



# SRI PADMAVATI MAHILA VISVAVIDYALAYAM

(WOMEN'S UNIVERSITY)

TIRUPATI - 517 502, ANDHRA PRADESH

The Registrar  
Sri Padmavati Mahila Visva Vidyalayam  
TIRUPATI  
To

SPMVV/Estt./A/YLP/2016

Date : 20-05-2016

Mr. Ingrid Jooren,  
Administrative Coordinator, Young Lives,  
Oxford Department of International Development,  
3 Mansfield Road  
Oxford OX1 3TB,  
University of Oxford, UK.  
Tel: +44(01865)281751  
E-mail: [Ingrid.jooren@qeh.ox.ac.uk](mailto:Ingrid.jooren@qeh.ox.ac.uk)

Sir/Madam,

Sub:- Teaching Establishment – YLP – Extension of contract –  
Sending the agreement duly signed – Reg.

Ref:- Vice-Chancellor's orders dated: 18-05-2016

\* \* \*

I am by direction to enclose herewith the agreement for extension of Young Lives Project from April' 2016 to March' 2017 for your information and necessary action.

Yours faithfully,

  
REGISTRAR

Copy to Prof. V.Uma, Lead Qualitative Researcher, Young Lives Project,  
Dept. of Social Work, SPMVV.

## CALL DOWN AGREEMENT

THIS AGREEMENT dated 18.5.2016 but effective as of the Effective Date (as defined below) is made BETWEEN:

(1) THE CHANCELLORS MASTERS AND SCHOLARS OF THE UNIVERSITY OF OXFORD who administrative offices are at Wellington Square, Oxford OX1 2JD ("the University"); and

(2) SRI PADMAVATHI MAHILA VISVAVIDYALAYAM, whose administrative offices are at Tirupati-517502, Andhra Pradesh, India ("Sub-contractor ")

### WHEREAS

The University and the Sub-contractor entered into a collaborative framework agreement dated 14 October 2010 (the "Collaborative Framework Agreement"). The University and the Sub-contractor wish to collaborate in pursuance of the Project, under the terms and conditions of the Collaborative Framework Agreement which shall apply to this Call Down Agreement as if expressly incorporated herein. Any capitalized terms not defined in this Call Down Agreement shall have the meaning set forth in the Collaborative Framework Agreement.

1. The Sub-contractor shall undertake the Research Work as set out in Annex 1A to this Call Down Agreement and submit quarterly reports on its progress.
2. Pursuant to clause 2.5 of the Collaborative Framework Agreement, the Sub-contractor will nominate Professor Uma Vennam as Coordinator.
3. The Research Work shall commence on 1 April 2016 ("the Effective Date") and will be completed by 31 March 2017 (the "Research Work Period"), unless an alternative date is agreed in writing between the parties or this Call Down Agreement is terminated in accordance with clause 9 of the Collaborative Framework Agreement.
4. The University shall pay the Sub-contractor for its actual costs incurred in the performance of the relevant Research Work subject to the maximum amount of £30,198 (thirty thousand and one hundred and ninety eight pounds sterling). Payments will be made quarterly in arrears.
5. The Sub-contractor will carry out the Research Work within the agreed budget as set out in Annex 1B and send the University a quarterly statement of actual expenditure incurred in undertaking the Research Work in accordance with Clause 3 of the Framework Agreement.
6. Any Special Conditions set out in Annex 2 shall apply to the Research Work carried out under this Call Down Agreement.

## ANNEX IA: THE RESEARCH WORK

Young Lives schedule of work and deliverables 2016-17

|  |   |
|--|---|
| <b>Name of partner:</b>                | SPMW Andhra Pradesh India   |
| <b>Period covered:</b>                 | 1 April 2016 – 31 March 2017  |
| <b>Overall purpose of Young Lives:</b> | Young Lives evidence influences policy and practice in the Young Lives study countries and globally with the aim of reducing childhood poverty and inequality   |
| <b>Outputs:</b>                        | <ol style="list-style-type: none"> <li>1. High quality research and policy outputs providing new evidence on the causes and consequences of childhood poverty</li> <li>2. Key stakeholders engage with YL research and policy findings</li> <li>3. High quality, child-focused, longitudinal data is collected and made widely available for research and analysis</li> </ol> |

