UN Organisations with evidence of such permission.

3.1.5. Upon prior written authorization by the ILO, the IOM or UN Women, as applicable, the Implementing Partner will enjoy a permanent, royalty-free, non-exclusive and non-transferable license to use, reproduce, adapt, publicly perform, display and distribute the Intellectual Property or any part thereof in conformity with the purposes of this Agreement.

3.2. CONFIDENTIAL NATURE OF PROPRIETARY ITEMS, INTELLECTUAL PROPERTY AND OTHER INFORMATION:

3.2.1. Unless otherwise made public with the authorization of one of the Participating UN Organisations, as applicable, and subject to paragraph 3.1.5, Proprietary Items, Intellectual Property and other information, irrespective of what form they are, developed, collected, known, marked or received by the Implementing Partner, will be treated by the Implementing Partner as confidential and will be used by the Implementing Partner and its Personnel solely for the purposes of the Agreement. Where the Implementing Partner is required by law to disclose such Proprietary Items, Intellectual Property or other information, it will give the Participating UN Organisations sufficient prior notice of the request to disclose in order to allow them to have a reasonable opportunity to take protective measures or such other action as may be appropriate.



IN WITNESS WHEREOF, the undersigned, being duly authorized, have signed the present Agreement, in duplicate, on the dates and at the places indicated below their respective signatures.

Implementing Partner:
INTERNATIONAL INSTITUTE FOR
POPULATION SCIENCES

International Labour Office :
ASADA-MIYAKAWA, Ms. Chihoko
Regional Director, Asia and the Pacific

Signature :

Date
Place :

11/10/21

Signature :

Date
Place :

11/10/21





(स्थापना / Established in 1956)
बेहतर भविष्य के लिए समर्थन निर्माण
Capacity Building for a Better Future

International Institute for Population Sciences
(Deemed University)
B. S. Devshi Marg, Govandi Station Road, Deonar, Mumbai-40

**REFUGEE AND MIGRATORY MOVEMENTS
RESEARCH UNIT (RMMRU)**
4th Floor Sattar Bhaban
179 Shahid Syed Nazrul Islam Sarani
Bijoynagar
Dhaka 1000

IMPLEMENTATION AGREEMENT

between

**THE INTERNATIONAL INSTITUTE FOR POPULATION
SCIENCES (IIPS) MUMBAI, INDIA**

and

**REFUGEE AND MIGRATORY MOVEMENTS RESEARCH UNIT
(RMMRU) DHAKA, BANGLADESH**

Duration of the Agreement	: 21 Months
Currency and Total Value of the Agreement	: USD 20,000
Programme/Project Name	: (11 OCT'21 - 10 JULY'23) - ILO, GOALS Project - Knowledge Hub

IMPLEMENTATION AGREEMENT

WHEREAS, the INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES (IIPS) and REFUGEE AND MIGRATORY MOVEMENTS RESEARCH UNIT (RMMRU) located at 4th Floor Sattar Bhaban, 179 Shahid Syed Nazrul Islam Sarani, Bijoynagar, Dhaka-1000, Bangladesh (the "Implementing Partner" have agreed to cooperate in the implementation of (11 OCT '21- 10 JULY' 23) - Knowledge Hub in BANGLADESH which aims to Establishing a Regional Learning and Action Platform – a Knowledge Hub on Labour Migration in South Asia for the "Governance of Labour Migration in South and South-East Asia (GOALS)" Project of the International Labour Organization, PO. No. 40350419.

NOW THEREFORE, the IIPS and the Implementing Partner (the "Parties") hereby agree as follows:

1. NATURE OF THE AGREEMENT

- 1.1. This Agreement constitutes the complete and exclusive agreement between the Parties. It supersedes all proposals, verbal or written arrangements or agreements, and any other communications by one of the Parties or between the Parties relating to the Agreement.
- 1.2. For the purpose of this Agreement the term "goods" means all tangible items, including equipment. The term "services" means work, duty or labour, including renovation and construction works.

2. WORK TO BE PERFORMED

- 2.1. The Implementing Partner will perform with all reasonable skill, care and diligence the tasks and /or services as specified in the Terms of Reference (TOR) or equivalent document in **Annex A**, within the approved budget.
- 2.2. The work will commence upon the signature of this Agreement and will be completed within **21 Months** thereof.
- 2.3. The Implementing Partner will be responsible for obtaining and renewing at its own cost and in a timely manner all licenses, authorizations and permits, which are required to perform the work under the Agreement, and without prejudice to paragraph 1.2 of the Terms and Conditions Applicable to IIPS Implementation Agreements, for paying all customs, taxes, fees and duties relating to the Agreement and its implementation.
- 2.4. The Implementing Partner will submit for the approval by the IIPS a detailed work plan, not later than **FOUR WEEKS** after the signature of this Agreement.
- 2.5. In accordance with the IIPS's instructions, the Implementing Partner will regularly review the work plan and, where necessary, submit to the IIPS an updated version.
- 2.6. The Implementing Partner will notify the IIPS of any developments that may have a significant impact on the IIPS programme/project activities or may materially impair the ability to meet the objectives of the IIPS programme/project.

3. REPORTING

- 3.1. The Implementing Partner may, subject to the duration of the Agreement and/or any deliverables established in the Agreement, submit for acceptance to the IIPS technical progress and expenditure reports in accordance with the following schedule:
Deliverables and Time Frame:
A. Financial and Narrative Report to be submitted to IIPS by 10 May 2022;
B. Financial and Narrative Report to be submitted to IIPS by 05 November 2022;
C. Final Report to be submitted to IIPS by 10 July 2023.
- 3.2. Upon completion of the work the Implementing Partner will submit for acceptance to the IIPS the final technical and expenditure reports within **FOUR WEEKS** following completion of the work.

IMPLEMENTATION AGREEMENT

- 3.3. Each of the reports will be prepared in the formats set out in **Annex B** and signed by a duly authorized representative of the Implementing Partner and submitted to the IIPS official(s) mentioned in paragraph 5.2.
- 3.4. The IIPS reserves the right to request the Implementing Partner to supply additional information on the work and on its progress thereof. If fully satisfied with the reports, the IIPS will notify the Implementing Partner of its acceptance.
- 3.5. Without prejudice to any other right or remedy under this Agreement, non-compliance with the above provisions will result in action being taken by the IIPS, including a demand for reimbursement or suspension of future payments.

4. FINANCIAL ARRANGEMENTS

- 4.1. Upon execution of the work to the satisfaction of the IIPS and acceptance by the IIPS of the reports, submitted in accordance with paragraphs 3.1 and 3.2, and any other deliverables established in the Agreement, the IIPS will pay to the Implementing Partner an amount not exceeding **USD 20,000.00** (the "total value of the Agreement"). In any event, the IIPS's maximum financial liability under this Agreement will **not exceed USD 20, 000.00**.
- 4.2. The total value of the Agreement will be paid by the IIPS to the Implementing Partner as follows:

PAYMENT TERMS

The IIPS will pay RMMRU a Total Amount of USD 20,000.00 (Twenty Thousand United States Dollar) as follows:

1. 30% of the total contract value will be paid as advance will be paid as advance upon signing of the contract to initiate the activities of the assignment.
2. Up to 40% of the total contract value upon submission of financial report* will be due by 10 May 2022 upon submission of the following:
 - a. Settlement of the first advance payment based on an expenditure statement and relevant vouchers for the period of 11 October 2021- 30 April 2022;
 - b. An Expenditure Forecast of the planned activities from 01 May 2022 – 30 October 2022.
3. Up to 20% of the total contract value upon submission of the following by 05 November 2022:
 - a. Settlement of second payment on an expenditure statement along with relevant voucher sand invoice for the period 01 May 2022 – 31 October 2022;
 - b. An Expenditure Forecast for planned activities from 01 November- 30June 2023.
4. Read along with clause 4.3 as in the contract below 10% balance of the contract value on submission of final reports and completion of the assignment to complete satisfaction of the IIPS by 10 July 2023.

Subject to the maximum of the amount budgeted, all amounts under this contract will be paid/settled on actual usage.

It may be noted that the amount mentioned above as Forecast/Advance will stand reduced by any unspent balance, lying with the partner, as per the Expense Report*;

Tax invoices must be in favour of International Institute for Population Science.

IMPLEMENTATION AGREEMENT

- 4.3. In no event will the total of the payments referred to in paragraph 4.2 exceed ninety-five (95) percent of the total value of the Agreement.
- 4.4. A final payment representing any difference between the approved total expenditure incurred by the Implementing Partner, which cannot exceed the total value of the Agreement and the sums already paid by the IIPS to the Implementing Partner as advance and progress payments will only be made to the Implementing Partner by the IIPS upon receipt and acceptance of the final reports described in paragraph 3.2 and subject to the IIPS's satisfaction.
- 4.5. The Implementing Partner will obtain the prior written approval of the IIPS should it become necessary to deviate from the approved budget indicated in **Annex A** or in the approved revised budget, where applicable. The Implementing Partner will reimburse with immediate effect any amount spent contrary to the authorized expenditures and, further, without prejudice to any other right or remedy under this Agreement, the IIPS reserves the right to suspend with immediate effect any payments to the Implementing Partner until the Implementing Partner makes the necessary reimbursement.
- 4.6. Upon completion of the work, the Implementing Partner will immediately return any unspent balance to the IIPS.
- 4.7. All financial obligations and transactions under this Agreement will be completed by the end date of the related IIPS programme/project, **31 July2023**.

5. LANGUAGE AND COMMUNICATIONS

- 5.1. The language to be used for all official communications between the Parties is English. The Implementing Partner will submit all communications (including the reports and any other deliverables) to the IIPS official(s) mentioned below: Prof. K.S. James, Director & Senior Professor, International Institute for Population Sciences, Govandi Station Road, Deonar, Opposite Sanjona Chamber, Mumbai, Maharashtra - 400088 India. Phone: 022- 42372888 E-mail: director@iipsindia.ac.in or salamproject@iipsindia.ac.in
- 5.2. The RMMRU will submit all communications to the Implementing Partner's representative(s) mentioned below: Dr. Chowdhury Rafiqul Abrar, Executive Director, Refugee and Migratory Movements Research Unit (RMMRU), 4th Floor Sattar Bhaban, 179 Shahid Syed Nazrul Islam Sarani, Bijoy Nagar, Dhaka- 1000 Bangladesh. Phone: (88) 1834896112, Email: edrmru@gmail.com or info@rmmru.org
- 5.3. The original of this Agreement has been written and signed in English. If this Agreement is translated into another language, the English version will govern and prevail.

6. AGREEMENT DOCUMENTS

- 6.1. The Agreement is composed of the following documents listed in their order of precedence:
 - This Agreement document;
 - Terms and Conditions applicable to IIPS implementation agreements;
 - Terms and Conditions for implementation agreements funded by IIPS donor(s) -not applicable
 - Annex A: Terms of Reference (TOR) or equivalent document, including detailed budget; and
 - Annex B: IIPS Implementation Agreement Expenditure Report Format and Technical Report Format (the latter will be prepared by the IIPS programme/project team and attached to this Agreement).

7. ENTRY INTO FORCE AND VALIDITY

- 7.1. This Agreement, superseding all communications between the Parties, will enter into force upon its signature by the authorized representatives of the Parties and will expire upon fulfillment by the Parties of their respective obligations or otherwise in accordance with its provisions.



IMPLEMENTATION AGREEMENT

IN WITNESS WHEREOF, the undersigned, being duly authorized, have signed the present Agreement, in duplicate, on the dates and at the places indicated below their respective signatures.

Implementing Partner:

Refugee and Migratory Movements Research
Unit (RMMRU), BANGLADESH

For Dr. Chowdhury Rafiqul Abrar,
Executive Director

Signature with Seal:

Date: 30.11.21

Place: Dhaka Bangladesh

International Institute for Population Sciences,
Mumbai, INDIA

For Prof. K.S. James,
Director & Senior Professor

Signature with Seal:

Date: 22nd November, 2021

Place: Mumbai (India).

प्रोफेसर के.एस. जेम्स / Prof. K.S. James
निदेशक एवं वरिष्ठ प्रोफेसर / Director & Sr. Professor
जनसंख्या विज्ञान अकादमी
International Institute for Population Sciences
गोवर्ंदी स्टेशन रोड, कोहा / Govind Station Road, Coohar
मुंबई / Mumbai - 400 088.

IMPLEMENTATION AGREEMENT

ANNEX A

Terms of Reference (TOR) or equivalent document, including detailed budget

Terms of Reference

1. Background

The Global Compact for Safe, Orderly and Regular Migration (GCM) recognized the need for a comprehensive approach to human mobility and enhanced cooperation at the global level. At the adoption of the GCM, UN Member States also agreed to establish a Capacity Building Mechanism that will include a global knowledge platform that will help inform and support governments in the implementation of the GCM. Labour migration is one of the key pillars of the GCM and since the implementation of the GCM is at the national and regional levels first, it is important to conceptualize the development of a Knowledge Hub in South Asia.

There have been numerous calls for more reliable, detailed and transparent information on international migration and labour migration in South Asia and at the global level. For example, SAARC drafted a Plan of Action on Labour Migration at a consultative workshop in May 2016, which outlined a commitment to information exchange and knowledge building on labour migration in the sub region. Specifically, the Plan of Action outlines a commitment to “strengthen the capacity of government authorities to respond to the needs as well as improve the policy impact of migration” through measures such as “the creation of a shared database or web portal with information about migration trends and patterns, policies, best practices, challenges, agreements/arrangements where possible”.

Governance of Labour Migration in South and South-East Asia (GOALS), a UN Joint Programme being implemented by ILO, IOM and UN Women with the support of Swiss Agency for Development and Cooperation (SDC), will be working with academic institutions and think tanks in South Asia to address research and academic gaps on labour migration and decent work, linking learning to enhanced and informed policy dialogues and evidence-based decision making on labour migration governance.

Under outcome three of the GOALS programme, a South Asia Knowledge Hub will be created to address knowledge gaps on labour migration in South Asia. The Hub will examine specific labour migration and mobility issues through a broader lens of decent work and the social, economic and political trends in the sub-region and beyond. Initially, it will establish links and collaborate with institutions, namely, Refugee and Migratory Movements Research Unit (RMMRU), International Institute for Population Sciences (IIPS), Centre for the Study of Labour and Mobility (CESLAM), Sustainable Development Policy Institute (SDPI), and Institute of Policy Studies of Sri Lanka (IPS).

The Knowledge Hub will create a space for governments, civil society, trade unions, private sector, academics and think tanks to engage with new research, so as to bring broader perspectives and empirical evidence to policy discussions. It will connect researchers and institutions from South Asia working on themes that touch upon labour and mobility and will link to the research agendas identified through state-led regional consultative processes including the Colombo Process, the Abu Dhabi Dialogue and possibly SAARC.

Ideally, such a Knowledge Hub will build a community of practice coming together to tackle a specific set of challenges on issues pertaining to labour migration. The Hub will also look at stimulating research at national level in South Asian countries in the Colombo Process and take on a role of comparing and contrasting various research done at national levels on specific labour migration governance topics.

IMPLEMENTATION AGREEMENT

ANNEX A

The products of the Hub will include, but not be confined to, national and regional research, capacity building programmes, operating an online migration portal, dissemination of findings, recommendations and conclusions of research conducted, tools developed, and knowledge generated through the different labour migration projects implemented by IIPS, IOM and UN Women.

2. Objective of the Assignment

The overall objective of this assignment is to address knowledge gaps on labour migration in Bangladesh through the establishment of a regional learning and action platform – a South Asia Knowledge Hub. The aim of such a Hub will be to provide access to knowledge and information to be used by policy makers and stakeholders through regional consultative processes like the Colombo Process, Abu Dhabi Dialogue and SAARC.

Specific objectives of the assignment are –

- To develop data set and gather evidence on international labour migration from Bangladesh with an emphasis on gender-disaggregated data and statistics, and to make it accessible to researchers and stakeholders
- To identify gaps for new research and conduct research at the national level in Bangladesh and at sub-regional level in South Asia, and disseminate research findings, recommendations and conclusions
- To engage in capacity building work on labour migration for young researchers in Bangladesh.

3. Methodology

The conceptualization of the Knowledge Hub has been jointly initiated by the three participating UN organisations (PUNOs) of GOALS namely ILO, IOM and UN Women. As envisaged in the GOALS Project Document (PRODOC), the programme will engage with South Asian academic institutions and think tanks and create a platform to engage with new research, so as to bring broader perspectives and empirical evidence to policy discussions.

The secretariat for the Knowledge Hub will be anchored at IIPS, Mumbai, a Deemed to be University, under the Govt. of India. The secretariat shall support, facilitate, co-ordinate the activities of the Knowledge Hub in collaboration with RMMRU (Bangladesh), CESLAM (Nepal), SDPI (Pakistan) and IPS (Sri Lanka). IIPS shall be responsible for record keeping and publications of the materials of the Hub.

As stated in the Terms of Reference of the Knowledge Hub, there will be a separate contractual arrangement between IIPS and RMMRU to facilitate transfer of funds. This Terms of Reference has been established to effect transfer of funds to RMMRU in Bangladesh for its contribution to the South Asia Knowledge Hub. However, to ensure consolidated reporting of the Knowledge Hub, RMMRU will directly report to IIPS on both financial and operational matters. Funds to RMMRU will be transferred upon PUNOs approval of reports received from IIPS.

4. Scope of the Assignment

GOALS programme will provide an opportunity to bring together academic institutions and think tanks from South Asia in network to establish a learning and action platform to address research and academic gaps on labour migration and decent work, linking learning to enhanced and informed policy dialogues and evidence-based and gender-responsive decision making on labour migration governance. Activities under this assignment will further examine specific labour migration and

IMPLEMENTATION AGREEMENT

ANNEX A

mobility issues through a broader lens of decent work for migrant workers and the social, economic and political trends specifically in Bangladesh.

In consultation with ILO, IOM, UN Women and IIPS, IPS will be expected to deliver the following activities:
Objective 1: To develop data set and gather evidence on international labour migration from Bangladesh with an emphasis on gender-disaggregated data and statistics, and to make it accessible to researchers and stakeholders

- Validate, annotate and gather gender-disaggregated data and statistics on international labour migration from Bangladesh from relevant research, surveys and administrative records.
- International classifications and standards to be followed more closely in all data collected to ensure the data are comparable across countries. The collection of administrative records on migrants, employed migrants, and nationals abroad could be expanded in most cases to include (at least) information on their: a) sex; b) gender; c) age; d) country of origin (or destination); e) migration status; f) educational attainment; g) economic activity; h) occupation; i) status in employment; and whatever other variables might be most relevant or pressing for the national context.
- An online migration portal (website) which will function as a holistic regional information system on international labour migration will be developed and monitored by IIPS. Data and statistics collected by CESLAM should be main streamed through this system.
- The migration portal will be used for knowledge sharing and learning on issues related to migration. It will have numerous functions that will assist policy makers and other stakeholders to have access to migration related data from South Asia and to better understand migration concepts, measures and theories. The data and statistics collected through different sources will be validated, analyzed, summarized and presented as a simple info graphic with underlying micro data where permissible.
- The migration portal will also comprise of policy and technical documents related to the thematic pillars of the Knowledge Hub as well as related documents on the implementation of key global frameworks such as SDG and GCM.
- To ensure transparency and protecting privacy of individuals, RMMRU will adhere to IIPS privacy policy and guidelines for data management.

Objective 2: To identify gaps for new research and conduct research on labour migration-related issues at the national level in Bangladesh and at the sub-regional level in South Asia, and disseminate research findings, recommendations and conclusions

- Connect researchers and institutions in countries in South Asia working on themes that touch upon labour migration and link to the research agendas identified through state-led regional consultative processes including the Colombo Process, the Abu Dhabi Dialogue and possibly SAARC
- Undertake research at both national and regional level on issues of labour migration governance and labour migration policies in line with the proposed thematic areas of the Knowledge Hub
- In order to address the gaps on a limited data and analysis about gender and migration, ensure data collection and measurement approaches that strengthen validity, reliability and representativeness by gender.
- Publish relevant statistics in a timely, regular and transparent way.
- Review existing policies of Bangladesh on the protection and promotion of the rights of migrant workers and returnee migrant workers, and provide policy recommendations to the Government of Bangladesh.

Objective 3: To engage in capacity building work on labour migration for young researchers in Bangladesh

IMPLEMENTATION AGREEMENT

- Provide internships and fellowships to young scholars to participate in capacity building programmes, learning and education.
- Carryout capacity building programmes for young researchers as well as government officials and policy makers, and provide training on migration concepts, measures, theories, research issues and other aspects of migration.
- Conduct workshops/conferences/seminars to disseminate knowledge related to the proposed thematic pillars.

5. Expected Deliverables and Time Frame

The duration of the contract is 11 October 2021 – 10 July 2023.

S. No. Deliverable Description Delivery Date

1. Provide data set to IIPS for the migration database of South Asian countries, as per objective 1
1 June 2022
2. 1 National thematic paper, as per objective 2 1 June 2022
3. 1 Regional thematic paper, as per objective 2 15 January 2023
4. 1 National workshop, as per objective 3 30 April 2023
5. Host 4 interns as per objective 3 01 June 2023 BUDGET

(ANNEXED to the contract as ANNEXURE-C)

IMPLEMENTATION AGREEMENT

ANNEX B

IIPS Implementation Agreement Expenditure Report Format and Technical Report Format (the latter will be prepared by the IIPS programme/project team and attached to this Agreement)

GOALS - Knowledge Hub Activities, Duration: 35 MONTHS					
INSTITUTION NAME: Refugee and Migratory Movements Research Unit (RMMU) (BUDGET - in USD)					
Categories	Activities Details	Units	Rate/Unit	TOTAL	Remarks
Activity 1: Data development/ compilation	Collection of existing data available on migration	1	\$700.00	\$	700 Collection of existing data available on migration from Bangladesh Bank, Bangladesh Bureau of Statistics, Bureau of Manpower, Employment and Training, and research conducted by national organizations working on migration issues.
Activity 2: Thematic Paper (Regional)	Lead researcher	1	\$2,200.00	\$	2,200 Number of people: 1. Paid for 6 months duration
	Co-researchers	2	\$1,500.00	\$	3,000 Number of people: Paid for 3 months duration each
	Printing of publication	1000	\$3.00	\$	3000 Publication of 1000 copies of research report
Activity 3: Thematic Paper (National)	National Research (Lead researcher)	1	\$1,700.00	\$	1,700 Number of people: 1. Paid for 6 months duration
	Printing of publication	1000	\$3.00	\$	3000 Publication of 1000 copies of research report
Activity 4: Organising Workshop	Digital Banner	1	\$11.00	\$	11
	Banner (to be delivered through parcel service)	25	\$6.00	\$	150 Workshop for an estimated of 25 people
	Covid-19 protective kit (to be delivered through parcel service)	25	\$3.50	\$	88
	Programme Kit (to be delivered through parcel service)	25	\$4.00	\$	100
	Activities Sub Total			\$	8,700
Activity 5: Interns Hiring	Three interns to be hired	12	\$209.15	\$	2,510 4 Interns Hiring for 3 Months
Administrative Cost	Programme officer, Statistics (to gather data from different sources)	21	\$170.43	\$	3,772 Part of the salary charged for this assignment for 21 months
	Accounts Officer	21	\$95.36	\$	2,003 Part of the salary charged for this assignment for 21 months
	Administrative Support (Admin. Officer)	21	\$40.85	\$	858 Part of the salary charged for this assignment for 21 months
	Desk diary, supplies, postage	21	\$40.82	\$	855 21 Months expenses for this assignment
	Mobile internet etc.	21	\$55.97	\$	1,175 21 Months expenses for this assignment
	Bank charge	21	\$5.32	\$	112 21 Months expenses for this assignment
	Audit fees	2	\$412.01	\$	824 In case of money coming from any overseas institution including UN bodies then receiving N/Cs would require N/CO Bureau clearance and it is mandatory to have the account annually audited by firms that are related with N/CO Affairs Bureau
	Interns and Administration Sub Total			\$	11,292
Total			\$	20,000	
GRAND TOTAL			\$	30,000	


 For Signature with seal: Prof. Dr. Chowdhury Rafiqul Akbar
 Executive Director (RMMU) (I), Dhaka, Bangladesh


 For Signature with seal: Prof. K.S. James
 Director & Senior Professor (RMMU), Dhaka, Bangladesh
 প্রফেসর কে.এস. জেমস / Prof. K.S. James
 ডিরেক্টর ও সিনিয়র প্রফেসর / Director & Sr. Professor
 আন্তর্জাতিক জনসংখ্যা গবেষণা ইনস্টিটিউট
 International Institute for Population Sciences
 গেটওয়ে স্ট্রীট, ডেয়ার / Gateway Street Road, Deonar
 মুম্বাই / Mumbai - 400 028



IIPS
(स्थापना / Established in 1958)
विशाल भविष्य के लिए समर्थन निर्माण
Capacity Building for a Better Future

International Institute for Population Sciences
(Deemed University)
B. S. Doshi Marg, Govandi Station Road, Deonar, Mumbai-40

**CENTRE FOR THE STUDY OF LABOUR AND
MOBILITY (CESLAM)
SOCIAL SCIENCE BAHA
345 Ramchandra Marg,
Battisputali,
Kathmandu - 9, Nepal.**

IMPLEMENTATION AGREEMENT

between

**THE INTERNATIONAL INSTITUTE FOR POPULATION
SCIENCES (IIPS) MUMBAI, INDIA**

and

**CENTRE FOR THE STUDY OF LABOUR AND MOBILITY (CESLAM)
SOCIAL SCIENCE BAHA, KATHMANDU, NEPAL**

Duration of the Agreement	: 21 Months
Currency and Total Value of the Agreement	: INR 14,83,000
Programme/Project Name	: (11 OCT'21 - 10 JULY'23)- ILO, GOALS Project - Knowledge Hub

IMPLEMENTATION AGREEMENT

WHEREAS, THE INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES (IIPS) and CENTRE FOR THE STUDY OF LABOUR AND MOBILITY (CESLAM), SOCIAL SCIENCE BAHU located at 345 Ramchandra Marg, Battisputali Kathmandu - 9, Nepal (the "Implementing Partner" have agreed to cooperate in the implementation of (11 OCT '21- 10 JULY' 23) - Knowledge Hub in NEPAL which aims to Establishing a Regional Learning and Action Platform – a Knowledge Hub on Labour Migration in South Asia for the "Governance of Labour Migration in South and South-East Asia (GOALS)" Project of the International Labour Organization, PO. No. 40350419

NOW THEREFORE, the IIPS and the Implementing Partner (the "Parties") hereby agree as follows:

1. NATURE OF THE AGREEMENT

- 1.1. This Agreement constitutes the complete and exclusive agreement between the Parties. It supersedes all proposals, verbal or written arrangements or agreements, and any other communications by one of the Parties or between the Parties relating to the Agreement.
- 1.2. For the purpose of this Agreement the term "goods" means all tangible items, including equipment. The term "services" means work, duty or labour, including renovation and construction works.

2. WORK TO BE PERFORMED

- 2.1. The Implementing Partner will perform with all reasonable skill, care and diligence the tasks and /or services as specified in the Terms of Reference (TOR) or equivalent document in **Annex A**, within the approved budget.
- 2.2. The work will commence upon the signature of this Agreement and will be completed within **21 Months** thereof.
- 2.3. The Implementing Partner will be responsible for obtaining and renewing at its own cost and in a timely manner all licenses, authorizations and permits, which are required to perform the work under the Agreement, and without prejudice to paragraph 1.2 of the Terms and Conditions Applicable to IIPS Implementation Agreements, for paying all customs, taxes, fees and duties relating to the Agreement and its implementation.
- 2.4. The Implementing Partner will submit for the approval by the IIPS a detailed work plan, not later than **FOUR WEEKS** after the signature of this Agreement.
- 2.5. In accordance with the IIPS's instructions, the Implementing Partner will regularly review the work plan and, where necessary, submit to the IIPS an updated version.
- 2.6. The Implementing Partner will notify the IIPS of any developments that may have a significant impact on the IIPS programme/project activities or may materially impair the ability to meet the objectives of the IIPS programme/project.

