

Letter of Agreement

No: 2022-1959-06

PO410/2022

Between

**Young Professionals for Agricultural Development (YPARD)
c/o Global Forum for Rural Advisory Services (GFRAS) and
Swiss Association for the Development of Agriculture & Rural Areas (AGRIDEA)**

Jordils 1, 1001 Lausanne
Switzerland

Tel: +41 52 354 97 60

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Mail: info@ypard.net

And the Recipient:

Czech University of Life Sciences Prague (CZU)

Faculty of Tropical AgriSciences (FTA)

Kamýcká 129

Prague – Suchbát, 165 00

Czech Republic

For

Contribution to "YPARD Europe and Global Coordination Units"

Timeline:

Starting Date: 01 April 2022

Ending Date: 31 December 2025

1. Introduction

The Young Professionals for Agricultural Development hosted by the Swiss Association for the Development of Agriculture and Rural Areas (hereinafter referred to as "YPARD/AGRIDEA") and Czech University of Life Sciences Prague ("CZU") Faculty of Tropical AgriSciences ("FTA"), (hereinafter referred to as the "Service Provider") (together hereinafter referred to as the "Parties") have agreed that the Service Provider will provide certain activities defined in detail in the attached Annex (the "Activities") which forms an integral part of this Letter of Agreement in support of the catalytic actions contributing towards agricultural development and sustainable food systems' agenda, in accordance with the specific agreed area(s) of work of the Implementing Partner, as defined in the Joint Operational Plan 2021 - 2025. To enable the Service Provider to provide the Activities, YPARD/AGRIDEA through the SDC core support will pay the Service Provider a total amount not exceeding **USD \$491.287** (US Dollars Four-hundred ninety-one thousand two-hundred eighty-seven), which represents YPARD/AGRIDEA's maximum financial liability, into the Service Provider's account specified in paragraph 2 below.

2. Detailed Banking Instructions

Bank name: Ceska sporitelna, a.s.
Bank country and city: Prague/ Czech Republic
Bank branch address: Budejovicka 1518/13b, Praha 4, 140 00, Ceska republika
SWIFT code: [REDACTED]
Account number: [REDACTED]
Exact bank account holder's name: Ceska zemedelska univerzita v Praze
Account currency: USD
Bank branch code or sort code: [REDACTED]
IBAN number: [REDACTED]

3. Designation of the YPARD/AGRIDEA Responsible Officers

Ulrich Ryser, Director AGRIDEA ulrich.ryser@agridea.ch is the designated officer responsible for the management of this sub-contract ("Responsible Officer") on behalf of AGRIDEA.

Genna Tesdall, M.Sc. YPARD Director, genna.tesdall@ypard.net is the designated officer responsible for the management of this Letter of Agreement ("Responsible Officer") on behalf of YPARD.

4. Entry into force and period of validity

The Letter of Agreement will enter into force upon 01 April 2022 and will terminate on 31 December 2025.

5. Purpose and scope of work

- a) The purpose for which the financial contribution provided by YPARD/AGRIDEA under this Letter of Agreement shall be used are the following:
- (i) **Strategic Fields:** The Activities will contribute to the following vision and mission: GFRAS and YPARD, both global networks, work towards advancing agri-food systems that ensure sustainable livelihoods. The joint mission is to enable and empower specific actors in contributing to the envisaged sustainable agri-food systems. In this respect, YPARD targets young agricultural leaders whereas GFRAS picks out actors related to demand-driven RAS delivery. Both Networks pays special attention to vulnerable groups and women. The networks work is defined in their Joint Operational Plan 2021 – 2025:

Strategic Field 1: Advocacy

Advocating support for an enabling policy environment and appropriate investment in young professionals' contributions to sustainable food systems.

Strategic Field 2: Professionalization

Enhanced access to capacity development opportunities for YPs through innovative RAS and skill enhancing mechanisms.

Strategic Field 3: Knowledge management

Facilitation and enhancement of effective and continuous knowledge generation and exchange.

Strategic Field 4: Network management

Building functional and financially sustainable networks.

Implementation of the Joint Operational Plan 2021 – 2025 requires substantial financial resources and both networks are engaged in fundraising to ensure their long-term sustainability.

