



# COMMONWEALTH of LEARNING

*Learning for Sustainable Development*

August 2, 2016

**Ref: C17-040**

Dr. Srikant Mohapatra  
Vice- Chancellor  
Odisha State Open University  
Budharaja, Sambalpur  
Odisha-768004  
India

*E-mail: s.mohapatra@osou.ac.in; jk.sharma@osou.ac.in*

Dear Dr. Mohapatra:

## **Re: Developing Diploma in Multimedia and Animation**

Within the framework of the current Strategic Plan (2015-2021) of the Commonwealth of Learning (COL) to develop media and ICT skills courses for use by learners to improve their livelihoods, COL seeks to confirm through this Contribution Agreement ('the agreement') the support to be provided to Odisha State Open University (OSOU), to develop a skill-based programme on Multimedia and Animation. A summary framework of the plan is given in Annex-1.

### **1.0 Statement of Activities for Odisha State Open University (OSOU)**

#### **1.1. OSOU shall:**

- 1.1.1. develop a skill-based diploma programme on Multimedia and Animation, consisting of five courses and a project work;
- 1.1.2. undertake course development activity by identifying a team of experts for curriculum design and writing of the lessons/ units;
- 1.1.3. develop the curriculum covering available information related to the subject from respective sector skills councils in India, and in consultation to with experts;
- 1.1.4. organise one Course Writer Meeting for all the courses in Bhubaneswar by November 2016;
- 1.1.5. develop the texts using COL's instructional design template, and short 10 minutes video to cover the appropriate national occupational standards (wherever available);
- 1.1.6. organise a two days review meeting, for the materials developed, to finalise the contents;
- 1.1.7. submit to COL the peer reviewed, edited and finalised content in Words file and videos after taking into account the comments of the reviewers;
- 1.1.8. take steps to launch the skill development programmes by July 2017;
- 1.1.9. assign Dr. Jayanta Kar Sharma, Registrar, Odisha State Open University (email: jk.sharma@osou.ac.in) as the point of contact for COL for matters related to this agreement;



- 1.1.10. provide to COL information about enrolment as well as job placement of the learners in the courses developed with COL support;
- 1.1.11. acknowledge COL's contribution in all activities associated with this activity by displaying COL Logo and name;
- 1.1.12. provide periodic updates to COL on a regular basis over the term of the agreement on the status of activities undertaken;
- 1.1.13. evaluate the outcome of the work performed under this agreement using the following impact indicators in Annex-1; and
- 1.1.14. prepare a final report on completion of the activities, including lessons learnt, and submit along with the course materials to COL.

## **2.0 COL Responsibilities and COL Contact**

### **2.1. COL shall:**

- 2.1.1. contribute resources up to a maximum of CAD22,600 towards the statement of activities;
- 2.1.2. provide the services of an expert to facilitate the 2 days course writer's meeting, and review of the learning designs of the materials developed; and
- 2.1.3. provide the COL's instructional design template available at <http://oasis.col.org/handle/11599/469>

- 2.2. The COL staff member with whom OSOU should liaise on all matters related to this agreement shall be Dr. Sanjaya Mishra, Education Specialist, eLearning who can be reached by email at [smishra@col.org](mailto:smishra@col.org) or by telephone at 1+ 604 775 8261.

## **3.0 Deliverables and Timeframe**

- 3.1. The above agreement shall commence when both parties have signed the agreement and will continue to be in effect until April 30, 2017 with the following deliverables and timelines:

- 3.1.1 provide the report of the expert consultation and detailed unit-wise course contents, along with the list of expert course writers and the dates for the course writers' workshop by September 30, 2016;
- 3.1.2 report of the workshop of the Course Writers along with the number of lessons and videos to be developed per course by November 30, 2016;
- 3.1.3 complete courses (text and videos) along with the report of the review workshop by February 28, 2017;
- 3.1.4 submit to COL all the courses and video by 30 April, 2017; and
- 3.1.5 continuously report on the offer of the programme in regular intervals covering appropriate identity (email and/or mobile) of the learners, and their placement.

## **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. OSOU 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 CAD22,600 based on the attached budget at Annex 2 shall be paid as a contribution by COL in 2 instalments to OSOU as outlined below:
  - 5.1.1. first instalment of CAD16,000 shall be paid as an accountable advance following signature of this agreement (balance available with OSOU from the previous agreement #CA16-154 shall be adjusted); and
  - 5.1.2. final instalment of up to CAD6,600 shall be paid following completion 3.1.1 – 3.1.4 and receipt of a statement of accounts, substantiated by receipts (head-wise), which will be forwarded to COL within one month of the completion of the statement of activities. The statement of accounts will reconcile expenditure with the budget at Annex 2 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 OSOU 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. COL and OSOU agree that copyright arising from the works produced in relation to the activities provided while executing this agreement will be held jointly.
- 6.2. COL and OSOU agree to license the work created under a Creative Commons – With Attribution – Share Alike (CC BY-SA) licence agreement. The full legal code of this copyright contract is available at no cost at: [Creative Commons — Attribution-ShareAlike 4.0 International — CC BY-SA 4.0](https://creativecommons.org/licenses/by-sa/4.0/).
- 6.3. OSOU shall use CC BY or CC BY-SA materials while developing the contents of the courses under this agreement, and agree to indemnify COL against any infringement of copyright in the materials developed under this agreement.

