

ADDENDUM #1 to Memorandum of Understanding (MOU)

between
[Project A]
and
[Lead Firm Alpha]

This document constitutes an Addendum to the agreement between [Project A] and [Lead Firm Alpha] signed on the day of August 23, 2016.

1. Objective

The objective of this Addendum is to describe the roles and responsibilities of each party relative to the implementation of the following [Lead Firm Alpha] initiative:

“Expansion of company training/promotion/demonstration activities on drip irrigation and nursery management technology for vegetable farmers, retailers, and paravets (private and government technicians) to increase the productivity and minimize production costs of vegetable crops in X districts.”

The advantage of this initiative for [Lead Firm Alpha] is that it will be able to: a) strengthen commercial relationships with retailers, paravets (private and government technicians) and farmers; b) raise awareness and create a marketing platform about effective modern technology to farmers/retailers/paravets; c) build the capacity of lead farmers/retailers/paravets about the technology so that they can be better able to share this information with farmers; and d) expand the company’s distribution network and reach a larger number of farmers in three [Project A]-targeted districts .

The advantages for farmers will include: a) increased information and education about modern irrigation technology; b) increased access to and use /adoption of modern irrigation technology; c) increased income by increasing productivity and production resulting in higher profits through the use of modern technology; and, d) improved vegetable farming practices and productivity. Additionally, agriculture technicians, paravets and retailers will gain increased knowledge and information about drip irrigation technology to better serve farmers.

Under this initiative, [Lead Firm Alpha] will conduct the following activities:

- A. Six (6) one-day training/promotion/demonstration events including practical demonstration of drip irrigation system installation for a total of 180 lead farmers, retailers and paravets (private and government technicians) – two in each of three [Project A]-targeted districts¹ (one in the district headquarters and one within the potential agriculture pocket area of the agriculture service center per district).**
 - a. Establish tentative schedule and profile of information that will be shared at these events
 - b. Identify and finalize consultant/resource person(s) who will be supporting company staff in developing training/promotion module. (including practical demonstraion of drip irrigation system installation) and/or supporting company staff to conduct the training/promotion event(s).

¹ Kavrepalanchowk, Ramechhap and Makawanpur

- c. Review the curriculum vitae (CV) of consultant/resource person(s) and share it with *[Project A]*.
 - d. Development of training/promotion module. Among the module shall be a session plan that describes all steps that trainers will follow, description of any practical demonstrations and exercises that will be conducted, and presentation of visual aids that will be used.
 - e. Share the training/promotion module with *[Project A]* for feedback.
 - f. Work with District Agriculture Development Office, their service center staff(s) and *[Project A]* livelihoods to identify lead farmers and/or government farm site to host demonstration plots.
 - g. Develop plan for demonstration plots including size, layout, crop varieties, tools and equipment to be used/included in the demonstration plots, monitoring and follow up visit, etc. Demonstration plot locations will then be used for the training/promotion events.
 - h. Create a list of participants for training/promotion (including practical demonstration of drip irrigation system installation) event(s).
 - i. Invite participants for training/promotion (including practical demonstration of drip irrigation system installation) event(s).
 - j. Carry out training/promotion (including practical demonstration of drip irrigation system installation) event(s).
 - k. Conduct evaluation in coordination with *[Project A]*.
- B. Six (6) one -day follow up visits - one (1) for each demonstration plot**
- a. Contract/agreement with farmers for taking care of the demonstration plots.
 - b. Communicate with the person assigned to take care of the demonstration plots.
 - c. Assign company representative for the monitoring/follow up of the demonstration plots.
 - d. Conduct follow up activities (one in each demonstration plot/site).
 - e. Conduct evaluation with *[Project A]* staff.
- C. Publication and distribution of promotional materials (estimated 185 diaries, six (6) flexes (information displaying sheet), 1,200 brochures and 1,200 leaflets).** Diaries with information about drip irrigation and nursery management, flexes for displaying technical information in demonstration sites, and brochure and leaflets for general information about the company and products which the company sells
- a. Identify/collect CV's of several resource persons who will be responsible for supporting company staff in developing the promotional materials.
 - b. Select and contract resource person(s)
 - c. Develop and design promotional materials.
 - d. Share the promotional materials with *[Project A]* for feedback.
 - e. Edit, finalize and print promotional materials.
 - f. Distribute promotional materials to farmers, retailers and paravets (private and government technicians).

All activities will be led by *[Lead Firm Alpha]*'s representatives.

