



ICRW Reference
Contract Number:

2022-006

CONTRACT FOR PROFESSIONAL SERVICES

This **Contract** is entered into between the **International Center for Research on Women** (hereinafter referred to as 'ICRW') and **IIHMR University** (hereinafter referred to as 'Contractor') for the performance of professional services as described in Annex B.

CONTRACTOR ADDRESS: 1, Prabhu Dayal Marg, near Sanganer Airport, Jaipur-302029

CONTRACTOR TELEPHONE: 91 141 3924700 (717)

PERIOD OF PERFORMANCE:

Start Date: 25th Oct, 2021 End Date: 15th Jan, 2022

CONTRACTOR RATE/FEE (SELECT ONE):

☐ Rate \$_____ per _____ to a maximum of _____

☒ Fixed Price: \$ 43,270

The maximum fee for Contractor Services: \$43,270

The (maximum or estimated) fee for Reimbursable Expenses: \$ NIL

TOTAL AMOUNT OF CONTRACT (Contractor Services + Reimbursable Expenses): \$43,270

TERMS OF PAYMENT:	ANNEXES:
Contractor should submit invoices based on the Payment Schedule (Annex E) Invoices must be submitted to: Sakshi Garg Email: sgarg@icrw.org ICRW 1120 20 th St. NW, Suite 500 North Washington, D.C. 20036 USA	This Contract includes any and all provisions included in the Annexes below: • Annex A: Terms and Conditions • Annex B: Scope of Work • Annex C: Special Provisions • Annex D: Reimbursable Expenses • Annex E: Payment Schedule

By signature of this Contract the Contractor has reviewed and agrees to be bound by the entirety of the Contract including any and all Annexes specified above.

IIHMR University Date
PRESIDENT
THE IIHMR UNIVERSITY
1, PRABHU DAYAL MARG
NEAR SANGANER AIRPORT, JAIPUR 302029

Patricia Daunas, COO Date: October 29, 2021

INTERNATIONAL CENTER FOR RESEARCH ON WOMEN
www.icrw.org

T 202.397.0067 F 202.797.0020

Washington, DC 20036

Registrar
The IIHMR University
1, Prabhu Dayal Marg
Near Sanganer Airport, Jaipur-302029

ANNEX A

TERMS AND CONDITIONS

1. Status

The parties agree and understand that the Contractor is an independent contractor providing the services described under this Contract. Further, the Contractor is not an employee or agent of ICRW and nothing in this Contract is intended to render the Contractor an employee or agent of ICRW. Accordingly, the Contractor shall not represent himself or herself as an employee of ICRW or agent during the term of this Contract.

It is agreed and understood that the Contractor is not eligible to receive health insurance or other benefits provided to ICRW staff, including but not limited to medical/dental insurance, company provided term life insurance, company-provided accidental death & dismemberment insurance, medical and/or dependent care reimbursement, long-term disability, pension plan, and leave. It is agreed and understood that ICRW will not withhold and will not be responsible for any taxes (e.g., federal income, FICA, state and/or local withholding, etc.) applicable to the fees paid under this Contract.

2. Modifications

Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of both parties.

3. Proprietary Rights

All proposals, collected data, data analyses, data subsets, questionnaires, methodologies, implementation tools, manuals, teaching materials, documentation, graphics, reports, peer reviews, and other written works and outputs generated by the Contractor pursuant to this Contract shall be the sole and exclusive property of ICRW and may not be made use of except with ICRW's explicit permission.

The Contractor further agrees that all material, information or outputs produced pursuant to this Contract is created as "work for hire" for ICRW and as such, ICRW retains rights and copyrights to all materials produced under the Contract.

ICRW shall have the exclusive right to publish and disseminate all materials produced under the Contract in all languages but shall not unreasonably deny the Contractor for use of product when requested for mutually beneficial goals. The provision of this paragraph shall survive the termination of this Contract.

Any materials, information or outputs permitted to be used for further activities not associated with ICRW must reference and acknowledge ICRW support. Acknowledgments should identify ICRW as follows:

"This [data, implementation tool, manual, report, review (specify materials and outputs)] was made possible through the collaborative and financial support from the International Center for Research on Women (ICRW), and the opinions expressed herein do not necessarily reflect the views of ICRW."

