



November 30, 2018

Ref: C19-168

Reverend Dr. Basil Xavier, S.J
Principal
Arul Anandar College
Karumathur
Madurai 625 514
INDIA

E-mail: acpraac@gmail.com

Dear Reverend Xavier:

Re: Replicating the L3F Model in other Educational Institutions in India

The Commonwealth of Learning (COL) seeks to confirm through this Contribution Agreement ('the agreement') the support to be provided to Arul Anandar College (AAC) to replicate the L3F model in other educational institutions in India.

1.0 Statement of Activities for AAC

1.1. AAC in accordance with the Results Based Management Framework (Annex 1) shall:

- 1.1.1. conduct the Career Oriented Course (COC) on Multimedia for Lifelong Learning and ODL targeting 40 students;
- 1.1.2. conduct a 7-day workshop to train 40 students and 6 NGO staff on ODL content preparation through video mode;
- 1.1.3. prepare 300 voice mails, 5 e-books and 5 YouTube e-course materials and disseminate to 6 partner NGOs;
- 1.1.4. conduct advocacy and outreach meetings targeting educational institutions to enable at least 3 higher education institutions to adopt L3F model in their agricultural extension training curricular;
- 1.1.5. provide technical support to at least 5 new and existing colleges that have adopted L3F;
- 1.1.6. disseminate at least 1,360 need based short audio advisory messages (SMS) to over 2000 farmers;
- 1.1.7. train at least 1000 members and leaders of Farmer Producer Companies (FPCs) in business skills and assist them to prepare competitive business plans;
- 1.1.8. contribute to the strengthening of L3Fpedia.com consortium through participation in the consortium meetings and generating video and text-based content;
- 1.1.9. enable at least 50% of L3F participants to adopt sustainable agricultural practices;
- 1.1.10. acknowledge COL's contribution by seeking approval from COL on how its name will be displayed;
- 1.1.11. provide periodic updates to COL on a regular basis over the term of the agreement on the status of activities undertaken;



- 1.1.12. evaluate the outcome of the work performed under this agreement using the following impact indicators:
 - 1.1.12.1. 40 students participated in the Career Oriented Course (COC) on Multimedia for Lifelong Learning and ODL;
 - 1.1.12.2. 7-day workshop to train 40 students and 6 NGO staff on ODL content preparation through video mode conducted;
 - 1.1.12.3. 300 voice mails, 5 e-books and 5 YouTube e-course materials prepared and disseminated to 6 partner NGOs;
 - 1.1.12.4. advocacy and outreach meetings targeting educational institutions conducted to enable at least 3 of the institutions to adopt the L3F model in their agricultural extension training curricular;
 - 1.1.12.5. 5 new and existing colleges provided with technical support on integration of L3F model in their educational curricular;
 - 1.1.12.6. at least 1360 need based short audio advisory messages (SMS) disseminated to more than 2000 farmers;
 - 1.1.12.7. at least 1000 members and leaders of Farmer Producer Companies (FPCs) trained in business skills and assist them to prepare competitive business plans;
 - 1.1.12.8. video and text-based content for L3Fpedia.com consortium generated;
 - 1.1.12.9. 50% of L3F participants (at least 60% women) adopt sustainable agricultural practices.; and
- 1.1.13. prepare a final report and submit it to COL.

2.0 COL Responsibilities and COL Contact

- 2.1. COL shall contribute resources up to a maximum of CAD 25,400 towards the statement of activities.
- 2.2. The COL staff member with whom AAC should liaise on all matters related to this agreement shall be Mr. James Onyango, Education Specialist, Agriculture & Livelihoods at jonyango@col.org.

3.0 Deliverables and Timeframe

- 3.1. The above agreement shall commence when both parties have signed and a copy has been returned to COL and will continue in effect until July 31, 2019 with the following deliverables and timelines:
 - 3.1.1. interim report on conducting the Career Oriented Course (COC) on Multimedia for Lifelong Learning and ODL and conducting a 7-day workshop on ODL content preparation through video mode as in 1.1.1 and 1.1.3 by February 28, 2019;
 - 3.1.2. interim report on preparing 300 voice mails, 5 e-books and 5 YouTube e-course materials and conducting advocacy and outreach meetings targeting educational institutions as in 1.1.3 and 1.1.4 by May 31, 2019; and
 - 3.1.3. consolidate final report as in 1.1.1 to 1.1.9 with audited financial statements by July 31, 2019.



