

LETTER OF AGREEMENT

between

International Rice Research Institute (IRRI)

and

AVA Development Society (AVADS)

I. Project description

Project Title:	Baseline study of the One CG Asian Mega Deltas (AMD) Initiative in Bangladesh
PLA ID:	C-2023-222
Agreement ID:	A-2021-133
Name and address of partner institution:	AVA Development Society (AVADS) Gopalpur, Lalpur, Natore, Bangladesh
Name of IRRI Scientist/Project Leader and contact details:	Dr. Humnath Bhandari Country Representative - Bangladesh & Senior Scientist II - Agricultural Economics International Rice Research Institute (IRRI) Email: h.bhandari@irri.org
Collaborating scientists/position title/contact details:	Md. Mesbahul Haque Program Coordinator AVA Development Society (AVADS) Email: mesbahulh@gmail.com
Project Activities:	Activities to be implemented by AVADS: 1. Recruit and supervise enumerators, field monitoring officers and field coordinators in consultation with the IRRI research team 2. Help organize and facilitate enumerator's training workshop in Bangladesh in coordination with IRRI research team. 3. Establish a village list containing validated names of farmers and their key information (location, contact number, farming system, landholdings etc.) from 80 to 100 villages in Barishal and Khulna divisions to inform the sampling design of the study such as but

International Rice Research Institute

IRRI is a member of the CGIAR Consortium

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not limited to.

4. Organize, schedule, and spearhead the following data collection activities:

a. Farm household survey for 1,500 households;

GUIDELINES/PROTOCOLS FOR ACTIVITY 4A:

- From the village listing produced in Activity 3, the IRRI research team will do random sampling to identify the sample 1,500 farm households and additional sample as replacements in case of initial sample households' unavailability.
- Prior to the interview, AVADS shall coordinate (*using the village listing produced from Activity 3*) with local officials/farmer leaders and the farmer-respondents to agree on the interview schedule to ensure that farmers are available for interview.
- If in case the farmer-respondent becomes suddenly unavailable, AVADS shall interview nearby sample farmer-respondents (from the initial list of samples). To compensate for the number of farmers unavailable and hit the target number of respondents, AVADS shall schedule an interview with sample farmer-respondents that were randomly selected as replacements. - AVADS shall give a small token of appreciation to the respondents at the end of the interview. Information about the token shall not be disclosed to the respondents prior to the interview.

a1. Collect GPS data/measurement of the main plots of 1,500 farming households;

GUIDELINES/PROTOCOLS FOR ACTIVITY A1:

- Once the location of the main plot is determined, the enumerator with consent of the farmer respondent or together with the farmer respondent must go physically to the main plot to collect GPS data/measurement.

If the operator can enter easily into the field (b). The center of the field is geotagged, and the approximate radius of the homogeneous area is recorded. 1 ha circle should be a radius of approximately 55 m and 2 ha a radius of 80 m.

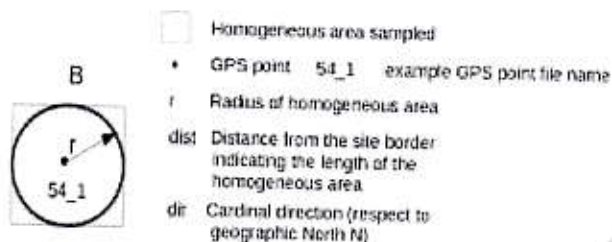


Figure 1. Field delineation with the GPS device

Equipment: Handheld GPS=Garmin Montana 680. Preferably tagged. (ex. Device ID 1-10)

Who: Supervisor= GPS Data collector / Enumerators = Tablet using CAPI

GPS Setting: Setup and calibration

- Need to Calibrate if device is **new** or if you are in a **different location** (Country)
 - o Setup>Heading>Calibrate Compass
 - o Follow instruction (rotation of device) until complete
- Check Date/Time & Language
 - o Setup>Time>Time Format = 24 Hour
 - o Setup>Time>Time Zone = Automatic
- Units: Setup>Units
 - o Speed distance = Metric
 - o Vertical Speed = Metric (m/min)
 - o Elevation/Depth = Meters
- Position Format: Setup>Position Format
 - o Position Format = Decimal Degrees (hddd.ddddd)
 - o Map Datum = WGS 84 (universal coordinate ref. system)
 - o Map Spheroid = WGS 84 (universal coordinate ref. system)

Satellite (before starting to collect check Satellites first)

- Main menu> Satellite (if more than 4 it is acceptable)
- Take note of N(Lat) E (Long) and GPS m (accuracy)

Waypoint averaging – Field list must be provided (RMS SPIA Panel HHID list) to the GPS collector and should match with GPS Device ID and Waypoint ID generated by the GPS (Table 1)

- Go to the center of the field
- Select Waypoint Averaging>Create Waypoint
- Take note of the Waypoint ID
- Average Time >30 seconds (is enough)
- More accurate if Sample Confidence is 100% (this may take some time)
- Click Save
- Take notes on the field list table

Export data

- Use Garmin Basecamp to download
- Enumerators must enter the GPS information to the Interviewer app base the Field listing and according to the HHID. (**Note that this is critical**)
- Enumerators can also Tap or get the GPS info while using the tablet as part of the validation process (should be in the Farmers plot not home).
- Further validation: Exported data from Garmin can also be aggregated using STATA if the dataset was already exported or completed.
- If enumerators gather the GPS then the device must be strictly assigned to them (not transferable).

