



COMMONWEALTH of LEARNING

Learning for Sustainable Development

October 22, 2020

Ref: C21-122

Rev. Dr U. Godwin Rufus, SJ
Principal
Arul Anandar College
Karumathur
Madurai 625 514
INDIA

E-mail: acpraac@gmail.com

Dear Reverend Rufus:

Re: Capacity Building of Farmers and Networking of Farmers' Organisations and Upscaling the Idea of L3F in the Academic Institutions

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 academic institutions in India.

1.0 Statement of Activities for AAC

- 1.1. AAC in accordance with the Results Based Management Framework (Annex 1) shall undertake the following activities:
 - 1.1.1. strengthening the ongoing mobile based continuous learning of farmers in Madurai district with a target of reaching 2000 farmers;
 - 1.1.2. training and capacity building of 30 farmers of Coconut Farmers Producer Organization (FPO) on producing and marketing of coir pith as a soil conditioner and networking with other three FPOs in Madurai district to form a L3F consortium;
 - 1.1.3. conducting Career Oriented Course (COC) on Multimedia for Lifelong Learning and ODL targeting 160 students (30% women students), and making efforts to replicate the course in other academic and training institutions;
 - 1.1.4. support to conduct MobiMOOC for 1500 farmers to address the learning need of the local farmers;
 - 1.1.5. content creation such as voice mails to promote mobile learning, multimedia content and you tube to upload in L3Fpedia.com as OER to promote farmers learning;
 - 1.1.6. organising a workshop for up scaling of Multimedia for Lifelong Learning (L3F) Open and Distance Learning (ODL) course in other colleges and Universities for 20 academic and training institutions;
 - 1.1.7. acknowledge COL's contribution by seeking approval from COL on how its name will be displayed;
 - 1.1.8. provide periodic updates to COL on a regular basis over the term of the agreement on the status of activities undertaken; and
 - 1.1.9. 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 16,500 (equivalent to INR 907,500) 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 Dr Moses Tenywa, Education Specialist: Agriculture & Livelihoods at mtenywa@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 June 30, 2021 with the following deliverables and timelines:
 - 3.1.1. provide evidence of strengthening the ongoing mobile based continuous learning of for 2000 farmers in Madurai district by January 29, 2021;
 - 3.1.2. provide evidence of training 30 farmers of Coconut Farmers Producer Organization (FPO) on producing and marketing of coir pith as a soil conditioner by March 31, 2021;
 - 3.1.3. provide evidence of conducting Career Oriented Course (COC) on Multimedia for Lifelong Learning and ODL targeting 160 students (30% women students) by March 31, 2021;
 - 3.1.4. provide evidence of training 1500 farmers using mobiMOOC technology to address the learning need of the local farmers by March 31, 2021;
 - 3.1.5. provide evidence of creating 600 new voice mail, 25 multimedia and 25 YouTube contents prepared by March 31, 2021;
 - 3.1.6. provide evidence of organizing a joint workshop with 20 academic and training institutions by June 30, 2021; and
 - 3.1.7. consolidated final report, using COL's reporting templates, covering 1.1.1 to 1.1.8 with audited financial statements by July 30, 2021.

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 16,500 (equivalent to INR 907,500) based on the attached budget at Annex 1 shall be paid as a contribution by COL in 3 instalments to AAC as outlined below:
 - 5.1.1. first instalment of CAD 8,000 shall be paid as an accountable advance following receipt of the signed agreement and invoice;



- 5.1.2. second instalment of CAD 7,000 shall be paid upon receipt and acceptance by COL of the report as outlined under 3.1.1 by March 31, 2021; and
 - 5.1.3. final instalment of up to CAD 1,500 shall be paid upon receipt and acceptance by COL of the deliverables as outlined under 1.1.1 to 1.1.9 by June 30, 2021 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 I 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,

D McEachern

Doris McEachern
Director: Finance, Administration & Human Resources

[Signature]