## **7.0 Liability and Insurance**

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



7.2. OSOU 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, OSOU 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 OSOU 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 OSOU acceptance of this task and the associated terms and conditions, please have this letter signed by an authorised signatory where indicated and return a signed copy to COL using facsimile number +1 604 775 8210 within one week of the date of the agreement.

Sincerely,

Doris McEachern  
Director  
Finance, Administration & Human Resources

Dr. Jayanta Kar Sharma  
Registrar

2 Attachments  
Odisha State Open University (OSOU)  
Sambalpur

COL Internal Reference No. (17-LH3-342/SM/PS) – Total contribution value: CAD22,600

03rd August, 2016.  
Date





Annex 1

**Matrix of the Project Outputs and Outcomes**

<p><b>Goals/Purpose:</b>          In this project Odisha State Open University (OSOU) will develop a skill-based diploma programme on Multimedia and Animation covering five courses and a project work to offer employment oriented skill training to the youth of Odisha.</p> <p>OSOU will develop these skill courses to be released as OER (with CC BY-SA license). These courses will help the young population in Odisha state, India to be gainfully employed, achieve sustainable development and eventually improve their livelihoods. OSOU will enrol about 1500 students during p COL's current six-year plan and contribute towards COL' goal of enrolling 30,000 learners who use 60 innovative courses related to media and ICT skills development available as OER.</p>			
<p><b>Objective 1/Expected Outcomes 1:</b></p> <p>Five new courses and a project work developed to offer a diploma programme on Multimedia and Animation and submitted to COL for sharing</p>	<p><b>Objective 2/Expected Outcomes 2:</b></p> <p>Diploma in Multimedia and Animation offered by OSOU</p>	<p><b>Objective 3/Expected Outcomes 3:</b></p> <p>At least 1500 students enrolled in the programme over 2017-2021</p>	<p><b>Objective 4/Expected Outcomes 4:</b></p> <p>Increase employability and livelihood of successful learners in the four courses</p>
<p><b>Activities/Actions:</b></p> <ul style="list-style-type: none"> <li>Workshops of Course writers/ developers</li> <li>Content development (including videos and texts)</li> <li>Review and finalization</li> </ul>	<p><b>Activities/Actions:</b></p> <p>Organize meetings for course delivery, provides tutor training, and facilitates skill training;          Develop scheme of studies;          Process through statutory bodies</p>	<p><b>Activities/Actions:</b></p> <p>Marketing and promotion of the courses to enrol learners regularly</p>	<p><b>Activities/Actions:</b></p> <p>Equip students with skills related to the courses using blended learning approach. Assist graduates to secure employment by introducing them to potential work places</p>
<p><b>Outputs</b></p> <p>Five courses and a project work guide developed</p>	<p><b>Outputs</b></p> <p>Diploma in Multimedia and Animation approved and offered</p>	<p><b>Outputs</b></p> <p>Assessed and Certified students in each course</p>	<p><b>Outputs</b></p> <p>Learners equipped with skills in the relevant areas</p>
<p><b>Indicators</b></p> <p>Courses available on COL repository</p>	<p><b>Indicators</b></p> <p>Diploma programme part of the OSOU catalogue of programmes</p>	<p><b>Indicators</b></p> <p>Number of students registered and completed in each of the courses and cohorts</p>	<p><b>Indicators</b></p> <p>Successful learners in employment or self-employment</p>
<p><b>Means of Verification</b>          Project leader will continuously provide report about project progress and outcomes to COL. OSOU will keep record of the learner's progress and participation, and their placement data for verification.</p>			
<p><b>Assumptions and Risks</b>          Completion of the course development is dependent on support from the identified course writers/ developers.</p>			



Annex 2

**Budget Estimate**

Items of Expenditure	Estimate @ rate	Costs in Local Currency	Cost in CAD
Honorarium to Content Writers	Approx. 20 units/ lessons per course X 5 courses @ 5000 each lesson	500,000	10,000.00
Production of Videos	10 videos of 7-8 minutes @ 10,000 5 courses	500,000	10,000.00
Workshop of Course Writers (5-6 persons per course)			
Travel (only for outstation persons)	5 persons @ 10,000	50,000	1,000.00
Accommodation	5 persons @ 5000 X 2 days	50,000	1,000.00
Lunch and refreshments	25 persons @ 600 X 2 days	30,000	600.00
<b>Total Contribution of COL</b>		<b>1,130,000</b>	<b>22,600.00</b>
Course writing for the Project work		50,000	
Videos for the Project work	10 videos of 7-8 minutes @ 10,000	100,000	
Expert Committee Meeting (to finalise the course contents)			
Travel	5 persons @ 10,000	50,000	
Accommodation	5 persons @ 5000 X 2 days	50,000	
Lunch and refreshments	10 persons @ 600 X 2 days	12,000	
Editing			
Content Editing	@30,000 X 5 courses	150,000	
Language Editing	@10,000 X 5 courses	50,000	
Quality Review and Editing Meeting (only editors)			
Travel	5 persons @ 10,000	50,000	
Accommodation	5 persons @ 5000 X 2 days	50,000	
Layout and Finalization (Word and PDF)	Lump sum @ 20,000 X 5 courses	100,000	
<b>Total Contribution of OSOU</b>		<b>662,000</b>	

Conversion rate 1 CAD= 50.00 INR