



KEMENKES RI ASIAN DEVELOPMENT BANK

CONTRACT ASSIGNMENT FOR RESEARCH GRANT

No.: 042/MADEP-ADB/KONTRAK/III/2022

Trends and Multilevel Determinants of Stunting Before and During the Covid-19 Pandemic,
and Interventions for Stunting Reduction Acceleration in Yogyakarta

TA-9558 INO: Impact of Adolescent Nutrition Support on Development Outcome National Firm for:
**Capacity Building on Analysis and Methodology for Health Researchers - Capacity Building on
Analysis and Methodology for Health Researchers(51354-001)**

21 March 2022



MADEP
Consulting & Training Services

PT Multi Area Desentralisasi Pembangunan



KEMENKES RI



ASIAN DEVELOPMENT BANK

KONTRAK PENUGASAN UNTUK HIBAH PENELITIAN

No.: 042/MADEP-ADB/KONTRAK/III/2022

**"Trend, Analisis Multilevel Determinan Stunting Sebelum Dan Selama Pandemi Covid-19
Serta Intervensi Pendampingan Balita Untuk Percepatan Penurunan Stunting Di DIY"**

**TA-9558 INO: Impact of Adolescent Nutrition Support on Development Outcome National Firm for:
Capacity Building on Analysis and Methodology for Health Researchers - Capacity Building on
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21 March 2022



MADEP
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PT Multi Area Desentralisasi Pembangunan

LETTER OF AGREEMENT
for assignment of

RESEARCH GRANT
ASIAN DEVELOPMENT BANK (ADB) AND
MINISTRY OF HEALTH
YEAR 2022

NOMOR: 042/ MADEP-ADB/ KONTRAK/ III/ 2022

Letter of Agreement and all its annexes (hereinafter referred to as "Contracts") were made and signed electronically on the day of **Monday** date **21** (*Twenty one*) month **March** year **Two thousand twenty two**, between:

1. **Teguh Handoko, SKM** : As a Director acting for and on behalf of PT. Multi Area Desentralisasi Pembangunan (MADEP), Domiciled in Jakarta in this case further acts for and on behalf of Consultant implementing the activity, to be further called the **FIRST PARTY**.
2. **Siti Rochmah**: As Member of Provincial Research Team Yogyakarta, Domiciled in the Province of Yogyakarta in this case further acts for and on behalf of PROVINCIAL RESEARCH TEAM DI YOGYAKARTA, to be further called the **SECOND PARTY**.

The PARTIES explained in advance that:

- (a) A team selection process has been held in accordance with the Proposal Guidelines.
- (b) The **FIRST PARTY** and the **SECOND PARTY** shall express the authority to sign this Contract and bind the represented party.
- (c) Contract Signing Officers and Providers acknowledge and represent that in connection with the signing of this Contract each party:
 - 1) sign this Contract after did proper research;
 - 2) have read and fully understood the terms of

SURAT PERJANJIAN KERJASAMA
untuk melaksanakan
PENUGASAN PELAKSANAAN PENELITIAN HIBAH
(RESEARCH GRANT)
ASIAN DEVELOPMENT BANK (ADB) DAN
KEMENTERIAN KESEHATAN RI
TAHUN 2022

NOMOR: 042/ MADEP-ADB/ KONTRAK/ III/ 2022

SURAT PERJANJIAN ini berikut semua lampirannya (selanjutnya disebut "Kontrak") dibuat dan ditandatangani secara elektronik pada hari **Senin** tanggal **21** (Dua Puluh Satu) bulan **Maret** tahun **Dua ribu dua puluh dua**, antara :

1. **Teguh Handoko, SKM** : Selaku Direktur yang bertindak untuk dan atas nama PT. Multi Area Desentralisasi Pembangunan (MADEP), Berkedudukan di Jakarta dalam hal ini selanjutnya bertindak untuk dan atas nama Konsultan pelaksana kegiatan, untuk selanjutnya disebut **PIHAK PERTAMA**.
2. **Siti Rochmah**: Selaku Anggota Peneliti Provinsi DI Yogyakarta, Berkedudukan di Provinsi DI Yogyakarta dalam hal ini selanjutnya bertindak untuk dan atas TIM PENELITIAN PROVINSI DI YOGYAKARTA, untuk selanjutnya disebut **PIHAK KEDUA**.