- (ii) Activities. The Service Provider will undertake the assignments detailed in Annex 1.
- b) A detailed description of the Activities including technical and operational requirements, budget, work plan and timeframe, performance indicators and means of verification, as well as inputs to be provided free-of-charge by the Service Provider and YPARD/AGRIDEA, if any, are set out in detail in the Annex.

6. General terms and conditions for Letters of Agreements

- a) Service provider's relationship with YPARD/AGRIDEA is of independent Letter of Agreement with the according Letter of Agreement rights and duties and does not create an employer-employee relationship between the parties.
- b) Service provider is responsible for any financial obligations incurred that go beyond the signed Letter of Agreement.
- c) Service provider is responsible for the payment of taxes, social security, or any other obligations that may arise in his or her country of domicile and/or the country of service delivery as a result of any payments by the YPARD/AGRIDEA for Activities rendered.
- d) The Service provider is responsible for all relevant insurance of him-/herself and/or employees. YPARD/AGRIDEA can in no case be held responsible for any costs related to liability, including loss and damage of material, live, sickness, accident, travel, or any other insurance event for Service provider or its employees, consultants, and their dependents.
- e) All invoices/billing and financial reports made to YPARD/AGRIDEA should be in the same currency as the Letter of Agreement. All payment against receipts is made in currency agreed in the Letter of Agreement.
- f) In financial reports, expenditures must be stated both in the currency in which the expenditure is made, and in the Letter of Agreement currency, together with the exchange rate (monthly averages of expense rates shall be used from: [http://ec.europa.eu/budget/Letter of Agreements_grants/info_Letter of Agreements/inforeuro/index_en.cfm](http://ec.europa.eu/budget/Letter_of_Agreements_grants/info_Letter_of_Agreements/inforeuro/index_en.cfm))
- g) The Service provider must use the provided YPARD/AGRIDEA template for expense reports. Invoices and financial reports must be accompanied by numbered receipts, unless agreed to in writing.
- h) Reimbursement of approved expenditures will be made by YPARD/AGRIDEA within 60 days of the final submission of receipts.
- i) All work by the Young Professionals for Agricultural Development is licensed under a Creative Commons Attribution-Non-commercial 3.0 Unported License. (<http://creativecommons.org/licenses/by-nc/3.0/>). Users are thus free to copy, distribute and transmit the work and to adapt the work. Users must attribute the work in the manner specified by the authors. Users may not use this work for commercial purposes.
- j) YPARD/ AGRIDEA is a non-profit institution. As such, Activities conducted by the Service provider will not generate any economic income.

7. Payment Schedule

- a) The payment will be made after certification by the Responsible Officer of the request(s) for payment as follows:
- i. 1st payment not to exceed 80 % of the budget allocated for 2022 (**\$100.621 USD**) upon acceptance of this Agreement.
 - ii. 2rd payment not to exceed 20 % of the budget allocated for 2022 (\$25.155 USD) in sum with 80 % of the budget allocated for 2023 (USD \$110.218) (total **\$135.373 USD**) upon acceptance of the Annual Report, as detailed in Monitoring Mechanism and Reporting Requirements.
 - iii. 3rd and 4th payments not to exceed 20 % of the per annum budget allocated for 2023-2025 (\$27.555 USD) in sum with 80 % of the budget allocated for the preceding year (\$110.218 USD) (total **\$137.773 USD**) upon acceptance of the previous year's Annual Report, as detailed in Monitoring Mechanism and Reporting Requirements.
 - iv. 5th payment not to exceed 20 % of the budget allocated for 2025 (**\$27.555 USD**) upon acceptance of the 2021-2025 Final Report, as detailed in Monitoring Mechanism and Reporting Requirements.
- b) The payments will be made in the currency stated in paragraph 1, in accordance with the detailed banking instructions provided by the Service Provider and defined in paragraph 2.
- c) The Service Provider shall submit each request for payment to the address indicated below:

Ulrich Ryser, Director AGRIDEA
Genna Tesdall, Director, Young Professionals for Agricultural Development (YPARD)
c/o AGRIDEA, Jordils 1, 1001 Lausanne, Switzerland
genna.tesdall@ypard.net