3. REPORTING

- 3.1. The Implementing Partner may, subject to the duration of the Agreement and/or any deliverables established in the Agreement, submit for acceptance to the IIPS technical progress and expenditure reports in accordance with the following schedule:
Deliverables and Time Frame:
A. Financial and Narrative Report to be submitted to IIPS by 10 May 2022;
B. Financial and Narrative Report to be submitted to IIPS by 05 November 2022;
C. Final Report to be submitted to IIPS by 10 July 2023.
- 3.2. Upon completion of the work the Implementing Partner will submit for acceptance to the IIPS, the final technical and expenditure reports within **FOUR WEEKS** following completion of the work.
- 3.3. Each of the reports will be prepared in the formats set out in **Annex B** and signed by a duly authorized representative of the Implementing Partner and submitted to the IIPS official(s)

IMPLEMENTATION AGREEMENT

mentioned in paragraph 5.2.

- 3.4. The IIPS reserves the right to request the Implementing Partner to supply additional information on the work and on its progress thereof. If fully satisfied with the reports, the IIPS will notify the Implementing Partner of its acceptance.
- 3.5. Without prejudice to any other right or remedy under this Agreement, non-compliance with the above provisions will result in action being taken by the IIPS, including a demand for reimbursement or suspension of future payments.

4. FINANCIAL ARRANGEMENTS

- 4.1. Upon execution of the work to the satisfaction of the IIPS and acceptance by the IIPS of the reports, submitted in accordance with paragraphs 3.1 and 3.2, and any other deliverables established in the Agreement, the IIPS will pay to the Implementing Partner an amount not exceeding **INR 14,83,000.00** (the "total value of the Agreement"). In any event, the IIPS's maximum financial liability under this Agreement will **not exceed INR 14, 83,000.00**.
- 4.2. The total value of the Agreement will be paid by the IIPS to the Implementing Partner as follows:

PAYMENT TERMS

The IIPS will pay CESLAM a Total Amount of INR 14, 83,000.00 (Fourteen Lacs Eighty-Three Thousand Rupees) as follows:

1. **30% of the total contract value will be paid as advance will be paid as advance upon signing of the contract to initiate the activities of the assignment.**
2. **Up to 40% of the total contract value upon submission of financial report* will be due by 10 May 2022 upon submission of the following:**
 - a. **Settlement of the first advance payment based on an expenditure statement and relevant vouchers for the period of 11 October 2021- 30 April 2022;**
 - b. **An Expenditure Forecast of the planned activities from 01 May 2022 – 30 October 2022.**
3. **Up to 20% of the total contract value upon submission of the following by 05 November 2022:**
 - a. **Settlement of second payment on an expenditure statement along with relevant voucher sand invoice for the period 01 May 2022 – 31 October 2022;**
 - b. **An Expenditure Forecast for planned activities from 01 November- 30June 2023.**
4. **Read along with clause 4.3 as in the contract below 10% balance of the contract value on submission of final reports and completion of the assignment to complete satisfaction of the IIPS by 10 July 2023.**

Subject to the maximum of the amount budgeted, all amounts under this contract will be paid/settled on actual usage.

It may be noted that the amount mentioned above as Forecast/Advance will stand reduced by any unspent balance, lying with the partner, as per the Expense Report*;

Tax invoices must be in favour of International Institute for Population Science.

- 4.3. In no event will the total of the payments referred to in paragraph 4.2 exceed ninety-five (95) percent of the total value of the Agreement.

IMPLEMENTATION AGREEMENT

- 4.4. A final payment representing any difference between the approved total expenditure incurred by the Implementing Partner, which cannot exceed the total value of the Agreement and the sums already paid by the IIPS to the Implementing Partner as advance and progress payments will only be made to the Implementing Partner by the IIPS upon receipt and acceptance of the final reports described in paragraph 3.2 and subject to the IIPS's satisfaction.
- 4.5. The Implementing Partner will obtain the prior written approval of the IIPS should it become necessary to deviate from the approved budget indicated in **Annex A** or in the approved revised budget, where applicable. The Implementing Partner will reimburse with immediate effect any amount spent contrary to the authorized expenditures and, further, without prejudice to any other right or remedy under this Agreement, the IIPS reserves the right to suspend with immediate effect any payments to the Implementing Partner until the Implementing Partner makes the necessary reimbursement.
- 4.6. Upon completion of the work, the Implementing Partner will immediately return any unspent balance to the IIPS.
- 4.7. All financial obligations and transactions under this Agreement will be completed by the end date of the related IIPS programme/project, **31 July 2023**.

5. LANGUAGE AND COMMUNICATIONS

- 5.1. The language to be used for all official communications between the Parties is English. The Implementing Partner will submit all communications (including the reports and any other deliverables) to the IIPS official(s) mentioned below: Prof. K.S. James, Director & Senior Professor, International Institute for Population Sciences, Govandi Station Road, Deonar, Opposite Sanjona Chamber, Mumbai, Maharashtra - 400088 India. Phone: 022- 42372888 E-mail: director@iipsindia.ac.in or salamproject@iipsindia.ac.in
- 5.2. The IIPS will submit all communications to the Implementing Partner's representative(s) mentioned below: Mr. Deepak Thapa, Director, Centre for the Study of Labour and Mobility (CESLAM), Social Science Baha, 345 Ramchandra Marg, Battisputali, Kathmandu, Nepal, Email: dthapa@soscbaha.org Mobile: +977 985-1048642
- 5.3. The original of this Agreement has been written and signed in English. If this Agreement is translated into another language, the English version will govern and prevail.

6. AGREEMENT DOCUMENTS

- 6.1. The Agreement is composed of the following documents listed in their order of precedence:
 - This Agreement document;
 - Terms and Conditions applicable to IIPS implementation agreements;
 - Terms and Conditions for implementation agreements funded by IIPS donor(s) -not applicable
 - Annex A: Terms of Reference (TOR) or equivalent document, including detailed budget; and
 - Annex B: IIPS Implementation Agreement Expenditure Report Format and Technical Report Format (the latter will be prepared by the IIPS programme/project team and attached to this Agreement).

7. ENTRY INTO FORCE AND VALIDITY

- 7.1. This Agreement, superseding all communications between the Parties, will enter into force upon its signature by the authorized representatives of the Parties and will expire upon fulfillment by the Parties of their respective obligations or otherwise in accordance with its provisions.



IMPLEMENTATION AGREEMENT

IN WITNESS WHEREOF the undersigned, being duly authorized, have signed the present Agreement, in duplicate, on the dates and at the places indicated below their respective signatures.

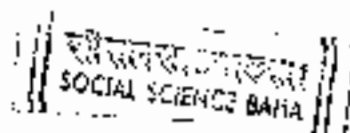
Implementing Partner:

Centre for the Study of Labour
and Mobility (CESLAM),
Social Science Baha, NEPAL

For Professor Nimal Man Tuladhar,
Chairperson

Signature with Seal:

Date: 17th Nov 2021
Place: KATHMANDU (NEPAL)



International Institute for Population Sciences,
(IIPS), Mumbai, INDIA

For Prof. K.S. James,
Director & Senior Professor

Signature with Seal:

Date: 15th November, 2021
Place: MUMBAI (INDIA)

DR. K. S. JAMES, Ph.D. K.S. James
Director & Senior Professor
International Institute for Population Sciences
Mumbai, India
Phone: +91 22 2611 3500
Fax: +91 22 2611 3501
Email: ksjames@iips.org

IMPLEMENTATION AGREEMENT

ANNEX A

Terms of Reference (TOR) or equivalent document, including detailed budget

Terms of Reference

1. Background

The Global Compact for Safe, Orderly and Regular Migration (GCM) recognized the need for a comprehensive approach to human mobility and enhanced cooperation at the global level. At the adoption of the GCM, UN Member States also agreed to establish a Capacity Building Mechanism that will include a global knowledge platform that will help inform and support governments in the implementation of the GCM. Labour migration is one of the key pillars of the GCM and since the implementation of the GCM is at the national and regional levels first, it is important to conceptualize the development of a Knowledge Hub in South Asia.

There have been numerous calls for more reliable, detailed and transparent information on international migration and labour migration in South Asia and at the global level. For example, SAARC drafted a Plan of Action on Labour Migration at a consultative workshop in May 2016, which outlined a commitment to information exchange and knowledge building on labour migration in the sub region. Specifically, the Plan of Action outlines a commitment to “strengthen the capacity of government authorities to respond to the needs as well as improve the policy impact of migration” through measures such as “the creation of a shared database or web portal with information about migration trends and patterns, policies, best practices, challenges, agreements/arrangements where possible”.

Governance of Labour Migration in South and South-East Asia (GOALS), a UN Joint Programme being implemented by ILO, IOM and UN Women with the support of Swiss Agency for Development and Cooperation (SDC), will be working with academic institutions and think tanks in South Asia to address research and academic gaps on labour migration and decent work, linking learning to enhanced and informed policy dialogues and evidence-based decision making on labour migration governance.

Under outcome three of the GOALS programme, a South Asia Knowledge Hub will be created to address knowledge gaps on labour migration in South Asia. The Hub will examine specific labour migration and mobility issues through a broader lens of decent work and the social, economic and political trends in the sub-region and beyond. Initially, it will establish links and collaborate with institutions, namely, Refugee and Migratory Movements Research Unit (RMMRU), International Institute for Population Sciences (IIPS), Centre for the Study of Labour and Mobility (CESLAM), Sustainable Development Policy Institute (SDPI), and Institute of Policy Studies of Sri Lanka (IPS).

The Knowledge Hub will create a space for governments, civil society, trade unions, private sector, academics and think tanks to engage with new research, so as to bring broader perspectives and empirical evidence to policy discussions. It will connect researchers and institutions from South Asia working on themes that touch upon labour and mobility and will link to the research agendas identified through state-led regional consultative processes including the Colombo Process, the Abu Dhabi Dialogue and possibly SAARC.

Ideally, such a Knowledge Hub will build a community of practice coming together to tackle a specific set of challenges on issues pertaining to labour migration. The Hub will also look at stimulating research at national level in South Asian countries in the Colombo Process and take on a role of comparing and contrasting various research done at national levels on specific labour migration governance topics.

IMPLEMENTATION AGREEMENT

ANNEX A

The products of the Hub will include, but not be confined to, national and regional research, capacity building programmes, operating an online migration portal, dissemination of findings, recommendations and conclusions of research conducted, tools developed, and knowledge generated through the different labour migration projects implemented by IIPS, IOM and UN Women.

2. Objective of the Assignment

The overall objective of this assignment is to address knowledge gaps on labour migration in Pakistan through the establishment of a regional learning and action platform – a South Asia Knowledge Hub. The aim of such a Hub will be to provide access to knowledge and information to be used by policy makers and stakeholders through regional consultative processes like the Colombo Process, Abu Dhabi Dialogue and SAARC.

Specific objectives of the assignment are –

- To develop data set and gather evidence on international labour migration from Nepal with an emphasis on gender-disaggregated data and statistics, and to make it accessible to researchers and stakeholders
- To identify gaps for new research and conduct research at the national level in Nepal and at sub-regional level in South Asia, and disseminate research findings, recommendations and conclusions
- To engage in capacity building work on labour migration for young researchers in Nepal.

3. Methodology

The conceptualization of the Knowledge Hub has been jointly initiated by the three participating UN organisations (PUNOs) of GOALS namely ILO, IOM and UN Women. As envisaged in the GOALS Project Document (PRODOC), the programme will engage with South Asian academic institutions and think tanks and create a platform to engage with new research, so as to bring broader perspectives and empirical evidence to policy discussions.

The secretariat for the Knowledge Hub will be anchored at IIPS, Mumbai, a Deemed to be University, under the Govt. of India. The secretariat shall support, facilitate, co-ordinate the activities of the Knowledge Hub in collaboration with RMMRU (Bangladesh), CESLAM (Nepal), SDPI (Pakistan) and IPS (Sri Lanka). IIPS shall be responsible for record keeping and publications of the materials of the Hub.

As stated in the Terms of Reference of the Knowledge Hub, there will be a separate contractual arrangement between IIPS and CESLAM to facilitate transfer of funds. This Terms of Reference has been established to effect transfer of funds to CESLAM in Nepal for its contribution to the South Asia Knowledge Hub. However, to ensure consolidated reporting of the Knowledge Hub, CESLAM will directly report to IIPS on both financial and operational matters. Funds to Nepal will be transferred upon PUNOs approval of reports received from IIPS.

4. Scope of the Assignment

GOALS programme will provide an opportunity to bring together academic institutions and think tanks from South Asia in network to establish a learning and action platform to address research and academic gaps on labour migration and decent work, linking learning to enhanced and informed policy dialogues and evidence-based and gender-responsive decision making on labour migration governance. Activities under this assignment will further examine specific labour migration and

IMPLEMENTATION AGREEMENT

ANNEX A

mobility issues through a broader lens of decent work for migrant workers and the social, economic and political trends specifically in Bangladesh.

In consultation with ILO, IOM, UN Women and IIPS, CESLAM will be expected to deliver the following activities:

Objective 1: To develop data set and gather evidence on international labour migration from Nepal with an emphasis on gender-disaggregated data and statistics, and to make it accessible to researchers and stakeholders

- Validate, annotate and gather gender-disaggregated data and statistics on international labour migration from Nepal from relevant research, surveys and administrative records.
- International classifications and standards to be followed more closely in all data collected to ensure the data are comparable across countries. The collection of administrative records on migrants, employed migrants, and nationals abroad could be expanded in most cases to include (at least) information on their: a) sex; b) gender; c) age; d) country of origin (or destination); e) migration status; f) educational attainment; g) economic activity; h) occupation; i) status in employment; and whatever other variables might be most relevant or pressing for the national context.
- An online migration portal (website) which will function as a holistic regional information system on international labour migration will be developed and monitored by IIPS. Data and statistics collected by CESLAM should be main streamed through this system.
- The migration portal will be used for knowledge sharing and learning on issues related to migration. It will have numerous functions that will assist policy makers and other stakeholders to have access to migration related data from South Asia and to better understand migration concepts, measures and theories. The data and statistics collected through different sources will be validated, analyzed, summarized and presented as a simple info graphic with underlying micro data where permissible.
- The migration portal will also comprise of policy and technical documents related to the thematic pillars of the Knowledge Hub as well as related documents on the implementation of key global frameworks such as SDG and GCM.
- To ensure at a transparency and protecting privacy of individuals, CESLAM will adhere to IIPS privacy policy and guidelines for data management.

Objective 2: To identify gaps for new research and conduct research on labour migration-related issues at the national level in Nepal and at the sub-regional level in South Asia, and disseminate research findings, recommendations and conclusions

- Connect researchers and institutions in countries in South Asia working on themes that touch upon labour migration and link to the research agendas identified through state-led regional consultative processes including the Colombo Process, the Abu Dhabi Dialogue and possibly SAARC.
- Undertake research at both national and regional level on issues of labour migration governance and labour migration policies in line with the proposed thematic areas of the Knowledge Hub
- In order to address the gaps on a limited data and analysis about gender and migration, ensure data collection and measurement approaches that strengthen validity, reliability and representativeness by gender.
- Publish relevant statistics in a timely, regular and transparent way.
- Review existing policies of Pakistan on the protection and promotion of the rights of migrant workers and returnee migrant workers, and provide policy recommendations to the Government of Nepal.

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ANNEX B

IIPS Implementation Agreement Expenditure Report Format and Technical Report Format (the latter will be prepared by the IIPS programme/project team and attached to this Agreement)

GOALS - Knowledge and Attitudes, Duration: 22 Months SOCIAL SCIENCE BAW (BUDGET - IN US\$)								
Category/ID	Activities/Item/AM	Units	Unit/Unit	Number of teaching days	TOTAL	Rate/Unit (in INR)	TOTAL (in INR)	Comments
Activity 1: Survey	Purchase of Statistical Database	1	\$1,500	1 month	\$ 1,500	\$ 28,150	\$ 28,150	The database will be purchased from the Central Bureau of Statistics. For use for groups outside of Nepal, the cost is much higher.
Activity 2: Thematic Paper (Regional)	Recommendation for preparation of UNFPA	1	\$250	4	\$ 250	\$ 14,154	\$ 14,154	For month April
	Recommendation for preparation of Nepal's (2000-2010)	2	\$150	4	\$ 300	\$ 14,965	\$ 15,265	For month April
Activity 3: Thematic Paper (National)	Recommendation for research (UNFPA)	1	\$250	1	\$ 250	\$ 14,154	\$ 14,154	For month April
	Recommendation for research (2000-2010)	5	\$400	4	\$ 2,000	\$ 29,660	\$ 29,660	For month April
	Publishing of report	500	\$1	1 month	\$ 500	\$ 14,154	\$ 14,154	Printing charges & layout. It requires for 500 copies. The cost paper copy and color includes the fee to be paid to the person who does the design and layout of the report.
Activity 4: Organizing Workshop	Workshop on the social and environmental	50	\$10	2	\$ 200	\$ 1,156	\$ 1,156	
Activities Sub Total					\$ 2,450		\$ 2,450	
Activity 5: Informing Hearing	Informing hearing for local	2	\$500	5	\$ 1,000	\$ 14,154	\$ 14,154	
	Informing hearing for local	2	\$500	5	\$ 1,000	\$ 14,154	\$ 14,154	
Activity 6: Administrative Cost	Project management (10% fee)	1	\$500	10	\$ 5,000	\$ 28,154	\$ 28,154	
	Office administration (10% fee)	1	\$500	10	\$ 5,000	\$ 28,154	\$ 28,154	
	Replacement of 2% items	1	\$500	10	\$ 5,000	\$ 28,154	\$ 28,154	
Informing and Administrative Sub Total					\$ 10,400		\$ 10,400	
Total					\$ 20,450		\$ 20,450	
Contribution from SSP					\$ 2,000		\$ 2,000	
Grand Total					\$ 22,450		\$ 22,450	

973 = 1400 24.15

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SOCIAL SCIENCE BAH

For Signature each with Prof. A.S. Jarmen.
Director, E. Senior Professor in the National, India

Terms of Reference

South Asia Centre for Labour Mobility and Migrants (SALAM)

A Regional Learning and Action Platform – a Knowledge Hub on Labour Migration in South Asia (Under the Project: Governance of Labour Migration in South and South-East Asia (GOALS))

1. Background

The Global Compact for Safe, Orderly and Regular Migration (GCM)¹ recognized the need for a comprehensive approach to human mobility and enhanced cooperation at the global level. At the adoption of the GCM, UN Member States also agreed to establish a Capacity Building Mechanism that will include a global knowledge platform that will help inform and support governments in the implementation of the GCM. Labour migration is one of the key pillars of the GCM and since the implementation of the GCM is at the national and regional levels first, it is important to conceptualize the development of a Knowledge Hub in South Asia.

There have been numerous calls for more reliable, detailed and transparent information on international migration and labour migration in South Asia and at the global level. For example, SAARC drafted a Plan of Action on Labour Migration at a consultative workshop in May 2016², which outlined a commitment to information exchange and knowledge building on labour migration in the subregion. Specifically, the Plan of Action outlines a commitment to “strengthen the capacity of government authorities to respond to the needs as well as improve the policy impact of migration” through measures such as “the creation of a shared database or web portal with information about migration trends and patterns, policies, best practices, challenges, agreements/arrangements where possible”³.

Governance of Labour Migration in South and South-East Asia (GOALS), a UN Joint Programme being implemented by ILO, IOM and UN Women with the support of Swiss Agency for Development and Cooperation (SDC), will be working with academic institutions and think tanks in South Asia to address research and academic gaps on labour migration and decent work, linking learning to enhanced and informed policy dialogues and evidence-based decision making on labour migration governance.

Under outcome three of the GOALS programme, a South Asia Knowledge Hub will be created to address knowledge gaps on labour migration in South Asia. The Hub will examine specific labour migration and mobility issues through a broader lens of decent work and the social, economic and

¹ GCM is the first inter-governmentally negotiated agreement, prepared under the auspices of the United Nations, covering all dimensions of international migration in a holistic and comprehensive manner, adopted by 152 states including all South Asian member states in December 2018.

² *The Kathmandu Post*. 2016. “Members commit to improving protections for migrant workers: SAARC plan of action on migration”, 4 May. Available at: <http://kathmandupost.ekantipur.com/news/2016-05-04/members-commit-to-improving-protections-for-migrant-workers.html>

³ SAARC *Plan of action on labour migration*. Consultative Workshop on SAARC Plan of Action for Cooperation on Matters Related to Migration

political trends in the sub-region and beyond. Initially, it will establish links and collaborate with institutions, namely, Refugee and Migratory Movements Research Unit (RMMRU), International Institute for Population Sciences (IIPS), Centre for the Study of Labour and Mobility (CESLAM) Social Science Baha, Sustainable Development Policy Institute (SDPI), and Institute of Policy Studies of Sri Lanka (IPS).

The Knowledge Hub will create a space for governments, civil society, trade unions, private sector, academics and think tanks to engage with new research, so as to bring broader perspectives and empirical evidence to policy discussions. It will connect researchers and institutions from South Asia working on themes that touch upon labour and mobility and will link to the research agendas identified through state-led regional consultative processes including the Colombo Process, the Abu Dhabi Dialogue and possibly SAARC.

Ideally, such a Knowledge Hub will build a community of practice coming together to tackle a specific set of challenges on issues pertaining to labour migration. The Hub will also look at stimulating research at national level in South Asian countries in the Colombo Process and take on a role of comparing and contrasting various research done at national levels on specific labour migration governance topics.

The products of the Hub will include, but not be confined to, national and regional research, capacity building programmes, operating an online migration portal, dissemination of findings, recommendations and conclusions of research conducted, tools developed, and knowledge generated through the different labour migration projects implemented by ILO, IOM and UN Women.

2. Objective of the Assignment

The overall objective of this assignment is to address knowledge gaps on labour migration in the six South Asian countries – Afghanistan, Bangladesh, India, Nepal, Pakistan and Sri Lanka through the establishment of a regional learning and action platform – a South Asia Knowledge Hub. The aim of such a Hub will be to provide access to knowledge and information to be used by South Asian policy makers and stakeholders through regional policy dialogue like the Colombo Process.

Specific objectives of the assignment are – To establish the governance structure and management arrangements of the Knowledge Hub

- To develop an online portal as a repository of data and evidence on South Asian labour migration related issues with an emphasis on gender-disaggregated data and statistics and to make it accessible to researchers and stakeholders
- To identify gaps for new research and conduct research at the national and at sub-regional level in South Asia, and disseminate research findings, recommendations and conclusions
- To engage in capacity building work on labour migration for young researchers in South Asia
- To build collaboration, and share and exchange knowledge with institutions in the Middle East, East Asia and South-East Asia migration corridors

3. Methodology

The conceptualization of the Knowledge Hub has been jointly initiated by the three participating UN organisations (PUNOs) of GOALS namely ILO, IOM and UN Women. As envisaged in the GOALS Pro Doc, the programme will engage with South Asian academic institutions and think tanks and create a platform to engage with new research, so as to bring broader perspectives and empirical evidence to policy discussions. PUNOs will work with RMMRU from Bangladesh, IIPS from India, CESLAM from

Nepal, SDPI from Pakistan, and IPS from Sri Lanka to establish and operationalise the Knowledge Hub.

The secretariat for the Knowledge Hub will be anchored at IIPS, Mumbai, a Deemed to be University, under the Govt. of India. The secretariat shall support, facilitate, co-ordinate the activities of the Knowledge Hub. It shall be responsible for record keeping and publications of the materials of the Hub. It shall co-ordinate with IIPS administration to disburse the funds, expenditure and facilitate the auditing of the account. It shall liaison with UN agencies, collaborating institutions, Advisory committee and Executive committee members to facilitate meetings and preparation of minutes and its implementation. It is envisioned that the Hub will be collectively owned and managed by IIPS in equal partnership with four collaborating institutions, details of which will be worked out in a MoU between the member institutions.

Strategic guidance and supervision for the establishment and operation of the Knowledge Hub will be provided jointly by PUNOs, in support of the programme vision, through a joint technical panel. On behalf of PUNOs, ILO will manage the contract and act as the contracting authority with IIPS, which is the convening agent of the Knowledge Hub.

There will be a separate contractual arrangement between ILO and SDPI to facilitate transfer of funds because IIPS is not permitted under the Government of India regulation to transfer funds to a Pakistan entity. However, to ensure consolidated reporting of the Knowledge Hub, SDPI will directly report to IIPS on both financial and operational matters.

The Knowledge Hub will be governed by two committees – Executive Committee and an Advisory Committee. The executive committee will consist of members of each partner institutions from South Asian countries and PUNOs. The Executive Committee will be the decision making body taking policy decisions on the management of the Hub and the implementation of the activities. The mandate and scope of the Executive Committee will be outlined in a ToR within four weeks of signing the implementation agreement.

The Advisory Committee will include eminent migration scholars, members of the Knowledge Hub, PUNOs, UNU-MERIT Maastricht University and labour migration experts and institutions from South Asia. The major task of the advisory committee will be to periodically review the work of the Knowledge Centre, give advice and suggestions which is appropriate in achieving the objectives and goals of the centre. The advisory committee will form a think tank in guiding and providing direction to the Knowledge Hub. The matter deliberated by the Advisory Committee shall be placed before Executive Committee for final decision and implementation. Subject experts in the Advisory Committee may also be hired as consultants for reviewing thematic papers. The mandate and scope of the Advisory Committee will be outlined in a ToR within four weeks of signing the implementation agreement.

The ownership and sustainability are crucial issues for the success of the Hub. To ensure sustainability, long-term institutional involvement and commitment will be ensured. GOALS programme, through financial contribution from ILO, IOM and UN Women, will support the activities of the Knowledge Hub as outlined in this ToR. The long-term sustainability of the Hub will depend upon securing funding to ensure financial viability. Collective efforts should be made by all member institutions to make the Hub self-dependent in due course of time. Not later than six months before the end of GOALS funding, the members of the Knowledge Hub will have an action plan ready for this purpose for submission to the Executive Committee. Institutional collaborations should be leveraged as a strategy of sustainability both in terms of financial supports and resources in kind.

4. Scope of the Assignment

Through this programme GOALS will provide an opportunity to bring together academic institutions and think tanks from South Asia in network to establish a learning and action platform to address research and academic gaps on labour migration and decent work, linking learning to enhanced and informed policy dialogues and evidence-based and gender-responsive decision making on labour migration governance. Activities under this assignment will further examine specific labour migration and mobility issues through a broader lens of decent work for migrant workers and the social, economic and political trends in the sub-region and beyond.

Specifically, in consultation with ILO, IOM and UN Women, IIPS in collaboration with RMMRU, CESLAM, SDPI and IPS will be expected to deliver the following activities:

Objective 1: To establish the governance structure and management/coordination arrangements of the Knowledge Hub

- Establish the Knowledge Hub Secretariat and anchor the Knowledge Hub at the International Institute for Population Sciences, Mumbai. Establish MoU between member institutions of the Knowledge Hub to define roles and responsibilities/working relationships amongst the members institutions, and between member institutions and the convening partner (IIPS).
- Identify key pillars/ areas of priorities for the Knowledge Hub. Sub-themes under each pillar should also be identified.
- Establish links, collaborate with existing institutions and create a space for constituents to engage with new research to bring broader perspectives and empirical evidence to policy discussions.
- Conduct regular meetings with collaborating institutions to review the progress and identify future areas of work.

Objective 2: To develop an online portal as a repository of data and evidence on South Asian labour migration related issues with an emphasis on gender-disaggregated data and statistics, and to make it accessible to researchers and stakeholders

- Build a coherent statistical system on international labour migration from South Asia. Validate, annotate and gather gender-disaggregated data and statistics on international labour migration from South Asia from relevant research, surveys and administrative records.
- International classifications and standards to be followed more closely in all data collected to ensure the data are comparable across countries. The collection of administrative records on migrants, employed migrants, and nationals abroad could be expanded in most cases to include (at least) information on their: a) sex; b) gender; c) age; d) country of origin (or destination); e) migration status; f) educational attainment; g) economic activity; h) occupation; i) status in employment; and whatever other variables might be most relevant or pressing for the national context.
- Develop and maintain an online migration portal (website) which will function as a holistic regional information system on international labour migration. Data and statistics already collected should be mainstreamed through this system.
 - The migration portal will be used for knowledge sharing and learning on issues related to migration. It will have numerous functions that will assist policy makers and other stakeholders to have access to migration related data from South Asia and

to better understand migration concepts, measures and theories. The data and statistics collected through different sources will be validated, analyzed, summarized and presented as a simple info graphic with underlying micro data where permissible.