4.0 Gender Equality

- 4.1 Gender equality is integral to all of COL's work and requires that both women's and men's views, interests and needs shape its work in learning for development. AAC agrees that gender considerations shall inform the activities to be undertaken under this agreement.

5.0 Contribution and Invoices

- 5.1. A maximum sum of up to CAD 25,400 (equivalent to INR 1,344,940) based on the attached budget at Annex II shall be paid as a contribution by COL in 3 instalments to AAC as outlined below:
- 5.1.1. first instalment of CAD 14,000 (equivalent to INR 741,306) shall be paid as an accountable advance following receipt of the signed agreement and invoice;
 - 5.1.2. second instalment of CAD 8,000 (equivalent to INR 423,603) shall be paid upon receipt and acceptance by COL of the report as outlined under 3.1.1 by February 28, 2019; and
 - 5.1.3. final instalment of up to CAD 3,400 (equivalent to INR 180,031) shall be paid upon receipt and acceptance by COL of the deliverables as outlined under 1.1.1 to 1.1.9 by July 31, 2019 as well as receipt of the statement of accounts, substantiated by an audited report by an accredited institution or auditor. The statement of accounts will reconcile expenditure with the budget at Annexure II and clear any accountable advances. Any amounts not spent in accordance with this agreement will be refundable to COL upon request.
- 5.2. COL's terms of payment for each instalment shall be within thirty days of receipt and acceptance of:
- 5.2.1. the deliverables as outlined in the timeframe specified, and
 - 5.2.2. an invoice.
- 5.3. The invoice(s) shall contain the agreement number, the name and address of the payee, and the amount of instalment due under the agreement. To facilitate the direct wire transfer of funds, the bank name, address, identity number and swift code, account number and name of account shall be required. Within Canada, COL shall normally make payment by cheque.
- 5.4. If AAC fails to deliver any or all goods, services or materials as specified in the Statement of Activities within the time period (s) specified in the agreement, COL reserves the right to amend the contribution due under this agreement.

6.0 Copyright and Intellectual Property

- 6.1. AAC shall assign to COL any copyright arising from the works produced in relation to the activities provided while executing this agreement.
- 6.2. COL as copyright holder shall hold the unrestricted rights to republish the work in any format at any time including editing the work and associating the work with other work.

7.0 Liability and Insurance

- 7.1. COL shall not assume any liability for any injuries or damage to AAC, its staff and associates incurred during the course of this agreement.



7.2. AAC shall undertake full responsibility for the purchase of any health and medical, accident or other insurance which may be necessary in respect of any loss, injury damage or illness occurring during the execution of this agreement.

8.0 Termination

8.1. This agreement may be terminated by either party before the expiry date of the agreement by giving written notice to the other party. The period of notice shall be five days in the case of agreements for a total period of less than two months and ten days in the case of agreements for a longer period.

8.2. As a result of termination, AAC shall have no claim against COL other than payment on a pro rata basis for no more than the actual amount of work performed to the satisfaction of COL. Amounts received in advance but not spent in accordance with the agreement will be refundable to COL.

9.0 Confidentiality

9.1. Any information of a character confidential to the affairs of COL, to which AAC becomes privy as a result of the work performed during this project, shall be treated as confidential, unless disclosure of such information is required by law.

10.0 Assignment

10.1 This agreement may not be assigned to another party without the prior written consent of COL.

11.0 Amendments

11.1. This agreement may be amended by a letter of amendment specifying all modifications with the written consent of both parties.

To indicate Arul Anandar College's acceptance of this task and the associated terms and conditions, please sign and date this letter where indicated and return a signed copy to COL within one week of the date of the agreement.

Sincerely,

Doris McEachern
Director
Finance, Administration & Human Resources

Reverend Dr. Basil Xavier, S.J
Principal
Arul Anandar College

03 / 12 / 2018

Date



Attachments/Annex 1 and 2

COL Internal Reference Only: 19-LH2-212; 18-LH2-222; 18-LH2-232; 18-LH2-242 JO/CW Total contribution value: CAD 25,400



**ARRUPPE CENTRE FOR POLICY RESEARCH (ACPR)
ARUL ANANDAR COLLEGE (AUTONOMOUS), KARUMATHUR, MADURAI
LFA FOR THE ACTIVITIES**