PARA PIHAK menerangkan terlebih dahulu bahwa:

- (a) Telah diadakan proses seleksi tim yang telah sesuai dengan Panduan Proposal.
- (b) **PIHAK PERTAMA** dan **PIHAK KEDUA** menyatakan memiliki kewenangan untuk menandatangani Kontrak ini, dan mengikat pihak yang diwakili.
- (c) Pejabat Penandatanganan Kontrak dan Penyedia mengakui dan menyatakan bahwa sehubungan dengan penandatanganan Kontrak ini masing-masing pihak:
 - 1) menandatangani Kontrak ini setelah meneliti secara patut;
 - 2) telah membaca dan memahami secara

this Contract;

- 3) Have a sufficient opportunity to examine and confirm all the provisions of this Contract along with all relevant facts and conditions.

penuh ketentuan Kontrak ini;

- 3) telah mendapatkan kesempatan yang memadai untuk memeriksa dan mengkonfirmasikan semua ketentuan dalam Kontrak ini beserta semua fakta dan kondisi yang terkait.

THEREFORE, THE FIRST PARTY and THE SECOND PARTY to bind themselves in an Assignment of Research Grant Agreement which is a cooperation of the Asian Development Bank (ADB) and the Ministry of Health in the framework of "*Trend, Multilevel Analysis Determinan Stunting Children Before And During Covid-19 Pandemic And Nutrition Mentoring Intervention For Stunting Children In Yogyakarta*", with the provisions and conditions stipulated in the articles as next:

Article 1 Research Title

- (1) The FIRST PARTY assigns the task to the SECOND PARTY, upon the selection of the SECOND PARTY as one of the recipients of research grants from the Asian Development Bank (ADB) based on the Decision Letter on the Results of the Research Proposal Assessment Selection Number: KS.02.01/2/920/2022, dated February 21, 2022 which was signed by the Secretary of the Health Development Policy Agency (BKPK), the Indonesian Ministry of Health.
- (2) The Research that will be carried out by the SECOND PARTY is entitled:

"Trends and Multilevel Determinants of Stunting Before and During The Covid-19 Pandemic, and Interventions for Stunting Reduction Acceleration In Yogyakarta"

Article 2 Contract Value

The FIRST PARTY provides research grant funds as referred in Article 1 is USD 30,000 (*Thirty thousand US Dollars*) based on the FIRST PARTY Contract with the Asian Development Bank (ADB).

Article 3 Payment Methods

The payment of implementation result of work

Pasal 1 Gambaran Umum

- (1) PIHAK PERTAMA memberi tugas kepada PIHAK KEDUA, atas terpilihnya PIHAK KEDUA sebagai salah satu penerima dana hibah penelitian dari Asian Development Bank (ADB) berdasarkan Surat Keputusan Hasil Seleksi Penilaian Proposal Penelitian Nomor: KS.02.01/2/920/2022, tanggal 21 Februari 2022 yang ditandatangani oleh Sekretaris Badan Kebijakan Pembangunan Kesehatan (BKPK), Kementerian Kesehatan RI.
- (2) Penelitian yang akan dilaksanakan oleh PIHAK KEDUA berjudul:

"Trend, Analisis Multilevel Determinan Stunting Sebelum Dan Selama Pandemi Covid-19 Serta Intervensi Pendampingan Balita Untuk Percepatan Penurunan Stunting Di DIY"

Pasal 2 Nilai Kontrak

PIHAK PERTAMA memberikan dana hibah penelitian sebagaimana dimaksud pada Pasal 1 adalah sebesar USD 30.000 (*Tiga puluh ribu US Dollar*) sesuai dengan Kontrak PIHAK PERTAMA dengan Asian Development Bank (ADB).