- The migration portal will also comprise of policy and technical documents related to the thematic pillars of the Knowledge Hub as well as related documents on the implementation of key global frameworks such as SDG and GCM.
- To ensure data transparency and protecting privacy of individuals, IIPS will adhere to ILO privacy policy and guidelines for the development of the website and data management

Objective 3: To identify gaps for new research and conduct research on labour migration-related issues at the national and at sub-regional level in South Asia, and disseminate research findings, recommendations and conclusions

- To prepare national and regional plan of action on the study of labour migration in the targeted South Asian countries
- Connect researchers and institutions in countries in South Asia working on themes that touch upon labour migration and link to the research agendas identified through state-led regional consultative processes including the Colombo Process, the Abu Dhabi Dialogue and possibly SAARC
- Undertake research at both national and regional level on issues of labour migration governance and labour migration policies in line with the proposed thematic areas of the Knowledge Hub
 - In order to address the gaps on a limited data and analysis about gender and migration, ensure data collection and measurement approaches that strengthen validity, reliability and representativeness by gender.
- Identify thematic experts from the Advisory Committee. Appoint advisors to peer review national and regional thematic papers.
- Publication of research outputs in the form of newsletter/books/articles/research papers. Publish relevant statistics in a timely, regular and transparent way.
- Review existing policies of South Asian countries on the protection and promotion of the rights of migrant workers and returnee migrant workers, and provide policy recommendations to respective Governments.

Objective 4: To engage in capacity building work on labour migration in South Asia

- Provide internships and fellowships to young scholars to participate in capacity building programmes, learning and education.
- Carry out capacity building programmes for government officials, policy makers, civil society organizations, trade unions, private sector and young researchers, and provide training on migration concepts, measures, theories, research issues and other aspects of migration.
- Conduct workshops/conferences/seminars to disseminate knowledge related to the proposed thematic pillars.

Objective 5: To build collaboration, and share and exchange knowledge with institutions in the Middle East, East Asia and South-East Asia migration corridors

05 November 2021

- Establish MoU with Gulf Labour Markets and Migration (GLMM) and with other institutions for networking and strengthening the work of the Hub.
- Organise 5 virtual lecture series in collaboration with the leading experts from Economic and Social Research Institute, Maastricht on labour migration focussing perspectives from South Asia.
 - Lecture series to be delivered by the experts of the UN University
 - These lectures shall also be developed as working papers of the Knowledge Hub for publication in the Hub website.

5. Expected Deliverables and Time Frame

The duration of the contract is 11 October 2021 – 10 July 2023

S.No.	Deliverable Description	Delivery Date
1.	MoU between member institutions of the Knowledge Hub, as per objective 1	30 November 2021
2.	Development of website of the Knowledge Hub and recruitment of personnel at IIPS, as per objective 2	30 June 2022
3.	Migration database of South Asian countries, as per objective 2	1 July 2022
4.	5 x National (country specific) thematic papers – one from each member institution, as per objective 3	31 August 2022
5.	Peer Review of National Papers and Final Submission	31 December 2022
6.	5 x Regional thematic papers – one from each collaborating institution, as per objective 3	30 January 2023
7.	4 lecture series to be organised by Knowledge Hub in mutual agreement and in collaboration with UN University Maastricht, Economic and Social Research Institute, Netherland as per objective 5	28 February 2023
8.	Peer Review of Regional Papers and Final Submission	30 April 2023
9.	5 national workshops - 1 for each country – Bangladesh, India, Nepal, *Pakistan and Sri Lanka, as per objective 4	30 April 2023
10.	Host 20 interns – each member institution to host 4 interns, as per objective 4	30 June 2023
11.	4 x Newsletters, as per objective 3	30 June 2023
12.	Final Report	10 July 2023

6. Special Terms and Conditions

6.1. Confidentiality statement and intellectual property of data: All data and information received from the PUNOs and other partners and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this Terms of Reference. All intellectual property rights arising from the execution

of these Terms of Reference are assigned to ILO. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorization of the ILO.

6.2. In the event the Implementing Partner needs to use any of the Intellectual Property under article 3.1.1 of the Terms and Conditions, the ILO will grant, upon written request, to the Implementing Partner, a permanent, irrevocable, royalty free, non-exclusive and non-transferable license to use that Intellectual Property in conformity with the purposes of this Agreement. Such license will not include a right to exploit the Intellectual Property for the Implementing Partner's commercial purposes.

6.3 Unsatisfactory or incomplete work: For the assignment, the IIPS Standard Rules and Procedure for Implementation Agreement shall be applicable. In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the IIPS reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.

7. Reporting Schedule

- A. Financial and Narrative Report by 10 May 2022**
- B. Financial and Narrative Report by 05 November 2022**
- C. Final Report to be submitted by 10 July2023**

8. Payment Terms

The IIPS will pay CESLAM the Total Amount of **INR 14, 83,000.00** (Fourteen Lacs Eighty Three Thousand Rupees) as follows:

1. An advance of **INR 4,44,900 (30% of the total agreement value)** will be paid as advance upon signing of the contract to initiate the activities of the assignment.
2. Up to 40% of the total contract value upon submission of financial report* due by 10 May 2022 upon submission of the following:
 - a. Settlement of the first advance payment based on an expenditure statement along with relevant vouchers and invoice for the period of 11 October 2021- 30 April 2022;
 - b. An Expenditure Forecast of the planned activities from 01 May 2022 – 31 October 2022.
3. Up to 20% of the total contract value upon submission of the following by 05 November 2022:
 - a. Settlement of second advance based on an expenditure statement along with relevant vouchers and invoice for the period 01 May 2022 – 31 October 2022,
 - b. An Expenditure Forecast for planned activities from 01 November - 30 June 2023.
4. Read along with clause 4.3 as in the contract below 10% balance of the contract value on submission of final reports and completion of the assignment to complete satisfaction of the IIPS by 10 July 2023.

Subject to the maximum of the amount budgeted, all amounts under this contract will be paid/settled on actual usage.

05 November2021

It may be noted that the amount mentioned here under as Forecast/Advance will stand reduced by any unspent balance, lying with the partner, as per the Financial Report*;



CENTER ON GENDER EQUITY AND HEALTH
DEPARTMENT OF MEDICINE

9500 Gilman Drive, MC-0507
La Jolla, California 92093-0507
(858) 822-6468

December 2, 2021

Dr. Abhishek Singh
Head, Center of Demography of Gender
Professor, Department of Public Health and Mortality Studies
International Institute for Population Sciences
Mumbai, India

Dear Professor Singh:

I am pleased to inform you that we are able to provide a costed extension to the International Institute for Population Sciences to fund our GENDER Project collaboration. This costed extension is a result of additional funding from the Bill and Melinda Gates Foundation to the Center on Gender Equity and Health at UCSD (grant number OPP1179208), and will be 12 months in duration, from November 1, 2021 through October 31, 2022. The supplemental budget for IIPS is in the amount of \$85,995. As detailed in the accompanying spreadsheet, this amount will cover personnel, travel, consultants, other direct costs, and IIPS overhead.

On behalf of Principal Investigator Anita Raj and myself, congratulations on this subaward, and we look forward to continuing our productive collaboration. Please let me know if any additional information is needed regarding this work.

Best regards,

A handwritten signature in dark ink, appearing to read "Lotus McDougal", is written over a light blue circular stamp.

Lotus McDougal, PhD MPH
Project Scientist
Center for Gender Equity and Health
Department of Medicine
University of California, San Diego

GEH-Project November,2021 to October,2022			
Description	Unit Cost @ 75 Rs	Period (month/unit)	Total Cost
Personnel			
Director & Senior Professor	-	-	-
Professor	62,550	12	7,50,600
Assistant Professor	41,775	12	5,01,300
Data Analyst & Technical Writer / Post Doctoral Fellow	1,04,175	12	12,50,100
Data Analyst & Technical Writer / Post Doctoral Fellow	83,400	12	10,00,800
Office attendant	20,850	12	2,50,200
Financial Consultant	13,500	12	1,62,000
Travel			
Travel to San Diego	2,40,000	3	7,20,000
Travel - Other International Meetings	2,25,000	3	6,75,000
Travel - In India/Dissemination in conference	60,000	3	1,80,000
Other Direct Costs			
Miscellaneous	54,000	1	54,000
Smartphone	2,18,925	1	2,18,925
Sub-total			57,62,925
IIPS overhead@15%			8,64,439
Total			66,27,364

Kausikdas
 Leung
 09/12/21

Abhishek
 09/12/2021

IIPS COPY



महाराष्ट्र MAHARASHTRA

2021

21 SEP 2021

ZA 530177



FOURTH AMENDMENT IN MEMORANDUM OF UNDERSTANDING (MoU)

BETWEEN

MINISTRY OF HEALTH AND FAMILY WELFARE,
(GOVERNMENT OF INDIA)
NEW DELHI

AND

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES,
B S DEVSHI ROAD (GOVANDI STATION ROAD),
DEONAR, MUMBAI-400088, INDIA

The "SUMMARY OF BUDGET" and 'TIMELINE' mentioned under Part 5 of the Memorandum of Understanding (MoU) dated 23rd March 2018, Amendment in MoU dated 03rd January, 2020, 06th August 2020 and 31st March 2021 for conduct of fourth round of Global Youth Tobacco Survey (GYTS-4) by International Institute for Population Sciences (IIPS), are revised and replaced by the following:



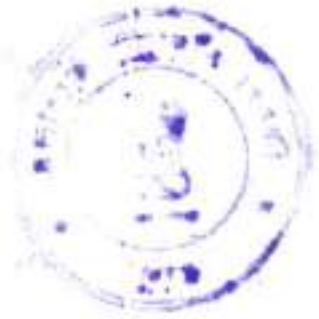
जोडापत्र - २/Annexure -II

214005

१. मुद्रांक विभाग को भेजने का प्रमाण / दिनांक	
२. दिनांक २-११	
३. मुद्रांक विभाग परामर्श अधिकारी का ?	होय / नाही
४. दिनांकानुसार कोटेशनचा हप्ता -	
५. मुद्रांक विभाग को भेजण्याची तारीख का तारीख	
६. कोटी कोटेशनचा तारीख तारीख, कोटी का तारीख	
७. मुद्रांक विभाग को भेजण्याची तारीख	
८. मुद्रांक विभाग को भेजण्याची तारीख	
९. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
१०. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
११. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
१२. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
१३. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
१४. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
१५. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
१६. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
१७. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
१८. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
१९. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
२०. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
२१. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
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२८. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
२९. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	
३०. कोटेशनचा मुद्रांक विभाग को भेजण्याची तारीख	

Jitendra R. Rao
 (Advocate High Court)
 Room No. 3, Building - 45,
 Shastri Nat. St. Linking Road,
 Gangsyahe West Mumbai - 400054.

21 SEP 2021



Global Youth Tobacco Survey-4 (GYTS-4)

Revised Summary of Budget

The total revised estimated budget amount for the survey is **Rs.4,06,13,385.00 (Rupees Four Crore Six Lakh Thirteen Thousand Three Hundred Eighty-five only)**. A summary of the budget is given below

Summary of Revised Estimated Budget of GYTS-4		
	Total Budget	
Sl. No.	Broad Heads	Amount in Rs.
A.	Estimated Budget for IIPS (Detail is given in Appendix-A)	
1	Personnel	1,44,13,000.00
2	Pre-testing of Questionnaires and Survey Protocols	18,000.00
3	Workshop for Main Survey (TOT)	1,10,750.00
4	TAC and Other Meetings	4,84,000.00
5	Equipment at IIPS	5,50,000.00
6	Travel, per diem and Local Transportation for Field Monitoring supervision	15,92,500.00
7	Cost of Report Writing/ Finalization	15,50,000.00
8	Dissemination workshop, Academic publication, Presenting papers/ findings based on GYST in International Seminar/conferences/workshop	30,00,000.00
9	Office cost	8,75,000.00
10	Work station and furniture	22,500.00
11	Miscellaneous	77,931.00
	Sub-Total of A group (1to12)	2,26,93,681.00
	Overhead Cost 5%	11,34,684.50
	Net Cost towards IIPS(Total of A)	2,38,28,365.50
B.	Estimated Budget for FAs (Detail is given in Appendix B)	1,67,85,020*
	Grand Total GYTS-4cost (A+B)	4,06,13,384.50
	(Round-up figure)	4,06,13,385
(Rupees four crore six lakh thirteen thousand three hundred eighty-five only)		

REVISED TIMELINE

Detailed timeline for Global Youth Tobacco Survey-4 (GYTS-4)

Sl. No.	Activities	Month-wise (Financial Year, 2018-19)											
		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
1	Developing technical as well as financial proposal for GYTS-4 by IIPS, the Nodal Agency												
2	Approval of the proposal of GYTS-4 by the MOFHW												
3	Selection/nomination of Nodal Agency by the MOFHW												
4	Developing MoA for signing between MoHFW and IIPS and signing of MoA												
5	Hiring of Project staffs for GYTS-4 at IIPS												




[illegible][illegible]

Other terms & conditions of the MoU shall remain the same.

For International Institute for Human Sciences
Welfare

(Prof. K.S. James)
Director & Sr. Professor

Witness: 
Prof. Hemkhonthang Lungdim
Research Coordinator, GYTS-4 Project

Witness: 
Mr. Aniket Chattopadhyay
 Asst. Finance Officer

For Ministry of Health and Family

(Vikas Sheel)
Additional Secretary (विकास शील)

Witness: 
(मनीष कुमार)
(MANISH KUMAR)
वरिष्ठ सहायक सचिव
Senior Statistical Officer
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
सरकार भारत / Govt. of India
नई दिल्ली / New Delhi

Witness: _____
(Suzkala S.)
Section Officer
Ministry of Health & F.W.
Govt. of India
New Delhi

Revised Budget - April 2018 - March 2022 (48 months)

Sl. No.	Broad Heads		Amount	Justification
A.	Estimated Budget for IIPS (Detail is given in (Appendix A)			
1	Personnel		144,13,000	
	April 2018 - June 2021			
	2 SPO- Research and IT @ 60000 per month	24,12,112		Project staff hired for the entire project period for different time frame as required for project activity. The cost has been revised as per the current requirement of the project activities
	3 PO- Research for 50 months @ 40000 per month	19,54,408		
	1 PO- Admin & Finance for @ 40000 per month	13,95,955		
	1 MTS Full/Part Time 1 MTS- Part Time @ 5000/- per month July 2021- March 2021 - Rs. 30000/-	1,62,525		
	July 2021- March 2022			
	1 PO - Research for 4 months on consolidate salary @50000/- per month	2,00,000		
	1 PO- Admin & Finance on consolidate salary @50000/- per month	4,50,000		
	1 MTS Part Time @ 5000/- per month	45,000		
	Consultant (data anlysis, rechecking, drafting of reports/fachsheets/publication)	5,00,000		data analysis, rechecking, drafting & Proof Reading of reports/factsheets/publication
	Faculty time: 5 Research coordinator for different time frame (0.3 × 130000 × 187 months)	72,93,000		This fee is for permanent IIPS staff (5 GYTS Research Coordinators (RCs), Computer staff and other IIPS staff), who are directly involved in the project and work after office time and also on holidays. During the GYTS -4, faculty coordinators are required to work on most of holidays and also a few hours after normal working hours almost every day. As a result, for the cost estimation towards faculty time, it is approximately 30% of the faculty time in a month. This provision was also there in DLHS-4, NFHS-4 and also in earlier rounds of GATS (2009-2010). As per current Institute rules, each person(as mentioned above) involved in GYTS-4 can be compensated for his/her time with a fee equal to three times his/her basic salary in a year. But one-third of that amount will go to the Institute development fund, and the fee is also a taxable income.

(सं. ११८८८)
(१३३४३३३३३)
प्रमाणित किया गया है कि
यह बजट अनुमानित है और
अंतिम रूप में नहीं है।
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2	Pre-testing of Questionnaires and Survey Protocols		18,000	The pretesting of GYTS-4 questionnaires will be done at two locations (rural and urban). This will help our staff to gain more experience. For pretesting, 6 investigators will be hired and trained for one days then will visit the field for field practice. The basic purpose of the pre-test is to assess the effectiveness of GYTS-4 protocols and instruments.
3	Workshop for Main Survey (TOT)		1,10,750	Main TOT will be organized separately for FAs assigned the responsibility of the survey in states included GYTS-4, where two senior persons from the FAs will be trained, who in turn will organize the state level training. The travel cost will be decided as per the admissibility for particular participants based in their designation and salary. The place of the workshop is proposed in advance in order to estimate the cost. It is proposed to organize workshop at IIPS. Earlier experience shows that such an arrangement yields good result. Ten two days of training for trainers is necessary to make them aware of the subject, questionnaire, and field procedures. It includes one days of rigorous training, one day field practices and feedback session based on field experience. All SPOs/POs of IIPS are required to be fully conversant with the questionnaires and field procedure. It is required that all SPOs/POs should attend the training
	2 days workshop including field practice			
	Accommodation (3000 x 2 night x 6 rooms for 15 outstation participants on double occupancy)	36000		
	2nd A/c Train Fare and local travel (3500*10 outstation participants)	35000		
	Vehicle (3000x 2)	3000		
	Stationery item (750 x 25 participants)	18750		
	Printing of 100 copies of Questionnaire & Mannual	8000		
	Lunch / dinner and tea &snacks for 25 participant	10000		



	TAC and Other Meetings (Additional TAC and Admin & Finance related meeting)	4,29,000	4,84,0'00	There is need to discuss various issues in TAC meetings at each stage of the project. We plan to have a meeting to discuss the pre-test results at the time of finalization of the questionnaires. We assume that TAC meetings will be held at MOHFW, New Delhi. In that case, around 7-10 outside members shall be travelling to Delhi from Mumbai and other places. We have to provide them travel, accommodation charges, local conveyance and a sitting allowance of 2000/- per day as the professional charges for outside experts. IIPS has had this convention for all the projects. Hospitality and stationery expenditures include accommodation charges, tea and snacks, lunch and stationery such as plastic folders, writing pads, pens, bags, and GYTS materials (questionnaires and other documents). There was a similar provision in all rounds of NFHS, DLHS and earlier round of GATS (2009-2010). Similarly, there will be several other meeting of Administrative and Financial committee and meetings of subject experts in GYTS-4 for research design, questionnaire, sampling, etc. Therefore, IIPS proposes to constitute this committee and the budget is provided for the meeting of this committee
	Expenses of various meetings	55,000		review of progress, discussion on various issues at IIPS
5	Equipment at IIPS		5,50,000	
	Five sets of PCs/ Laptop @ 53000/- per set	265,000		GYTS-4 needs to purchase at least a few new and advance computers/laptop (high end configuration) in GYTS-4. The maintenance cost of equipment is very high and therefore this allocation of funds is given. Five sets of equipment will be necessary for the GYTS-4 staffs.
	Printer	65,000		
	scanner	22,500		
	Computer Accessories	1,65,000		
	Bags for 5 RCs for Field Supervision @ 6500/-	32,500		
	Sundry Expenses including Transportation of materials			
6	Travel, per diem and Local Transportation for Field Monitoring supervision		15,92,500	
	RCs and Project Staffs to make around 35 trips for 5- 7 days			IIPs has to monitor GYTS works in 36 states and UTs. The project staffs have to make frequent visit during training of FA and field monitoring. It proposed to that around 40
	Airfare for 35 trips @ 18000/-	6,30,000		
	Accommodation @ 2500/- per day per trips for 35 trip	4,37,500		



	Per diem @ 1200 per day for 5 days for 35 trips	2,10,000		such trips (more than one trip in 36 states/UTs) will be made by IIPS RCs and other staffs. The proposed 35 field trips by RCs and SPOs/POs include airfare, accommodation charge, per diem & local conveyance for visits by each of the above set of staffs. The accommodation charges, per diem and local convenience will be given to staff as per their eligibility and entitlement. For example a RC (Faculty) is eligible for accommodation cost up to Rs.7500 per night. Five to seven days visits by RCs/ SPOs/POs/ have been proposed for this. That includes journey time also. They also need vehicles for field supervisor. They can hire a vehicle for local conveyance as per their eligibility.
	Local Transport @2250 per day for 4 days for 35 trip	3,15,000		
7	Cost of Report Writing / Finalization		15,50,000	
	Fee for writing	6,00,000		There will be some external experts and all PIs from IIPS will be on the report writing team.
	Report Reviewing fee	1,50,000		
	Printing National report - 1000	4,50,000		
	National Fact Sheet - 1000	20,000		
	State fact sheet - 35 States/UTs- 500 copies each State/UT	3,30,000		
8	Dissemination/ workshop/ Publications/ Presenting Paper		30,00,000	
	Dissemination of Key findings (Factsheets & National Report), Dispatch of Reports/ Factsheets and International seminar/conferences/workshop	20,00,000		includes: Air fare, Local Travel, Vehicle for transfer, DA, Accommodation, Venue cost, Food & Refreshment charges, Stationery, Miscellaneous, Printing material cost for Participants from IIPS, Field Agencies and other Invitees. The accommodation charges, per diem and local convenience will be given to IIPS staff as per their eligibility and entitlement. For example a RC (Faculty) is eligible for accommodation cost up to Rs.7500 per night.
	Academic publication, Presenting papers/findings based on GYST in National	10,00,000		
9	Office cost		8,75,000	Translation of questionnaires in regional languages, stationary, communication (postal, telephone, mobile bill, bags for RCs for field visit, and others), advertisement, Xerox and meeting expenses, audit charges etc.



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10	Furniture & Fixture	22,500
11	Miscellaneous	77,931
	Sub-Total of A group (1 to 11)	2,26,93,681
	Overhead Cost 5%	11,34,684
	Net Cost towards IIPS (Total of A)	2,38,28,365
B.	*Estimated Budget for FAs (Appendix B)	1,67,85,020
	Grand Total GYTS-4 cost (A+B)	406,13,385



Appendix B

GYTS-4 Budget for Field Agency (FA)					
(Actual Expenditure towards Field Agencies)					
Group No.	Group of States & UTs	Name of Field Agency	Number of Schools	Rate per School incl. GST	Contract Value
1	Arunachal Pradesh + Meghalaya + Assam	Choice Consultancy Services Pvt. Ltd., Mumbai	22+24+32 = 78	17140.00	1336920.00
2	Manipur + Mizoram + Tripura + Nagaland	IQVIA Consulting & Information Services India Pvt. Ltd., New Delhi	24+21+25+23 = 93	16224.00	1508832.00
*3	Jammu & Kashmir + Himachal Pradesh + Uttarakhand	IQVIA Consulting & Information Services India Pvt. Ltd., New Delhi	17+27+28 = 73	16214.00	1248092.00
4	Rajasthan + Delhi	Development & Research Services Pvt. Ltd, New Delhi	34+30 = 64	15399.00	985536.00
5	Punjab + Chandigarh + Haryana	Development & Research Services Pvt. Ltd, New Delhi	31+21+31 = 83	15399.00	1278117.00
6	Gujarat + D & N Haveli + Daman & Diu	Centre for Operations Research and Training (CORT), Baroda	34+18+17 = 69	17182.00	1185558.00
7	West Bengal + Sikkim	Economic Information Technology, Kolkata	35+20 = 55	20149.04	1108197.00
8	Uttar Pradesh + Bihar	Development & Research Services Pvt. Ltd, New Delhi	37+35 = 72	14116.00	1016352.00
9	Madhya Pradesh + Chhattisgarh	Development & Research Services Pvt. Ltd, New Delhi	34+31 = 65	14116.00	917540.00
10	Kerala + Karnataka + Lakshadweep	Centre for Socio-economic and Environmental Studies (CSES), Kerala	32+34+15 = 81	20328.00	1646568.00
11	Andhra Pradesh + Telangana	Centre for Socio-economic and Environmental Studies (CSES), Kerala	33+32 = 65	20248.00	1316120.00
12	Odisha + Jharkhand	IQVIA Consulting & Information Services India Pvt. Ltd., New Delhi	32+32 = 64	16575.00	1060800.00
13	Maharashtra + Goa	Choice Consultancy Services Pvt. Ltd., Mumbai	35+22 = 57	17052.00	971964.00
14	Tamil Nadu + Puducherry + Andaman & Nicobar Islands	IQVIA Consulting & Information Services India Pvt. Ltd., New Delhi	34+22+18 = 74	16276.00	1204424.00
					1,67,85,020/-

Note:

* The GYTS-4 is a large-scale survey covering all 36 states/union territories in the country. Around 06 Field Agencies (FAs) selected through tender/evaluation process were involved for timely data collection

* It is assumed that one team consisting of two persons one male and one female may be required to complete one school in maximum three days. The team members will be recruited by FA locally (from respective state).

* Considering all above and cost of transportation/travel, accommodation, per diem of a team consisting of two persons, the unit level cost that cost per school survey cost has been estimated. The cost of training, stationery and office have been estimated. Also 10 percent profit for FA has been allowed





RESEARCH AGREEMENT

Contract No. 2021X291.IIP.IN

This Research Agreement (the "Agreement") is made the 20th day of December 2021 between the International Food Policy Research Institute ("IFPRI"), 1201 I Street, N.W. Washington, D.C. 20005 and **International Institute for Population Sciences** ("Collaborator"), Govandi Station Road, Deonar, Opposite Sanjona Chamber, Mumbai, Maharashtra 400088, India.

I. Program of Work

IFPRI hereby retains Collaborator to perform, and Collaborator hereby agrees to perform the program of work set forth in the Statement of Work attached as Exhibit 1 (the "Project"). It is hereby agreed that the Principal Investigators for Collaborator shall be **S.K. Singh** and **K.S. James** for the term of the Project. Collaborator must obtain prior written approval from IFPRI before using a different Principal Investigator. It is hereby agreed that the Project Managers for IFPRI shall be **Phuong Hong Nguyen** and **Purnima Menon**, or such other person as IFPRI may designate from time to time by giving written notice to Collaborator.

II. Term

This Agreement will begin on **November 22, 2021** and continue until **November 15, 2022**. It is understood that these dates are estimates and that IFPRI may, at its convenience and upon written notice to the Collaborator, postpone, shorten or extend these dates. Collaborator must obtain written approval from IFPRI for any extension of the term of the Agreement.

III. Reporting Requirements

Collaborator shall submit reports to IFPRI as specified in the Statement of Work.

IV. Payment

This is a cost reimbursable contract and the total payment to be made for the work under this Agreement shall be based on actual expenses incurred, not to exceed **INR 5,669,500.00** (approximately \$78,028.00), which will be met with funds drawn from IFPRI Project No. **301014.001.001.515.01.01**. Any unspent funds shall be returned to IFPRI at the end of this Agreement or applied against the final payment. Mandatory Tax Deducted at Source (TDS) will be deducted from total contract amount. **This Agreement is subject to the availability of funding by the donor/s.**

Payments shall be made according to the schedule set forth below provided, however, that IFPRI shall have the right to defer or withhold payment of any installment if the Project Manager determines that Collaborator has not made satisfactory progress toward the accomplishment of the program of work described on Exhibit 1.