Interview 500 wives from 500 households (out of the 1,500 households);

GUIDELINES/PROTOCOLS FOR ACTIVITY 4B:

- Utilizing the data gathered from the 1,500 farming households interviewed, the IRRI research team will do random sampling to identify 500 wives and additional samples as replacements in case of initial sample women's unavailability.
- AVADS shall target and interview wives of husband/male respondent interviewed from the 1,500 sample households.
- Prior to the interview, AVADS shall coordinate (*using the household's*

contact number from Activity 3 and Activity 4A) with the sample household/ wife to agree on the interview schedule to ensure that they are available for the interview.

- If in case women-respondents become suddenly unavailable, AVADS shall interview nearby sample women-respondents (from the initial list of samples). To compensate for the number of farmers unavailable and hit the target number of respondents, AVADS shall schedule an interview with sample women-respondents that were randomly selected as replacements. - The interview/survey with women-respondents shall be done separately from the 1,500- household survey. During the interview, AVADS shall ensure that women-respondents are free from any interference or influence from the husband/male household member.
- AVADS shall ensure that female enumerators will interview the wife.
- AVADS shall give a small token of appreciation to the respondents at the end of the interview. Information about the token shall not be disclosed to the respondents prior to the interview.

c. Conduct ground-truthing of 500 plots (IRRI select locations/ villages);

GUIDELINES/PROTOCOLS FOR ACTIVITY 4D:

- IRRI research team shall provide the target locations/villages for ground-truthing activities to AVADS. For each location/village identified, the target number of farmers/plots cultivating each priority crop (e.g. maize, sunflower, mungbean) shall be determined by the IRRI research team.
- Utilizing the village listing, AVADS shall conduct short interviews with farmers purposively selected from each location/village to collect information on crops cultivated, date of planting, date of harvest, area of cultivation and location of the main plot during a specified season (to be determined by IRRI research team).
- AVADS enumerators shall personally go to the location of the main plot of the farmer respondent and collect GPS data/measurement (refer to protocols for Activity 4C)
- AVADS shall ensure that all the locations/villages and crops identified by the IRRI research are validated with farm information specified above and with GPS data measurement.

5. Monitor and ensure successful and complete data collection of enumerators using Survey Solutions in Andriod tablets. Coordinate follow-up data collection as needed.

6. Regularly update the IRRI research team on the status of data collection activities

7. Participate in any project-related activities (e.g. preparatory work such as planning, pre-testing of questionnaires, sampling workshop) not specified above as may be required by IRRI

- See Annex 2 for breakdown of budget

Research Location (City and Country)	In at least 80 villages from at least 18 districts in Barishal and Khulna divisions in Bangladesh
Commencement date:	01 November 2023
End date:	31 July 2024
Total budget:	BDT 5,994,000.00

II. Reporting Schedule

	Due Date	Report Type	Title of Report
1	15 December 2023	Technical	First progress report (status of data collection)
2	31 December 2023	Financial	Year End Financial Report
3	31 March 2024	Financial	Second Financial Report
4	30 June 2024	Technical	Final Technical Report
5	31 July 2024	Financial	Final Financial Report

III. Payment Schedule

	Currency	Amount	Due Date
1	BDT	5,394,600.00	(90%) Upon signing of the letter of agreement
2	BDT	599,400.00	(10%) Upon submission of the final technical and financial report

- 3.1 Funds shall be used exclusively for the purpose of implementing the project activity. Within thirty (30) days after completion of the activity, **AVA Development Society (AVADS)** shall return to IRRI any unutilized funds, which must be reflected in the financial statements. Financial report must follow the template as in the attached Annex 1 certified correct by the partner's authorized signatory for Finance. All Financial reports must be submitted via email to the following email address: subgrantreports@irri.org.
- 3.2 First payment shall be processed upon receipt of the signed LOA, subject to availability of funds. Subsequent releases, if any, will be subject also to availability of funds from the CGIAR Fund, liquidation of at least 75% of the released funds, satisfactory delivery of agreed outputs/milestones, and satisfactory narrative and financial reports.
- 3.3 The partner institution shall not spend more than the amount of this agreement unless seconded by an amendment.