Pasal 3 Cara Pembayaran

Pembayaran hasil pelaksanaan hibah penelitian

referred to this Employment Contract from the **FIRST PARTY** to the **SECOND PARTY** is as follows:

- (1) Payment of Research Grant Funds is carried out in stages after the output and other requirements are approved/validated by **FIRST PARTY** and **SECOND PARTY** and will receive USD 30,000 (Thirty thousand US Dollars);
- (2) Payment of research grant funds will be paid in stages to a **SECOND PARTY** account under the following conditions:
 - a) The First Phase payment is 20% of the total research grant that is $20\% \times \text{USD } 30,000 = \text{USD } 6,000$ (Six thousand US Dollars) after the letter of agreement on implementation of this research grant was signed by both parties and the **SECOND PARTY** submitted revised research proposal, revised research work plan and the plan for use of grant funds. Evidence of submission of work results is stated in the Minutes of Handover of Work Results;
 - b) Second Phase Payment is 30% of the total research grant that is $30\% \times \text{USD } 30,000 = \text{USD } 9,000$ (Nine thousand US Dollars) is paid after the **SECOND PARTY** submitted a softcopy of Progress Report on the Implementation of Research Grant Assignment and Accountability Report on the Use of Research Grants Budget of 20% (Term 1) that has been implemented to the **FIRST PARTY**. Evidence of submission of work results is stated in the Minutes of Handover of Work Results;
 - c) Third or Final Phase is 50% of the total research grant that is $50\% \times \text{USD } 30,000 = \text{USD } 15,000$ (Fifteen thousand US Dollars) is paid after the **SECOND PARTY** submitted a softcopy of the Final Report on the Implementation of Research Grant Assignments, Carrying out Regional and National Dissemination, deliver policy briefs and Manuscripts along with evidence of their submission to national / international journals, as well as Accountability Report on the Use of Research Grants Budget of 30% (Term 2) and 50% (Term 3) that has been implemented to the **FIRST PARTY**.
 - d) The **SECOND PARTY** is responsible for the expenditure of such funds in paragraph (1) in accordance with Approved Research Proposal and Work Plan and is obliged to submit all evidence of expenditure in

disebut dalam Kontrak ini dari **PIHAK PERTAMA** kepada **PIHAK KEDUA** adalah sebagai berikut:

- (1) Pembayaran Dana Hibah Penelitian dilakukan secara bertahap setelah output dan persyaratan lainnya disetujui/ disahkan oleh **PIHAK PERTAMA** dan **PIHAK KEDUA** menerima sebesar USD 30.000 (Tiga puluh ribu US Dollar);
- (2) Pembayaran Dana Hibah Penelitian akan dibayarkan secara bertahap ke rekening **PIHAK KEDUA** dengan ketentuan sebagai berikut:
 - a) Pembayaran Tahap Pertama sebesar 20% dari total bantuan dana hibah penelitian yaitu $20\% \times \text{USD } 30.000 = \text{USD } 6.000$ (*Enam ribu US Dollar*) setelah surat perjanjian pelaksanaan hibah penelitian ini ditandatangani oleh kedua belah pihak dan **PIHAK KEDUA** menyerahkan proposal penelitian hasil revisi, rencana kerja penelitian hasil revisi dan rencana penggunaan dana hibah. Bukti penyerahan hasil pekerjaan dinyatakan dengan Berita Acara Serah Terima Hasil Pekerjaan;
 - b) Pembayaran Tahap Kedua sebesar 30% dari total bantuan dana hibah penelitian yaitu $30\% \times \text{USD } 30.000 = \text{USD } 9.000$ (*Sembilan ribu US Dollar*) dibayarkan setelah **PIHAK KEDUA** menyerahkan softcopy Laporan Kemajuan Pelaksanaan Penugasan Penelitian Hibah dan Laporan Pertanggungjawaban Penggunaan Anggaran Dana Hibah Penelitian sebesar 20% (Termin ke-1) yang telah dilaksanakan kepada **PIHAK PERTAMA**. Bukti penyerahan hasil pekerjaan dinyatakan dengan Berita Acara Serah Terima Hasil Pekerjaan;
 - c) Pembayaran Tahap Ketiga atau Terakhir sebesar 50% dari total bantuan dana hibah penelitian yaitu $50\% \times \text{USD } 30.000 = \text{USD } 15.000$ (*Lima belas ribu US Dollar*) dibayarkan setelah **PIHAK KEDUA** menyerahkan softcopy Laporan Final Pelaksanaan Penugasan Penelitian Hibah, Melaksanakan Diseminasi Regional dan Nasional, menyerahkan policy brief dan Manuscripts beserta bukti pengirimannya ke jurnal nasional/ internasional, serta Laporan Pertanggungjawaban Penggunaan Anggaran Dana Hibah Penelitian sebesar 30% (termin ke-2) dan sebesar 50% (termin ke-3) yang telah dilaksanakan, diserahkan kepada **PIHAK PERTAMA**.
 - d) **PIHAK KEDUA** bertanggung jawab mutlak