Schedule of Payments/Deliverables:					
Payment #	Upon Receipt/Acceptance by IFPRI of:	Deliverable Due Date	Payment Due Date	Amount in INR	(Approx.) Amount USD
1	District factsheet data of NFHS-4 and 4 and state report data of NFHS-3, and approval by Project Manager	01/10/22	01/25/22	1,984,325.00	\$27,310.00
2	Key results (tables and figures) and slide decks of 2 topics: 1) Assessing progress on POSHAN Abhiyaan interventions, 2) Inequity in the reach of India's ICDS program, a financial report to be supported by a general ledger showing a disbursement of at least 65% of previous payment, and approval by Project Manager	04/30/22	05/15/22	1,417,375.00	19,507.00
3	Key results (tables and figures) and slide decks of 2 topics: 1) Geospatial, intrahousehold and intraindividual clustering of multiple forms of malnutrition, 2) Determinants of successful change in malnutrition outcomes in Bihar, a financial report to be supported by a general ledger showing a disbursement of at least 65% of previous payments, and approval by Project Manager	08/30/22	09/15/22	1,417,375.00	19,507.00
4	Key results (tables and figures) and slide decks of 3 topics: 1) Determinants of successful change in malnutrition in Uttar Pradesh and/or Jharkhand, 2) Double burden of malnutrition, 3) Anemia story of change, a final certified financial report to be supported by a general ledger and approval by Project Manager. Final payment will be based on actual expenses incurred. Any unspent funds from previous payment shall be applied to the final payment or returned to IFPRI.	10/30/22	11/15/22	850,425.00	11,704.00
Overall Contract Total				5,669,500.00	\$78,028.00

All payments shall be made in **Indian Rupees (INR)**, upon receipt of invoices bearing the contract number with a brief description of work completed and the corresponding deliverables from the Schedule of Payments/Deliverables. The collaborator must also submit, with the first invoice, the documentation and appropriate attached tax form as follows:

- Permanent Account Number (PAN) Card (photocopy or scan)
- W8BEN-E, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting
- W8-EXP, Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting

Corresponding bank fees deducted by the bank of the Collaborator from the foregoing payments in connection to this agreement are the Collaborator's responsibility. IFPRI shall not reimburse aforementioned bank fees.

V. In-Kind Support

IFPRI will not provide any in-kind support to Collaborator in connection with work performed hereunder.

VI. General Provisions

It is a condition of this contract that in performing the obligations, duties, and responsibilities of this contract, Collaborator will be responsible for complying with all applicable requirements, laws, rules, and regulations of countries to be visited including the United States, and those pertaining to immigration, customs, and foreign exchange control. Additionally, if the contract scope of work is to be conducted within the United States, Collaborator represents that s/he is fully authorized to work in the United States.

Your organization has been selected to participate in this Project at our discretion. You may not make any statement or otherwise imply to the donors, investors, media, or the general public, that you are a direct grantee of the Bill & Melinda Gates Foundation ("Foundation"). You may state that IFPRI is the Foundation's grantee and that you are a sub-grantee or subcontractor of IFPRI for the Project.

This Agreement also includes the General Provisions attached as Exhibit 2, which are incorporated herein by reference. As noted in the General Provisions, the Collaborator shall be responsible at his/her own expenses for obtaining appropriate insurance in connection with work under this Agreement, including but not limited to, travel, medical and professional liability insurance. Clause 1(e) under Independent Contractor Status of the General Provisions is not applicable to this Agreement due to Mandatory Tax Deducted at Source.

IN WITNESS WHEREOF, the parties have signed this Agreement on the date as indicated below. This Agreement will not be effective until it has been signed on behalf of IFPRI by both the Division Director and the Head, Contracts and Grants.

**INTERNATIONAL FOOD POLICY
RESEARCH INSTITUTE:**

PURNIMA MENON

Purnima Menon
Project Manager

December 20, 2021

Date

MARIE RUEL

Marie Ruel
Director
Poverty, Health & Nutrition Division

January 6, 2022

Date

Liza Almendrala

Liza Almendrala
Acting Head, Contracts and Grants

January 7, 2022

Date



K.S. James
Director & Senior Professor
International Institute for Population Sciences

Date

STATEMENT OF WORK

Data Collaborative to Support Nutrition Actions in India

Period of Performance: November 22, 2021 – November 15, 2022

Background

The first phase of state and district factsheets from NFHS-5 (2019-20) have revealed a range of interesting findings on trends in nutrition outcomes, determinants, and interventions since NFHS-4 (2015-16). Findings include the following:

- 1) Child undernutrition improved in some states and worsened or stagnated in others while overnutrition (overweight) has generally increased,
- 2) Anemia has decreased in pregnant women but increased or stagnated in other population groups,
- 3) There is still much room for improvement in child feeding practices,
- 4) Underlying determinants such as water and sanitation have improved but women's education and early marriage remain a challenge,
- 5) Coverage of key interventions promoted by India's National Nutrition Mission has generally increased.
- 6) Little is known about the reach of nutrition interventions delivered by the Integrated Child Development Services (ICDS) such as food supplementation, health and nutrition counselling and screening for malnutrition as these indicators were not reported in the state fact sheets.

The early findings highlight that deeper inquiry is required to understand the problem including examination of inequities in health and nutrition outcomes, determinants of outcomes, as well as factors contributing to changes over time. Without such inquiry, there will be limited evidence to support recommendations for India's progress towards eliminating all forms of malnutrition. These analyses will require unit-level data on indicators that are not currently available in the publicly available fact sheets.

Under this scope of work (SOW), the International Food Policy Research Institute [IFPRI] proposes to collaborate with International Institute for Population Sciences (IIPS), who designed and conducted the NFHS, and NITI Aayog, Government of India, to support collaborative policy-relevant analyses of NFHS 5 data. These analyses, anchored under the umbrella of a **Data Collaborative to Support Nutrition Actions in India** will help in developing a stronger understanding of the drivers of nutrition outcomes, of state and district successes, and how programs/schemes have performed. The outputs will include presentations, working papers, a series of manuscripts, and support to policy reforms to improve nutrition outcomes.

The **Nutrition Data Collaborative** will be hosted by IFPRI and IIPS, and supported by a Steering Committee hosted by NITI Aayog.

Scope of Work:

IIPS will work closely with IFPRI and NITI Aayog on four main topical areas, listed below. Additional topical areas and additional collaborators will be explored depending on interest, ability, and available resources.

1. **Assessing progress on POSHAN Abhiyaan interventions that are not included in the publicly-available state or district fact sheets.** A monitoring framework to track progress on POSHAN Abhiyaan was co-designed by IFPRI, NITI Aayog and IDinsight (<https://poshan.ifpri.info/2020/06/08/tracking-indias-progress-on-addressing-malnutrition-what-will-it-take/>). A key recommendation for monitoring progress in 2019 was to focus on assessing the expansion of reach of key nutrition interventions and nutrition behaviors prioritized by

POSHAN Abhiyaan. The publicly available NFHS-5 fact sheets do not include data on most of these interventions, especially those implemented by the ICDS. Trends in coverage of key interventions such as health and nutrition education, growth monitoring, reach of food supplements and of other nutrition interventions delivered by the health system are important to describe.

Suggested outputs:

1a. Policy outputs including Tables/figures on changes in POSHAN Abhiyaan interventions for the NITI POSHAN Abhiyaan Monitoring Report; slide decks that will be publicly available; updates to State and District Nutrition Profiles

1b. Journal manuscript/s on progress and inequities in reach of POSHAN Abhiyaan interventions (using NFHS-4 and NFHS-5 data)

2. **Assessing inequities in the reach of India's ICDS program and the contribution of the ICDS program to child nutrition outcomes:** ICDS is India's flagship program focused on addressing a range of child welfare outcomes, including child growth and development. With NFHS-5 unit level data, we plan to conduct temporal and age-based trend analysis in program reach; geo-spatial analysis to understand variability in program reach; and econometric modeling to estimate the impact of the program expansion on child nutrition outcomes. The products of this work will include slide decks on inequities in program reach and on impacts of the program on child nutrition outcomes and will contribute to papers and presentations.

Suggested outputs:

2a. Policy outputs including Tables/figures and slide deck

2b. Journal manuscript on inequities in the reach of India's ICDS program

2c. Journal manuscript on impact of ICDS program on child nutrition outcomes

3. **Strengthening understanding of geospatial, intrahousehold and intraindividual clustering of multiple forms of malnutrition:** India's commitments to the SDGs include commitments to reduce all forms of malnutrition. Current strategies are primarily focused on maternal and child undernutrition, with little emphasis on other forms of malnutrition (such as adult and child overweight). A focused analysis of geospatial, intrahousehold and intraindividual clustering will enable a clearer view of the multiple forms of malnutrition, trends over time in each individual form and in clustering itself, and on the determinants/correlates of multiple forms of malnutrition.

Suggested outputs:

3a. Policy outputs including Tables/figures and slide decks

3b. Journal manuscript on intrahousehold/siblings multiple form of malnutrition (using NFHS-5 data)

3c. Journal manuscript on trends in clustering of double burden of malnutrition among women and men (using NFHS-4 and 5 data)

4. **Analyzing determinants of successful change in malnutrition outcomes at the state level:** Three states which have been successful in reducing malnutrition will be selected. With unit level data from NFHS-4 and NFHS-5, we plan to conduct analyses on temporal and age-based trends; multivariate regression models to understand determinants; regression decomposition to understand factors contributing to change; geo-spatial analysis to understand district variability in key factors contributing to change (to identify areas where attention is needed). The products of this work will include success stories for Bihar and one other state. These products are expected to generate critical learning insights for other states.

Suggested outputs:

4a. Policy outputs including Tables/figures and slide decks

4b. Journal manuscript on determinants of successful change in stunting in Bihar.

4c. Slide deck on decomposition analysis for factors contribute to changes in nutrition outcomes (TBA) in UP.

4d. Slide deck on determinants of successful change in nutrition outcomes for one additional state – TBA based on discussion with IIPS and steering committee.

Additional partnerships for specific analysis topics will be explored, bringing in national and global experts, as needed. Specific partners will be identified and named for each type of knowledge product.

Activities

Collaborator (IIPS) will provide all necessary supplies and services for the following activities:

- Provide experienced researchers as required for carrying out activities mentioned in SOW
- Co-develop plans for analyses related to each knowledge area
- Conduct data analyses using individual data (all analyses of NFHS-5 will be conducted only by IIPS researchers until public release of the data)
- Work closely with IFPRI to produce slide decks, data products, policy briefs and academic manuscripts
- Present findings to stakeholders and relevant partners periodically, ensuring policy engagement and support throughout the collaboration period.

Outputs and Deliverables

#	Deliverables	Due Date
1	Key results (tables and figures) and slide decks of 2 topics: 1) Assessing progress on POSHAN Abhiyaan interventions, 2) Inequity in the reach of India's ICDS program	April 30, 2022
2	Key results (tables and figures) and slide decks of 2 topics: 1) Geospatial, intrahousehold and intraindividual clustering of multiple forms of malnutrition 2) Determinants of successful change in malnutrition outcomes in Bihar	June 30, 2022
3	Key results (tables and figures) and slide decks of 2 topics: 1) Determinants of successful change in malnutrition in Uttar Pradesh and/or Jharkhand 2) Double burden of malnutrition	August 30, 2022
4	Key results (tables and figures) and slide decks of 2 topics: 1) Anemia story of change 2) Potential impact of the ICDS program	October 30, 2022

Schedule of Payments/Deliverables

Schedule of Payments/Deliverables:					
Payment #	Upon Receipt/Acceptance by IFPRI of:	Deliverable Due Date	Payment Due Date	Amount in INR	(Approx.) Amount USD
1	District factsheet data of NFHS-4 and 4 and state report data of NFHS-3, and approval by Project Manager	01/10/22	01/25/22	1,984,325.00	\$27,310.00
2	Key results (tables and figures) and slide decks of 2 topics: 1) Assessing progress on POSHAN Abhiyaan interventions, 2) Inequity in the reach of India's ICDS program, a financial report to be supported by a general ledger showing a disbursement of at least 65% of previous payment, and approval by Project Manager	04/30/22	05/15/22	1,417,375.00	19,507.00
3	Key results (tables and figures) and slide decks of 2 topics:	08/30/22	09/15/22	1,417,375.00	19,507.00

	1) Geospatial, intrahousehold and intraindividual clustering of multiple forms of malnutrition, 2) Determinants of successful change in malnutrition outcomes in Bihar, a financial report to be supported by a general ledger showing a disbursement of at least 65% of previous payments, and approval by Project Manager				
4	Key results (tables and figures) and slide decks of 3 topics: 1) Determinants of successful change in malnutrition in Uttar Pradesh and/or Jharkhand, 2) Double burden of malnutrition, 3) Anemia story of change, a final certified financial report to be supported by a general ledger and approval by Project Manager. Final payment will be based on actual expenses incurred. Any unspent funds from previous payment shall be applied to the final payment or returned to IFPRI.	10/30/22	11/15/22	850,425.00	11,704.00
		Overall Contract Total		5,669,500.00	\$78,028.00

Budget

Budget Line Items	Rate in INR	Unit	Duration of Engagement	Total Cost
A. Personnel				
Post-doc - Research Fellow	100,000	1	12	1,200,000
Data Analyst	70,000	1	12	840,000
Faculty time for two Senior (@40,000 per month), and one junior (@20,000 per month) Professors	100,000	-	12	1,200,000
Subtotal A				3,240,000
B. Workshop/Seminar/Meeting				
Workshop/Seminar/Software training etc.	150,000	2		300,000
Subtotal B				300,000
C. Travel & Accommodation	70,000	8		560,000
Subtotal C				560,000
D. Other Costs				
Publication editing	50,000	6		300,000
Stationery & Printing	200,000	1		200,000
Computer and Other Accessories	150,000	1		150,000
Miscellaneous Expenses - Internal Meetings	15,000	12		180,000
Subtotal D				830,000
Total Direct Cost				4,930,000
Overhead Cost (15%)	739,500			739,500
Grand Total				5,669,500



GENERAL PROVISIONS

The following General Provisions are incorporated in the attached Research Agreement as though fully set forth therein.

1. Independent Contractor Status

- (a) It is understood and agreed that Collaborator's relationship to IFPRI is that of an independent contractor and that neither this Agreement nor the performance of the Services provided for herein shall, for any purpose whatsoever or in any way or manner, create an employer-employee relationship between the parties. Collaborator acknowledges and affirms that Collaborator holds himself/herself/itself out to the marketplace as performing the services contemplated herein for a range of clients. Collaborator shall not hold himself/herself/itself out as an employee of IFPRI. Collaborator will not be eligible for any benefits that are or may be granted by IFPRI to its employees, including, but not limited to, participation in any pension or profit-sharing plans, unemployment insurance, life insurance, medical insurance, disability or other insurance, or fringe benefits of any kind.
- (b) Collaborator shall have the right to control the manner and timing of the work, subject to the provisions of this Agreement specifying the dates for delivery and payment.
- (c) During the period of this contract, Collaborator will need to ensure compliance with all appropriate visa regulations of countries to be visited, including the United States. Individuals cannot work in the United States as consultants to IFPRI unless they have the appropriate visas allowing them to do so. It is a condition of this contract that in performing the obligations, duties, and responsibilities of this contract, Collaborator will be responsible for complying with all applicable requirements, laws, rules, and regulations of countries to be visited including those pertaining to immigration, customs, and foreign exchange control.
- (d) Collaborator shall assume and be responsible for any financial obligations which are required for performance of this Agreement, including but not limited to the employment of assistants, travel expenses, and any other related expenses (except as otherwise provided in Clause V of the attached Agreement). Collaborator shall be responsible for hiring persons to assist in the performance of this Agreement, and such persons shall be and remain employees or contractors of Collaborator and not of IFPRI. Collaborator shall be solely liable for the payment of wages and benefits (including tax withholding) or other compensation and for the supervision of such employees and contractors. Collaborator shall have no authority to hire employees or contractors on behalf of IFPRI, or to incur any expenses or other financial commitments on behalf of IFPRI.
- (e) Payments made by IFPRI under this Agreement shall be made without withholding or other deductions for federal, state or local taxes. Collaborator shall be responsible for any and all taxes owed with respect to said payments and shall hold harmless and indemnify IFPRI for any and all liabilities that IFPRI might incur as a result of his/her/its failure to pay taxes upon said sums.

2. Intellectual Property and Ownership; Representations and Warranties

"Intellectual Assets" or "Intellectual Property" refers to any result or product of research and development activities of any nature whatsoever, whether or not they are protected by Intellectual Property Rights. This also means and includes all technical information, inventions, plant cultivars, plant varieties, developments, discoveries, concepts, software, manuscripts, know-how, methods, techniques, formulae, data, processes, logos, and other proprietary ideas, whether or not patentable or copyrightable, that are first conceived, discovered, developed, or reduced to practice by Collaborator during the course of the Project.

"Intellectual Property Rights" means ownership or other rights (or applications for protection) in or to Intellectual Assets, whether registered or not, granted in any jurisdiction, including but not limited to, copyright and related rights, database rights, patents, industrial design rights, plant variety rights, trademarks and service marks, rights of publicity and privacy, geographical indications, and trade secrets.

The parties shall work together in good faith to manage all Intellectual Assets in accordance with the CGIAR's Principles on the Management of Intellectual Assets (the "CGIAR IA Principles"), and CGIAR's Open Access and Data Management Policy (the "CGIAR OA Policy"), which can be found at: [\[CGIAR OA/DM, CGIAR IA Principles\]](#). The CGIAR IA Principles and the CGIAR OA/DM Policy (as each may be updated from time to time) are incorporated by reference into, and made a part of, this Agreement. At all times, the parties will be responsible for complying with the then-current versions of the CGIAR IA Principles and the CGIAR OA Policy [available from Main Legal Documents of the CGIAR](#). In the event of any conflict between the provisions of this Agreement and the provisions of the CGIAR IA Principles and/or the CGIAR OA Policy, the provisions of the CGIAR IA Principles and/or the CGIAR OA Policy (as applicable) will govern, but solely with respect to such conflicting terms, and the specific Intellectual Assets relevant to such conflicting terms.

All Intellectual Property and related Intellectual Property Rights developed during the period of this Agreement and related to the Project shall be jointly owned by both parties. Consistent with the foregoing, each party hereby assigns and agrees to assign, its respective rights, title and interest in and to all such Intellectual Property and Intellectual Property Rights as they currently exist [or as may be modified in the future]. As of the effective date of this Agreement, the parties shall hold all rights, title and interest in and to the Intellectual Assets as equal joint owners, without a duty to account for profits or otherwise compensate the other joint owner.

Results and products of research and all other Intellectual Assets are considered "international public goods" as set forth in the CGIAR IA Principles. Genetic engineering/biotechnology research requires that Collaborator's policy and procedures on biosafety are in accordance with international standards and strictly follow the national regulations of the target countries (see [CGIAR implementation guidelines](#)).

IFPRI shall have the right of first publication with respect to the Intellectual Assets, and Collaborator shall not (and shall not permit any third party to) disclose any Intellectual Assets, in whole or in part, to any third party prior to the release of the applicable Intellectual Assets to the general public by IFPRI.

Collaborator represents, warrants and covenants that: (a) it has all and/or shall obtain any and all necessary rights, licenses, consents, permission and/or other approvals in connection with the performance of its obligations under this Agreement; (b) it will perform all of its obligations hereunder (i) in compliance with all applicable laws, rules, and regulations, and (ii) with reasonable skill and care in a competent and professional manner and at a level of quality not less than that prevailing in the relevant industry; (c) its performance hereunder (including any Intellectual

Property it may develop) will not violate or infringe upon any third party's Intellectual Property Rights.

3. Legal and Regulatory Approvals

Collaborator agrees that for each venue in which the Project is conducted (either by Collaborator's organization or sub grantees or subcontractors) all legal and regulatory approvals necessary for the activities being conducted will be obtained in advance of commencing the regulated activity. Research involving recombinant DNA or any organism, substance or material considered to be a biohazard, the use, transport or release of modified insect vectors, genetically altered plants or other genetically modified organisms, or of substances or organisms classified as "select agents" by the U.S. government must adhere to internationally recognized best industry practices, as applicable and necessary to conduct all the activities and achieve the anticipated outcomes described in the proposal. All regulated activities must comply with or exceed applicable regulations in the country where activities are to be conducted including the management of biological resources, genetic resources or biodiversity. Without limiting the generality of the foregoing, Collaborator shall obtain the necessary research permits to access biological and genetic resources, to conduct research, respect applicable biosafety regulations, intellectual property norms, and any special provisions that apply to activities under this Agreement.

Consistent with the foregoing, the Parties undertake to promote the conservation and sustainable use of biological and genetic resources.

4. Human and Animal Subjects

For all research activities and clinical trials involving human and animal subjects, Collaborator agrees to ensure that the appropriate Institutional Review Boards ("IRBs") and ethical committees will review and approve the research and clinical protocols prior to trial initiation, unless otherwise specified by IFPRI. Applicable documentation shall be made available to IFPRI upon request. Collaborator agrees to conduct clinical trials under the generally accepted principles of "Good Clinical Practices" as defined by the International Conference on Harmonization (ICH) E-6 Standard, the United States Food and Drug Administration (FDA) or the European Agency for the Evaluation of Medicinal Products (EMA), as applicable. Further, Collaborator agrees to conduct all research activities involving human subjects in accordance with the ethical principles set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research (the "Belmont Report"). Collaborator specifically agrees that no funds will be expended to enroll human and animal subjects until the necessary regulatory and ethical bodies' approvals are obtained. Collaborator agrees to obtain the review and approval of the appropriate Institutional Biosafety Committee for research involving biohazards and recombinant DNA. Collaborator agrees to provide prompt notice to IFPRI if the facts and circumstances regarding the approval status of the IRBs or ethical committees change.

For clinical trials, and in keeping with "Good Clinical Practice" standards, Collaborator will disclose to subjects and the IRBs what care and/or referrals will be available through participation in the studies." Institutional policies regarding the level of care to be provided to any personnel who may be injured as a result of their work during the Project should be developed, approved, and implemented with notice to Collaborator's employees.

5. Ethics

5.1 Professional Conduct and Harassment

Collaborator agrees to observe the highest standard of ethics and shall perform the services with utmost care and in a manner that fosters and preserve performance in a safe,

6. Confidentiality and Data Security

- (a) Collaborator shall not permit the disclosure, duplication or use of any information deemed by IFPRI to be confidential or proprietary information.
- (b) Collaborator shall institute and maintain throughout the term of this Agreement industry standard practices for systems security in order to guard against the unauthorized access, alteration, destruction or loss of any data relating to the Project or any IFPRI data, which practices shall (A) include a real-time intrusion detection system and (B) comply with all applicable laws, rules and regulations. Collaborator shall immediately, upon discovery, notify IFPRI of (1) any unauthorized disclosure, possession, use or modification of any such data or any attempted breach of Collaborator's security measures, by any person or entity; and (2) the corrective action taken in response thereto. Collaborator shall monitor, evaluate and, in its commercially reasonable and professional discretion, adjust its information security systems and procedures in response to relevant changes in technology, changes in the sensitivity of such data and internal and external threats to information security; provided that Collaborator shall not make any change that, alone or in the aggregate, materially and adversely affects the security of any such data.
- (c) Collaborator shall comply with the following requirements on personal data protection: (a) ensure it has in place appropriate technical and organizational measures to protect against unauthorized or unlawful processing of personal data and against accidental loss or destruction of or damage to personal data; (b) ensure that all of collaborator's personnel, including but not limited to volunteers, officers, staff, consultants and contractors, who have access to personal data related to this Agreement are obliged to keep it confidential; (c) obtain all appropriate consents relating to the use of personal data as necessary for purposes and performance of this Agreement; and (d) notify IFPRI without delay of any actual or potential breach of this clause and provide such further information regarding any such breach as may subsequently become available or be requested by IFPRI.

7. Indemnity

Collaborator agrees to hold harmless and indemnify IFPRI and its employees from all costs, expenses (including reasonable attorneys' fees), losses, damages and liabilities resulting from claims, demands and causes of action (i) by third parties related to or arising from any death, bodily injury, property damage, or any other cause of action arising out of or in connection with Collaborator's breach or performance of its obligations under this Agreement, (ii) by, on behalf of, or related to, any prospective, then-current or former employee or contractor of Collaborator including, without limitation, any claim arising under occupational health and safety, workers' compensation, ERISA or other applicable law, rule or regulation, or any claim based on a theory that IFPRI is an employer or joint employer of any such employee or contractor of Collaborator, or (iii) related to or arising from any breach or alleged breach of Collaborator's representations, warranties, and/or covenants under this Agreement. In the event that Collaborator learns of such an actual or potential claim, demand or cause of action against IFPRI and/or Collaborator by a third party or by a current or former employee or contractor of Collaborator, Collaborator shall promptly notify IFPRI in writing of such claim, demand or cause of action. IFPRI reserves the right to retain counsel of its choice, at Collaborator's expense, to defend against any such claim, demand or cause of action. This indemnification clause shall survive termination of this Agreement.

pleasant, courteous, and cooperative atmosphere. Workplace shall be free of all forms of discrimination or harassment, including sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature. Collaborator agrees not to discriminate against persons on the basis of sex, gender, race, color, national origin, age, religion, disability, sexual orientation or any other legally protected characteristic in the implementation of the activities related to this Agreement, and to make every effort to respect the principles of the UN Convention on the Rights of Persons with Disabilities in performing such activities. To that end, and to the extent this goal can be accomplished within the scope of the objectives of this Agreement, Collaborator should demonstrate a comprehensive and consistent approach for including men, women and children with legally protected characteristics consistent with such principles: (1) respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons; (2) non-discrimination; (3) full and effective participation and inclusion in society; (4) respect for difference and acceptance of persons with disabilities as part of human diversity and humanity; (5) equality of opportunity; (6) accessibility; (7) equality between men and women; and (8) respect for the evolving capacities of children with disabilities. The full text of the UN Convention on the Rights of Persons with Disabilities can be found at the following website:

<https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities.html>.

5.2 Child Protection

Collaborator agrees to put in place safeguards that ensure the well-being of children – that children are protected from all forms of physical or mental violence, neglect, maltreatment or exploitation, including sexual abuse. (UN Convention on the Rights of the Child (1989, Article 19). Collaborator recognizes and agrees that a child has the right to protection from abuse during any IFPRI related program or activity. This includes protection from: exploitation, inhuman treatment, neglect, gender discrimination, religious/caste discrimination, physical abuse, sexual abuse, verbal abuse, emotional and psychological abuse, and corporal punishment.

5.3 Equal Opportunity

If applicable, the Equal Opportunity Clause set forth in 41 C.F.R. parts 60-1.4(a), and the employee notice found at 29 C.F.R. Part 471, Appendix A to Subpart A are incorporated by reference herein. In addition, but also only if applicable, **Collaborator shall abide by the requirements of 41 C.F.R. §§ 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.**

5.4 Anti-Corruption

Collaborator confirms that it has not engaged in, nor shall engage in any corrupt, fraudulent, collusive, coercive, and obstructive practices, including bribery and kickback, in entering into or implementing this agreement. In the event that the Collaborator becomes aware of information that indicates the need for further scrutiny of use of the funds in violation of this section of this Agreement, the Collaborator shall promptly notify IFPRI thereof.

8. Use of Funds

8.1 Allowable Costs

- (a) Costs incurred by Collaborator in carrying out the purposes of this grant, shall be reasonable, allocable, and allowable.
 - i. "Reasonable" means those costs that do not exceed those that would ordinarily be incurred by a prudent person in the conduct of normal business.
 - ii. "Allocable" means those costs that are necessary to this grant.
 - iii. "Allowable" means those costs that are reasonable and allocable, and that conform to any limitations set forth in this Agreement.
- (b) Collaborator is encouraged to obtain IFPRI's written determination as to whether the cost will be allowable before incurring a questionable or unique cost.

8.2 Prohibited Use of Funds

- (a) Recognizing the obligations of countries that are members of the United Nations under various United Nations Security Council resolutions to take measures to prevent financing of terrorists, Collaborator agrees to undertake to use reasonable efforts, consistent with their governing arrangements and policies, including those pertaining to combating financing for terrorists, to ensure that the funds disbursed from IFPRI are used for their intended purposes and are not diverted to individuals or entities associated with terrorism, as identified in accordance with relevant United Nations Security Council resolutions. Collaborator shall (i) not use such funds for the purpose of any payment to persons or entities, or for the import of goods, if such payment or import, to the recipient's knowledge or belief, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, including under United Nations Security Council Resolution 1373 and related resolutions, and (ii) include a corresponding provision in any Sub Agreements that the recipient enters into with entities to which the recipient makes such funds available. While Collaborator must comply with the prohibition set forth in this clause 8.2(a), for the avoidance of doubt, this clause 8.2(a) does not prevent Collaborator from operating or partnering in territories where threats of terrorism may be present.
- (b) Collaborator shall not partner with any other organization or subcontractor in implementing this Agreement that (a) appears on the List of Specially Designated Nationals and Blocked Persons maintained by the U.S. Treasury's Office of Foreign Assets Control available at <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx> or any similar list maintained by the European Union, or (b) within the past five years, has been found guilty or liable under any anti-money laundering, trading with the enemy, anti-bribery or similar statutes of any country, or is under investigation with respect to any of the foregoing and such investigation has been publicly announced by the investigating entity or body.