Rev. Dr U. Godwin Rufus, SJ
Principal
Arul Anandar College
Principal
Arul Anandar College (Autonomous)
Karumathur

27/10/2020
Date

Attachment/a: Annex
COL Internal Reference Only: 21-LH2-212 MT/ps
Total contribution value: CAD 16,500



Annex

Activities	Outputs	Immediate Outcomes	Output/Outcome Indicators	Means of Verification (Supporting Evidence)	Timeline	Budget for Activities (INR)
<p><u>Activity 1</u> Strengthening the ongoing mobile based continuous learning of farmers in Madurai district</p>						95,000
<p><u>Sub Activity 1</u> Orientation meeting with the Coconut Producer organization and other selected FPOs about the objective and activities of the mobile learning programme 1 X 15000 = 15,000</p>	<p>Around 30 leaders of the FPOs are oriented for mobile based learning and related activities</p>		<p>Understanding /Involvement in L3F among the farmers/shareholders of FPOs increased</p>	<p>Meeting reports, photos, attendance list of the participants</p>	<p>November 2020</p>	<p>15,000</p>
<p><u>Sub Activity 2</u> Linking of 2000 farmers for mobile learning and strengthening of the existing network (2000 farmers x @ Rs.40= 80,000) (includes individual visit to FPOs, meetings conducted for capacity development of FPO for implementing L3F</p>	<p>2000 farmers linked for learning through mobile, the learners are from socially and economically backward communities. 30% of the learners are women farmers</p>	<p>Farmers undergo continuous learning to address problems in Agriculture and FPOs management</p>	<p>2000 participants are reached with quality learning resources through mobile learning</p>	<p>Data base of 2000 learners Learners Need a assessment report and list of needs identified Pictures and reports of field visits conducted for need a assessment</p>	<p>October 2020 to April 2021</p>	<p>80,000</p>



<p><u>Activity 2</u></p> <p>Capacity Building of Coconut Farmers Producer Organization (FPO) and networking with other three FPOs in Madurai district</p> <p><u>Sub activity 1</u> Training on producing and marketing of coir pith, a byproduct of coconut for the directors and selected members of Coconut Farmers Producer Organization (FPO) 30 participants will be given two days training by an institution producing coir pith Travel & Hospitality $30 \times 1500 = 45000$</p> <p>Honourarium for resource persons $2 \times 5000 = 10000$</p> <p><u>Sub activity 2</u> Networking with three other FPOs</p> <p>Two meetings of FPOs to create the network and to promote mutual sharing and planning for partnership to</p>	<p>30 coconut FPO leaders developed capacity building on producing & marketing coir pith</p> <p>Networking of 4 four Madurai district FPOs created</p>	<p>Gaining technical knowledge on producing and marketing coir pith by FPO leaders</p> <p>Farmers of coconut FPO come to know the production process of coir pith, machineries involved in the process and market value of the product</p> <p>Consortium of four FPOs established</p> <p>Sharing of experiences and</p>	<p>Expansion of business and increase in the profit</p> <p>Knowledge sharing among new partners</p> <p>Expanding their business activities and linkages with coir pith industry</p> <p>Mutual sharing experiences in managing the business activities and working together</p>	<p>Invitation, list of participants, details of resource persons, feedback of participants Pictures of the training programme</p> <p>Annual financial statement</p> <p>Invitation, list of participants, attendance list</p>	<p>January 2021-February</p> <p>December February 2020- April 2021</p>	<p>115,000</p>
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<p>identify business opportunities</p> <p>40 leaders will be participating in each meeting</p> <p>40 X 750 = 30000 Two meetings = 60000</p>	<p>Identified areas for mutual sharing and learning and business opportunities</p>	<p>planning of partnership</p> <p>Partnership learning and adopting the successful strategies of other FPOs in their business</p>	<p>New partnership developed</p>	<p>and details of resource persons, feedback of participants</p>		
<p><u>Activity 3</u></p> <p>Conducting Career Oriented Course (COC) on Multimedia for Lifelong Learning & ODL for 40 Students in AAC and Upscaling of L3F in the Academic Institutions</p> <p>Sub-Activity 1 1. Conducting COC on Multimedia for Lifelong learning and ODL in AAC</p> <p>40 students (minimum 10 girls) will be enrolled</p> <p>40 X 6000 = 240000</p>	<p>160 students enrolled for COC on Multimedia for Lifelong learning and ODL</p> <p>40 students trained on L3F and ODL methods</p>	<p>Four partners conducting COC on Multimedia for Lifelong learning and ODL</p> <p>Students learned employability skills</p>	<p>Replication of COC in other colleges</p> <p>More number students learning L3F</p> <p>Follow up on the Employment status of the students and their enrollments in PG courses</p>	<p>List of students enrolled</p> <p>Class schedule Attendance register</p> <p>Data on field visits arranged and other training given</p>	<p>October 2020 – April 2021</p> <p>October 2020 – April 2021</p>	<p>350,000</p>