accordance with the amount of funds provided by the **FIRST PARTY**.

- e) The **SECOND PARTY** appoints one person in charge of finance (*Financial Administrator*) who will help to manage the finances of research grants and make accountability reports.
 - f) The Financial Administrator can be appointed from team members or from outside the team with the allocation of honorarium/ incentives issued from research grant funds.
- (3) Payment currency: Rupiah which will be converted according to the **FIRST PARTY** Bank Rate.
- (4) All bank administration arising from above payment transactions shall be borne by the **SECOND PARTY**.
- (3) Mata uang pembayaran: Rupiah yang akan dikonversi sesuai dengan Rate Bank **PIHAK PERTAMA**.
- (4) Semua administrasi bank yang ditimbulkan dari transaksi pembayaran diatas ditanggung oleh **PIHAK KEDUA**.

Article 4 Payment Transfer

- (1) Funds for the assignment of Research Grant Year 2022 as referred to in article 2 paragraph (1,2) are paid to the **SECOND PARTY**:

Name on the Account : Siti Rochmah
Name of Bank : BSI
Account Number : 1143965265
SWIFT BANK CODE : BSMDIDJA

- (2) Research Grant Funds can be disbursed by the **FIRST PARTY** to the **SECOND PARTY**, if the ASIAN DEVELOPMENT BANK (ADB) has approved and disbursed the funds deposited into the **FIRST PARTY** account (as a stages of the disbursement process).
- (3) The **FIRST PARTY** does not provide bailout funds, in the event of a delay in disbursement from the ASIAN DEVELOPMENT BANK (ADB).
- (4) The **FIRST PARTY** shall not be responsible for delays and/ or unpaid amounts of funds as referred to in article 3 paragraph (1) caused by the error of the **SECOND PARTY** in submitting the report and data of the researcher, bank name, account number, and other requirements that

dalam pembelanjaan dana tersebut pada ayat (1) sesuai dengan Proposal Penelitian dan Rencana Kerja yang telah disetujui dan berkewajiban untuk menyampaikan semua bukti-bukti pengeluaran sesuai dengan jumlah dana yang diberikan oleh **PIHAK PERTAMA**.

- e) **PIHAK KEDUA**, mengangkat satu orang penanggung jawab keuangan (PJ Keuangan) yang akan membantu mengelola keuangan hibah penelitian dan membuat laporan pertanggungjawabannya
- f) Penanggung Jawab Keuangan (PJ Keuangan) tersebut dapat diangkat dari anggota tim atau dari luar tim dengan alokasi honor/ insentif dikeluarkan dari dana hibah penelitian

Pasal 4 Transfer Pembayaran

- (1) Dana Hibah Penelitian Tahun 2022 sebagaimana dimaksud pada pasal 2 ayat (1,2) dibayarkan kepada **PIHAK KEDUA**:

Nama pada Rekening : Siti Rochmah
Nama Bank : BSI
Nomor Rekening : 1143965265
SWIFT KODE BANK : BSMDIDJA