8.3 Lobbying

Collaborator agrees that no portion of the Funds for the purpose of this Agreement, is earmarked for lobbying activity, defined as attempting to influence legislation (1) through affecting the opinion of the general public or any segment thereof (i.e. grassroots

lobbying), or (2) through communications with any member or employee of a legislative body.

8.4 Electioneering

Collaborator confirms that Funds for use in related activities shall not be used to influence the outcome of any specific public election or to directly or indirectly carry on any voter registration drive.

8.5 Drug trafficking

Funds shall not be used in support of drug trafficking.

8.6 Compliance with Laws

Collaborator agrees to comply with all laws, statutes, regulations, rulings or enactments of any governmental authority that are applicable at the place of work or to its performance of its obligations under this Agreement.

9. Standard Citation

All publications, videos, or other information /media products funded or partially funded by IFPRI shall acknowledge the contribution made by IFPRI. The product(s) shall state that the views expressed by the author(s) do not necessarily reflect those of IFPRI.

Wording for acknowledgement

"Financial support for this study was provided by IFPRI (www.IFPRI.org), an international research organization that seeks sustainable solutions for ending hunger and poverty. The views expressed may not necessarily reflect those of IFPRI.

10. Use of IFPRI Program Names, Trademarks and Logos

Use of the IFPRI Program names, trademarks, and logos or any other names, trademarks, and logos of IFPRI (collectively "IFPRI Marks") by Collaborator in any press release, public statement, or in any other public manner, requires prior written approval by IFPRI in each instance. Collaborator acknowledges and agrees that IFPRI owns all right, title and interest in and to the IFPRI Marks and the associated goodwill, and that any and all use of the IFPRI Marks by Collaborator and any associated goodwill will inure solely to IFPRI's benefit. Any and all use of the IFPRI Marks by Collaborator shall conform to standards of quality at least comparable to that of IFPRI immediately before the effective date of this Agreement, or other standards of quality that IFPRI may from time to time reasonably require, with respect to the display of and activities conducted under the IFPRI Marks.

11. Record Retention, Access and Audit

- (a) Collaborator must maintain financial records, supporting documents, statistical records and all other records, to support performance of, and charges to this Agreement. Such records must comply with accounting principles generally accepted in the U.S., the Cooperating Country, or by the International Accounting Standards Board (a subsidiary of the International Financial Reporting Standards Foundation), as applicable. Accounting records and supporting documentation must, at a minimum, be adequate to show all costs incurred under this

Agreement such as receipt and use of goods and services acquired under this Agreement. Unless otherwise notified by IFPRI, Collaborator's records and sub-recipient records that pertain to this Agreement must be retained for a period of three years for the date of submission of the final expenditure report.

- (b) IFPRI or any of its authorized representatives, must have the right of access to any documents, papers or other records of Collaborator, which are pertinent to the Agreement, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access, if applicable, to Collaborator's personnel for the purpose of interview and discussion related to such documents. If any litigation, claim, negotiation, audit or other action involving the records has been started before the end of the three-year period referred to in Section 11(a), the records shall be kept until all issues are resolved, or until the end of the regular three-year period, whichever is later.

12. Miscellaneous

12.1 Prohibition on Assignment

Collaborator shall not assign this Agreement in whole or in part nor assign or delegate any of his/her/its obligations hereunder without the prior written consent of IFPRI.

12.2 Return of Equipment and Materials

(1) Ownership and Insurance of Vehicles and Equipment

It is understood and agreed that all vehicles or equipment with value equivalent to or greater than USD1,000 purchased with funds provided by IFPRI, whether or not procured by Collaborator shall be regarded, at the time of delivery, as property belonging to IFPRI. In the event that it is the practice of Collaborator receiving the equipment to insure its own vehicles or equipment, Collaborator shall arrange to insure any vehicles or equipment purchased with funds provided by IFPRI.

(2) Use of Vehicles and Equipment Purchased by IFPRI

Collaborator shall ensure that any vehicle and equipment with value equivalent to or greater than USD1,000 purchased with grant funds shall be used exclusively for carrying out the objectives of the Agreement and only made available to personnel working on the Agreement for their official use. A suitable log book shall be maintained to record vehicle use, and IFPRI reserves the right to examine this travel log book.

(3) Sale, Cession or Disposal of Vehicles and Equipment

During the course of the Agreement, no vehicles or equipment with value equivalent to or greater than USD1,000 purchased with funds provided by IFPRI shall be sold, ceded, or otherwise disposed of without the prior approval of IFPRI.

Upon the termination or expiration of this Agreement, Collaborator shall immediately return to IFPRI any and all equipment with value equivalent to or greater than USD1,000 provided and purchased directly by IFPRI in connection with this Agreement or provide a disposition plan.

Collaborator shall submit a disposition plan to IFPRI for all equipment purchased directly by Collaborator 60 days before the end of the Agreement. Implementation of the plan shall be made upon receipt of IFPRI's approval.

12.3 Conflict of Interest

Collaborator represents and warrants that, as of the date of this Agreement, no conflict of interest exists or is likely to arise in the performance of his/her/its obligations under the Agreement. If, during the terms of the Agreement, a conflict or risk of conflict of interest arises, Collaborator shall notify IFPRI immediately in writing of such conflict or risk or conflict.

12.4 Insurance

Collaborator shall be responsible, at his/her/its own expense, for obtaining appropriate insurance in connection with work under this Agreement, including but not limited to travel, medical, and professional liability insurance, and shall provide evidence of such insurance to IFPRI upon request.

12.5 Governing Law

This Agreement shall be interpreted and enforced according to the laws of the District of Columbia.

12.6 Waiver; Partial Invalidity

No term or provision of this Agreement shall be deemed waived, nor any breach of the Agreement excused, unless such waiver shall be in writing and signed by both parties hereto. Should any part of this Agreement, for any reason, be declared invalid by a court of competent jurisdiction, such ruling shall not affect the validity of any remaining provisions, which shall remain in full force and effect.

12.7 Notices

All notices required under this Agreement shall be sent in writing by certified mail, return receipt requested, personal delivery, or by facsimile to Collaborator at the address stated, and to IFPRI at its headquarters location, attention Contracts and Grants Administrator.

12.8 No Joint Venture

This Agreement shall not be construed to create a joint venture or partnership between IFPRI and Collaborator. Collaborator shall not represent himself/herself/itself, and shall ensure that his/her/its employees do not represent themselves, as being employees, partners or agents of IFPRI.

12.9 Entire Agreement

This Agreement, including the Exhibits, embodies the entire Agreement between the parties on this subject matter and supersedes any and all prior Agreements, written or oral, between the parties. No modification, amendment or deletion of the terms hereof shall be effective unless made in writing and signed by both parties hereto.

13. Force Majeure

If the performance by either party of any of its obligations under this Agreement (including a payment obligation) is delayed or prevented by circumstances beyond its reasonable control, that party will not be in breach of this Agreement because of that delay in performance. However, if there is extended delay in performance, termination of the agreement may be considered.

14. Termination

(a) Termination by IFPRI for Cause

The failure of Collaborator to perform the program of work required hereunder in a timely and professional fashion, or otherwise to comply with the terms and conditions of this Agreement, shall be grounds for termination of this Agreement by IFPRI for cause. Upon such occurrence, IFPRI shall give Collaborator notice of intent to terminate, and Collaborator shall have thirty days to cure the defect in his/her/its performance. If Collaborator shall fail to do so, IFPRI may, by written notice, terminate the Agreement and recover from Collaborator any loss or damage suffered by IFPRI.

(b) Termination by IFPRI for Convenience

IFPRI may, at any time by written notice to Collaborator, suspend or terminate this Agreement in whole or in part for its convenience. Upon receipt of such notice, Collaborator shall cease or reduce work according to the tenor of the notice and shall use his/her/its best efforts to mitigate consequential losses or any kind of liability to IFPRI. Collaborator may submit a claim for compensation and IFPRI shall pay to Collaborator such amounts as are fair and reasonable in respect of any costs incurred and unavoidable commitments reasonably and necessarily incurred by Collaborator in connection with Collaborator's fulfillment of its obligations under this Agreement, provided, however, that:

- (1) Collaborator shall not be entitled to compensation for loss of prospective profits;
- (2) IFPRI shall not be liable to pay any amount which, when added to the amounts payment under the Agreement, would exceed the total payment amount set forth in the Agreement;
- (3) IFPRI shall not be liable to Collaborator for any amounts that Collaborator is entitled to recover from any insurance; and
- (4) Collaborator shall use his/her/its best efforts to mitigate any such amounts.

(c) Obligations on Termination

Upon expiration or termination of this Agreement, in addition to its other obligations hereunder, including Section 12.2, Collaborator shall return to IFPRI all of its confidential information and other property or destroy or completely delete such confidential information in accordance with all applicable laws, rules and regulations. With respect to each item of confidential information destroyed or completely deleted, such destruction or complete deletion shall be certified in writing to IFPRI.

(d) Survival

Neither the expiration, nor any termination of this Agreement by either party shall affect the rights and obligations of the parties accrued prior to the effective date of expiration or termination. The provisions of Sections III and VII of the Research Agreement and Sections



**SUSTAINABLE DEVELOPMENT POLICY
INSTITUTE**
3rd & 4th Floor, Taimur Chambers
10 D West, Blue Area
44000, Islamabad
Pakistan

IMPLEMENTATION AGREEMENT

No.: 40350144 / 0

between

THE INTERNATIONAL LABOUR ORGANIZATION

represented by

THE INTERNATIONAL LABOUR OFFICE

and

SUSTAINABLE DEVELOPMENT POLICY INSTITUTE

Duration of the Agreement	: 21 Months
Currency and Total Value of the Agreement	: PKR 3,404,860.00
Programme/Project Name	: ND/SG/SDPI/AK-RAS/19/09/IOM: (11 OCT'21 - 10 JULY'23) - Knowledge Hub-107734.03.01.01.502555.5311 99

WHEREAS, the International Labour Organization represented by the International Labour Office (the "ILO") and **SUSTAINABLE DEVELOPMENT POLICY INSTITUTE**, located at **3rd & 4th Floor, Taimur Chambers, 10 D West, Blue Area, 44000, Islamabad, Pakistan** (the "Implementing Partner") have agreed to cooperate in the implementation of **ND/SG/SDPI/AK-RAS/19/09/IOM: (11 OCT'21 - 10 JULY'23) - Knowledge Hub-107734.03.01.01.502555.531199** in **PAKISTAN** which aims to **Establishing a Regional Learning and Action Platform –a Knowledge Hub on Labour Migration in South Asia for the “Governance of Labour Migration in South and South-East Asia (GOALS)” Project..**

NOW THEREFORE, the ILO and the Implementing Partner (the "Parties") hereby agree as follows:

1. NATURE OF THE AGREEMENT

- 1.1. This Agreement constitutes the complete and exclusive agreement between the Parties. It supersedes all proposals, verbal or written arrangements or agreements, and any other communications by one of the Parties or between the Parties relating to the Agreement.
- 1.2. For the purpose of this Agreement the term "goods" means all tangible items, including equipment. The term "services" means work, duty or labour, including renovation and construction works.

2. WORK TO BE PERFORMED

- 2.1. The Implementing Partner will perform with all reasonable skill, care and diligence the tasks and/or services as specified in the Terms of Reference (TOR) or equivalent document in **Annex A**, within the approved budget.
- 2.2. The work will commence upon the signature of this Agreement and will be completed within **21 Months** thereof.
- 2.3. The Implementing Partner will be responsible for obtaining and renewing at its own cost and in a timely manner all licenses, authorizations and permits, which are required to perform the work under the Agreement, and without prejudice to paragraph 1.2 of the Terms and Conditions Applicable to ILO Implementation Agreements, for paying all customs, taxes, fees and duties relating to the Agreement and its implementation.
- 2.4. The Implementing Partner will submit for the approval by the ILO a detailed workplan, not later than **FOUR WEEKS** after the signature of this Agreement.
- 2.5. In accordance with the ILO's instructions, the Implementing Partner will regularly review the workplan and, where necessary, submit to the ILO an updated version.
- 2.6. The Implementing Partner will notify the ILO of any developments that may have a significant impact on the ILO programme/project activities or may materially impair the ability to meet the objectives of the ILO programme/project.

3. REPORTING

- 3.1. The Implementing Partner may, subject to the duration of the Agreement and/or any deliverables established in the Agreement, submit for acceptance to the ILO technical progress and expenditure reports in accordance with the following schedule:
Deliverables and Time Frame: A. Financial and Narrative Report to be submitted to IIPS by 10 May 2022; B. Financial and Narrative Report to be submitted to IIPS by 05 November 2022; C. Final Report to be submitted to IIPS by 10 July 2023.
- 3.2. Upon completion of the work the Implementing Partner will submit for acceptance to the ILO

the final technical and expenditure reports within **FOUR WEEKS** following completion of the work.

- 3.3. Each of the reports will be prepared in the formats set out in **Annex B** and signed by a duly authorized representative of the Implementing Partner and submitted to the ILO official(s) mentioned in paragraph 5.2.
- 3.4. The ILO reserves the right to request the Implementing Partner to supply additional information on the work and on its progress thereof. If fully satisfied with the reports, the ILO will notify the Implementing Partner of its acceptance.
- 3.5. Without prejudice to any other right or remedy under this Agreement, non-compliance with the above provisions will result in action being taken by the ILO, including a demand for reimbursement or suspension of future payments.

4. FINANCIAL ARRANGEMENTS

- 4.1. Upon execution of the work to the satisfaction of the ILO and acceptance by the ILO of the reports, submitted in accordance with paragraphs 3.1 and 3.2, and any other deliverables established in the Agreement, the ILO will pay to the Implementing Partner an amount not exceeding **PKR 3,404,860.00** (the "total value of the Agreement"). In any event, the ILO's maximum financial liability under this Agreement will not exceed **USD 20,000.00**.
- 4.2. The total value of the Agreement will be paid by the ILO to the Implementing Partner as follows:

PAYMENT

TERMS

The ILO will pay SDPI a Total Amount of PKR 3,404,860.00 (Three Million four hundred four thousand and eight hundred and sixty Pakistani Rupees) as follows:

1. 30% of the total contract value will be paid as advance will be paid as advance upon signing of the contract to initiate the activities of the assignment.

2. Up to 40% of the total contract value upon submission of financial report* will be due by 10 May 2022 upon submission of the following:

- a. Settlement of the first advance payment based on an expenditure statement and relevant vouchers for the period of 11 October 2021- 30 April 2022;
- b. An Expenditure Forecast of the planned activities from 01 May 2022 – 30 October 2022.

3. Up to 20% of the total contract value upon submission of the following by 05 November 2022:

- a. Settlement of second payment on an expenditure statement along with relevant vouchers and invoice for the period 01 May 2022 – 31 October 2022;
- b. An Expenditure Forecast for planned activities from 01 November - 30 June 2023.

4. Read along with clause 4.3 as in the contract below 10% balance of the contract value on submission of final reports and completion of the assignment to complete satisfaction of the ILO by 10 July 2023.

Subject to the maximum of the amount budgeted, all amounts under this contract will

be paid/settled on actual usage.

It may be noted that the amount mentioned above as Forecast/Advance will stand reduced by any unspent balance, lying with the partner, as per the Expense Report*;

Tax invoices must be in favour of International Labour Organization. The invoice nos. should not exceed 16 digits overall (including spaces/dashes, etc.)

- 4.3. In no event will the total of the payments referred to in paragraph 4.2 exceed ninety-five (95) per cent of the total value of the Agreement.
- 4.4. A final payment representing any difference between the approved total expenditure incurred by the Implementing Partner, which cannot exceed the total value of the Agreement and the sums already paid by the ILO to the Implementing Partner as advance and progress payments, will only be made to the Implementing Partner by the ILO upon receipt and acceptance of the final reports described in paragraph 3.2 and subject to the ILO's satisfaction.
- 4.5. The Implementing Partner will obtain the prior written approval of the ILO should it become necessary to deviate from the approved budget indicated in **Annex A** or in the approved revised budget, where applicable. The Implementing Partner will reimburse with immediate effect any amount spent contrary to the authorized expenditures and, further, without prejudice to any other right or remedy under this Agreement, the ILO reserves the right to suspend with immediate effect any payments to the Implementing Partner until the Implementing Partner makes the necessary reimbursement.
- 4.6. Upon completion of the work, the Implementing Partner will immediately return any unspent balance to the ILO.
- 4.7. All financial obligations and transactions under this Agreement will be completed by the end date of the related ILO programme/project, **31 July 2023**.

5. LANGUAGE AND COMMUNICATIONS

- 5.1. The language to be used for all official communications between the Parties is English.
- 5.2. The Implementing Partner will submit all communications (including the reports and any other deliverables) to the ILO official(s) mentioned below: **Mr. Amish Karki, Technical Officer, E-mail: karkia@ilo.org, International Labour Organization, Core 4B, India Habitat Centre, Lodhi Road, New Delhi - 110 003.**
- 5.3. The ILO will submit all communications to the Implementing Partner's representative(s) mentioned below: **Kashif Salik, Project Associate Research Fellow, Sustainable Development Policy Institute (SDPI), Taimour Chambers, 3rd Floor, plot # 10-D (West), Fazal-ul-Haq Road, Blue Area, Islamabad, Pakistan. Phone: +92-51-2278134, Ext: 141
Mobile: +92-336-3383381, Email: kashif@sdpi.org**
- 5.4. The original of this Agreement has been written and signed in English. If this Agreement is translated into another language, the English version will govern and prevail.

6. AGREEMENT DOCUMENTS

- 6.1. The Agreement is composed of the following documents listed in their order of precedence:
 - This Agreement document;
 - Terms and Conditions applicable to ILO implementation agreements;

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_666598.pdf

- Terms and Conditions for implementation agreements funded by ILO donor(s) - not applicable
- Annex A : Terms of Reference (TOR) or equivalent document, including detailed budget; and
- Annex B : ILO Implementation Agreement Expenditure Report Format and Technical Report Format (the latter will be prepared by the ILO programme/project team and attached to this Agreement).

7. ENTRY INTO FORCE AND VALIDITY

- 7.1. This Agreement, superseding all communications between the Parties, will enter into force upon its signature by the authorized representatives of the Parties and will expire upon fulfilment by the Parties of their respective obligations or otherwise in accordance with its provisions.

IMPLEMENTATION AGREEMENT
No. 40350144 / 0



IN WITNESS WHEREOF, the undersigned, being duly authorized, have signed the present Agreement, in duplicate, on the dates and at the places indicated below their respective signatures.

Implementing Partner:
SUSTAINABLE DEVELOPMENT POLICY
INSTITUTE

International Labour Office :
for WALTER, Mrs. Dagmar
DWT/CO Director

Signature :

A handwritten signature in blue ink, likely belonging to a representative of the Sustainable Development Policy Institute.

Date : 7 Oct 2021

Place : Islamabad

Signature :

A handwritten signature in blue ink, likely belonging to Mrs. Dagmar Walter, DWT/CO Director of the International Labour Office.

Date : 7 October 2021

Place : New Delhi



ANNEX A

Terms of Reference (TOR) or equivalent document, including detailed budget

Terms of Reference

1. Background

The Global Compact for Safe, Orderly and Regular Migration (GCM) recognized the need for a comprehensive approach to human mobility and enhanced cooperation at the global level. At the adoption of the GCM, UN Member States also agreed to establish a Capacity Building Mechanism that will include a global knowledge platform that will help inform and support governments in the implementation of the GCM. Labour migration is one of the key pillars of the GCM and since the implementation of the GCM is at the national and regional levels first, it is important to conceptualize the development of a Knowledge Hub in South Asia.

There have been numerous calls for more reliable, detailed and transparent information on international migration and labour migration in South Asia and at the global level. For example, SAARC drafted a Plan of Action on Labour Migration at a consultative workshop in May 2016, which outlined a commitment to information exchange and knowledge building on labour migration in the subregion. Specifically, the Plan of Action outlines a commitment to “strengthen the capacity of government authorities to respond to the needs as well as improve the policy impact of migration” through measures such as “the creation of a shared database or web portal with information about migration trends and patterns, policies, best practices, challenges, agreements/arrangements where possible”.

Governance of Labour Migration in South and South-East Asia (GOALS), a UN Joint Programme being implemented by ILO, IOM and UN Women with the support of Swiss Agency for Development and Cooperation (SDC), will be working with academic institutions and think tanks in South Asia to address research and academic gaps on labour migration and decent work, linking learning to enhanced and informed policy dialogues and evidence-based decision making on labour migration governance.

Under outcome three of the GOALS programme, a South Asia Knowledge Hub will be created to address knowledge gaps on labour migration in South Asia. The Hub will examine specific labour migration and mobility issues through a broader lens of decent work and the social, economic and political trends in the sub-region and beyond. Initially, it will establish links and collaborate with institutions, namely, Refugee and Migratory Movements Research Unit (RMMRU), International Institute for Population Sciences (IIPS), Centre for the Study of Labour and Mobility (CESLAM), Sustainable Development Policy Institute (SDPI), and Institute of Policy Studies of Sri Lanka (IPS).

The Knowledge Hub will create a space for governments, civil society, trade unions, private sector, academics and think tanks to engage with new research, so as to bring broader perspectives and empirical evidence to policy discussions. It will connect researchers and institutions from South Asia working on themes that touch upon labour and mobility and will link to the research agendas identified through state-led regional consultative processes including the Colombo Process, the Abu Dhabi Dialogue and possibly SAARC.

ANNEX A

Ideally, such a Knowledge Hub will build a community of practice coming together to tackle a specific set of challenges on issues pertaining to labour migration. The Hub will also look at stimulating research at national level in South Asian countries in the Colombo Process and take on a role of comparing and contrasting various research done at national levels on specific labour migration governance topics.

The products of the Hub will include, but not be confined to, national and regional research, capacity building programmes, operating an online migration portal, dissemination of findings, recommendations and conclusions of research conducted, tools developed, and knowledge generated through the different labour migration projects implemented by ILO, IOM and UN Women.

2. Objective of the Assignment

The overall objective of this assignment is to address knowledge gaps on labour migration in Pakistan through the establishment of a regional learning and action platform – a South Asia Knowledge Hub. The aim of such a Hub will be to provide access to knowledge and information to be used by policy makers and stakeholders through regional consultative processes like the Colombo Process, Abu Dhabi Dialogue and SAARC.

Specific objectives of the assignment are –

- To develop data set and gather evidence on international labour migration from Pakistan with an emphasis on gender-disaggregated data and statistics, and to make it accessible to researchers and stakeholders
- To identify gaps for new research and conduct research at the national level in Pakistan and at sub-regional level in South Asia, and disseminate research findings, recommendations and conclusions
- To engage in capacity building work on labour migration for young researchers in Pakistan.

3. Methodology

The conceptualization of the Knowledge Hub has been jointly initiated by the three participating UN organisations (PUNOs) of GOALS namely ILO, IOM and UN Women. As envisaged in the GOALS Project Document (PRODOC), the programme will engage with South Asian academic institutions and think tanks and create a platform to engage with new research, so as to bring broader perspectives and empirical evidence to policy discussions.

The secretariat for the Knowledge Hub will be anchored at IIPS, Mumbai, a Deemed to be University, under the Govt. of India. The secretariat shall support, facilitate, co-ordinate the activities of the Knowledge Hub in collaboration with RMMRU (Bangladesh), CESLAM (Nepal), SDPI (Pakistan) and IPS (Sri Lanka). IIPS shall be responsible for record keeping and publications of the materials of the Hub.

As stated in the Terms of Reference of the Knowledge Hub, there will be a separate contractual arrangement between ILO and SDPI to facilitate transfer of funds. This Terms of Reference has been established to effect transfer of funds to SDPI in Pakistan for its contribution to the South Asia Knowledge Hub. However, to ensure consolidated reporting of the Knowledge Hub, SDPI will

ANNEX A

directly report to IIPS on both financial and operational matters. Funds to SDPI will be transferred upon PUNOs approval of reports received from IIPS.

4. Scope of the Assignment

GOALS programme will provide an opportunity to bring together academic institutions and think tanks from South Asia in network to establish a learning and action platform to address research and academic gaps on labour migration and decent work, linking learning to enhanced and informed policy dialogues and evidence-based and gender-responsive decision making on labour migration governance. Activities under this assignment will further examine specific labour migration and mobility issues through a broader lens of decent work for migrant workers and the social, economic and political trends specifically in Pakistan

In consultation with ILO, IOM, UN Women and IIPS, SDPI will be expected to deliver the following activities:

Objective 1: To develop data set and gather evidence on international labour migration from Pakistan with an emphasis on gender-disaggregated data and statistics, and to make it accessible to researchers and stakeholders

- o Validate, annotate and gather gender-disaggregated data and statistics on international labour migration from Pakistan from relevant research, surveys and administrative records.

- o International classifications and standards to be followed more closely in all data collected to ensure the data are comparable across countries. The collection of administrative records on migrants, employed migrants, and nationals abroad could be expanded in most cases to include (at least) information on their: a) sex b) gender; c) age; d) country of origin (or destination); e) migration status, f) educational attainment; g) economic activity; h) occupation; i) status in employment; and whatever other variables might be most relevant or pressing for the national context.

- o An online migration portal (website) which will function as a holistic regional information system on international labour migration will be developed and monitored by IIPS. Data and statistics collected by SDPI should be mainstreamed through this system.

- The migration portal will be used for knowledge sharing and learning on issues related to migration. It will have numerous functions that will assist policy makers and other stakeholders to have access to migration related data from South Asia and to better understand migration concepts, measures and theories. The data and statistics collected through different sources will be validated, analyzed, summarized and presented as a simple infographic with underlying micro data where permissible.

- The migration portal will also comprise of policy and technical documents related to the thematic pillars of the Knowledge Hub as well as related documents on the implementation of key global frameworks such as SDG and GCM.

- To ensure data transparency and protecting privacy of individuals, SDPI will adhere to ILO privacy policy and guidelines for data management.

Objective 2: To identify gaps for new research and conduct research on labour migration-related issues at the national level in Pakistan and at the sub-regional level in South Asia, and disseminate research findings, recommendations and conclusions

- o Connect researchers and institutions in countries in South Asia working on themes that touch

ANNEX A

upon labour migration and link to the research agendas identified through state-led regional consultative processes including the Colombo Process, the Abu Dhabi Dialogue and possibly SAARC

- o Undertake research at both national and regional level on issues of labour migration governance and labour migration policies in line with the proposed thematic areas of the Knowledge Hub
- o In order to address the gaps on a limited data and analysis about gender and migration, ensure data collection and measurement approaches that strengthen validity, reliability and representativeness by gender.
- o Publish relevant statistics in a timely, regular and transparent way.
- o Review existing policies of Pakistan on the protection and promotion of the rights of migrant workers and returnee migrant workers, and provide policy recommendations to the Government of Pakistan.

Objective 3: To engage in capacity building work on labour migration for young researchers in Pakistan

- o Provide internships and fellowships to young scholars to participate in capacity building programmes, learning and education.
- o Carry out capacity building programmes for young researchers as well as government officials and policy makers, and provide training on migration concepts, measures, theories, research issues and other aspects of migration.
- o Conduct workshops/conferences/seminars to disseminate knowledge related to the proposed thematic pillars.

5. Expected Deliverables and Time Frame

The duration of the contract is 11 October 2021 – 10 July 2023.