<p>Sub-Activity 2 Supporting and strengthening the other three colleges started COC (St. Xavier's, Loyola-Mettala & Loyola-Vetta valam) last year for self-replication</p>	<p>120 students trained on L3F and ODL methods</p> <p>20 faculty members developed capacity building course on L3F</p>	<p>Continuation of COC in the four colleges</p> <p>Teachers developed capacity to conduct the course continuously</p>		<p>List of students enrolled</p>	<p>December 2020 and February 2021</p>	
<p>Sub-Activity 3 Two meetings to plan and review about COC with the faculties from the four colleges</p> <p>20 faculty members will be participating Travel 20 X 1000 = 20000</p> <p>Local Hospitality 20 X 750 = 15000 Total = 35,000/meeting 35000 X 2 = 70000</p>	<p>Two meetings conducted</p>			<p>List of faculty participants</p> <p>Meeting reports feedback from faculty and students</p>		
<p>Sub-Activity 4 Experience sharing and way forward - Two visits to four colleges conducting COC 4 X 2 X 5000 = 40000</p>	<p>Two visits to four colleges done and plan for way forward</p>					



<p><u>Activity 4</u> Support to conduct a MobiMOOC for 1500 farmers to address their learning need Sub activity 1 Farmers sensitization and awareness creation meeting – 10 meeting x 2500 = 25000 Sub activity 2 Focus Group Discussion for learning needs assessment 10 meetings x 1500 = 15000 Sub activity 3 Content preparation Sub activity 4 Poster creation – 200 posters x 100 = 20000</p> <p>Call Centre facility to regularly attend learners needs and monitor</p>	<p>1500 farmers/learners gained knowledge about the particular topic</p> <p>Queries of the learners are promptly addressed</p>	<p>Farmers knowledge and skill enhanced to address the problems in the field.</p>	<p>Farmers practice sustainable farming practices</p> <p>Number of queries responded</p>	<p>Learners list Reports and photos Posters printed Learners status data from service provider Analyzed reports are also available</p> <p>Call centre register</p>	<p>December 2020 to January 2021</p>	<p>60,000</p>
<p><u>Activity 5</u> Content creation voice mail for mobile learning, social media and L3Fpedia.com as OER platform Sub activity 1</p>						<p>155,000</p>