Activities	Output	Outcome	Performance Indicators	Means of Verification	Risks and assumptions
<p>Activity – I Conducting the Career Oriented Course (COC) on Multimedia for Lifelong Learning and ODL.</p>	<p>40 students will be trained on various aspects of Lifelong Learning, ODL, and Multimedia for e-content.</p> <p>Learners/students are from socially committed and economically backward families</p> <p>50% of the learners are women students</p>	<p>AAC sustain this course with the support of management and students in future.</p> <p>Increased job opportunities for the learners of this COC</p>	<p>Regular classes</p> <p>Lab based Training</p> <p>Exposure Visits.</p> <p>Students passed out.</p>	<p>Attendance Register.</p> <p>Class Schedules.</p> <p>Photographs.</p> <p>Communication files.</p> <p>Certificates of students.</p>	<p>No risk is envisaged</p>
<p>Activity – II Strengthening of ODL contents through Higher level training (7 Days) on ODL content preparation through video mode for the COC students and staff of partner NGOs</p>	<p>Quality contents prepared by the trainees.</p> <p>40 students and 6 NGO personnel trained on video editing (higher level) and uploading the same in to social media including YouTube, and L3Fpedia.com.</p>	<p>Trained personnel will continue preparing videos as learning materials, editing with advanced skills and uploading.</p> <p>Capacity development of AAC, partners NGOs and sharing of materials prepared through social media and websites</p>	<p>Training will be conducted in the class rooms and “hands on” Training in computer lab and in the field.</p> <p>Improved quality learning materials Developed</p> <p>Resource persons list.</p>	<p>Training programme and participants list.</p> <p>Time Schedules.</p> <p>Photographs of the trainings.</p> <p>Learning materials developed</p> <p>Communication records.</p>	<p>No risk is envisaged</p>



<p>Activity – III Restructuring of already prepared contents as a course material.</p> <p>300 Voice mails and 10 multimedia, content preparation in the form of e books -5 and YouTubes 5 in multimedia and animation mode (the topics will be finalized with the support of need analysis from the partner NGOs)</p>	<p>10 crop based course material through restructuring of already prepared contents.</p> <p>E-content materials in the form of 300 voice mails and 5 e-books and 5 YouTubes prepared as a course material and shared with partner NGOs</p>	<p>Complete and increased learning among farmers and partners though the course material</p> <p>Strengthening of ODL among partners and farmers in Dindigul and Theni Districts</p>	<p>List of need based course materials and innovative e-content.</p> <p>5 e - books and 5 YouTube content prepared.</p> <p>Validation by Experts.</p> <p>Final preparation.</p>	<p>10 Course Materials</p> <p>300 pieces of voice mail content.</p> <p>10 e-content and validation process.</p> <p>Reports of the Experts.</p>	<p>No risk is envisaged</p>
<p>Activity –IV Emerging ACPR-AAC as a Resource Centre</p> <p>Promoting L3F concept and the course Multimedia Lifelong Learning and ODL among the Jesuit and other interested collages and Higher Education. Institutions.</p> <p>Colleges and higher educational institutions adopting L3F in their extension services</p> <p>Consolidating/aggregating the already prepared L3F learning materials in to Modules and courses as per ODL pedagogy Orientation meeting on L3F to all Jesuit institutions (ACPR is identified as a nodal Centre for farmers learning for)</p>	<p>Content and course material shared by AAC to other colleges replicating the course</p> <p>Technical support provided to the partner institutions for conducting workshops and orientation programmes</p> <p>Five institutions adopting the course</p> <p>The extension departments of the colleges and higher educational institutions adopting L3F approach to support farmers learning</p> <p>Well-functioning mobile learning networks</p>	<p>Increasing the number of institutions adopting L3F concept and the course</p> <p>Sustaining of Mobile Learning among farmers beyond the project period</p> <p>Modules available to conduct structured and semi structured courses</p> <p>More institutions following L3F methods in their</p>	<p>Content and course materials shared with partner colleges</p> <p>Meetings reports.</p> <p>List of students learning the L3F course introduced in the colleges.</p> <p>Workshops and orientation programmes conducted.</p> <p>Photographs Communication materials, files etc.</p> <p>Daily Upload of voice SMS Listeners data base</p> <p>Farmers queries and Answers.</p>	<p>Copy of the contents and course materials shared</p> <p>Reports of workshop and orientation programmes</p> <p>Attendance Register</p> <p>List of e-learning materials shared with the extension department of other colleges</p> <p>List of topic wise learning materials</p> <p>List of participants</p>	<p>No risk is envisaged</p>