S. No. Deliverable Description Delivery Date

1. Provide data set to IIPS for the migration database of South Asian countries, as per objective 1
1 June 2022
2. 1 National thematic paper, as per objective 2 1 June 2022
3. 1 Regional thematic paper, as per objective 2 15 January 2023
4. 1 National workshop, as per objective 3 30 April 2023
5. Host 4 interns as per objective 3 01 June 2023

BUDGET (ANNEXED to the contract as ANNEXURE-C)

ANNEX B

ILO Implementation Agreement Expenditure Report Format and Technical Report Format (the latter will be prepared by the ILO programme/project team and attached to this Agreement)

UNICEF/Nutrition/2020
4 November 2020

To,
Dr. Sayeed Unisa
PI-Swabhimaan Project
And Head of Dept. of Mathematics
Lady Irwin College, New Delhi

Sub: Endline Survey- Swabhimaan
Your proposal received by us on 3.11.2020

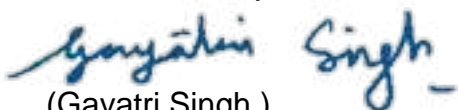
Dear Dr. Unisa,

Thank you for your proposal for endline survey for swabhimaan for Odisha state for the period 15 November 2020-April, 2020 for 53,52,900 INR (~74,000 USD) in two phases –

Phase	Activity	Time period	Amount in INR
I	Preparation, ethical approval, mapping and listing and TOT	Nov-Dec'20	44,43,100
	Data collection and Cleaning	Jan-Feb'21	
II	Data Entry, Analysis and Fact Sheet Development and power point for dissemination	Mar-Apr'21	9,09,800
		Nov'20-Apr'21	53,52,900

We agree. To enable us release the funds, for phase I you are kindly requested to share the FACE form.

Yours Sincerely,



(Gayatri Singh)
OIC,
Nutrition Section, UNICEF India
gasingh@unicef.org

PROJECT PROPOSAL

**ENDLINE SURVEY for SWABHIMAAN Women's Nutrition Demonstration Programme
in ODISHA**

Submitted to

UNICEF India

By

International Institute for Population Sciences, Mumbai



Principal Investigator

Prof. Sayeed Unisa, Professor, IIPS

Co-Principal Investigators for Endline survey

Dr. Reshmi R.S., Assistant Professor, IIPS

Dr. L.K. Dwivedi, Assistant Professor, IIPS

Dr. Sarang Pedgaonkar, Assistant Professor, IIPS

15 November 2020- 30 April 2021

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SWABHIMAAN (2016-2021)

1. BACKGROUND

The Swabhimaan evaluation design is a prospective, non-randomized controlled evaluation. It evaluates the delivery of a package of 18 essential nutrition (specific and sensitive) interventions via Aajeevika promoted village organisations (federation of women self-help groups) to improve the nutrition status of girls' and women (before conception, during pregnancy and after birth) in three Indian states: Bihar, Chhattisgarh and Odisha in 2016-2017.

The target groups focussed interventions are delivered through systems-based and Village Organizations (VO) led approaches grouped under four pillars such as system strengthening, VO led interventions for adolescents, women and village Resource Person (VRP)/women farmers club. The geographical sites of Swabhimaan are all 356 revenue villages of five scheduled caste/tribe dominated blocks of four districts (Bihar: Purnea; Chhattisgarh: Bastar; Odisha: Angul and Koraput).

UNICEF India started a partnership with the International Institute for Population Sciences (IIPS) in 2016 for the baseline survey of Swabhimaan demonstration programme. IIPS is playing a crucial role in the impact evaluation of Swabhimaan intervention. In the baseline evaluation survey conducted during 2016-2017, IIPS was the lead technical support agency of Swabhimaan Women's Nutrition Demonstration Programme. IIPS team published technical papers along with UNICEF and AIIMS using baseline data, technical papers in peer-reviewed international journals in the area of nutrition, WASH, and women empowerment.

In order to examine the intervention process and the extent of the reach of beneficiaries, UNICEF entrusted IIPS for conducting the Midline process evaluation survey which was conducted during September 2018 to June 2019. A mixed method design approach was used which comprised of a cross-sectional survey and qualitative data collection in five blocks of three Indian states (Bihar, Chhattisgarh, and Odisha). The cross-sectional survey aimed to assess the system strengthening process and coverage of VO led interventions among beneficiaries. Qualitative data collection included in-depth interviews and focus group discussions of target groups, community cadres and service providers. Dissemination of the midline survey findings in Bihar was conducted on November 13, 2019 in Bihar.

Dissemination of the midline survey findings in Chhattisgarh and Odisha were done on 10th and 17th December 2019, respectively.

1.1 About the IIPS

The International Institute for Population Sciences (IIPS) serves as a regional Institute for Training and Research in Population Studies for the ESCAP region. It has been started in 1956 under the joint sponsorship of Sir Dorabji Tata Trust, the Government of India and the United Nations. It was declared as a 'Deemed University' on August 19, 1985. The Institute is under the administrative control of the Ministry of Health and Family Welfare, Government of India. The functions of the IIPS can be classified into four categories: teaching, research, consultative services, and documentation. The institute has seven academic departments with well-qualified faculty members.

The Institute has the expertise and vast experience of carrying out various large-scale population-based research projects. The most prominent among them are the National Family Health Survey (NFHS), District Level Household Survey (DLHS), Concurrent Evaluation of National Rural Health Mission, and Global Tobacco Survey.

IIPS has completed comprehensive nutrition surveys in the states of Maharashtra and Gujarat namely Comprehensive Nutrition Survey in Maharashtra (CNSM), Comprehensive Nutrition Survey in Gujarat (CNSG). UNICEF funded CNSM project in Maharashtra, and CNSG project was funded by Department of Women and Child Development, Government of Gujarat. These surveys provided valuable data on the nutrition status of under two/five children, mothers, and feeding/food intake practices, food consumption pattern, diet during pregnancy and lactation, health and hygiene related parameters, food security at household level and status of *Anganwadis*.

Previously, IIPS had provided technical support for the Swabhimaan baseline survey. Later, the midline process evaluation of the Swabhimaan intervention program in Bihar, Chhattisgarh and Odisha has also been carried out by IIPS.

1.2 About SWABHIMAAN

SWABHIMAAN multi-state, multi-sector women's nutrition demonstration intervention programme with direct cash grant was started with an aim to improve the nutritional status of adolescent girls, pregnant women and mothers of children under two years, covering the most vulnerable populations in National Rural Livelihood Mission (NRLM) resource blocks.

The impact evaluation of this project was led by AIIMS in Bihar, Odisha and Chhattisgarh with technical support from IIPS and University College London (UCL). The data collection of the baseline (2016) and midline surveys in all the three states were conducted between July-December 2016 and September 2018-June 2019, respectively and the results of the surveys were disseminated.

Interventions which can improve nutrition of women are well known (lancet nutrition services, 2013). Delivery mechanisms to deliver these interventions also exist but are managed by at least five departments (Social Welfare, Civil supplies, Rural development, Public Health Engineering-PHED and Health), with weak or no institutional convergence mechanisms. Additionally, some of the critical interventions are not included in the antenatal package (e.g. maternal calcium supplementation, maternal deworming). There is also no mechanism to identify pregnant women at nutrition risk and providing them a special package of feeding and care. Those nutrition interventions that are present also need quality strengthening to address operational challenges in service delivery owing to capacity building, monitoring and huge vacancy load.

One delivery platform untapped to reach out to adolescents and pregnant women with special package of reproductive, health and nutrition messages as well as services is the women Self-Help Groups (SHGs) and Village Organizations (VO) under the NRLM. Evidence suggests that these community organisations and their federations have the potential to manage grants for improving last mile delivery of essential nutrition services for women, provided they are enabled, supervised, and provided protection against violence and exploitation (UNICEF, 2016).

Community cash grant is a mechanism by which organised community groups, with active bank accounts, such as VOs directly receive and manage money to deliver services as per community needs-based plans approved by the funding agency.

In context to Indian public health services, the field workers critical to improve the last mile delivery of health services and undertaking a range of activities like community mobilisation, counselling, record keeping, to name a few, have largely been considered honorary workers. SWABHIMAAN project shifts this approach of strengthening the last mile delivery of services into an invested service that can be sustained through VOs and higher federated

institutions rather than being voluntary work. Some of the basic findings of the SWABHIMAAN baseline survey are given below

1.3 SWABHIMAAN Surveys in Odisha

The baseline survey of Swabhimaan in Odisha was conducted during October 2016 to January 2017. A sample of 1727 adolescent girls (10-19 years), 814 pregnant women (15-49 years) and 3604 mothers of children under age two years (15-49 years) were interviewed from Pallahara and Koraput Sadar blocks of Angul and Koraput districts, respectively. The dissemination of findings from the baseline survey in Odisha was held in July 2017. Swabhimaan midline survey was done during January to March 2019 in Odisha. A total of 1191 adolescent girls (10-19 years), 614 pregnant women (15-49 years), 1184 mothers of children under age two years (15-49 years) and their children were interviewed from Pallahara and Koraput Sadar blocks of Angul and Koraput districts, respectively.

Table 1: Key nutrition outcomes and coverage of selected nutrition relevant services, Swabhimaan baseline (2017) and midline surveys (2019), Odisha.

Indicators	Intervention		Control	
	Baseline (%)	Midline (%)	Baseline (%)	Midline (%)
Stunting (adolescent girls aged 10-19 years)	35.1	36.6	34.9	35.7
Chronic under nutrition (mother), BMI <18.5 kg/m ²	45.8	44.3	46.9	38.6
Pregnant women with MUAC 23 cm and above	66.6	73.8	62.2	69.8
Use of modern contraceptives (mother)	22.6	28.2	20.7	25.3
Pregnant women receiving antenatal check-ups in first trimester	40.1	60.7	32.7	57.5
<i>Pregnant women</i>	30.1	37.9	31.4	33.8
<i>Mother of children under two years</i>	29.1	31.8	26.7	36.8
Access to improved sanitation facility#/no open defecation				
<i>Adolescent</i>	16.6	24.4	17.3	20.9
<i>Pregnant women</i>	23.4	22.7	13.4	17.5
<i>Mother of children under two years</i>	21.7	25.4	15.4	17.1
Adolescent girls who have attended at least two Kishori group meetings in the six months preceding the survey*	6.5	4.9		
Self Help Group (SHG) membership				
<i>Pregnant women</i>	28.4	49.6	27.1	53.1
<i>Mother of children under two years</i>	28.1	56.4	31.8	58.7
VHSND				
<i>Pregnant women</i>	59.9	59.9	55.3	51.3

<i>Mother of children under two years</i>	59.4	65.1	57.4	54.6
Source: SWABHIMAAN Baseline Survey, Odisha 2017 and Midline Survey, Odisha 2019.				
* Intervention activity specific to intervention areas only.				

2 OBJECTIVES AND ACTIVITIES OF IIPS FOR ENDLINE SURVEY, ODISHA

The main objectives of the IIPS are:

1. To assess the reduction in the proportion of adolescent girls and mothers of children under two years with a BMI<18.5.
2. To examine the improvement in mean mid-upper arm circumference (MUAC) among pregnant women over the intervention period (2016-2021).
3. To compare the baseline and endline data for estimating improvements in the coverage of key nutrition-specific and nutrition-sensitive interventions.
4. To assess the change in utilization of maternal health and nutrition services before and after the COVID 19 pandemic.

Activities of IIPS for the endline survey are:

1. To formulate sampling design and carry out sampling for selection of sample for the endline survey in Odisha.
2. To translate questionnaires to Odia and synchronise them to state-specific programmes.
3. To organise training of mapper listers and field investigators for endline survey in Odisha.
4. To conduct the endline survey of the Swabhimaan programme in Odisha.
5. To validate and manage data and prepare fact sheets for Odisha.

3. TECHNICAL ADVISORY GROUP

A Technical Advisory Group (TAG) will be constituted to guide and approve the survey design, tools, and protocols for the proposed Endline Impact Evaluation of SWABHIMAAN Demonstration Programme. The members will include technical experts in nutrition, intervention, sampling and survey methodology. The TAG will meet to review and approve methodology, survey protocols, monitor progress and review survey findings.

Under the overall guidance of the UNICEF, TAG, a national and an international consultant, the proposed endline survey will be carried out by the team of IIPS consisting of Faculty members, Junior Project Manager (JPM), Programmer and Data Analysts.

4. PHASE I: PREPARATORY WORK FOR THE ENDLINE SURVEY

The phase I will be carried out during 15th November and 31st December 2020. The following specific activities are envisaged by IIPS in phase I:

4.1 Preparing Protocol

Principal Investigator (PI), Co-Principal Investigators (Co-PIs) and research staff will revise the tools and instruments of the Swabhimaan to make necessary modifications for the endline survey as discussed below.

4.1.1 Discussion with Survey Collaborators

Meeting will be arranged with UNICEF and State Rural Livelihood Mission officials to discuss the current situation in the study area. This discussion will also account for any amendments made to the Swabhimaan programme, challenges, or issues particularly post Covid-19 outbreak that collaborators would like to address through the endline questionnaire.

4.1.2 Sampling and Sample Size

The estimated sample size for the endline survey in Odisha will be same as the baseline survey for comparison purposes. However, the sampling design and sample selection technique will be modified to study the impact evaluation of system strengthening and community action interventions. PI and Co-PI along with an external sampling expert will formulate an appropriate sampling design for the representative selection of the respondents from each target group in Odisha.

Table 2. Sample size of target groups

Sample Size	Intervention (Estimated)	Control (Estimated)	Total
Adolescent girls	531	531	1062
Pregnant women	374	374	748
Mothers of children under 2	1340	1340	2680

4.1.3 Tools for Data Collection

Quantitative data will be collected using Computer Assisted Personal Interview (CAPI). The questionnaires of baseline and midline surveys will be reviewed to finalize the tools for the endline impact evaluation. The quantitative data tools will include separate structured and bilingual questionnaire for each target group. Additionally, there will be a separate interview schedule for household information. The questionnaires will be translated to Odia and synchronised to state-specific programmes.

Interview schedules: 1. Household schedule

2. Adolescent girls schedule

3. Pregnant women schedule

4. Mothers of children under two years schedule

Additionally, qualitative data from the officials (SPMU, DPMU, BPMU etc.) will be collected using telephonic interviews.

4.1.4 Coverage of Indicators in Beneficiary Survey

Identification of adolescent girls and women beneficiaries in the target groups will be done by Mapping and Listing. From each target group following information will be collected

Table 3. Coverage of Indicators in Beneficiary Survey

ADOLESCENT GIRLS (aged 10-19 years): *unmarried, not pregnant and not the mother of a child under two years*

1. Mean Dietary Diversity Score
2. Dietary Diversity Score (5 out of 10 food groups)
3. Consumed four or more IFA tablets in the month preceding the survey
4. Living in a household with iodized salt
5. Living in food secure households
6. Living in households with a kitchen garden

7. Living in households with a toilet or covered pit latrine
8. Using safe pads or sanitary pads
9. Accessing adolescent health services (Kishori Diwas) in six months preceding the survey
10. Attended at least three Kishori meetings in six months
11. Questions related to intervention activities

PREGNANT WOMEN (aged 15-49 years): *if she is pregnant, a girl or woman will join this category whether she is an adolescent or the mother of any child under two*

1. Pregnant women in the 2nd or 3rd trimester consuming at least 25 IFA tablets in the month preceding the survey (Pregnant women in 2nd or 3rd trimester)
2. Mean Dietary Diversity Score
3. Dietary Diversity (5 out of 10 food groups)
4. Living in a household with iodized salt
5. Living in food secure households
6. Living in households with a kitchen garden
7. Living in households with a toilet or covered pit latrine
8. Received ICDS entitlement for supplementary food in month preceding the survey (Pregnant women entitled to ICDS rations)
9. Had one antenatal check-up in the first trimester
10. Weighed at least once in first trimester
11. Received one dose of albendazole in second trimester (Pregnant women in 2nd or 3rd trimester)
12. Taken two calcium tablets in 2nd trimester (Pregnant women in 2nd or 3rd trimester)
13. Below the age of eighteen

MOTHERS OF CHILDREN UNDER TWO YEARS (aged 15-49 years)

1. Mean Dietary Diversity Score
2. Receiving minimum Dietary Diversity (5 out of 10 food groups)
3. Living in a household with iodized salt
4. Living in food secure households
5. Living in households with a kitchen garden
6. Living in households with a toilet or covered pit latrine
7. Receiving minimum PDS entitlement in month preceding survey
8. Receiving ICDS entitlement for supplementary food in month preceding survey
9. Received at least four ANC in last pregnancy
10. Consumed 100 or more IFA tablets during last pregnancy
11. Weighed at least four times in last pregnancy
12. Using a modern family planning method
13. Accessed at least one of three social protection schemes (JSY, Adarsh Dampati Yojana)
14. Delivered in a health facility in last pregnancy
15. Attended at least three Maitri baithak meetings and three VHND meetings in last year
16. Attended at least three Maitri baithak meetings and three VHND meetings in last year (As above, from underprivileged groups)

17. Members of women's Ag-producer groups and have adopted at least 1 mix micronutrient-rich cropping methods, against previous practice (Mothers of children under two, who are members of farmer producer groups)
18. Questions related to intervention activities

Also, any suggestions risen out of the meeting with survey collaborators will be included in the endline survey questionnaire. Possible inclusion of questions addressing impact of COVID-19 on the services and their utilisation.

4.1.5 Pre-testing of Survey Instruments

To understand the pattern of questions, skip and filter pattern or any other problem in understanding or administration of questionnaires, a pretesting of questionnaires will be done in study area. Further modifications will be done in the questionnaires based on the results of pre-testing.

4.1.6 Ethical Consideration

- An Institutional Review Board (IRB) meeting will be held, and survey protocol will be presented in the meeting for the approval. Ethical aspects such as privacy, confidentiality, anonymity, informed consent, and right to withdraw from participation will be included in the ethical disclosure of survey protocol.
- Key personnel are assigned solely for implementation of this project. Any change will be made in consultation with UNICEF. Proper financial and accounting records will be maintained.

5. PHASE II: IMPLEMENTATION OF THE ENDLINE SURVEY IN ODISHA

5.1 Team Composition

All the administrative work related to the project will be the responsibility of the Co-PI, JPMs, and Data analyst. This team will be responsible for monitoring all administrative and field activities of the project including accounting, preparation of budget, face form, Statement of Expenditure (SOE), project-related communication and purchases, advertisement, appointments, and meetings and programmes in the field level. The field related work of the project will be co-ordinated by two JPMs and two Programmers. Swabhimaan cadre will conduct the listing operation for the endline survey in ODISHA. The interviews will be carried out by 24 field investigators and supervised by the JPMs and other IIPS staff and officials. PI,

Co-PIs, Data Analysts/Technical Writers, and Experts will review the protocols, monitor field activities and prepare and review the factsheets.

5.2 Training

The training will be conducted at two levels:

- Training for mapping and listing will be carried. Post-training, mappers and listers will be sent to nearby village for field practice and the errors and issues will be discussed with the field staff and Co-PIs and resolved.
- Training of field investigators will be conducted on quantitative interview techniques, data collection tools, and anthropometric data collection. Apart from this, training of CAPI will be given to the field investigators. The standardised training manuals will be developed for conducting the training. Field investigators will be trained in the gold standard procedure for anthropometric measurements.
- A core team of PI, Co-PIs, JPMs and Programmers along with the support of the state-level staff from UNICEF will facilitate and execute the training programmes.
- Only those investigators who meet the standard eligibility criteria given in the advertisement will be recruited for the data collection activity.

5.3 Data Collection

The qualitative and quantitative data collections are proposed to be conducted during January to February 2021. Informed consent will be taken from the respondents before filling the tool. In case of adolescent girls an informed consent from the guardian and assent of participants' will also be taken before interview.

5.4 Field Monitoring

The quality of data being collected will be regularly monitored using checklists and specially developed formats for same, by the project officials placed in the states as well as regular field visits by PI and Co-PI from IIPS. At the beginning of the survey, 2% of spot checks will be done to correct any errors done by the investigators. IIPS will do the back-check of previously collected data. Overall, back-checks will be done for 3% of the total sample (i.e. adolescent girls, pregnant women and mothers with children under two years). Specially developed back check formats will be used to check the consistency of information collected by the investigators.

Table 4. Sample Size and Estimated Checks by IIPS

Target Groups	Sample Size	Quality check	
		Back Check (3%)	Spot Check (2%)
Adolescent girls	1062	32	21
Pregnant women	748	22	15
Mothers of children under 2	2680	80	54
Total	4490	135	90
Total sample for quality assurance		225	

Table 5. Field and Data Monitoring Components

Key features	Process	Components	IIPS
Handholding	Spot-checks tables – Initial stage of survey	Spot-Checks and reorientation	Coordinator and JPMs
Validation	Back-checks tables – Daily	Matching with soft data and filled questionnaire	JPMs, Programmers Matching by IIPS
Validity and consistency	Field-checks tables- teams Weekly	Household, and target groups response and measurement	Data Analyst/Technical Writer, Co-PI
Validation and consistency	Data consistency intervention and control villages Bi-weekly	Higher level analysis of age and anthropometric	Data Analyst/Technical Writer and PI/CO- PI/JPMs

Each interviewer should be regularly observed during field work as spot checks. To accomplish this, JPMs, Programmers, quality assurance team, and senior staff will have to be present during interviews and give feedback to interviewers. They will not interrupt during the interview, rather save their comments and give feedback to the interviewer after the interview is over. In addition, throughout the course of the fieldwork, field editors should observe at least one interview per day.

JPMs and Programmers will share the task to ensure that all filled in schedules are thoroughly scrutinized, and all errors are tactfully discussed with the interviewer.

5.5 Data Quality Analysis

Computer Assisted Personal Interviewing (CAPI) will be done in all three states. CAPI surveys have shown to improve data quality through less missing data and fewer errors due to functions built into the data entry programme. Data will be uploaded directly into the database. IIPS research team will carry out cleaning of data, validation of data and checking for internal consistency and management of missing cases. Team wise age and outcome variable

frequencies will be checked. The pattern of missing cases by caste/tribe and economic characteristics will be examined.

6. PHASE III: DATA ANALYSIS AND DISSEMINATION

During the third and final phase the gathered data will be analysed, compiled in factsheets and the findings will be shared with stakeholders, researchers, and others.

6.1 Analysis and Management of Data

IIPS will develop a tabulation plan and indicators for the fact sheets. The validity of indicators will be tested, and confidence interval will be provided for all outcome indicators. Comparison will be made with available data sets from the baseline surveys. Household files will be merged with the individual files of target groups. IIPS will convert the data into different formats (SPSS and STATA) for public use.

6.2 Fact Sheet and Dissemination of Results

IIPS will prepare facts sheet for Odisha based on quantitative data analysis. Fact sheets will be prepared separately for each block (Pallahara and Koraput Sadar). Dissemination of fact sheets will be done at the state and the national level.

7. LIMITATION

It is important to note that till March 2020 the endline data may reflect the real scenario in the study area; however, due to the COVID 19 crisis, we might not get the true impact of interventions in the subsequent months and also a considerable change in the study indicators can be expected.

8. MODE OF PAYMENT

The release of funds to IIPS from UNICEF for endline survey of Swabhimaan will be done according to the requirement.

9. LOGISTIC SUPPORT FROM UNICEF

To carry out anthropometric measurements of, IIPS team will need stadiometers, weighing machines and MUAC tapes from UNICEF Office. IIPS will hire experts to calibrate equipment prior to the survey.

10. PROJECT DURATION AND TIMELINE (15 November 2020- 30 April 2021)

The assignment of IIPS for the SWABHIMAAN Program Endline Impact Evaluation would be implemented from 15th November 2020 and it will be completed by 30th April 2021. The details are given as under along with timeline.

11. DELIVERABLES FROM IIPS

Activity	Duration	Deliverables
Phase I: Preparatory work	15 th Nov-Dec 2020	<ul style="list-style-type: none"> Revision of protocol: meeting with collaborators, translating and synchronising questionnaire, pre-testing, sampling TAG meeting for protocol IRB approval for study
Phase II: Implementation of Odisha endline survey	Jan-Feb 2021	<ul style="list-style-type: none"> Phone-based qualitative data collection Training of trainers and investigators Conducting endline survey in Odisha
Phase III: Data analysis and Dissemination	Mar-Apr 2021	<ul style="list-style-type: none"> Data cleaning, analysis, and management Preparing fact sheets Preparing PPT for dissemination

12. TIMELINE (15 November 2020- 30 April 2021)

ACTIVITIES	Nov	Dec	Jan	Feb	Mar	Apr
PHASE I (15th November -December 2020)						
Review and finalisation of tools						
Sampling						
Pre-testing						
Technical Advisory Group (TAG) meeting for Endline study						
IRB approval for the study						
PHASE II (January-February 2021)						
Training						
Phone-based qualitative data collection from Officials						
Survey						
PHASE III (March- 30th April 2021)						
Data cleaning						
Data analysis and management						
Fact sheets						
Preparing PPT for dissemination						



**INSTITUTE OF POLICY STUDIES
OF SRI LANKA (IPS)
100/20, INDEPENDENCE AVENUE,
COLOMBO 7,
SRI LANKA.**



**(संस्थापित / Established in 1958)
बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future**

**International Institute for Population Sciences
(Deemed University)
B. S. Doshi Marg, Govandi Station Road, Dhoran, Mumbai-40**

IMPLEMENTATION AGREEMENT

between

**THE INTERNATIONAL INSTITUTE FOR POPULATION
SCIENCES (IIPS) MUMBAI, INDIA**

and

**INSTITUTE OF POLICY STUDIES (IPS),
COLOMBO, SRI LANKA**

Duration of the Agreement	: 21 Months
Currency and Total Value of the Agreement	: USD 20,000
Programme/Project Name	: (11 OCT'21 - 10 JULY'23) – ILO, GOALS Project – Knowledge Hub

IMPLEMENTATION AGREEMENT

WHEREAS, the INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES (IIPS) and INSTITUTE OF POLICY STUDIES OF SRI LANKA (IPS) located at 100/20, Independence Avenue, Colombo 7, Sri Lanka (the "Implementing Partner") have agreed to cooperate in the implementation of (11 OCT '21- 10 JULY' 23) - Knowledge Hub in SRI LANKA which aims to Establishing a Regional Learning and Action Platform – a Knowledge Hub on Labour Migration in South Asia for the "Governance of Labour Migration in South and South-East Asia (GOALS)" Project of the International Labour Organization, PO. No. 40350419.

NOW THEREFORE, the IIPS and the Implementing Partner (the "Parties") hereby agree as follows:

1. NATURE OF THE AGREEMENT

- 1.1. This Agreement constitutes the complete and exclusive agreement between the Parties. It supersedes all proposals, verbal or written arrangements or agreements, and any other communications by one of the Parties or between the Parties relating to the Agreement.
- 1.2. For the purpose of this Agreement the term "goods" means all tangible items, including equipment. The term "services" means work, duty or labour, including renovation and construction works.

2. WORK TO BE PERFORMED

- 2.1. The Implementing Partner will perform with all reasonable skill, care and diligence the tasks and /or services as specified in the Terms of Reference (TOR) or equivalent document in **Annex A**, within the approved budget.
- 2.2. The work will commence upon the signature of this Agreement and will be completed within **21 Months** thereof.
- 2.3. The Implementing Partner will be responsible for obtaining and renewing at its own cost and in a timely manner all licenses, authorizations and permits, which are required to perform the work under the Agreement, and without prejudice to paragraph 1.2 of the Terms and Conditions Applicable to IIPS Implementation Agreements, for paying all customs, taxes, fees and duties relating to the Agreement and its implementation.
- 2.4. The Implementing Partner will submit for the approval by the IIPS a detailed work plan, not later than **FOUR WEEKS** after the signature of this Agreement.
- 2.5. In accordance with the IIPS's instructions, the Implementing Partner will regularly review the work plan and, where necessary, submit to the IIPS an updated version.
- 2.6. The Implementing Partner will notify the IIPS of any developments that may have a significant impact on the IIPS programme/project activities or may materially impair the ability to meet the objectives of the IIPS programme/project.

3. REPORTING

- 3.1. The Implementing Partner may, subject to the duration of the Agreement and/or any deliverables established in the Agreement, submit for acceptance to the IIPS technical progress and expenditure reports in accordance with the following schedule:
Deliverables and Time Frame:
A. Financial and Narrative Report to be submitted to IIPS by 10 May 2022;
B. Financial and Narrative Report to be submitted to IIPS by 05 November 2022;
C. Final Report to be submitted to IIPS by 10 July 2023.
- 3.2. Upon completion of the work, the Implementing Partner will submit for acceptance to the IIPS the final technical and expenditure reports within **FOUR WEEKS** following completion of the work.