2. Roles and Responsibilities

[Project A] agrees to:

- Provide **up to 70% of the total costs** of the above described activities as per the attached budget and **up to a maximum of NRs. 499,716** (in words : four hundred ninety nine thousands and seven hundreds sixteen only)
- Provide technical support in the development of *[Lead Firm Alpha]*'s training/promotion module, promotional materials, and training/promotion event(s) for farmers, retailers and paravets (private and government technicians). In doing so, *[Project A]* shall:
 - Review the profile as well as the contract, and terms of reference of the resource person(s) that will support *[Lead Firm Alpha]* in the development of the training/promotion module, promotional materials as well as support on the training/promotion/demonstration activities.
 - Review the training/promotion module (including any handouts), activity plan for demonstration plots and promotional materials design developed by *[Lead Firm Alpha]*. and provide feedback prior to their use
 - Assist *[Lead Firm Alpha]* to develop an evaluation form for completion by participants following the conclusion of the training/promotion events.
 - Monitor the activities and provide feedback as needed in support of the *[Lead Firm Alpha]*. activities.

[Lead Firm Alpha]. agrees to:

- Provide **at least 30% of the total costs** of the above-described activities as per the attached budget. Any costs in excess of the attached budget will be the sole responsibility of *[Lead Firm Alpha]*.
- Pay all expenses up front (using the first scheduled payment from *[Project A]* to begin with) and then submit financial reports periodically for *[Project A]* contribution.
- Select and organize the participants in coordination with *[Project A]* VC and district livelihoods team.
- Select and organize resource person(s) to support the company in the development of the training/promotion module and promotional materials.
- Organize all logistics of the proposed activities including arranging the training venues, meals, lodging, printing of training and promotional materials, and transport.
- Share with *[Project A]* the proposed resource person(s)'s contract, terms of reference and profile/curriculum vitae, before signing an agreement with them.
- Share with *[Project A]* the design developed for promotional materials publication.
- Share with *[Project A]* the contents and schedule of the training/promotion (demonstrations) events before they begin.
- Coordinate the development of the training/promotion module, demonstration plot plan, and promotional materials with *[Project A]*.
- Keep daily attendance records of participants at all training/promotion/demonstration events (including records on the gender of the participants) and evidence of the demonstration activities.
- Work with *[Project A]* to prepare an evaluation form for the training/promotion/demonstration events and have participants complete the forms upon the conclusion of each training/promotion/demonstration events.
- Assign management to monitor the all activities under the agreement.
- Work together with *[Project A]* staff to interview selected participants both during and after the activities to assess impact.

3. Reporting

[Lead Firm Alpha] agrees to provide the following information and reports to *[Project A]*:

- **At least one week before the training/promotion/demonstration events take place:**
 - Schedules and dates of all planned training/promotion (demonstration) events
 - Profile, contract and terms of reference of proposed resource person(s)
 - Copy of training/promotion module (banners, flex posters, etc.)
 - Activity plan for demonstration sites
 - Evaluation form (for use after activities)
- **At least two weeks before final printing and distribution of promotional materials (diary, flex, brochures and leaflets):**
 - Profile, contract and terms of reference of technical person who will be designing the promotional materials (diary, flex, brochures and leaflets)
 - Copy of contents of brochures and leaflets
- **Final activity and financial report** (not more than four (4) pages, excluding annexes) will include:
 - Description of each training/promotion/demonstration event conducted including:
 - Training/promotion/demonstration events conducted, dates, topics covered, etc.
 - Names of resource person(s) hired
 - Copy of daily attendance log book for each event and activities
 - Difficulties faced, lessons learned and suggestions for improvement
 - Completed evaluation forms
 - Financial Report –*[Project A]* will provide a format for this report that will include a description of all expenditures (according to the agreed-upon budget), support documentation and copies of all receipts

4. Financial Support & Payment Modalities

[Project A] will make financial support/cost-share payments (*[Project A]* contribution) to *[Lead Firm Alpha]* according to the table below (and based on the receipt of an invoice, with copies of receipts or support documentation showing actual expenditures incurred, for each requested cost share advance or payment).

Tentative Payment Reimbursement Schedule:

Activity	<i>[Project A]</i> Cost Share Amount
After the following have been completed by <i>[Lead Firm Alpha]</i> and reviewed by <i>[Project A]</i> staff: <ul style="list-style-type: none"> • Signing of Addendum • Schedule and dates of all planned training/promotion/demonstration events • Profile, contract, and terms of reference for the proposed resource person(s) that will support the company for development of training/promotion module as well as development of promotional materials. • Training/promotion module (<i>including session plan that describes all steps that trainers will follow, description of any practical demonstrations and exercises that will be conducted, presentation of visual aids that will be used, etc.</i>) 	NRs. 125,000