4. Confidentiality

All documents and all other data compiled by or received by the Contractor under this Contract shall be the property of ICRW, shall be treated as confidential and shall be delivered only to ICRW authorized officials on completion of work under this Contract.

The Contractor may not communicate at any time to any other entity, person, Government or authority external to ICRW, any information known to it by reason of its association with ICRW which has not been made public except with the authorization of ICRW, nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

5. Termination

ICRW may terminate this Contract for cause or convenience at its sole discretion at any time, in whole or in part, upon written notice of 30 days to the Contractor.

In the event of any termination by ICRW under this Article, no payment shall be due from ICRW to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

The Contractor may terminate this Contract on account in case of ICRW's default in fulfilling its obligations under this Contract upon written notice of 30 days to ICRW.

6. Liability

ICRW shall not be held liable for any accident, injury, damage, or loss incurred by the Contractor while on the premises of ICRW. The Contractor will be responsible for all appropriate insurance coverage, as there is no provision by ICRW for any type of coverage during the course of this assignment.

7. Indemnification

The Contractor agrees to indemnify and hold harmless ICRW, its employees and directors against all claims made against its employees, contractors or directors in connection with this Contract.

8. Force Majeure

The Contractor shall not be liable for failure to perform its obligations under this Contract if such failure is as a result of

- i. Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster),
- ii. Worsening of COVID-19 pandemic, or the outbreak of any other epidemic, pandemic or any communicable diseases,
- iii. change in law,
- iv. war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), terrorist activities civil war, rebellion, revolution, insurrection, military or usurped power or confiscation,
- v. government sanction, blockage, embargo, labor dispute, strike, lockout,
- vi. Any other event which could not have been reasonably foreseen by the Parties at the time of entering into this Agreement.

Explanation: For the purpose of this Agreement, change in Law means, the change that will affect the ability to implement the project work due to:

- i. Enactment or re-enactment, repeal, modification or amendment to any law in force for the time being or invocation of any enacted law in the territory of India;
- ii. Change in the interpretation of the law due to any order, judgment passed by the Courts or Tribunal of India or any Regulatory Authority in India;

9. Jurisdiction:

This Contract will be governed by the laws of the District of Columbia.

10. Payment Terms:

Payments to the Contractor will be made by ICRW within 30 days of approval of invoices. ICRW reserves the right to withhold payment if the Contractor fails to meet his obligations, in part or in full under the terms of this Contract. It is further agreed that ICRW shall not be obligated to utilize the Contractor's services for any minimum number of days nor to pay any compensation to the Contractor under the terms of this Contract except for services actually rendered at the request of ICRW.

11. Notices:

All notices and other communication in relation to this Agreement shall be in writing and signed by the authorized signatories of both the Parties. All such notices/communication shall be sent to

ICRW:

Contact Person: Abhishek Gautam
Contact details: agautam@icrw.org

Contractor:

Contact Person: **Dr Neetu Purohit (For Technical Matters) Mr Prasoon Jain (For Financial matters),**
Contact details: neetu@iihmr.edu.in, prasoon@iihmr.edu.in

12. Unenforceability of Provisions:

If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

13. Scope of Agreement:

This Agreement constitutes the entire agreement between the parties, and there are no conditions, understandings, agreements, or representations between the parties except as expressed herein.



ANNEX B SCOPE OF WORK

1. Background

The purpose of the project is to synthesize evidence on the role of key influencers of young and low parity women and couples (YLPWC) and their influence on breaking and reinforcing barriers to demand for family planning (FP). The project will help generate new demand-side hypotheses and validate few of those through primary and secondary research in Bihar and Uttar Pradesh and facilitate evidence sharing and data use to inform current FP programs and MLE activities. The current project is situated within the larger FP-MLE efforts and designed to collaborate with the program and MLE partners and optimize available data for evidence synthesis.

2. Program Overview

ICRW will use Egocentric Social Network design to understand FP sources of advice and dynamics of FP decision-making, among YLPWC. Together with a qualitative study, it aims to contribute to the development of new paradigms and approaches to FP that can break the current stalemate in the demand for FP methods. Egocentric Social Network Analysis (ESNA) is an innovative tool used to understand the structure, and composition of network ties around an individual ego and among the network members themselves. The basic assumption is that behaviors, beliefs, attitudes, and values of individuals are influenced through contact and communication with others. ESNA assesses individuals' personal and community networks across numerous social settings and provides insight into how people's patterns of interaction shape their individual-level outcomes like use of family planning or intentions to use. Egocentric network data can be linked with other family planning surveys being conducted by FP partners to create a more holistic picture of community and individual level factors that affect FP.