8. Reporting and Deliverables

- a) The Service Provider shall submit to the Responsible Officer named in paragraph 3, the Reports listed in the Annex on the dates set forth therein, including a final report consisting of a narrative report and financial report (Final Report) within 30 days following the completion of the Activities.
- b) The Final Report must be sufficiently detailed to allow certification of deliverables and of expenditures. The financial report shall be signed and certified as to its correctness by a duly designated representative of the Service Provider (e.g. YPARD Europe coordinator, YPARD Europe budget supervisor, Head of FTA Dean's Office).
- c) The Service Provider shall keep accurate financial records and maintain supporting documentation showing the utilization of inputs and funds under this Letter of Agreement and any other documentation related to the Activities for a period of five years following termination or expiry of the Letter of Agreement, during which period YPARD/AGRIDEA, or a person designated by YPARD/AGRIDEA, or the relevant auditing authority (e.g. national audit office) shall have the right, at any time, to conduct reviews and/or audits relating to any aspect of this Letter of Agreement. The Service Provider shall provide its full and timely cooperation with any such review or audit. Full and timely cooperation shall include,

but not be limited to, making available employees or agents and granting to YPARD/AGRIDEA or other designated person or relevant authority, access at reasonable times and conditions to the Service Provider's premises or other sites where documentation related to this Letter of Agreement is kept or Activities related to this Letter of Agreement are carried out.

9. Changes

Changes and additions to this Letter of Agreement shall be in writing and based on mutual consent of the signatories to this Letter of Agreement.

10. Termination

The failure of the Service provider to perform the programme of work in a timely and professional fashion, or otherwise to comply with the terms and constitutions of this Letter of Agreement, shall be grounds for termination of this Letter of Agreement by YPARD/AGRIDEA for cause. Upon such occurrence, the service provider shall have thirty days [30] to cure the defect in his/her/its performance. If the service provider shall fail to do so, YPARD/AGRIDEA may, by written notice, terminate the Letter of Agreement and recover from the service provider any loss or damage.

If at any time during the course of this Letter of Agreement it becomes impossible for the parties to perform any of their obligations for reasons of Force Majeure, that party shall promptly notify the other in writing of the existence of such Force Majeure. The party giving notice is thereby relieved from such obligations as long as Force Majeure persists. For the purpose of this Letter of Agreement, the term "Force Majeure" shall mean any unforeseeable exceptional situation or event beyond the Parties' control which prevents either of them from fulfilling any of their obligations under this Letter of Agreement, was not attributable to error or negligence on their part (or of their personnel, agents, or other representatives, or authorized subcontractors), and proves insurmountable in spite of all due diligence.

Signed on behalf of YPARD:

Signature: _____

Place, Date: _____

Ms. Genna Tesdall, YPARD Director

Signed on behalf of AGRIDEA:

Signature: _____

Place, Date: _____

Mr. Ulrich Ryser, AGRIDEA Director

Signed on behalf of CZU:

Signature: _____

Place, Date: _____

Prof. Ing. Petr Sklenička, CSc., Rector

The Service Provider will sign this Letter of Agreement in electronic form and send it back to the Responsible Officer.

ANNEX 1

TERMS OF AGREEMENT

1. Background

The Czech University of Life Sciences Prague (CZU) Faculty of Tropical AgriSciences (FTA) acts as the host for the YPARD Europe regional coordination unit and will from 2021 onwards provide a hosting for YPARD Global Coordination Unit ("YPARD GCU"). In an effort to reach out to as many young professionals as possible, YPARD's regional coordination units are the coordinating body for agenda carried out at regional and national level. CZU has hosted the YPARD Europe regional coordination unit since 2016 and has worked for a stronger youth focus and engagement in agriculture on the continent.

YPARD was launched in 2006 to serve as a medium for young professionals in agricultural development to connect, exchange perspectives, voice their views and develop themselves into better agricultural development professionals. YPARD is an international movement by Young Professionals FOR Young Professionals for Agricultural Development. The rationale to establish YPARD was motivated by the need for creating a gender balanced next generation of agricultural leaders, thinkers, and entrepreneurs and address critical development issues and to create greater access to resources for young food system leaders. YPARD is a non-profit platform and its activities do not generate any economic incomes.

2. Terms of Reference

2.1 Definition of Strategic Fields

The Strategic Fields of the Agenda are in line with the vision and mission of the Joint Operational Plan 2021 – 2025. The Strategic Fields are:

Strategic Field 1: Advocacy

Advocating support for an enabling policy environment and appropriate investment in young professionals' contributions to sustainable food systems.