| Output 1: Research and policy analysis and outputs (including research papers, policy papers)   |   |         |         |         |         |          |
|---|---|---------|---------|---------|---------|----------|
| Priority papers   | Details/sub-activities                                  | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | Comments |
| Uma Vennam, Anuradha Komanduri, Virginia Morrow: Report on trajectories through school, work and marriage/motherhood (Ref: 15-017-a (Hewlett-funded paper)) | Final draft and respond to reviewers comments           |         |         |         |         |          |
| Gina Crivello and LQRs including Uma Vennam: Negotiating closure at the end of Qualitative Longitudinal Research (Ref: 15-018-a)                            | Input into paper as requested                           |         |         |         |         |          |
| Jen Roest and Uma Vennam: Report based on CIFF funded qual sub-study on early marriage (Ref: 16-009-a)  | Uma to contribute to report as requested by lead author |         |         |         |         |          |

| Output 2: External engagement with Young Lives stakeholders |   |         |         |         |         |  |
|---|---|---------|---------|---------|---------|--|
| Major activity  | Details/sub-activities  | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | Comments (including person(s) leading) |
| Support to Hewlett-funded sub-study in                      | Uma Vennam participate in Hewlett advisory group meetings, planning/dissemination as required |         |         |         |         |  |

|                                       |  |  |  |  |  |  |  |  |
|---------------------------------------|--|--|--|--|--|--|--|--|
| AP/Telangana                          | Uma Vennam to participate in CIFF consultation meetings, planning and dissemination, as required |  |  |  |  |  |  |  |
| CIFF-funded sub-study in AP/Telangana |  |  |  |  |  |  |  |  |

**Output 3: Tracking, survey design, piloting, field worker training, data collection, data management and data dissemination**

| Major activity  | Details/sub-activities   | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | Comments (including person(s) leading) |
|---|--|---------|---------|---------|---------|--|
| CIFF- funded qualitative sub-study on fertility decision making | Collaborate with Renu Singh, Sindhu Nambiath and Oxford researchers on design of sub-study (including protocols and sampling strategy) | x       | x       |         |         |  |
|   | Train fieldworkers and make preparations for fieldwork   |         | x       | x       |         |  |
|   | Undertake fieldwork  |         | x       | x       |         |  |
|   | Transcribe, translate and clean data and submit to Oxford  |         |         | x       | x       |  |
|   | Data Gathering Report  |         |         | x       | x       |  |

**Other activities e.g. capacity building**

| Major activity   | Details/sub-activities | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | Comments (including person(s) leading) |
|--|------------------------|---------|---------|---------|---------|--|
| Uma Vennam to attend Young Lives India events and meetings as required |                        | x       | x       | x       | x       |  |

**Ongoing activities for all partners**

- Working closely with the YL country director, country team partners and the Young Lives Oxford team including attending monthly country team meetings/international team meetings, etc.
- Building networks and alliances and representing Young Lives with stakeholders at Young Lives events, through meetings, informal conversations, etc.
- Disseminating Young Lives findings and research & policy papers including presenting papers at local and international conferences, seminars, etc.
- Keeping track of key stakeholders (government, civil society and donor): who they are, the issues they are concerned about, relevant events they are organising
- Keeping up to date with relevant child poverty policy issues within the country e.g. education and social protection.
- Commenting on / peer reviewing draft papers written by Young Lives colleagues, as requested
- Writing and/or commenting on text for annual reports, websites, technical notes, etc.
- Responding to queries and opportunities from external researchers, local media, funders, etc.
- Ensuring the Young Lives country websites are kept up to date

- Fulfilling Young Lives planning, monitoring, reporting and accountability requirements including agreeing annual work schedules and budgets, contributing to quarterly narrative reports, monitoring approved budgets, submitting quarterly financial reports and statements and commissioning an annual external audit (where an audit does not already exist)

**ANNEX 1B: THE AGREED BUDGET 2016-17 IN BRITISH POUNDS STERLING**

|                       |                                      |                     |         |    |
|-----------------------|--------------------------------------|---------------------|---------|----|
| Partner organisation: | Sri Padmavati Mahila Visvavidyalayam | Exchange rate used: | GBP 1 = | 95 |
|-----------------------|--------------------------------------|---------------------|---------|----|