3. Study design and methods: Social Network Analysis (SNA) Study

Activity	SNA Study (quantitative) with woman (ego) and her key influencers (alters) for family planning through face-to-face interviews for all residing within district and telephonic interview for those alter residing outside the study district. Tracking of egos and alters will be a key activity in this study.
Study population	We will enroll currently married woman aged 18-24 years (ego) in the study districts, and her key influencers (alters) i.e. persons in her social network that she interacts with to discuss about and take opinion on family planning.
Total Sample size	300 women (egos) across Uttar Pradesh and Bihar and their 1000 key influencers (alters)
Location	Bihar: In PSUs/villages in the two study districts (West Champaran and Darbhanga) selected for the main Population Council study. Selected PSUs for current study will range from 30-40, spread across the two districts in each state. Uttar Pradesh: In PSUs/villages in the two study districts selected for the main Population Council study.

Method and sample size	Respondent category	Method	Sample size
	Currently married women (18-24yrs) - EGO	Quantitative survey	300 (150-Bihar & 150-UP)
	Key influencers -- ALTERS (could be females or males) (like husband, mother, mother-in-law, sister-in-law, sister, ASHA, doctor, etc) All egos and alters residing in the study district even outside the PSU will be attempted for face-to-face interviews. If any alter resides outside the district, they will be interviewed over phone.	Quantitative survey	1000 (500-Bihar & 500-UP)

ANNEX C
SPECIAL PROVISIONS


Registrar
The IIHMR University
1, Prabhu Dayal Marg
Near Sanganer Airport, Jaipur-302029

4. RESPONSIBILITIES OF THE CONTRACTOR

i. The Contractor shall, in adherence to above-mentioned Study design and methodology undertake the following activities in order to provide the following deliverables as specified in the table below:-

Activities	Deliverables
Recruitment of interviewers	Names and details of interviewers, finally selected interviewers
Translation of survey questionnaire	Final translated tools; Interviewer's manual
Pre-testing and finalization of tools and ODK program	Pre-testing of tools and ODK program, pre-testing report and finalized survey instruments/program with ICRW
Development of field movement plan	Finalized and approved movement plan
Development of data collection monitoring plan	Finalized and approved data collection and monitoring plan
Training of interviewers	Agenda for training and training report
Number of tablets for questionnaire Data collection	Required number of tablets and server space Data collection monitoring plan; Field reports; Brief fieldwork report
Finalize data entry programs in ODK	ICRW approved data entry program screens/CAP1
Data entry and database in STATA/SPSS format	Submit hard copies of all formats used for recruitment and interview including recruitment forms, consent forms, etc used in the field and the final cleaned datasets

ii. Work Plan-Major Activities to undertaken and timelines

iii. The data collection, its quality control mechanism and management protocol to be maintained by Contractor

iv. Contractor shall provide regular status reports of the completed interviews as per the schedule that may be agreed between both the parties.

ANNEX D
REIMBURSABLE EXPENSES

There are no reimbursable expenses under this Contract.



ANNEX E
PAYMENT SCHEDULE

1. This Contract has been awarded for a total sum of **43,270 USD** only and is inclusive of all costs and expenditures that would be incurred for execution of this Contract.

Milestones	Payment %	Amount (in USD)
Upon submission of plan for the training	10%	4,327
Completion of training	30%	12,981
Completion of data collection in Bihar and upon submission of hard copies of all formats used for recruitment and interview including recruitment forms, consent forms, etc used in the field in Bihar and the final cleaned dataset.	30%	12,981
Completion of data collection in UP and upon submission of hard copies of all formats used for recruitment and interview including recruitment forms, consent forms, etc used in the field in UP and the final cleaned dataset.	30%	12,981

* ♣ In case where Government of Uttar Pradesh (GoUP) gives permission for the study to Population Council and ICRW with some delay, both parties may jointly review the workplan/timelines periodically and discuss if any changes are required and may extend contract timeline upon mutual agreement tract to facilitate the completion of the research study in Uttar Pradesh. In case where Government of Uttar Pradesh (GoUP) does not give permission for the study to Population Council and ICRW within the period of contract, this contract can be terminated after the research study in Bihar is completed.