IMPLEMENTATION AGREEMENT

- 3.3. Each of the reports will be prepared in the formats set out in **Annex B** and signed by a duly authorized representative of the Implementing Partner and submitted to the IIPS official(s) mentioned in paragraph 5.2.
- 3.4. The IIPS reserves the right to request the Implementing Partner to supply additional information on the work and on its progress thereof. If fully satisfied with the reports, the IIPS will notify the Implementing Partner of its acceptance.
- 3.5. Without prejudice to any other right or remedy under this Agreement, non-compliance with the above provisions will result in action being taken by the IIPS, including a demand for reimbursement or suspension of future payments.

4. FINANCIAL ARRANGEMENTS

- 4.1. Upon execution of the work to the satisfaction of the IIPS and acceptance by the IIPS of the reports, submitted in accordance with paragraphs 3.1 and 3.2, and any other deliverables established in the Agreement, the IIPS will pay to the Implementing Partner an amount not exceeding **USD 20,000.00** (the "total value of the Agreement"). In any event, the IIPS's maximum financial liability under this Agreement will **not exceed USD 20,000.00**.
- 4.2. The total value of the Agreement will be paid by the IIPS to the Implementing Partner as follows:

PAYMENT TERMS

The IIPS will pay IPS a Total Amount of USD 20,000.00 (Twenty Thousand United States Dollar) as follows:

1. **30% of the total contract value will be paid as advance will be paid as advance upon signing of the contract to initiate the activities of the assignment.**
2. **Up to 40% of the total contract value upon submission of financial report* will be due by 10 May 2022 upon submission of the following:**
 - a. **Settlement of the first advance payment based on an expenditure statement and relevant vouchers for the period of 11 October 2021- 30 April 2022;**
 - b. **An Expenditure Forecast of the planned activities from 01 May 2022 – 30 October 2022.**
3. **Up to 20% of the total contract value upon submission of the following by 05 November 2022:**
 - a. **Settlement of second payment on an expenditure statement along with relevant voucher and invoice for the period 01 May 2022 – 31 October 2022;**
 - b. **An Expenditure Forecast for planned activities from 01 November- 30 June 2023.**
4. **Read along with clause 4.3 as in the contract below 10% balance of the contract value on submission of final reports and completion of the assignment to complete satisfaction of the IIPS by 10 July 2023.**

Subject to the maximum of the amount budgeted, all amounts under this contract will be paid/settled on actual usage.

It may be noted that the amount mentioned above as Forecast/Advance will stand reduced by any unspent balance lying with the partner, as per the Expense Report*;

Tax invoices must be in favour of International Institute for Population Science.

IMPLEMENTATION AGREEMENT

- 4.3. In no event will the total of the payments referred to in paragraph 4.2 exceed ninety-five (95) percent of the total value of the Agreement.
- 4.4. A final payment representing any difference between the approved total expenditure incurred by the Implementing Partner, which cannot exceed the total value of the Agreement and the sums already paid by the IIPS to the Implementing Partner as advance and progress payments will only be made to the Implementing Partner by the IIPS upon receipt and acceptance of the final reports described in paragraph 3.2 and subject to the IIPS's satisfaction.
- 4.5. The Implementing Partner will obtain the prior written approval of the IIPS should it become necessary to deviate from the approved budget indicated in **Annex A** or in the approved revised budget, where applicable. The Implementing Partner will reimburse with immediate effect any amount spent contrary to the authorized expenditures and, further, without prejudice to any other right or remedy under this Agreement, the IIPS reserves the right to suspend with immediate effect any payments to the Implementing Partner until the Implementing Partner makes the necessary reimbursement.
- 4.6. Upon completion of the work, the Implementing Partner will immediately return any unspent balance to the IIPS.
- 4.7. All financial obligations and transactions under this Agreement will be completed by the end date of the related IIPS programme/project, **31 July 2023**.

5. LANGUAGE AND COMMUNICATIONS

- 5.1. The language to be used for all official communications between the Parties is English. The Implementing Partner will submit all communications (including the reports and any other deliverables) to the IIPS official(s) mentioned below: Prof. K.S. James, Director & Senior Professor, International Institute for Population Sciences, Govandi Station Road, Deonar, Opposite Sanjona Chamber, Mumbai, Maharashtra - 400088 India. Phone: 022- 42372888 E-mail: director@iipsindia.ac.in or salamproject@iipsindia.ac.in
- 5.2. The IPS will submit all communications to the Implementing Partner's representative(s) mentioned below: Gayani Caldera, Director Finance & Administration, Institute of Policy Studies of Sri Lanka (IPS), 100/20, Independence Avenue, Colombo 7, Sri Lanka. Phone: 94 112143100, Email: ips@ips.lk or gayani@ips.lk
- 5.3. The original of this Agreement has been written and signed in English. If this Agreement is translated into another language, the English version will govern and prevail.

6. AGREEMENT DOCUMENTS

- 6.1. The Agreement is composed of the following documents listed in their order of precedence:
 - This Agreement document;
 - Terms and Conditions applicable to IIPS implementation agreements;
 - Terms and Conditions for implementation agreements funded by IIPS donor(s) -not applicable
 - Annex A: Terms of Reference (TOR) or equivalent document, including detailed budget; and
 - Annex B: IIPS Implementation Agreement Expenditure Report Format and Technical Report Format (the latter will be prepared by the IIPS programme/project team and attached to this Agreement).

7. ENTRY INTO FORCE AND VALIDITY

- 7.1. This Agreement, superseding all communications between the Parties, will enter into force upon its signature by the authorized representatives of the Parties and will expire upon fulfillment by the Parties of their respective obligations or otherwise in accordance with its provisions.

IMPLEMENTATION AGREEMENT

8. Force Majeure

Neither Party shall be liable for any delay or failure to perform its obligations hereunder if such delay or failure is due to an act, omission or circumstance over which either Party could not reasonably have exercised control, including without limitation to strikes, concerted actions of workmen, sabotage, civil commotion, lock outs of other industrial disputes (whether involving the workforce of the Party so prevented or of any other Party), act of God, war, riot, civil commotion, malicious damage, acts of government or the export of import prohibitions, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, breakdown or general unavailability of transport, general shortage of energy, fire explosion, flood or storm.



IMPLEMENTATION AGREEMENT

IN WITNESS WHEREOF, the undersigned, being duly authorized, have signed the present Agreement, in duplicate, on the dates and at the places indicated below their respective signatures.

Implementing Partner:

Institute of Policy Studies of Sri Lanka

For Dr. Dushni Weerakoon,
Executive Director

Signature with Seal:

Date: 09.12.2021

Place: Colombo

Dr. DUSHNI WEERAKOON
Executive Director
Institute of Policy Studies
100/20, Independence Avenue,
Colombo 7, SRI LANKA
Tel: 2143100 2665065

International Institute for Population Sciences,
Mumbai, INDIA

For Prof. K.S. James,
Director & Senior Professor

Signature with Seal:

Date: 22nd November, 2021

Place: Mumbai (India)

प्रोफेसर के.एस. जेम्स / Prof. K.S. James
निदेशक एवं वरिष्ठ प्रोफेसर / Director & Sr. Professor
अंतराष्ट्रीय जनसंख्या विज्ञान संस्थान
International Institute for Population Sciences
गोवर्ंदी स्टेशन रोड, देहरादून / Govandi Station Road, Dehradun
मुंबई / Mumbai - 400 088

IMPLEMENTATION AGREEMENT

ANNEX A

Terms of Reference (TOR) or equivalent document, including detailed budget

Terms of Reference

1. Background

The Global Compact for Safe, Orderly and Regular Migration (GCM) recognized the need for a comprehensive approach to human mobility and enhanced cooperation at the global level. At the adoption of the GCM, UN Member States also agreed to establish a Capacity Building Mechanism that will include a global knowledge platform that will help inform and support governments in the implementation of the GCM. Labour migration is one of the key pillars of the GCM and since the implementation of the GCM is at the national and regional levels first, it is important to conceptualize the development of a Knowledge Hub in South Asia.

There have been numerous calls for more reliable, detailed and transparent information on international migration and labour migration in South Asia and at the global level. For example, SAARC drafted a Plan of Action on Labour Migration at a consultative workshop in May 2016, which outlined a commitment to information exchange and knowledge building on labour migration in the sub region. Specifically, the Plan of Action outlines a commitment to “strengthen the capacity of government authorities to respond to the needs as well as improve the policy impact of migration” through measures such as “the creation of a shared database or web portal with information about migration trends and patterns, policies, best practices, challenges, agreements/arrangements where possible”.

Governance of Labour Migration in South and South-East Asia (GOALS), a UN Joint Programme being implemented by ILO, IOM and UN Women with the support of Swiss Agency for Development and Cooperation (SDC), will be working with academic institutions and think tanks in South Asia to address research and academic gaps on labour migration and decent work, linking learning to enhanced and informed policy dialogues and evidence-based decision making on labour migration governance.

Under outcome three of the GOALS programme, a South Asia Knowledge Hub will be created to address knowledge gaps on labour migration in South Asia. The Hub will examine specific labour migration and mobility issues through a broader lens of decent work and the social, economic and political trends in the sub-region and beyond. Initially, it will establish links and collaborate with institutions, namely, Refugee and Migratory Movements Research Unit (RMMRU), International Institute for Population Sciences (IIPS), Centre for the Study of Labour and Mobility (CESLAM), Sustainable Development Policy Institute (SDPI), and Institute of Policy Studies of Sri Lanka (IPS).

The Knowledge Hub will create a space for governments, civil society, trade unions, private sector, academics and think tanks to engage with new research, so as to bring broader perspectives and empirical evidence to policy discussions. It will connect researchers and institutions from South Asia working on themes that touch upon labour and mobility and will link to the research agendas identified through state-led regional consultative processes including the Colombo Process, the Abu Dhabi Dialogue and possibly SAARC.

Ideally, such a Knowledge Hub will build a community of practice coming together to tackle a specific set of challenges on issues pertaining to labour migration. The Hub will also look at stimulating research at national level in South Asian countries in the Colombo Process and take on a role of comparing and contrasting various research done at national levels on specific labour migration governance topics.

IMPLEMENTATION AGREEMENT

ANNEX A

The products of the Hub will include, but not be confined to, national and regional research, capacity building programmes, operating an online migration portal, dissemination of findings, recommendations and conclusions of research conducted, tools developed, and knowledge generated through the different labour migration projects implemented by IIPS, IOM and UN Women.

2. Objective of the Assignment

The overall objective of this assignment is to address knowledge gaps on labour migration in Sri Lanka through the establishment of a regional learning and action platform – a South Asia Knowledge Hub. The aim of such a Hub will be to provide access to knowledge and information to be used by policy makers and stakeholders through regional consultative processes like the Colombo Process, Abu Dhabi Dialogue and SAARC.

Specific objectives of the assignment are –

- To develop data set and gather evidence on international labour migration from Sri Lanka with an emphasis on gender-disaggregated data and statistics, and to make it accessible to researchers and stakeholders
- To identify gaps for new research and conduct research at the national level in Sri Lanka and at sub-regional level in South Asia, and disseminate research findings, recommendations and conclusions
- To engage in capacity building work on labour migration for young researchers in Sri Lanka.

3. Methodology

The conceptualization of the Knowledge Hub has been jointly initiated by the three participating UN organisations (PUNOs) of GOALS namely ILO, IOM and UN Women. As envisaged in the GOALS Project Document (PRODOC), the programme will engage with South Asian academic institutions and think tanks and create a platform to engage with new research, so as to bring broader perspectives and empirical evidence to policy discussions.

The secretariat for the Knowledge Hub will be anchored at IIPS, Mumbai, a Deemed to be University, under the Govt. of India. The secretariat shall support, facilitate, co-ordinate the activities of the Knowledge Hub in collaboration with RMMRU (Bangladesh), CESLAM (Nepal), SDPI (Pakistan) and IPS (Sri Lanka). IIPS shall be responsible for record keeping and publications of the materials of the Hub.

As stated in the Terms of Reference of the Knowledge Hub, there will be a separate contractual arrangement between IIPS and IPS to facilitate transfer of funds. This Terms of Reference has been established to effect transfer of funds to IPS in Sri Lanka for its contribution to the South Asia Knowledge Hub. However, to ensure consolidated reporting of the Knowledge Hub, IPS will directly report to IIPS on both financial and operational matters. Funds to Sri Lanka will be transferred upon PUNOs approval of reports received from IIPS.

4. Scope of the Assignment

GOALS programme will provide an opportunity to bring together academic institutions and think tanks from South Asia in network to establish a learning and action platform to address research and academic gaps on labour migration and decent work, linking learning to enhanced and informed policy dialogues and evidence-based and gender-responsive decision making on labour migration governance. Activities under this assignment will further examine specific labour migration and

IMPLEMENTATION AGREEMENT

- Provide internships to young scholars to participate in capacity building programmes, learning and education.
- Carryout capacity building programmes for young researchers and provide training on migration concepts, measures, theories, research issues and other aspects of migration.
- Conduct workshops/conferences/seminars to disseminate knowledge related to the proposed thematic pillars.

5. Expected Deliverables and Time Frame

The duration of the contract is 11 October 2021 – 10 July 2023.

S. No. Deliverable Description Delivery Date

1. Provide data set to IIPS for the migration database of South Asian countries, as per objective 1
1 June 2022
2. 1 National thematic paper, as per objective 2 1 June 2022
3. 1 Regional thematic paper, as per objective 2 15 January 2023
4. 1 National workshop, as per objective 3 30 April 2023
5. Host 4 interns as per objective 3 01 June 2023 BUDGET

(ANNEXED to the contract as ANNEXURE-C)

IMPLEMENTATION AGREEMENT

ANNEX B

IIPS Implementation Agreement Expenditure Report Format and Technical Report Format (the latter will be prepared by the IIPS programme/project team and attached to this Agreement)

GOALS - Knowledge Hub Activities, Duration: 21 MONTHS					INSTITUTION NAME - INSTITUTE OF POLICY STUDIES (BUDGET - IN USD)		
Categories	Activities Details	Units	Rate/Unit	TOTAL	Remarks		
Activity 1: Data Development/Compilation	Research Fellow	1	\$ 100	\$ 100	Units are days of contribution by the staff to the activity		
	Research Economist	1	\$ 81	\$ 81			
	Research Assistant	1	\$ 32	\$ 32			
	Research Assistant	3	\$ 32	\$ 96			
	Project Officer	1	\$ 40	\$ 40			
Activity 2: Thematic Paper (Regional)	Research Fellow	20	\$ 100	\$ 2,000			
	Research Economist	35	\$ 81	\$ 2,835			
	Research Assistant	37	\$ 32	\$ 1,184			
	Research Assistant	37	\$ 32	\$ 1,184			
	Project Officer	20	\$ 40	\$ 800			
Activity 3: Thematic Paper (National)	Publication			\$ 373	Cost of a 30-45 page report including info graphics (IC) preparation, social media dissemination		
	Research Fellow	7	\$ 100	\$ 700			
	Research Economist	11	\$ 81	\$ 891			
	Research Assistant	14	\$ 32	\$ 448			
	Research Assistant	14	\$ 32	\$ 448			
Activity 4: Organizing Workshop	Project Officer	30	\$ 40	\$ 1,200	Cost of a 30-45 page report including info graphics (IC) preparation, social media dissemination		
	Publication			\$ 373	Cost of a 30-45 page report including info graphics (IC) preparation, social media dissemination		
	Research Fellow	2	\$ 100	\$ 200			
	Research Economist	2	\$ 81	\$ 162			
	Research Assistant	2	\$ 32	\$ 64			
Activity 5: Administrative Cost	Research Assistant	2	\$ 32	\$ 64			
	Project Officer	20	\$ 40	\$ 800			
	Publication			\$ 373	Cost of a 30-45 page report including info graphics (IC) preparation, social media dissemination		
	Research Fellow	2	\$ 100	\$ 200			
	Research Economist	2	\$ 81	\$ 162			
GRAND TOTAL					\$ 17,418		

प्रोफेसर के.एस. जेम्स / Prof. K.S. James
 निदेशक एवं सीनियर प्रोफेसर / Director & Sr. Professor
 अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान
 International Institute for Population Sciences
 गोमती रोड, देवनागर / Govandi Station Road, Deonar
 मुंबई / Mumbai - 400 080.

Ommy

Dr. DUSHNI WEERAKOON
 Executive Director
 Institute of Policy Studies
 100/26, Independence Avenue,
 Colombo 7, SRI LANKA
 Tel: 2143100, 2665060

for signature with seal: Dr. Dushni Weerakoon
 Executive Director (IFS), Colombo, Sri Lanka

for signature with seal: Prof. K.S. James
 Director & Senior Professor (IFS), Mumbai, India

UNICEF/Nutrition/2021
25 November 2021

To,
Dr. Sayeed Unisa
Institute of Population Sciences
Mumbai

Sub: Project Tele swabhimaan (December 2021- July 2022)- Approved
Ref: Your letter number IIPS/swabhimaan/15/2021 dated 22 November 2021

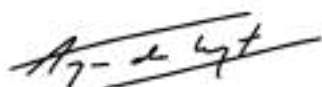
Dear Dr. Unisa,

Your proposal dated 22 November for 98,02, 400 INR for the tele-swabhimaan support for Telangana is approved.

Time period	Amount
December, 2021- February, 2022	11,57,400 INR
March-July 2022	86,45,000 INR
Total	98,02,400 INR
USD	132,464 USD

Please submit your FACE form for the period December 2021- February, 2022. We shall review the progress in February, 2022 as well as financial spending for next tranche.

Yours Sincerely,



(Arjan de Wagt)
Chief, Nutrition Section, UNICEF India
adewagt@unicef.org

HFO/CDN/TS/2022/211
28 September 2022

Dr Reshmi R. S.,
Assistant Professor
Co-PI, Tele-Swabhimaan project
International Institute for Population Sciences (IIPS),
Govandi Station Road, Deonar, Mumbai, Maharashtra - 400088
Phone: 022-42372400 Fax: 25563257
E-mail: iipsswabhimaan@iipsindia.ac.in; reshmi@iips.net

Dear Dr. Reshmi,

UNICEF approval for project end date extension and realigned budget for Tele-Swabhimaan Women's Nutrition Demonstration programme in Telangana

Ref: IIPS's request letter no. IIPS/Swabhimaan/13/2022 dated 20 July 2022 with budget amendments
UNICEF Delhi's approval letter no. UNICEF/Nutrition/2021 dated 25 November 2021
UNICEF Hyderabad's letter no. HFO/CDN/TS/2022/156 dated 26 July 2022
IIPS's request letter no. IIPS/Swabhimaan/17/2022 dated 12 September 2022

With reference to the above references, UNICEF approves the re-aligned budget and no-cost project end date extension to 31 October 2022. The budget is attached for reference.

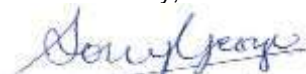
Sl.	Budget Head	Earlier approved budget (in INR)	Realigned Budget (in INR)
1	Human Resource	40,70,000	42,70,000
2	Training/TAG/Workshop/Expert visit	75,000	75,000
3	Travel per diem/accommodation for field activities/monitoring meeting	9,69,600	9,69,600
4	Administrative and logistics	3,47,600	3,47,600
5	Documentation, Printing, Publication activity	2,00,000	2,00,000
6	Data collection	48,23,000	46,23,000
	Total (in INR)	1,04,85,200	1,04,85,200

The above activity falls under Telangana AWP Output 203 Activity 2 (Health and Social Safety Systems approach to Support to State Governments for achieving set targets for antenatal nutrition services, with a focus on all health systems pillars - information systems, financing systems, training, demand generation, supplies, politico-governance).

Please note the following guidelines on cash assistance supported by UNICEF:

- For all cash transfers, the FACE form (Funding Authorization and Certificate of Expenditure) is to be used. Kindly note that the FACE form needs to be filled when requesting funds (advances, reimbursements) as well as while reporting on funds utilized.
- Submission of accounts: As per UNICEF norms, any cash assistance needs to be accounted for and liquidated within three months time frame. We would appreciate your ensuring timely submission of the FACE form (with Reporting column duly filled in) along with the itemized Statement of Expenditure and an activity report. Partial submission of accounts as and when activities are completed is strongly encouraged.
- Supplies: Kindly note that expenditure pertaining to supplies would be accepted by UNICEF, only if these have been approved in the agreement letter. Any supply-related expenditure that has not been approved will not be accepted or reimbursed. For the purchase of any approved supplies (goods or services), standard procurement process/norms need to be followed.
- Budget deviations: Please note that for any deviation from the approved budget, prior written approval needs to be taken from UNICEF.

Yours sincerely,



Sonykutty George
Officer in Charge and Child Protection Specialist
UNICEF Field Office for Andhra Pradesh, Karnataka and Telangana

HFO/CDN/TS/2022/156
26 July 2022

Dr Reshmi R. S.,
Assistant Professor
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Dear Dr. Reshmi,

UNICEF approval for project end date extension and budget for survey work of Tele-Swabhimaan Women's Nutrition Demonstration programme in Telangana from December 2021 to September 2022

Ref: IIPS's request letter no. IIPS/Swabhimaan/13/2022 dated 20 July 2022 with budget amendments
UNICEF Delhi's approval letter no. UNICEF/Nutrition/2021 dated 25 November 2021

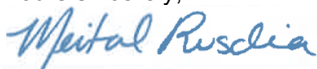
With reference to the above references, UNICEF has already given approval for a budget amounting to Rs.98,02,400/- (Rupees Ninety-Eight Lakhs Two Thousand Four Hundred Only) for a period from December 2021 to July 2022. Based on the new request, UNICEF approves the revised project end date to 30 September 2022 and agree in principle to support the additional budget of Rs.6,82,800/- (Rupees Six Lakhs Eighty-Two Thousand Eight Hundred Only), as per budget attached (please refer to the attached budget sheet).

The above activity falls under Telangana AWP Output 203 Activity 2 (Health and Social Safety Systems approach to Support to State Governments for achieving set targets for antenatal nutrition services, with a focus on all health systems pillars - information systems, financing systems, training, demand generation, supplies, politico-governance).

Please note the following guidelines on cash assistance supported by UNICEF:

1. For all cash transfers, the FACE form (Funding Authorization and Certificate of Expenditure) is to be used. Kindly note that the FACE form needs to be filled when requesting funds (advances, reimbursements) as well as while reporting on funds utilized.
2. Submission of accounts: As per UNICEF norms, any cash assistance needs to be accounted for and liquidated within three months time frame. We would appreciate your ensuring timely submission of the FACE form (with Reporting column duly filled in) along with the itemized Statement of Expenditure and an activity report. Partial submission of accounts as and when activities are completed is strongly encouraged.
3. Supplies: Kindly note that expenditure pertaining to supplies would be accepted by UNICEF, only if these have been approved in the agreement letter. Any supply-related expenditure that has not been approved will not be accepted or reimbursed. For the purchase of any approved supplies (goods or services), standard procurement process/norms need to be followed.
4. Budget deviations: Please note that for any deviation from the approved budget, prior written approval needs to be taken from UNICEF.

Yours sincerely,



Meital Rusdia
Chief of Field Office
UNICEF Field Office for Andhra Pradesh, Karnataka and Telangana

Encl: Revised approved budget

PROJECT PROPOSAL

Tele-SWABHIMAAN Women's Nutrition Demonstration Programme in TELANGANA
(2021-2025)

Submitted to

UNICEF India

By

International Institute for Population Sciences, Mumbai



Principal Investigator

Dr Sayeed Unisa, Professor, IIPS*

Co-Principal Investigators

Dr. L.K. Dwivedi, Professor, IIPS

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Dr. Preeti Dhillon, Assistant Professor, IIPS

Dr. Reshmi R.S., Assistant Professor, IIPS

**(PI is likely to retire on June 30 2022. After her retirement, Prof. L.K. Dwivedi will
work as PI, and she will work as Senior Advisor)**

December 12021 – July 31 2022

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1. BACKGROUND

The Swabhimaan was started as a prospective, non-randomised controlled evaluation. The programme evaluated the delivery of a package of 18 essential nutrition (specific and sensitive) interventions. It aimed to improve the nutrition status of girls and women (before conception, during pregnancy and after birth). The target group-focused interventions were delivered through system-based and community-based actions in the five blocks of Bihar, Chhattisgarh and Odisha during 2016-2021. The baseline survey of Swabhimaan was conducted during 2016-2017, and the results were disseminated.

Further, midline survey was carried out from September 2018 to June 2019 to examine the intervention process and the extent of the reach of beneficiaries. The findings from the midline survey were disseminated during November-December 2019. The endline impact evaluation survey of the Swabhimaan Programme in Bihar and Odisha was completed in September 2021. The Chhattisgarh endline survey is scheduled to be conducted from November-December 2021. Survey tools of Chhattisgarh will serve as the base for the Tele-Swabhimaan survey in Telangana.

1.1 About the IIPS

The International Institute for Population Sciences (IIPS) serves as a regional Institute for Training and Research in Population Studies for the ESCAP region. It was started in 1956 under the joint sponsorship of Sir Dorabji Tata Trust, the Government of India and the United Nations. It was declared as a 'Deemed University' on August 19, 1985. The institute is under the administrative control of the Ministry of Health and Family Welfare, Government of India. The functions of the IIPS can be classified into four categories: teaching, research, consultative services, and documentation.

IIPS has the expertise and vast experience of carrying out various large-scale population-based research projects. The most prominent are the National Family Health Survey (NFHS), District Level Household Survey (DLHS), Concurrent Evaluation of National Rural Health Mission, and Global Tobacco Survey. IIPS has also completed Comprehensive Nutrition Surveys in Maharashtra and Gujarat.

Previously, IIPS provided technical support for the Swabhimaan baseline survey. Later, the midline process evaluation of the Swabhimaan intervention program in Bihar, Chhattisgarh,

and Odisha was carried out by IIPS. The institute has also completed the endline impact evaluation of the Swabhimaan Programme in Bihar and Odisha and will start the endline survey in Chhattisgarh in November 2021.

IIPS has been an integral consortium member of the Swabhimaan Programme. Recently, UNICEF entrusted IIPS to conduct the Tele-Swabhimaan Programme in Telangana.

1.2 About Tele-Swabhimaan

COVID-19 has led health, nutrition systems to focus on COVID-19 vaccination drives, treatment and tracking, reducing prioritisation of maternal nutrition. Lockdown to contain the spread of the COVID-19 virus led to the disruption of women-collectives led interventions. Evidence suggests COVID-19 has severely impacted the mental health of children, adolescents and women. The pandemic has affected multiple outcomes such as education, livelihoods, sexual and reproductive health, the burden of unpaid care, and early and forced marriage. Pre-existing risk factors such as gendered roles, domestic violence and disrupted access to health and nutrition services aggravated the psychological impacts of the pandemic. The consequent shocks to income and food insecurity also impacted existing gender inequalities.

Thus, there is a need for an integrated package addressing multiple deprivations and supporting access to food safety nets, nutrition services, obstetric advice and mental health support to adolescents, pregnant women (including pregnant adolescents) and mothers, with a gender transformative approach. Therefore, the Tele-Swabhimaan programme will strengthen the existing Food, Nutrition, Health and WASH (FNHW) and gender package under Swabhimaan by integrating interventions to address gender disadvantage and mental health risks. It will focus on increasing knowledge of women and men on health and nutrition services, male involvement in shared workload, enhancing perceived familial support by women, as well as women's self-efficacy, empowerment, decision making power.