IV. General conditions

- 4.1 Results of the collaborative research will be jointly published in the public interest, to maximize impact. In case one of the Parties decides to protect valuable Foreground IP, the Parties will agree on suitable timeframe for publication.
- 4.2 The recipient shall keep all the documents and records related to this grant for the period of four (4) years after termination of the grant. IRRI or its duly authorized representative shall, within the project and aforesaid periods, have access to any of recipient's records related to this agreement to monitor and conduct evaluation of operations which may include: a visit by personnel or designee to observe recipient's structure and a review of financial and other records for the purpose of conducting audits.
- 4.3 The reporting requirements of the main donor CGIAR Fund for the project supporting this subcontract, shall be deemed as incorporated in this LOA. IRRI and **AVA Development Society (AVADS)** shall coordinate and cooperate in gathering documents that may be required by the main donor in approving the costs associated with this LOA.

4.4 Intellectual Property Conditions

- i. All research materials used in the collaboration will be transferred using appropriate Material Transfer Agreements (hereinafter 'MTA') including SMTA¹ in line with CGIAR guidelines. Further, the transfer of biological materials, including breeding materials and germplasm, will be subject to pertinent stewardship, biosafety and bioprospecting laws, rules, and regulations. For incoming materials, IRRI may use such materials for non-commercial research and/or education purposes, and in this case, will give full credit to the source of the materials.
- ii. All Foreground IP, joint R&D results including data gathered in the course of, and as a result of, the implementation of the project such as, but not limited to reports, articles, research papers, data bases, tri-media presentations including joint R&D project outputs, joint R&D discoveries, joint R&D inventions and its digital copies (soft copies), shall be subject to the CGIAR Principles on the Management of Intellectual Assets ("CGIAR IA Principles")²:

Management of such IP shall also be in accordance with IRRI's Intellectual Property and Commercialization (IP&C) Policy.
- iii. The ownership of the intellectual property that existed prior to the commencement of this LOA ("Background IP"), held by one Party, shall remain the full property of that Party, and shall not be altered or transferred by virtue of this Agreement. This LOA does not confer any right on the use of the Background IP of either Party.
- iv. IRRI and **AVA Development Society (AVADS)**, agree that the results of the collaborative research and/or the Foreground IP can be used:
 - a. for non-commercial research and training conducted by IRRI and by 3rd party public research institute (hereinafter referred to as "Research Exemption"); or
 - b. for use in the event of a national or regional food security emergency limited to the duration of the emergency (hereinafter referred to as "Emergency Exemption"); or

¹ <http://www.fao.org/3/a-bc083e.pdf>),

² <https://library.cgiar.org/bitstream/handle/10947/4486/CGIAR%20IA%20Principles.pdf?sequ%20ence=1>

- c. for use in teaching activities by academic organizations (hereinafter referred to as "Teaching Exemption").
- v. Foreground IP generated in collaborative research shall be managed with the aim of reaching and achieving the greatest positive impact for the benefit of the rice farmers and rice food security
- vi. Each of the parties is free to use all data and information developed under this Agreement for the enhancement of their respective academic and research programs. Whenever applicable, the principal authors, researchers, and project leaders from both Parties shall be identified, recognized, and included in any publications arising from the joint R&D projects.

4.5 Confidentiality

- a. A receiving Party (hereinafter "Recipient") shall not disclose Material marked "Confidential" or "Proprietary" to any third party nor use such Confidential Information for any purpose other than that given without written permission from the other Party.
- b. The Recipient shall use the same degree of care to protect Confidential Information received under this Agreement as it uses to protect its own information of a similar nature, but in any event not less than reasonable care under the circumstances.
- c. The Confidential Information shall be excluded from confidentiality if the Recipient can demonstrate that (a) it had possession of the information prior to disclosure; or (b) the information generally is available to the public at the time of disclosure, or becomes generally available, after disclosure, through no fault of Recipient; or (c) Recipient receives the information from a third party having the right to the information and who does not impose confidentiality.

4.6 Termination

Either Party may terminate this agreement unilaterally by giving notice of its intention to terminate at least thirty (30) days in advance of the intended effective date of termination. The **AVA Development Society (AVADS)** will refund to **IRRI** the grant funds if **AVA Development Society (AVADS)** terminates this agreement before it expires.

The parties have hereunto affixed their signatures on the dates indicated below to signify their conformity to the conditions set forth in this Letter of Agreement.

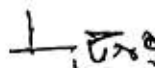
For the
International Rice Research Institute (IRRI)



Mr. Benedict Pamatmat
Head, Portfolio Development & Management
Office

Date: 13 November 2023

For the
AVA Development Society (AVADS)



Md. Moklasur Rahman
Executive Director

Date: 14.11.2023

Bank information:

Payment for the account of:	AVA Development Society
Bank Account Number:	09712100020081
Currency:	BDT
Bank Name and Address:	EXIM Bank Ltd., Lalpur Branch, Lalpur, Natore
Swift Code:	EXBKBDDH