	<p>Aggregation of already prepared learning materials and new learning materials for conducting courses.</p> <p>List of modules for conducting courses.</p> <p>Around 50 staff from all Jesuit institutions oriented on L3F method and approach.</p>	<p>education and extension</p>	<p>List of modules available for conducting course</p> <p>Meetings organized</p> <p>Jesuit educational institutions approaching ACPR – AAC for support</p>	<p>Meeting reports and feedback</p>	
<p>Activity – V</p> <p>Strengthening of M-learning through Voice SMS to the farmers, other Academic institution’s farmers too and partners as a hand holding.</p> <p>Preparation and training on Business plan with the support of experts from (LIBA, JIM, XIBA)</p>	<p>1.360 Need based SMS (Audio advisory) will be disseminated in 180 days -2 SMS per day</p> <p>Well-functioning mobile learning network of farmers.</p> <p>Farmer’s Producer company leaders trained</p> <p>Business plan for products of coconut value addition.</p>	<p>Sustaining of Mobile Learning among farmers beyond the project period</p> <p>Increased Knowledge among the farmers.</p> <p>Farmers managing a profitable company.</p>	<p>Reports on mobile learning</p> <p>Creation of need based audio advisories</p> <p>Daily Upload of voice SMS</p> <p>Listeners data base</p> <p>Farmers queries and Answers.</p>	<p>List farmers and partners in the network.</p> <p>Contents list.</p> <p>Feedback from the users.</p> <p>Users data base.</p> <p>Booklet of Farmers queries and Answers.</p>	<p>No risk is envisaged</p>
<p>Activity – VI</p> <p>Advocacy and outreach meeting for adoption of L3F approach by other educational institutes</p>	<p>Ten educational (minimum) are sensitized on the relevance of adopting L3F method in academic curriculum</p> <p>Recommendations for adoption of L3F by others based on VIDYAL’s experience</p>	<p>Educational intuitions adopting L3F in their academic curriculum</p>	<p>Meeting organized and list of educational institutions participated</p> <p>List of recommendations shared in the outreach meeting</p>	<p>List of the intuitions attended the meeting</p> <p>Meeting report</p>	<p>No risk is envisaged</p>



	Educational institutions showing interest to know more about L3F and willing to take the support of AAC				
Activity – VII Strengthening of L3F pedia.com through Developing video, Text contents and uploading	Participating in the L3Fpedia.com consortium (two meetings) Minimum 30 Text content and 20 Video content will be developed and uploaded.		Continuous posting of contents	OER website New contents added Visits details	No risk



Activity No	ACTIVITY	AAC	COL	TOTAL
1	Conducting Career Oriented Course (COC) on Multimedia for Lifelong Learning and ODL. (INR.10000X40).	20,000	217,500	237,500
2	Strengthening of ODL contents through Higher level training (7 Days) on ODL content preparation through video mode for the students and staff of partner NGOs. (INR2000X7) (Students:40+ Staff of partner NGOs: 5).	15,000	140,000	155,000
3	Restructuring of existing Content as a course material and 300 Learnings and 10 multimedia contents (the topics will be finalized with the support of need analysis from the partners NGOs) (For Each CD e book and you tubes 10X25000) Each voice mail 75X1000).	10,000	232,500	242,500
4	Transforming ACPR-AAC as a Resource Centre for sharing L3F concept among Jesuit and other interested Higher Educational Institutions. Two Orientation meeting on L3F to all Jesuit institutions (ACPR is identified as a nodal Centre for farmers learning for) Participants Food and Local Transportation: 3000X50, Stationeries: Rs. 15000.Consolidating/aggregating the already prepared L3F learning materials in to Modules and courses as per ODL pedagogy.	10,000	240,000	250,000
5	Strengthening of M- learning through Voice SMS to the farmers, other Academic institution's farmers and partners as a hand holding. (Mvaayoo: 30000, Voice Recording: Rs.75000, Voice Updating: Rs.12000).Preparation and training on Business plan with the support of experts from (LIBA, JIM, XIBA)(Rs.54000).	5,000	112,000	117,000
6	Promotion of L3F through Workshop on Lifelong Learning for Farmers (L3F) and Multimedia for students. 30 participants, 30 X 5,000 (which includes travel, boarding and lodging).National Seminar on Social media (Separate session for farmers) in collaboration with Department of Rural development Science and Computer Application to advocate L3F.	12,000	210,000	222,000
7	Strengthening of L3F pedia.com through Develop video and Text content and uploaded the same in the OER website.	25,000	50,000	75,000
9	Documentation, Reporting, Travel and Contingency.	10,000	150,000	160,000
Total amount in INR		107,000	1,352,000	1,459,000
CAD (exchange: 52.9504)			25,400	