<p>Preparation of need based 600 voice messages @ Rs. 50 = 30000</p> <p>Sub activity 2</p> <p>Preparing and uploading of 25 multimedia contents 25 X 2500 = 62500</p> <p>Sub activity 3</p> <p>Preparing and uploading of 25 YouTube as learning materials 25 X 2500 = 62500</p>	<p>600 new voice mail contents – to address the new learning needs identified</p> <p>25 multimedia and 25 youtube prepared and uploaded as OER</p>	<p>Need based voice mails developed and disseminated.</p> <p>Provide learning support as OER</p>	<p>New areas of learning identified, and new contents developed</p> <p>Regular posting of contents Increase the number of likes, shares and downloads.</p>	<p>No of voice mails developed – audio files</p> <p>Contents created and uploaded Content validation certificates</p> <p>Number of likes and shares</p>	<p>September 2020 to April 2021</p>	
Contingencies	15% of the project cost to meet the expenses of travel, communication, report preparation, etc.,					130,000
Total	Total Budget COL agrees to contribute up to CAD 16,500 or INR 907,500 towards the budget					1,000,000 907,500 COL portion
<p><u>Activity 6 Rn Contract Ref C20-113 will also be completed under the initial agreement as follows.</u></p> <p>Organising a workshop on up scaling of Multimedia for Life Long Learning and ODL course in other colleges and Universities</p>	<p>20 academic institutions sensitized on L3F and DOL course</p>	<p>New colleges and university departments starting</p>	<p>Colleges and university departments participated in the workshop</p>	<p>Participants' registration list</p>	<p>February or March 2021</p>	<p>225,000 to be met</p>



<p>Identification of 20 potential partners, conducting two-days workshop, preparing workshop report and follow up plan</p> <p>Travel 20 X 5000 = 100000</p> <p>Local hospitality 20 X 5000 = 100000</p> <p>Conference kit, documentation and other expenses - 25000</p>	<p>Workshop report and follow up plan</p>	<p>the course with the support of AAC</p>	<p>showing interest to start the course</p>	<p>Workshop programme</p> <p>Workshop report Resource materials shared</p>		<p>From funds held on account with AAC from C20-113 and where a final amount is payable by COL per the payment terms.</p> <p>This amount does not form part of this new agreement.</p>
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Section 5: Outputs and Outcomes

Please describe how the activities will lead to the outcomes (Theory of Change):

AAC is located in the backward region of the state and working for poor and marginal farmers, rural women, rural girls and students from marginalized communities. Farmers in this region get poor income, lack resources and multiple livelihood opportunities.

AAC- ACPR intends to create more livelihood opportunities for farmers and farm laborers and to increase their family income. It tries to achieve this goal by training them on capacity building, skill development, continuous learning, creating farmer collectives through social mobilization, developing entrepreneurial skills and promoting sustainable agricultural practices.

Coconut FPO leaders will be trained on production and marketing strategies in coir pith business. A consortium of FPOs will be created. Consortium will give collective strength it will help to facilitate mutual support for better management of FPOs, sharing of their managerial, technical knowledge, increase the opportunities and achieve scale in business. ACPR will conduct need assessment and create new contents for farmers learning. Continuous learning of farmers through mobile learning methods and gaining new knowledge will help them to perform sustainable agricultural practices and convertible farming as profit making enterprise. Rural students and girls will develop the employability skills through the COC on multimedia for lifelong Learning and ODL. It will help them in getting employment. Through sustained efforts AAC will help other institutions to replicate L3F course and increase the number of students trained on L3F concept and method.



Project Outcomes (extracted from RBM Framework in Section 3):