| Budget category         | Detail  | Apr-Jun 2016 | Jul-Sep 2016 | Oct-Dec 2016  | Jan-Mar 2017 | Total 2016 - 17 |
|-------------------------|---|--------------|--------------|---------------|--------------|-----------------|
| Personnel               | Uma Vennam  | 1,105        | 2,137        | 2,653         | 1,105        | 7,000           |
|                         | Anuradha Komanduri  | 0            | 253          | 1,895         | 758          | 2,905           |
|                         | B.Radhika   | 505          | 505          | 505           | 505          | 2,021           |
|                         | A.Jayalakshmi   | 205          | 205          | 205           | 205          | 821             |
|                         | <b>Personnel sub-total</b>                                  | <b>1,816</b> | <b>3,100</b> | <b>5,258</b>  | <b>2,574</b> | <b>12,747</b>   |
| Research                | Activity 1:   | 0            | 211          | 4,642         | 4,105        | 8,958           |
|                         | <b>Research sub-total</b>                                   | <b>0</b>     | <b>211</b>   | <b>4,642</b>  | <b>4,105</b> | <b>8,958</b>    |
| Communications          | Activity 1:   | 0            | 0            | 0             | 0            | 0               |
|                         | <b>Communications sub-total</b>                             | <b>0</b>     | <b>0</b>     | <b>0</b>      | <b>0</b>     | <b>0</b>        |
| Travel                  | Local travel & subsistence (unrelated to research or comms) | 489          | 489          | 489           | 489          | 1,958           |
|                         | CIFF Dissemination Meetings                                 | 526          | 526          | 0             | 0            | 1,053           |
|                         | International Trip 1:                                       | 0            | 1,158        | 0             | 0            | 1,158           |
|                         | YL Advisory Board Meeting                                   | 0            | 0            | 0             | 526          | 526             |
|                         | <b>Travel sub-total</b>                                     | <b>1,016</b> | <b>2,174</b> | <b>489</b>    | <b>1,016</b> | <b>4,695</b>    |
| Recurrent               | <b>Equipment sub-total</b>                                  | <b>0</b>     | <b>0</b>     | <b>0</b>      | <b>0</b>     | <b>0</b>        |
|                         | Office rent   | 0            | 0            | 0             | 0            | 0               |
|                         | Office running costs (communications, stationery, taxis)    | 263          | 263          | 263           | 263          | 1,053           |
|                         | <b>Recurrent sub-total</b>                                  | <b>263</b>   | <b>263</b>   | <b>263</b>    | <b>263</b>   | <b>1,053</b>    |
| Capacity Building       |   | 0            | 0            | 0             | 0            | 0               |
| Monitoring & Evaluation |   | 0            | 0            | 0             | 0            | 0               |
| Sub-total               |   | <b>3,095</b> | <b>5,747</b> | <b>10,653</b> | <b>7,958</b> | <b>27,453</b>   |
| Overhead charge         | Percentage overhead 10%                                     | 309          | 575          | 1,065         | 796          | 2,745           |
| <b>TOTAL</b>            |   | <b>3,404</b> | <b>6,322</b> | <b>11,718</b> | <b>8,754</b> | <b>30,198</b>   |

## ANNEX 2: SPECIAL CONDITIONS

1. The Sub-contractor shall submit a budget estimate to the University for anticipated expenditure for the first quarter of the Research Work Period. Budget estimates shall be submitted to the relevant address for the University as set out in clause 10 of the Framework Agreement. Within a reasonable time after receipt and acceptance of the budget estimate, the University will advance funds to the Sub-contractor to cover the agreed anticipated expenditure for the first quarter.
2. At the end of the first and each subsequent quarter, the Sub-contractor shall submit to the University (i) a statement of actual expenditure incurred in the previous quarter and (ii) an updated budget estimate detailing anticipated expenditure for the next quarter. Within a reasonable time after receipt and acceptance of the updated budget estimate, the University will advance funds to the Sub-contractor to cover the agreed anticipated expenditure for the next quarter. Any funds which are unexpended for the preceding quarter will be reconciled against and deducted from the advance paid for the next quarter.
3. The Sub-contractor shall use any funds advanced under these Special Conditions solely for the purpose specified in the relevant Call Down Agreement and promptly return to the University, on its request, any funds which are unexpended at the end of the Research Work Period or which have been used for a purpose other than described in the relevant Call Down Agreement.

**SIGNED for and on behalf of  
THE CHANCELLOR, MASTERS AND  
SCHOLARS OF THE UNIVERSITY  
OF OXFORD**

Name: Eve Henshaw  
Senior Research Contracts Manager  
Humanities & Social Sciences  
Research Services

Position:

Signature:



**SIGNED for and on behalf of  
SRI PADMAVATHI MAHILA  
VISVAVIDYALAYAM**

Name: Prof P. Vijayalakshmi

Position: Registrar

Signature:

  
**REGISTRAR**  
**SRI PADMAVATHI MAHILA VISVAVIDYALAYAM**  
**(WOMEN'S UNIVERSITY)**  
**TIRUPATI-517 502**