Tele-Swabhimaan aims to:

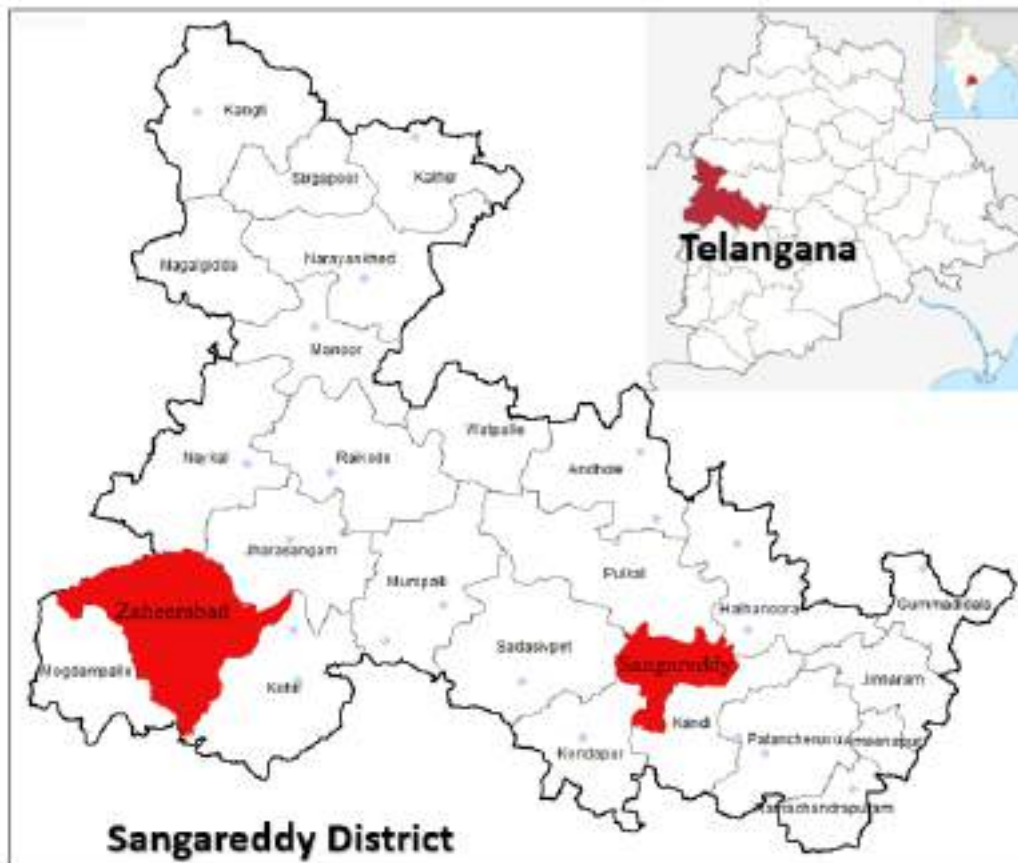
- Develop programmatic know-how and assess the “added value” and challenges of engaging community-based CRPs for a COVID-19 sensitive package – to facilitate demand generation and access to nutrition services, obstetric advice and mental health advice - that addresses gender disadvantage.

- Improve nutritional status of adolescent girls, pregnant women, mothers and children under age of two, reduce gender disadvantage, improve mental health and wellbeing.
- Support adaptation of ongoing community-led nutrition programmes for tele-mode, with the integration of interventions for mental health, and addressing gender disadvantage among pregnant women (including pregnant adolescents), mothers of children under 2, and adolescent girls.
- Through simple and culturally acceptable screening methods, enable frontline workers and CRPs to recognise and report gender-based discriminatory practices, violence, abuse, and signs of psychological distress among target groups.
- Capacitate frontline workers and CRPs to provide mental health interventions, including referrals to existing programs in the state like the District Mental Health Programme and WCD One-Stop Centers.

1.3 Tele-Swabhimaanin Telangana

Tele-Swabhimaan will be carried out in the urban slums of the selected blocks in the Sangareddy district, Telangana. The map of the study area is given below.

Figure 1. Study area for Tele-Swabhimaan in Sangareddy district, Telangana



The Sangareddyblock will serve as the intervention area for Tele-Swabhimaan. The intervention arm will receive the community action services of the Tele-Swabhimaan programme and the system action services provided by the Government. However, the Zaheerabad block of Sangareddy district will serve as the control arm for comparison purposes. The control area will only receive services according to Governmentssystem programmes. The target-group and slum-wise population of both the blocks are given in Tables 1 and 2, respectively.

Table 1. Number of SHGs, AWCs and Target group population in Sangareddy (Intervention area) and Zaheerabad (Control area) blocks, Sangareddy district.

Block	SHGs	AWCs	Pregnant women	Adolescent girls	Adolescent boys	Mothers of children under 2 years
Sangareddy	1090	26	366	618	653	1218
Zaheerabad	1439	67	545	931	1035	2596

Table 2. Population by caste in the urban slums of Sangareddy and Zaheerabad.

<u>Sangareddy</u>					
Name of the slum	Total Population	Caste-wise Population			
		SC	ST	OBC	General
S.C.Colony, Neche Bazar	1747	280	17	978	472
Erukalawada	145	23	1	81	39
Block No.3, S.C/B.C.Colony	882	141	9	494	238
Beside Jail	857	137	9	480	231
S.C.Colony Slaughter house	426	68	4	239	115
Roi – ka – talab	1719	275	17	963	464
BhagathSingh Nagar	233	37	2	130	63
L.B. Nagar	193	31	2	108	52
S.C.Colony New Baba Nagar beside Police Colony	444	71	4	249	120
S.C.Colony Baba Nagar	195	31	2	109	53
Block No.9	150	24	2	84	41
Gandhi Nagar	757	121	8	424	204
Block No.13, Ward No.17	1944	311	19	1089	525
S.C.Colony F.R.S	436	70	4	244	118
RikshaColony	2031	325	20	1137	548
Maqdoom Nagar	2286	366	23	1280	617
S.C/B.C Colony 13, Someshwarwada	386	62	4	216	104
S.C./B.C Colony W/21 Rajampet	960	154	10	538	259
Rajampet	614	98	6	344	166
RajampetS.C Colony	132	21	1	74	36
Vijay Nagar Colony	577	92	6	323	156
VadderaColony Ward No.19	2137	342	21	1197	577
Indira Colony Ward No.19	2137	342	21	1197	577
Gale Pochamma	307	49	3	172	83
RamacharareddyColony	130	21	1	73	35

Sanjeeva Nagar Colony	391	63	4	219	106
Marks Nagar Colony	698	112	7	391	188
Narayan Reddy Colony	598	96	6	335	161
Kalwakunta	939	150	9	526	254
Madhav Nagar	802	128	8	449	217
Maruthi Nagar	412	66	4	231	111
Sri Nagar	1628	260	16	912	440
Uppar Bazar	1740	278	17	974	470
Someshwar Wade	1024	164	10	573	276
Total	30057	4809	301	16832	8115
<u>Zaheerabad</u>					
Name of the slum	Total Population	Caste-wise Population			
		SC	ST	OBC	General
GudemHarijanwada	710	142	85	362	121
ManikPrabhuMohalla	2211	442	265	1128	376
Khan & Kasab Mohalla	2250	450	270	1148	382
SubhashGunj	500	100	60	255	85
Shanthi Nagar	2582	516	310	1317	439
Shanthinagar	2162	432	560	1102	368
Shanthinagar	1587	317	190	809	271
Shanthi Nagar	2684	536	322	1369	457
Hamli Colony	2080	416	250	1061	353
BagareddyPalli	1760	352	211	898	299
Babu Mohan Colony	525	105	63	268	89
Arya Nagar	2688	538	322	1371	457
MomminMohalla	2163	433	260	1103	367
Arya Nagar Harijan Wada	2240	448	269	1142	381
Ahmed Nagar Colony	1984	397	238	1012	337
Gadi	1862	372	223	950	317
Gadi	1756	351	211	896	298
Gadi Harijan Wada	1745	349	209	890	297
Watan Bagh	1668	334	200	851	283
Rahmath Nagar	245	49	29	125	42
Total	35402	7079	4547	18057	6019

The Tele-Swabhimaan baseline survey in Telangana will be conducted to estimate nutrition and health-related and Child Protection indicators for adolescent girls and women. The survey will be conducted from March to May 2022. During June -July 2022 data cleaning, analysis, and preparation of factsheets work will be carried out. Target groups will be interviewed from intervention and control sites. The dissemination of findings from the survey will be held in July 2022.

2.OBJECTIVES FOR TELE-SWABHIMAAN SURVEY, TELANGANA

The objectives for Phase I of Tele-Swabhimaan, Telangana are:

1. To structure study design and carry out sampling for selection of sample for the survey in Telangana.
2. To review and synchronise tools and instruments to state-specific requirements.

The objectives for Phase II of the Tele-Swabhimaan, Telangana are to:

1. Assess the nutrition&child protection indicators among the target groups
2. Organise training of mapper-listers and field investigators for the Tele-Swabhimaan, Telangana.
3. Conduct the Tele-Swabhimaan survey in Telangana and monitor data collection
4. To validate and manage dataand prepare fact sheets for Telangana.

3. TECHNICAL ADVISORY GROUP

A Technical Advisory Group (TAG) will review the survey designand methodology for the Tele-Swabhimaan survey in Telangana. The members will includetechnical experts in nutrition, intervention, sampling and survey methodology.Under the overall guidance of the UNICEF, TAG, a national and an international consultant,the proposed Tele-Swabhimaan survey will be carried out by the team of IIPS consisting of Facultymembers, Junior Project Managers (JPMs), Programmer and Data Analyst.

4. PHASE I: PREPARATORY WORKFOR THE SURVEY

Phase I will be carried out fromDecember 2021 to February 2022. The following activities were completed by IIPS in phase I:

4.1Preparing Protocol

Principal Investigator (PI), Co-Principal Investigators (Co-PIs),and research staff will prepare a survey protocol for Tele-Swabhimaan, Telangana.

4.1.1Study design and Methodology

The IIPS will organise a TAG meeting to formulate the study design and methodology. As a part of the methodology, a sampling design appropriate for the survey will be articulated. Based on this sampling design,the IIPS team will estimate a representative sample size for each target group from intervention and control areas.

4.1.2 Tools for Data Collection

Quantitative data will be collected using Computer Assisted Personal Interview (CAPI). The questionnaires used for the endline impact evaluation survey in Chhattisgarh will be used as a base for the Tele-Swabhimaan in the Sangareddy district, Telangana. The quantitative data tools include a separate structured and bilingual questionnaire for each target group. Additionally, there will be a different interview schedule for household information. As per the state-specific requirements for Telangana, the IIPS team will synchronise the questionnaire and CAPI programme. For the survey in Sangareddy, a local language (Telugu) will be added to the schedules and CAPI programme during the preparatory phase.

There will be five interview schedules:

1. Household
2. Adolescent girls
3. Pregnant women
4. Mothers of children under two years
5. Children under age two years

4.1.3 Coverage of Indicators in Beneficiary Survey

Identification of adolescent girls and women beneficiaries in the target groups will be done by Mapping and Listing operation. From each target group following information will be collected

Table 1. Coverage of Indicators in Beneficiary Survey these indicators are tentative. It will be modified after the discussion about intervention strategies in the TAG meeting)

ADOLESCENT GIRLS (aged 10-19 years): *unmarried, not pregnant and not the mother of a child under two years*

1. Adolescent girls (10-19 years) with Body Mass Index <18.5 kg/m² (%)
2. Adolescent girls (10-19 years) with Body Mass Index >23 kg/m² (%)
3. Adolescent girls (10-19 years) consuming four or more IFA tablets in the month preceding the survey (%)
4. Adolescent girls (10-19 years) consuming diet with high dietary diversity score (6 of 10 food groups) (%)
5. Adolescent girls (10-19 years) who reported to consume Take-Home Rations from AWC (%)

6. Adolescent girls (10-19 years) currently not attending school (%)
7. Adolescent girls (10-19 years) have discontinued their schooling (%)
8. Adolescent girls below 18 who are engaged in labour work force (%)
9. Adolescent boys under 18 years who are engaged in labour work force (%)
10. Adolescent girls married under the age of 18 (%)
11. Adolescent boys married under the age of 21 (%)

PREGNANT WOMEN (aged 15-49 years): *if she is pregnant, a girl or woman will join this category whether she is an adolescent or the mother of any child under two*

1. Pregnant women in the first trimester who have already taken antenatal check-up (ANC) (%)
2. Pregnant women in the 2nd and 3rd trimester consuming at least 25 IFA tablets in the month preceding the survey (%)
3. Pregnant women reported to receive one dose of albendazole in second trimester (%)
4. Pregnant women who reported gestational weight gain monitoring in the last month (%)
5. Pregnant women who reported to consume Take-Home Rations/hot-cooked meals for 21 days or more in the last 30 days preceding the survey (%)
6. Pregnant women who are below the age of 18 years (%)
7. Pregnant women living in food-secure households (%)
8. Pregnant women who accessed at least one of three maternity benefits (JSY, JSSK, PMMVY) (%) In Telangana KCR kit can be added as a benefit availed
9. Pregnant women who reported feeling pressured to have a male child (%)

MOTHERS OF CHILDREN UNDER TWO YEARS (aged 15-49 years)

1. Mothers of children under two with Body Mass Index <18.5 kg/m² (%)
2. Mothers of children under two with Body Mass Index >23 kg/m² (%)
3. Mothers of children under two consuming 100 or more IFA tablets during the last pregnancy period (%)
4. Mothers of children under two continue consumption of IFA tablets till six months after childbirth (%)
5. Mothers of children under two consuming 100 or more Calcium tablets during the last pregnancy period (%)
6. Mothers of children under two continue consumption of Ca tables till six months after childbirth (%)

7. Mothers of children under two reported to receive one dose of albendazole in the second trimester during the last pregnancy period (%)
8. Mothers of children under two who reported gestational weight gain monitoring during their last pregnancy period (%)
9. Mothers of children under two who reported to consume Take-Home Rations/hot-cooked meal for 21 days or more in last 30 days preceding survey (%)
10. Mothers of children under two who accessed at least one of three maternity benefits (JSY, JSSK, PMMVY) (%)
11. Mothers of children under two who reported facing gender-based violence in the last 30 days (%)

CHILDREN UNDER AGE TWO YEARS (aged <24 months)

1. Children under age two years breastfed within one hour of birth (%)
2. Children under age six months exclusively breastfed (%)
3. Children aged 12-23 months who are fully immunised (%)
4. Children age 6-8 months receiving solid or semi-solid food and breastmilk (%)
5. Children 6–23 months of age who received foods from 4 or more food groups (out of 7 food groups) (%)
6. Children 6–23 months of age who receive solid, semi-solid, or soft foods (but also including milk feeds for non-breastfed children) the minimum number of times or more (%)

4.1.4 Pretesting of Survey Instruments

The survey tools will be tested in Chhattisgarh endline survey. Any arising issues in the questionnaires or CAPI programme will be addressed before commencing the study in Telangana.

4.1.5 Ethical Consideration

- An IRB meeting will be held, and survey protocol will be presented to them for seeking approval on updated survey tools. Ethical aspects such as privacy, confidentiality, anonymity, informed consent, and the right to withdraw from participation are included in the ethical disclosure of survey protocol.
- Key personnel are assigned solely for the implementation of this project. Any change will be made in consultation with UNICEF. Proper financial and accounting records will be maintained.

4.1.6 Survey Protocol on COVID-related Measures

Protective measures to be followed by the team

- During training team will be briefed on properly wearing masks and face shields, sanitising and removing masks and gloves.
- The wellbeing of each investigator will be checked every morning before leaving for fieldwork using the assessment by app and thermal screening using the handheld infrared thermometer.
- While getting ready to go for the fieldwork, investigators will ensure that they carry sanitiser and wear protective masks, gloves, and face shields.
- If any member is unwell, fieldwork will be stopped, and the affected teammate will be diagnosed. Fieldwork will only be initiated if the member is found to be not a case of covid-19. Consent from PI and Co-PIs will be taken before resuming the fieldwork.
- If positive, the entire team and driver will be checked by the respective COVID centre and quarantine as per prescribed guidelines in the respective state.
- On visiting a household, it will be asked if any member of the household is COVID positive or has any symptoms; if yes, then the interview in such household will not be carried out further.
- Every member of the household (even if they are not to be investigated) will first be screened for fever using thermal scanners.
- If any respondent is in self-quarantine (for symptoms/high-risk contact, etc.), they will be excluded from the interview.
- Each household will be provided with an information brochure regarding Covid-19 and the nearest health facility to get more information and treatment.

Information on COVID

COVID-19 is an infectious disease caused by the most recently discovered coronavirus. Coronaviruses are a large family of viruses that may cause illness in animals or humans. In humans, several coronaviruses cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).

Do's	Don'ts
✓ Stay protected, stay Safe	✗ Don't panic, Don't rush, Don't overstock
✓ Maintain social distancing	✗ Visit crowded or public places
✓ Wash hands before touching eyes, nose and mouth.	✗ Spit in public places
✓ Keep track of your symptoms	✗ Shake hands and hug as a matter of greeting
✓ People with fever, cough and difficulty breathing should seek medical attention	✗ Have close contact with anyone, if you're experiencing cough and fever
✓ Keep up to date on the latest COVID-19 hotspots and guidelines	✗ Non-essential travel, Tourist trips
✓ Use AarogyaSetu mobile app	✗ Stigmatise against covid-19 patients and their families

Anthropometric protocols to be followed

- The anthropometry equipment will be cleaned after the interview of each household. (70% alcohol/ 1% sodium hypochlorite etc.).
- If the family has any member practising special precautions or insists, the equipment will be cleaned before use.
- All investigators must use sanitiser/soap and water to clean their hands before anthropometric investigations for each respondent.
- Before starting the measurements, investigators should always use protective gear like face shields, masks, aprons, gloves, etc.
- The protocol for wearing gloves before handling supplies and equipment should be strictly followed.

5. PHASE II: IMPLEMENTATION OF THE SURVEY IN TELANGANA

The Phase II of the proposal of Tele-Swabhimaan will be carried out from March to July 2022.

5.1 Team Composition

All the administrative work related to the project will be the responsibility of the Co-PI, JPMs, and Data analyst. This team will monitor all project administrative and field activities, including accounting, budget preparation, face form, Statement of Expenditure (SOE), project-related communication and purchases, advertisement, appointments, and meetings and programmes at the field level. JPM and Programmer will co-ordinate the field related work of the project. Tele-Swabhimaan cadre will conduct the listing operation for the survey in Telangana. The interviews will be carried out by 24 field investigators and supervised by JPMs and other IIPS staff and officials. PI, Co-PIs, Data Analysts and Experts will review the protocols, monitor field activities and prepare and review the factsheets.

5.2 Training

The training will be conducted at two levels:

- Training for mapping and listing will be carried. Post-training, mappers and listers will be sent to a nearby village for field practice, and the errors and issues will be discussed with the field staff and Co-PIs and resolved.
- Training of field investigators will be conducted on quantitative interview techniques, data collection tools, and anthropometric data collection. Apart from this, training of CAPI will be given to the field investigators. The standardised training manuals will be developed for conducting the training. Field investigators will be trained in the gold standard procedure for anthropometric measurements.
- A core team of PI, Co-PIs, JPMs and Programmer, and the support of the state-level staff from UNICEF, will facilitate and execute the training programmes.
- Only those investigators who meet the standard eligibility criteria given in the advertisement will be recruited for the data collection activity.

5.3 Data Collection

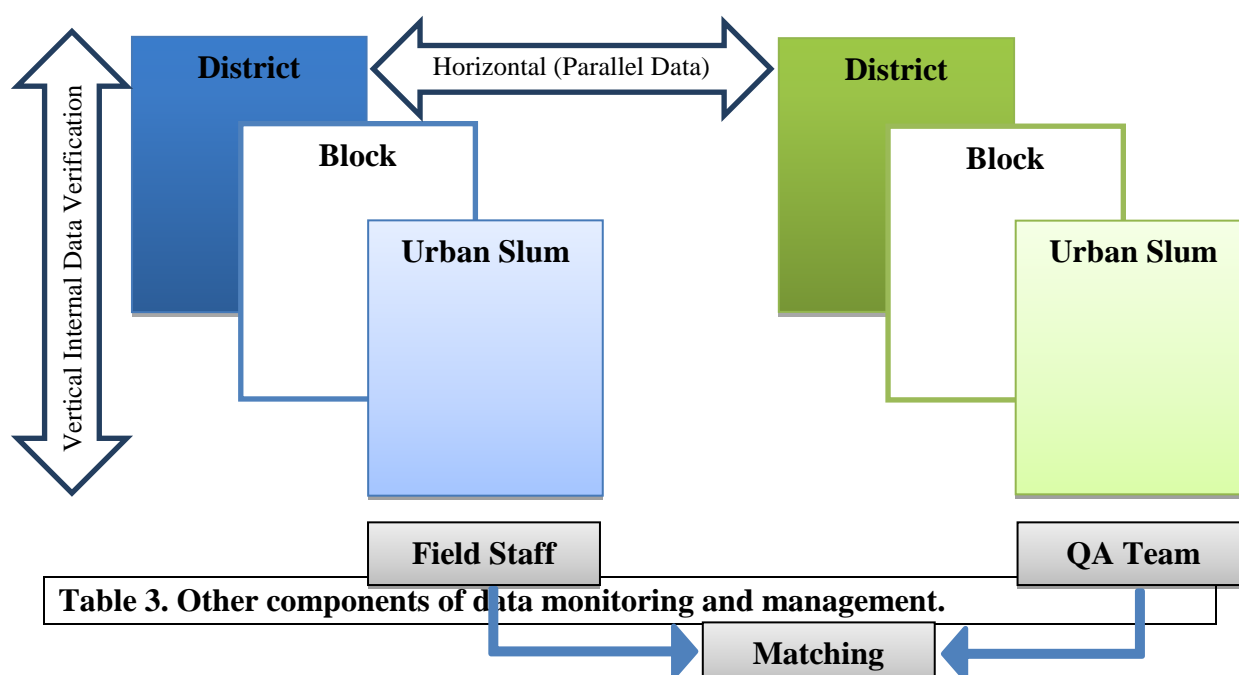
The quantitative data collections are proposed to be conducted from March to July 2022. Informed consent will be taken from the respondents before filling the tool. Informed consent from the guardians before interviewing adolescent girls and assent of participants' will also be taken before the interview.

5.4 Field Monitoring

The quality of data collected will be regularly monitored using checklists and specially developed formats for the same by the project officials placed in the states and regular field visits by PI and Co-PI from IIPS. At the beginning of the survey, 2% of spot checks will be done to correct any errors done by the investigators. IIPS will do the back-check of previously collected data. Overall, back-checks will be done for 3% of the total sample (i.e. adolescent girls, pregnant women and mothers with children under two years). Specially developed back check formats will be used to check the consistency of information collected by the investigators.

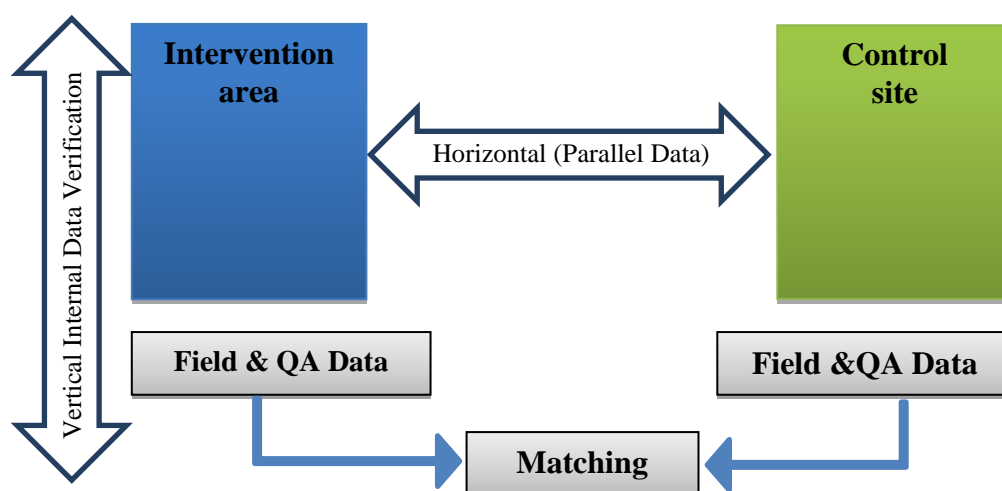
Table 2. Field and Data Monitoring Components.			
Key features	Process	Components	IIPS
Handholding	Spot-checks tables – Initial stage of survey	Spot-Checks and reorientation	Coordinator and JPMs
Validation	Back-checks tables – Daily	Matching with soft data and filled questionnaire	JPMs, Programmer Matching by IIPS
Validity and consistency	Field-checks tables- teams Weekly	Household, and target groups response and measurement	Data Analyst, Co-PI
Validation and consistency	Data consistency intervention and control villages Bi-weekly	Higher-level analysis of age and anthropometric	Data Analyst and PI/CO-PI/JPMs

Figure 2. Back-checks and matching of data



Components	Process	Implementation
Data entry	CS Pro, skips checks, coding checks	Programmer, Data analyst from IIPS
Data cleaning	Range checks, anthropometric measurement checks	Programmer, Data analyst PI Co-PIs
Missing case	Pattern by team/caste/tribes/intervention/control groups	
Data merging, pooling, Data form	Converting data in SPSS/STATA	

Figure 3. Back-checks and field-checks matching with softdata



Each interviewer will be regularly observed during fieldwork as spot checks. To accomplish this, JPMs and Programmer will be present during interviews and give feedback to interviewers. They will not interrupt during the interview, rather save their comments and give feedback to the interviewer after the interview is over. In addition, throughout the fieldwork, field editors should observe at least one interview per day. JPMs and Programmer will share the task to ensure that all filled in schedules are thoroughly scrutinised and all errors are tactfully discussed with the interviewer.

5.5 Data Quality Analysis

Computer-Assisted Personal Interviews (CAPI) will be done. CAPI surveys improve data quality through less missing data and fewer errors due to functions built into the data entry programme. Data will be uploaded directly into the database. IIPS research team will clean data, validate data, and check for internal consistency and management of missing cases. Team-wise, age and outcome variable frequencies will be checked. The pattern of missing cases by caste/tribe and economic characteristics will be examined.

5.6 Analysis and Management of Data

IIPS will develop a tabulation plan and indicators for the fact sheets. The validity of indicators will be tested, and a confidence interval will be provided for all outcome indicators. Comparison will be made with available data sets from the baseline surveys. Household files will be merged with the individual files of target groups. IIPS will convert the data into different formats (SPSS and STATA) for public use.

5.7 Fact Sheet and Dissemination of Results

IIPS will prepare the facts sheet for Telangana based on quantitative data analysis. Fact sheets will be prepared for the Sangareddy district. Dissemination of fact sheets will be done at the state and the national level.

6. MODE OF PAYMENT

UNICEF will release funds to IIPS for the Tele-Swabhimaan survey in Telangana according to the requirement.

7. LOGISTIC SUPPORT FROM UNICEF

For anthropometric measurements of respondents, the IIPS will need stadiometers, weighing machines and MUAC tapes from UNICEF. IIPS will hire experts to calibrate equipment before the survey.

8. PROJECT DURATION AND TIMELINE (December 2021 – July 2022)

The assignment of IIPS for the Tele-SWABHIMAAN Survey, Telangana, will be implemented from December 2021 and will be completed by July 2022. The details are given as under along with the timeline.

9. DELIVERABLES FROM IIPS

Activity	Duration	Deliverables
Phase I: Preparatory work	Dec 2021- Feb 2022	• Preparation of study design and

		<ul style="list-style-type: none"> protocol Preparation of CAPI programme
Phase II: Implementation of the survey in Telangana	Mar - Jul 2022	<ul style="list-style-type: none"> Training of investigators Conducting Tele-Swabhimaan survey in Telangana Data collection monitoring Data cleaning, analysis, and management Preparing fact sheets Preparing PPT for dissemination

10. TIMELINE (December 12021 –July 31 2022)

	2021	2022						
ACTIVITIES	Dec	Jan	Feb	Mar	Apr	May	June	July
PHASE I (Dec 2021 to Feb 2022)								
TAG and finalising survey design and methodology								
Sampling								
Tools and CAPI programme								
IRB approval								
PHASE II (Mar to July 2022)								
Training								
Survey and Data collection monitoring								
Data cleaning								
Data analysis and management								
Fact sheets								
Preparing PPT for dissemination								