Strategic Field 2: Professionalization

Enhanced access to capacity development opportunities for YPs through innovative RAS and skill enhancing mechanisms

Strategic Field 3: Knowledge management

Facilitation and enhancement of effective and continuous knowledge generation and exchange

Strategic Field 4: Network management

Building functional and financially sustainable network

Implementation of the above four strategic field requires substantial financial resources and YPARD are committed to fundraising to ensure the Networks long-terms sustainability.

2.2 Description of Activities: YPARD Europe Annual Work Plan

Activities	Objectives	Deliverables/Milestones	Indicators
<p>Advocacy Advocating support for an enabling policy environment and appropriate investment in young professionals' contributions to sustainable food systems</p>	Identifying and engaging with (new) partners and platforms to address issues of common interest and strengthening YPARD's position as the first point of contact for Youth engagement in SFS and RAS.	<p>Advocacy and representation works four (4) platforms– voicing the relevance of gender sensitive RAS and youth engagements in SFS.</p> <p>Contribution to one (1) policy-relevant knowledge product.</p>	<p>Four (4) activities/sessions.</p> <p>One (1) knowledge product.</p>
<p>Professionalization Enhanced access to capacity development opportunities for YPs through innovative RAS and skill enhancing mechanisms</p>	<p>Enhanced access to capacity development opportunities</p> <p>Leverage existing training toolkits for internal and external capacity development initiatives</p>	<p>Promote the use of the YPARD mentoring toolkits and NELK in capacity development programs (strategy for fundraising for projects).</p> <p>About 120 youths supported (online and offline) through YPARD's mentoring programs and concepts</p>	<p>Four (4) regional webinars or in-person events on mentorship to share experiences of youth, youth networks and youth-focused organizations in mentoring programs and presenting the tool kit.</p> <p>One-hundred and twenty (120) youth supported through programs.</p> <p>Documentation and publication the report (outcome piece) on the regional webinar.</p>
<p>Knowledge management Facilitation and enhancement of effective and continuous knowledge generation and exchange</p>	Enhancing and promoting opportunities for knowledge sharing amongst the YPARD community	<p>Continuous inclusion of YPARD perspectives (e.g. issues in sustainable food systems and implications for landscape management) in knowledge exchange platforms.</p> <p>Develop 1 knowledge product to promote YPARD as a key organization in SFS discussion areas.</p>	<p>Four (4) presentations at events on agriculture and food topics.</p> <p>One (1) Knowledge product.</p>

		<p>Publish 15 stories and or commentaries about emerging issues and experiences of YPs in SFS.</p> <p>Showcase youth champions on showcase section of YPARD’s website.</p> <p>Craft and share a YPARD Europe newsletter with the latest updates on the regional units’ activities and highlighting the latest opportunities for European YPs in SFS.</p> <p>YPARD Europe internship program for CZU students.</p>	<p>Fifteen (15) blogs or articles published – success stories, funding opportunities, job and internship opportunities, announcement and outcome pieces.</p> <p>Five (5) write-ups on champions developed for the YPARD website.</p> <p>Three (3) YPARD Europe Newsletter issues.</p> <p>At least three (3) students trained, awarded by certificates and supporting letters.</p>
<p>Network management Building functional and financially sustainable networks.</p>	<p>Strengthen network development and membership</p> <p>Developing M&E systems and assessing network engagement and performance in order to better respond to needs and produce evidence on results</p>	<p>Strengthen cross-regional interactions in the YPARD community – organize 1 virtual meeting per quarter.</p> <p>Create database for capturing network performance indicators.</p> <p>Increase membership base by 10%.</p> <p>Strengthen RCUs – Member relationships through YPARD Cafes.</p> <p>New country representatives engaged, either as new country chapters or as successors of long-served country representatives.</p>	<p>Four (4) virtual or in-person meetings.</p> <p>Spreadsheets of network and performance indicators.</p> <p>10% increase website registration.</p> <p>Four (4) YPARDs Cafés.</p> <p>Five (5) incoming country representatives engaged.</p>