<ul style="list-style-type: none"> • Plan for development of demonstration plots • Evaluation form (for use after training/promotion activities) 	
After development and printing of promotional materials is completed	Reimbursement of cost share for these activities (based on actual expenditure and receipts and up to agreed-upon financial support budget amounts)
After demonstration plot follow up activities are completed.	Reimbursement of cost share for these activities (based on actual expenditure and receipts and up to agreed-upon financial support budget amounts)
After training/promotion/demonstration event(s) are complete	Reimbursement of cost share for these activities (based on actual expenditure and receipts and up to agreed-upon financial support budget amounts)
Completion of all remaining activities, and submission of the final activity and financial report (including financial details)	Reimbursement of cost share for remaining activities (based on actual expenditure and receipts and up to agreed-upon financial support budget amounts) upon budget amounts
Maximum [Project A] financial support amount	NRs. 499,716.00

[Project A] reserves the right to confirm the validity of actual receipts, on a sample basis. Appropriate contact information for vendors used by [Lead Firm Alpha] should be shown on receipts submitted with each invoice. [Lead Firm Alpha] will provide specific bank account information for transactions.

If there is a significant reduction in expenditures due to shortened trainings, fewer participants than planned for, etc., then an adjustment will be made to [Project A] contribution. Remaining costs (in excess of budget) are the sole responsibility of [Lead Firm Alpha].

[Project A]'s contribution to these activities will not exceed NRs. 499,716.00

[Lead Firm Alpha] assures that: 1) hired consultant/trainers are NOT salaried employees of [Lead Firm Alpha], and, 2) it is not receiving support from other donors for the activities financially supported in this agreement.

5. Work Plan

Tentative Monthly Activities Schedule:

Month	Activities
September	<ul style="list-style-type: none"> • Schedule of the activities that include training/promotion/demonstration events for lead farmers/retailers/paravets and follow up activities. • Submission of proposed resource person(s)'s profile, terms of reference and/or contract

Month	Activities
	<ul style="list-style-type: none"> • [Project A] feedback to profile, terms of reference and/or contract • Development of training/promotion module to be followed during events for the farmers, retailers and paravets • Design(s) for the promotional materials (diary, brochures and leaflets). • Preparation of the evaluation forms. • [Project A] feedback on materials developed and evaluation forms. • Logistical preparations for the training/promotion/demonstration events. • Finalize and print promotional materials
October/November	<ul style="list-style-type: none"> • Arrange for and conduct follow up /monitoring of the technology demonstration plots • Prepare for and conduct: a) four (4) training/promotion (including practical demonstration of the drip irrigation system installation) events for lead farmers/retailers/paravets and b) distribute promotional materials to farmers/distributors/retailers/paravets.
December	<ul style="list-style-type: none"> • Prepare for and conduct: a) two training/promotion (including practical demonstration of the drip irrigation system installation) events for lead farmers/retailers/paravets and b) distribute promotional materials to farmers/distributors/retailers/paravets.
January	<ul style="list-style-type: none"> • Submission of final progress report • Financial payment/settlements

All terms and provisions from the original MOU also apply to this Addendum.

IN WITNESS WHEREOF, the parties here to have executed this Addendum on the day of August 23, 2016.

 Chief of Party
[Project A]

Signature and date:

 General Manager
[Lead Firm Alpha]

Signature and date:

Annex 1: Budget [Lead Firm Alpha]

Summary Budget of [Lead Firm Alpha]

S. No	Line Item	Total cost (NRs.)	Company Investment (30 %)	[Project A] Contribution (70 %)
A	Training/promotion events for a total of 180 participants (lead farmers, retailers, paravets)(6)	450,000	135,000	315,000
A+ B	Technology demonstration events for total 180 participants (lead farmers, retailers, paravets) and follow up(6)	144,480	43,344	101,136
C	Publication and distribution of promotional materials (diary, flex, brochures and leaflets)	119,400	35,820	83,580
Total Cost		713,880	214,164	499,716

Activity A: Six (6) one-day training/promotion events including practical demonstration of drip irrigation system installation for a total of 180 lead farmers, retailers and paravets (private and government technicians)