	Outcome Statement	Target to be Achieved (#)	Link to COL's Outcomes (Refer to Annex 1)
Immediate Outcome 1	Mobile network effectively supporting the farmers continuous learning to meet farmers learning needs 2000 farmers involved in continuous learning to address problems in Agriculture and successful management of FPOs	2000 farmers - small and marginal holder and 30% of them are women farmers	Continuous learning of the farming communities through mobile based learning Understanding /Involvement in L3F among the FPOs increased
Immediate Outcome 2	Expansion of business activities and marketing by the Coconut FPO and increase in the profit FPOs consortium – supporting mutual sharing of experience, knowledge, business opportunities and increase in the scale of business	30 coconut FPO leaders developed capacity on production & marketing coir pith Creating a consortium of four FPOs (3 new FPOs and the existing coconut FPO)	FPO leaders were enabled to take new initiatives in their business and marketing A consortium of FPOs working together and creating learning opportunities among themselves.
Immediate Outcome 3	Four colleges conducting COC on Multimedia and Lifelong Learning and ODL Up scaling of L3F in the Academic Institutions	Four colleges conducting COC courses 160 students (30% girls) trained on employability skills through this course	Rural students and students of marginalized communities getting opportunities for employment and livelihoods. New institutions engaged in implementing the L3F courses
Immediate Outcome 4	Farmers knowledge and skill enhanced to address the problems in the field	1500 farmers will learn through MobiMOOC	Farmers practice sustainable farming practices
Immediate Outcome 5	Learning materials developed as voice mails, multimedia contents and YouTube developed and disseminated	600 Voicemails 25 Multimedia Contents 25 YouTube videos	Supporting farmers to gain knowledge in agricultural practices and enhance the livelihood security
Immediate Outcome 6	New colleges and university departments starting the course with the support of AAC	Some new institutions will start the course on L3F and ODL	Replication of the concept and method of L3F and adopted by more institutions



Project Outputs (extracted from RBM framework in Section 3):

	Output Description	Target to be achieved (#)
Output 1	2000 farmers involved in continuous mobile learning to address the problems they face in agriculture and livestock management	2000 small and marginal holders and agricultural labourers (minimum 30% of the learners will be women farmers)
Output 2	Capacity building of FPO leaders on production and marketing coir pith Creating a consortium of FPOs – Coconut FPO coordinating with other three well-functioning FPOs in Madurai district - Sharing of experiences and learning among FPOs	30 FPO leaders developed capacity building Consortium of four Madurai district FPOs created 40 leaders and members from the four FPOs will be oriented on how to facilitate mutual sharing and learning among the FPOs
Output 3	AAC continuing to conduct COC on Multimedia for Lifelong Learning and ODL AAC supporting the existing partner colleges in continuing the COC on Multimedia for Lifelong Learning and ODL	40 students (10 girls) enrolled in COC on Multimedia for Lifelong Learning and ODL 4 colleges continue to conduct COC Enrollment of 120 (4X30) students (30 girls) for the COC on Multimedia for Lifelong Learning and ODL in selected four colleges
Output 4	Organizing a MobiMOOC on a selected topic identified through learning need assessment conducted with the farming communities	Conducting a MobiMOOC on selected topic Enrollment of 1500 farmers for MobiMOOC
Output 5	Preparing voicemails, multimedia contents and YouTube videos, uploading the same content on L3Fpedia.com, Facebook and YouTube and sharing with the L3F partners	600 Voicemails 25 Multimedia Contents 25 YouTube videos
Output 6	New institutions showing interest to start L3F and ODL course	20 academic and training institutions will be oriented on L3F and ODL course through conducting a workshop



COL's Outcome Statements – Annex (continued)

LONG-TERM OUTCOMES (IMPACT)

- LTO 1) Number of additional people with significantly more productive and healthy lives lead in a sustainable manner
- LTO 2) Number of additional people (disaggregated) that access and use quality learning opportunities
- LTO 3) Number of organisations with significantly improved capacity to leverage ODL

SUB-OUTCOMES (INTERMEDIATE OUTCOMES)

- 1_a) More people become lifelong learners, achieve educational mobility, employment, entrepreneurship, and enhanced opportunities for livelihoods.
- 1_b) Learners, particularly from marginalised groups, are empowered and have the ability to make life choices.
- 1_c) Learners are able to take informed decisions and responsible actions for environmental conservation.
- 2_a) Learners successfully complete programmes which are relevant to sustainable development.
- 2_b) Increased participation of boys/girls and women/men from marginalized communities and disadvantaged groups in quality education and learning.
- 3_a) More organisations implement quality ODL and technology enabled learning systems and practices
- 3_b) More enabling frameworks and strategies for ODL/OER in place
- 3_c) More institutions/organizations engage with diverse stakeholders in the labour market, financial institutions, civil society to offer quality learning opportunities.