

SHORT TERM CONSULTANCY CONTRACT

**BETWEEN ..Jana FO Jarvis..... OF ID NO.AND
CPHRM GROUP AS A DATA ANALYST.**

TERMS OF ENGAGEMENT

- a) **Contract Period:** This is a fixed contract with a **maximum** Level of effort of **10 Working days** effective from **16th May 2024**, and will expire on **27th May 2024**.
- b) **Remuneration:** You will be entitled to a daily rate of **KES 26,000** and the fee is subjectable to subject to all statutory deductions if applicable.

2. Termination of Contract:

Either party can terminate the contract by giving 2 days' notice.

3. Payment Terms:

The payment will be made upon completion of the contract and with supporting deliverables.

4. Legal and Ethical Obligations:

All legal and ethical obligations, including clauses related to Pledging of Credit, Gifts, Conflict of Interest, Confidentiality and Non-Disclosure, and Legal Status, as stated in the Original Contract, shall remain unchanged and in full effect during the extension period.

5. Roles and Responsibilities.

- a) Conduct data cleaning of the provided ESR data for 18 counties clearly stating the steps taken.
- b) Conduct data analysis and provide the results based on the 19 selected variables as per annex 1.
- c) To provide analysis output visualizations for the variance and the categories distributions.
- d) Provide deeper trends analysis with p values etc for the applicable variables to provide context to the results.
- e) Provide well labeled data frames used in all stages of analysis or csv format.
- f) To visualize the outcome report of the analysis output.
- g) To provide used R scripts which are well documented, written and easy to read.
- h) To work and maintain constant communication and consultation with the project coordinator to ensure timely and accurate tasks delivery.

- i) Remain flexible to adapt to changes in project scope and be ready to take on additional tasks as needed to meet arising project objectives.

6. Miscellaneous Provisions:

- Legal Status: The Consultant shall have the legal status of an independent contractor. Nothing in this contract shall render the Consultant an employee of CPHRM Group and the Consultant shall not hold himself/herself out as such. Accordingly, the Consultant shall not be entitled to any staff benefits. CPHRM Group does not commit to request services from the Consultant, and no payment shall be due to the Consultant by the terms of this Agreement.
 - The Consultant agrees to indemnify CPHRM Group against all costs, claims, expenses, and liabilities whatsoever and howsoever incurred resulting from any act or omission of the Consultant.
 - The Consultant shall not pledge the credit of CPHRM Group, sign any document, enter into any Agreement, or make any promise on behalf of CPHRM Group.
6. **Taxes:** In accordance with the income tax act provisions, CPHRM will deduct 5% (or any other rate as may be prescribed by the law) of total consultancy fees and submit the same to the Kenya Revenue Authority in accordance with the existing regulations.
 7. **Data protection:** The consultant shall read, understand and certify their understanding and consent of the company's and ESR data protection protocols. The consultant shall NOT share personal data with anyone unless authorized by the company's representative as outlined below.
 8. This Agreement shall be subject to and interpreted by the laws of Kenya and the parties hereby irrevocably submit to the exclusive jurisdiction of the Kenyan courts in all matters arising out of this Agreement. Any dispute arising from the performance of this contract will be subjected to mediation or other dispute resolution avenues before seeking interventions from the courts.
 9. The contact persons for CPHRM GROUP is Alex Njuki Muturi Phone number 0723 483762 and Eric Karoki, Phone number; 0724784506, email eric.karoki@cphrmgroup.co.ke

Consultant's Name: _____

Director CPHRM Group

Date: _____

Date: _____

Signature: _____

Signature: _____

ANNEX 1 VARIABLES TO ANALYZE

1	Mismatch of HH Head ID Number
2	Mismatch of HH Head Date of Birth
3	Mismatch of Spouse ID Number
4	Mismatch of Spouse Date of Birth
5	Mismatch of household size
6	Mismatch of household member names
7	Mismatch of education levels of HH Head
8	Mismatch of education levels of Spouse
9	Mismatch of orphan members
10	Mismatch of relationships to household head
11	Mismatch of number of main rooms
12	Mismatch of floor
13	Mismatch of wall
14	Mismatch of roof
15	Mismatch of source of water
16	Mismatch of source of lighting
17	Mismatch of toilet type
18	Mismatch of cooking fuel
19	Mismatch of any disabled