- (2) Dana Hibah Penelitian, dapat dicairkan **PIHAK PERTAMA** kepada **PIHAK KEDUA**, apabila ASIAN DEVELOPMENT BANK (ADB) telah menyetujui dan mencairkan dana yang dititipkan ke rekening **PIHAK PERTAMA** (sesuai tahapan proses pengajuan pencairan).
- (3) **PIHAK PERTAMA** tidak menyediakan Dana talangan jika terjadi keterlambatan pencairan dari ASIAN DEVELOPMENT BANK (ADB).
- (4) **PIHAK PERTAMA** tidak bertanggungjawab atas keterlambatan dan/ atau tidak terbayarnya sejumlah dana sebagaimana dimaksud dalam pasal 3 ayat (1) yang disebabkan karena kesalahan **PIHAK KEDUA** dalam menyampaikan laporan dan data peneliti, nama bank, nomor rekening, dan persyaratan lainnya yang tidak

are not in accordance with the provisions set.

- (5) The **FIRST PARTY** organizes and facilitates:
- a) Research Dissemination activities at the regional level in the framework of policy brief socialization to local governments by online.
 - b) Monitoring and Evaluation (Monev) Consulting team (Research Grant Coordinator) **FIRST PARTY** towards the progress of the implementation of Research Grant Program Year 2022 was carried out 3 (three) times in the form of FGD progress of online research results (Zoom Meeting) according to the schedule that has been set.
 - c) **FIRST PARTY** will appoint a person in charge of Monitoring and Evaluation (MONEV) who will accompany the research team.

Article 5 Rights and Obligations

- (1) The **SECOND PARTY** is obliged to follow up and seek the results of research undertaken to obtain patents and/ or public for the title of Research as referred to in Article 1.
- (2) The **SECOND PARTY** is obliged to report the development of acquisition of patents and/ or scientific publications as referred to in paragraph (1) periodically to the **FIRST PARTY**.
- (3) The **SECOND PARTY** is obliged to:
 - a) Produce a Policy Brief that is socialized to local governments;
 - b) Publications (scientific, popular, booklets, leaflets, others);
 - c) Produce manuscripts that have been sent to national and international journals;
 - d) Record all program implementation activities in the Research Notebook (logbook), make a report on the progress of research, make a complete budget usage report after the letter of agreement on implementation of research grant is signed up to no later than **August 17, 2022**.
 - e) Send all report obligations by email: adb.madep@gmail.com as scheduled and final report no later than **17 August 2022** to the **FIRST PARTY**;
 - f) Participate in Monev activities, Regional

sesuai dengan ketentuan yang telah ditetapkan.

- (5) **PIHAK PERTAMA** berkewajiban mengorganisir dan memfasilitasi:
- a) Kegiatan Diseminasi Penelitian di tingkat regional dalam rangka sosialisasi policy brief kepada pemerintah daerah secara luring.
 - b) Monitoring dan Evaluasi (Monev) tim Konsultan (*Research Grant Coordinator*) **PIHAK PERTAMA** terhadap kemajuan pelaksanaan Program Hibah Penelitian Tahun 2022 dilaksanakan sebanyak 3 (tiga) kali dalam bentuk FGD kemajuan hasil penelitian secara daring (*Zoom Meeting*) sesuai jadwal yang telah ditetapkan.
 - c) **PIHAK PERTAMA** akan menunjuk penanggung jawab Monitoring dan Evaluasi (MONEV) yang akan mendampingi tim peneliti.

Pasal 5 Kewajiban PIHAK KEDUA

- (1) **PIHAK KEDUA** berkewajiban untuk menindaklanjuti dan mengupayakan hasil Penelitian yang dilakukan untuk memperoleh paten dan/ atau publikasi untuk judul Penelitian sebagaimana dimaksud Pasal 1.
- (2) **PIHAK KEDUA** berkewajiban untuk melaporkan perkembangan perolehan paten dan/ atau publikasi ilmiah seperti yang dimaksud pada ayat (1) secara berkala kepada **PIHAK PERTAMA**.
- (3) **PIHAK KEDUA** berkewajiban untuk:
 - a) Menghasilkan Policy Brief yang disosialisasikan kepada pemerintah daerah;
 - b) Publikasi (ilmiah, populer, booklet, leaflet, lainnya);
 - c) Menghasilkan Manuscript yang sudah dikirim ke jurnal nasional dan internasional;
 - d) Mencatat semua kegiatan pelaksanaan program pada Buku Catatan Penelitian (logbook), membuat laporan kemajuan penelitian, membuat laporan penggunaan anggaran secara lengkap setelah surat perjanjian penugasan pelaksanaan hibah penelitian ini ditandatangani sampai dengan selambatnya **17 Agustus 2022**;
 - e) Mengirimkan semua kewajiban laporan melalui email: adb.madep@gmail.com sesuai jadwal yang telah ditetapkan dan laporan akhir paling lambat tanggal **17 Agustus 2022** kepada **PIHAK PERTAMA**;

