



June 28, 2019

Dr. Kaushalendra Pratap Singh
Head (In-charge), Department of Social Work
Rajiv Gandhi University, Rono Hills, Doimukh - 791112
Arunachal Pradesh
Cell Number – 9936418266
Email id - gaur.kpsingh@gmail.com

Subject – Consultancy Agreement

Dear Mr. Singh,

Indo-Global Social Service Society (IGSSS) is pleased to offer the consultancy agreement to Department of Social Work (Rajiv Gandhi University, Arunachal Pradesh) for conducting study under Positive Fatherhood project. The terms and conditions of the agreement are as follows:

Objective of study

- The study will be to understand the socio-cultural dynamics among the different tribal in Arunachal Pradesh from the perspective of gender, gender roles and gender perspectives.
- The study will also look into the emerging issues of youth in the state.
- The outcome of the study is to come up with a programme strategy for IGSSS in Arunachal Pradesh.

Deliverables

- Final report (in electronic MS. Word Format for publication) is to be provided after incorporating suggestions and feedback

Geographical coverage (scope of study)

- The tribes living in Papumpare district of Arunachal Pradesh

Sample size

- The sampling should be adequate to represent the tribes and communities to be shared before conducting the mapping exercise.



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Indo-Global
Social Service Society

Research Methodology

- The consultant will be responsible for overall management of the assignment including facilitation of discussion with its constituent members (a reference group consisting of specialists, groups or staff will be engaged and convened as per the need for discussion, ideas and suggestion during the analysis period.) and deeper analysis.
- Collecting data from the households from different tribes and direct participants of the existing project and various stakeholders through a standard questionnaire, using a suitable sampling method.
- Conducting Focus Group Discussions with different groups, institutions at the community level
- Conducting qualitative interviews with staff of IGSSS to understand their perspectives, challenges and vision of handling gender and youth project projects
- The consultant will use tools but not limit to the following: (a) secondary literature review, (b) key informant interviews, and (c) focus group discussions. Detailed methodology, including the design of data-collection tools and formulation of specific questions will be developed by the consultant.
- The consultant will facilitate two days workshop with NGO, academia, youth leaders, activity community members, etc. to sharing the finding and seeking feedbacks.
- IGSSS with its expertise and understanding of Conflict and Peace Building along with DRR will provide the research consultants with inputs on survey questionnaire; also assist in organizing point persons contacts in different areas

Timeline

- The agreement will be effective from August 01, 2019 to August 31, 2019.

Fees

- IGSSS will pay Rs.1,40,545/- (Rupees One lac forty thousand and five hundred forty five only) including GST if applicable as fees for this assignment. Tax deduction will apply to the fees in accordance with prevailing Income Tax Act of the Government of India. Invoice need to be raised for release of payment. Fees is inclusive of Rs.20,000/- for workshop.

Terms of Payment

Fees will be paid in two installments

- 1st installment i.e. 70% of the fees will be released immediately upon signing of the TOR
- 2nd Installment and final installment i.e. 30% of fees will be released after submission of final report.

Reporting Authority

- Day to Day coordination and monitoring of the work will be done by Mr. Kaplianlal Thangluai (Assistant Manager – Programmes).



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Others Terms and Conditions:

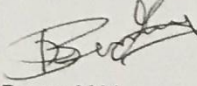
- "The consultant will adhere to IGSSS policies on anti-sexual harassment, anti-discrimination, anti-drugs and child protection. The consultant can ask for and refer to these policies which are readily available with IGSSS office"
- All documents/videos designed, developed, collected as part of this engagement will be the property of IGSSS and have to be deposited with your reporting authority and data collected/ handled during engagement cannot be used by the consultant for any purpose.
- For any presentation of information related to this engagement in any form to person/institutions outside of IGSSS has to be done with prior written permission of the authorized person of IGSSS.
- The agreement may be terminated at any time by either party giving notice in writing to that effect to the other. Your engagement shall be deemed to come to an end automatically at the end of the contract.


In token of your acceptance of the above, please return the signed duplicate copy of the ToR.

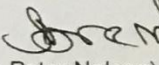
Yours sincerely,

For Indo-Global Social Service Society

Accepted


Benny M.V
(Sr. Manager-Finance & Accounts)


Dr. Kaushalendra Pratap Singh


(John Peter Nelson)
Executive Director



Head विभागाध्यक्ष
Department of Social Work
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Rajiv Gandhi University
Rono Hills, Doimukh (A.P.)