<p>Fundraising: to ensure long-terms sustainability of YPARD</p>	<p>Fundraising-tailored advocacy for enhanced investment in youth engagement in SFS.</p> <p>Build partnership and seek for opportunities to (co-)develop project proposals</p>	<p>Develop the relationship with relevant organizations and work on funding/ other proposals for possible regional/ national events or workshops focused on capacity building of the National representatives.</p> <p>Encourage and support fundraising at the regional and country level – at least 5 fundraising proposals will be submitted.</p> <p>Country chapters with nationally funded activities.</p>	<p>Three (3) Funded projects/activities for a total of USD \$250 000.</p> <p>Five (5) Fundraising proposal submitted.</p> <p>Four (4) country chapters with funded activities.</p>
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2.3. Timeframe (Duration)

The duration of this LoA starts on 01 April 2022 and ends on the 31 December 2025.

2.4. Monitoring Mechanism and Reporting Requirements

All reports, feedback forms and participant action plans and documents should be provided to Ms. Genna Tesdall, YPARD Director.

The Final report (certified as to its correctness by the responsible officer) specifying actual utilization of funds in the period 01 April 2022 until 31 December 2025 should be submitted by 30 January 2025. Interim reporting twice per year will also be required; unless otherwise specified, the reports for the previous period must be submitted by 30 July and 30 January. Annual reports are due at the end of January for each previous year. The reporting deadlines and periods as follows:

Reports	Reporting Periods	Final due dates
2022- 2025 Mid-Term Reports	January-June 2022, 2023, 2023, and 2025	30 July 2022, 2023, 2024 and 2025
2022-2025 Annual Reports	January-December 2022, 2023, 2023, and 2025	30 January 2022, 2023, 2024 and 2025
2021-2025 Final Reports	January 2021-December 2025	30 January 2026

3. Detailed budget

Budget 2022 April-December				
	Items	Description	Price/Unit	Total (USD)
Contribution to YPARD Europe				
1	Contribution to a Regional Coordinator	Contribution to the staff time of the regional coordinator.	Lump sum (USD \$1.306 x9 months)	11.754
2	Contribution to a Project Administrative Manager	Contribution for a part time position paid in the form of monthly Agreement to perform work.	Lump sum (USD \$504 x9 months)	4.536
Subtotal YPARD Europe 2022 April-December				16.290
Contribution to YPARD GCU				
3	Contribution for a Digital Communications and Projects Officer	Contribution for additional communication Activities, paid in the form of a part-time position (30 hours/week)	Lump sum (USD \$2.250 x 9months)	20.250
4	Contribution to the Director	Contribution for a full-time position of the YPARD Director.	Lump sum (USD \$5.575 x9 months)	50.175
5	Contribution to a Strategic Network Engagement Manager	Contribution for a full-time position of the YPARD Network Engagement Coordinator.	Lump sum (USD \$4104USD x9 months)	36.936
6	Administrative contributions	Contributions to staff time for administrative and financial work related to managing YPARD issues	Lump sum	1.750
		Contributions to office materials	Lump sum	375
Subtotal YPARD GCU 2022 April-December				109.486
Total 2022				\$125.776 USD

Annual Budget 2023-2025				
	Items	Description	Price/Unit	Total (USD)
Contribution to YPARD Europe				
1	Contribution to a Regional Coordinator	Contribution to the staff time of the regional coordinator.	Lump sum (USD \$1.121 x12 months)	13.452
2	Contribution to a Project Administrative Manager	Contribution for a part time position paid in the form of monthly Agreement to perform work.	Lump sum (USD \$504 x12 months)	6.048
Subtotal YPARD Europe				19.500
Contribution to YPARD GCU				
3	Contribution to the Director	Contribution for a full-time position of the YPARD Director.	Lump sum (USD \$5.575 x12 months)	66.900
4	Contribution to a Strategic Network Engagement Manager	Contribution for a full-time position of the YPARD Network Engagement Coordinator.	Lump sum (USD \$4104 x12 months)	49.248
5	Administrative contributions	Contributions to staff time for administrative and financial work related to managing YPARD issues.	Lump sum	1.750
		Contributions to office materials.	Lump sum	375
Subtotal YPARD GCU				123.273
Annual total				\$137.773 USD

Budget Summary

Year	Total (USD)
2022 April-December	125.776
2023	137.773
2024	137.773
2025	137.773
Total 2022-2025	\$539.095 USD