

16<sup>th</sup> April, 2021

To,  
Uttam Kumar  
C/O Village: Rouha,  
Post Dhobghatti ,  
Block Pandaria,  
Kabirdham (C.G) 491559

Dear Uttam,

**Sub: Contract**

The American India Foundation Trust is pleased to offer you a contract from 16<sup>th</sup> April, 2021 to 15<sup>th</sup> January, 2022 to provide your services to support the Herbalife Project in LRC Rouha, Pandariya Block of Kabirdham district of Chhattisgarh.

The terms and conditions of this Contract are as follows:

**1. Services**

- a) You shall perform the services specified in **Annex A**, "Scope of Work," ("Services") which is made an integral part of this Contract.
- b) You shall be reporting to the Project Manager.
- c) You shall perform the Services during the period commencing from 16<sup>th</sup> April, 2021 and continuing through to 15<sup>th</sup> January, 2022

**2. Remuneration**

- a) For Services rendered pursuant to Annex A, the American India Foundation Trust shall pay you a consolidated fee of Rs. 9,000 (Nine Thousand only) based upon the deliverables achieved towards the end of every month. In addition to this, you are entitled to travel allowance of Rs. 1,000/- per month. This shall be paid along with the consolidated fee at the end of the month. This amount will be liable for tax deduction as applicable. A consolidated TDS certificate will be furnished at the end of the financial year.

**3. Terms**

- a) Your working days and hours will be as per the calendar of the organization. You will also be expected to attend all meetings as and when called upon by your line manager.
- b) You can avail time off from work only in exceptional circumstances and with prior approval of the supervisor. In case of absence from work without prior notification for more than two days in continuation, the Contract is liable to be terminated with immediate effect.

**4. Termination**

- a) This Contract can be terminated prior to the end date, by providing a 15 days' written notice from either side.

**AMERICAN INDIA FOUNDATION TRUST**

**HEAD OFFICE:** 1003-1005, DLF City Court, M.G Road, Near Sikanderpur Metro Station, Gurgaon-122002

■ T: 91.0124.4551850 ■ F: 91.124.4551888 ■ www.aif.org ■ info@aif.org

**REGISTERED OFFICE:** C 181, Sarvodaya Enclave, 2nd Floor, New Delhi 110017

- b) The American India Foundation Trust reserves the right to terminate the Contract at any given time due to any unacceptable behaviour as per the organization policies.

#### **5. Confidentiality**

You shall forever hold any confidential information in confidence and shall not publish, disclose or disseminate, any time, to any person; or use for any purpose any confidential information other than such purposes as shall be required to fulfil the your duties with American India Foundation Trust, or remove any confidential information, in whole or in part, from American India Foundation Trust's premises, without prior written permission.

#### **6. Ownership**

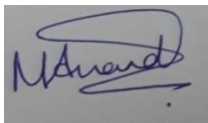
- a) Any studies, reports or other material, graphic, software or otherwise, prepared by you during this period for the American India Foundation Trust shall belong to and remain the property of the American India Foundation Trust.
- b) Any books, digital content, pen drives, hard disks, cameras, dongles, memory cards, laptops or otherwise provided to you by the American India Foundation Trust under the Contract shall be returned at the time of termination or contact expiry, as the property belongs to the American India Foundation Trust.

#### **7. Governing Law and Jurisdiction**

This Contract shall be governed and construed in accordance with the laws of India. The parties irrevocably submit to the exclusive jurisdiction of any competent courts situated at [Gurgaon] with respect to any disputes arising out of this Contract.

If the above mentioned points are acceptable to you, kindly send us a copy of this Contract letter as a token of your acceptance within three days from the date of receipt of this letter. Also please send us a copy of your PAN card and your bank account number to enable us to make payments to you.

Best regards,  
For the American India Foundation Trust



**Meenu Anand**  
**Head- Human Resources**

### Scope of Work

#### Key Responsibilities:

- Ensure timely completion of learning & extracurricular activities in the LRC (in school/ community) and spoke schools. A total number of 5-6 school to be covered by the Facilitator.
- Conduct baseline, midline and end line assessments of children in the 5 Govt. schools/Learning Resource Centre (LRC)
- Facilitate the campaigns event like Girls Child Day. Beti Bachao Beti Pdayo, /Women Day.
- Ensure the proper usage of technology in LRC (usage of digital content)
- Providing so site training to the teachers on usage of TLM.
- Ensure regular interaction and follow up with parents through PTM.
- Develop and maintain the relationship with school authorities, school management committee and concerned officials.
- Participate in capacity building workshop and review meetings to be organised by LAMP on monthly, quarterly, or yearly meeting.
- Facilitate community level meetings and events in the designated villages & schools as per the planning.
- Ensure the formation and functioning of volunteer group/ SHG/ Adolescent group.
- Organize awareness meetings and community engagement opportunities to improve status of education in the intervention areas.
- Provide the necessary support to the village Anganwadis.
- Provide regular updates of the activities to the Project Coordinator.