S. No	Line Item	Budget Notes	Cost/ Unit (NRs.)	Days/ Unit	People/ Number	Total cost (NRs.)	Company Investment (30 %)	[Project A] Contribution (70 %)
1	Preparation Cost for Training							
a	Transportation	For company staff who will be visiting the training location a day before for preparation.	1500	2	1	3,000	900	2,100
b	Accommodation (lodging, meals and incidentals)	For company Staff who will be going to training location for preparation.	2000	2	1	4,000	1,200	2,800
2	Training Cost						-	-
a	Stationary	Pen, clear bag for distribution to the participants (also includes diary which is budgeted in the promotional materials heading)	30	1	30	900	270	630
b	Tea & snacks	For participants and resource persons	250	1	35	8,750	2,625	6,125

c	Transportation	Transportation charge for participants to come to the training location and back. Company will be selecting participants from diverse area to make sure that the farmers selected can in future be a part of company network.	250	2	30	15,000	4,500	10,500
d	Resource person cost/ subject matter specialist	For staffs to build relationship with them. This is planned because the training/demo will be only focused on 2 locations and the company has planned to invite all the service center staffs in the events to include 9-10 staffs.	1150	1	5	5,750	1,725	4,025
e	Training coordinator charge	External technical resource person(s) who will be doing all the training preparation and support implementation of activities. Activities include identifying location, participants, coordination with partners etc. Proposal Advisor/ Training/Development and planning of each event. He/she will be an expert in technical matters related to drip irrigation and its installation.	5000	1	1	5,000	1,500	3,500
f	Renting a projector	For PPT presentation	1500	1	1	1,500	450	1,050
g	Banner preparation	To be kept in the training location during the training/promotion event. (for all events)	600	1	1	600	180	420
h	Hall Rental	Venue for participants and trainers	2500	1	1	2,500	750	1,750
3	Training Logistic Cost							
a	Accommodation (lodging, meals and incidentals)	For resource person and one company staff/ representative	2000	2	2	8,000	2,400	5,600
b	Transportation	Hiring a vehicle to go to the training location and back to Kathmandu (for resource person and company staff / representative)	10000	2	1	20,000	6,000	14,000
Sub Total						75,000	22,500	52,500
Number of training/promotion events						6	6	6
Total training/promotion cost						450,000	135,000	315,000

Activity B: Six (6) one -day follow up visit one (1) in each technology demonstration plots								
S. No	Line Item	Budget Notes	Cost/ Unit (NRs.)	Days/ Unit	People/ Number	Total cost (NRs.)	Company Investment (30 %)	[Project A] Contribution (70 %)
A	Nursery establishment							
1	Nursery Tray	At cost to the company	60	3	1	180	54	126
	Cocopeat	At cost to the company	700	1	1	700	210	490
	Seed	At cost to the company	200	1	1	200	60	140
2	Drip Irrigation	At cost to the company	4000	1	1	4,000	1,200	2,800
3	Agricultural tools required during demo.	Lump sum amount for staking rope, secateurs, pesticide protecting mask, gloves, boot, staking clip etc.	5000	1	1	5,000	1,500	3,500
4	Consultant technician charge for installing equipment	An external consultant who will help correctly fit the structures during the demonstration of the drip irrigation system	3000	1	1	3,000	900	2,100
5	Accommodation (lodging, meals and incidentals) for consultant technician	For external consultant who will help correctly fit the structures during the demonstration of the drip irrigation system	2000	2	1	4,000	1,200	2,800
B	Monitoring and follow up visit							
1	Transportation	For company representative to monitor the demo plots	1500	2	1	3,000	900	2,100
2	Accommodation (lodging, meals and incidentals)	For company representative to monitor the demo plots	2000	2	1	4,000	1,200	2,800
Sub Total of Activities in one time technology demonstration						24,080	7,224	16,856
Number of activities						6	6	6
Total cost for one time technology demonstration						144,480	43,344	101,136

Activity C: Publication and distribution of promotional materials (estimated 185 diaries , 6 flexes (information displaying sheet), 1,200 brochures and 1,200 leaflets), which includes a planner with information about drip irrigation and nursery management, flexes for displaying technical information in demonstration sites, and brochure and leaflets for general information about the company and products which the company it sells

S.No.	Line Item	Budget Notes	Cost/ Unit (NRs.)	Days/ Unit	People/ Number	Total cost (NRs.)	Company Investment (30 %)	[Project A] Contribution (70 %)
1	Diary with information about Drip Irrigation and Nursery Management	The diary developed will be distributed to participants during the training and demonstration activities. In addition to the participants, the diary will also be provided to the guests who come to the event/s and training facilitators as courtesy.	200	185	1	37,000	11,100	25,900
2	Flex to provide technical information in demonstration plots	A flex will be kept in each demonstration plot to explain what technologies have been used in the plots	2000	1	6	12,000	3,600	8,400
3	Brochure and leaflet design and development							
	Brochure printing	With general information about the company and the products company sells	30	1200	1	36,000	10,800	25,200
	Leaflet printing	With specific information about each products/services and its detailed description	12	1200	1	14,400	4,320	10,080
4	Resource person cost for designing promotional materials	Per day cost for designing the promotional materials; External, to be hired by the company	5000	4	1	20,000	6,000	14,000
Sub Total						119,400	35,820	83,580