- Simulation and National Dissemination;
g) Pay taxes in accordance with applicable laws and regulations.

- f) Mengikuti kegiatan Monev, Diseminasi Regional dan Desiminasi Nasional;
g) Membayar pajak sesuai ketentuan perundang-undangan yang berlaku.

Article 6 Card Validity Period

- (1) The validity of the contract is from the date of signing the implementation agreement until **August 17, 2022**.
- (2) If the **SECOND PARTY** does not submit its research report until the deadline set on this contract at the end of the current budget year and the deadline for disbursement of cost has expired, then all costs concerned that have not been disbursed, declared forfeited (cannot be disbursed);
- (3) Negligence that causes the incompleteness of research that the external promise in the research proposal as referred to in Article 4 is not fulfilled becomes the responsibility of the **SECOND PARTY**.

Article 7

- (1) The **SECOND PARTY** is obliged to ensure that the research under the title as referred to in article 1 is not plagiarism or duplication of research. If it turns out that the research conducted is plagiarism or duplication of research, then the **SECOND PARTY** is willing to cancel its research and the **SECOND PARTY** obliged to return all funds received to the **FIRST PARTY** Account;
- (2) If the **SECOND PARTY** is unable to carry out the duties referred to in Article 1 then it shall return the funds that have been received to the **FIRST PARTY** Account.

Article 8 Report

- (1) The **SECOND PARTY** must submit a softcopy of all reports and research results output via email that has been established.
- (2) The report of research result in the form of

Pasal 6 Masa Berlaku Kontrak

- (1) Masa berlaku kontrak terhitung sejak tanggal ditandatangani surat perjanjian pelaksanaan sampai dengan **tanggal 17 Agustus 2022**.
- (2) Apabila **PIHAK KEDUA** tidak menyerahkan laporan hasil penelitiannya sampai batas waktu yang telah ditetapkan pada kontrak kerja ini dalam akhir tahun anggaran yang sedang berjalan dan batas waktu proses pencairan biayanya telah berakhir, maka seluruh biaya yang bersangkutan yang belum sempat dicairkan, dinyatakan hangus (tidak dapat dicairkan kembali).
- (3) Kelalaian yang menyebabkan tidak selesainya penelitian sehingga luaran yang dijanjikan dalam proposal penelitian sebagaimana dimaksud pada Pasal 4 tidak terpenuhi menjadi tanggung jawab **PIHAK KEDUA**.

Pasal 7 Sanksi

- (1) **PIHAK KEDUA** berkewajiban untuk menjamin bahwa penelitian dengan judul sebagaimana disebut pada pasal 1 bukan plagiat atau duplikasi penelitian. Jika ternyata bahwa penelitian yang dilakukan adalah plagiat atau duplikasi penelitian, maka **PIHAK KEDUA** bersedia dibatalkan penelitiannya dan **PIHAK KEDUA** berkewajiban mengembalikan semua dana yang diterima ke Rekening **PIHAK PERTAMA**;
- (2) Apabila **PIHAK KEDUA** tidak dapat melaksanakan tugas sebagaimana dimaksud dalam Pasal 1 maka harus mengembalikan dana yang telah diterimanya ke Rekening **PIHAK PERTAMA**.

Pasal 8 Pelaporan

- (1) **PIHAK KEDUA** harus menyerahkan softcopy semua laporan dan luaran hasil penelitian melalui email yang telah ditetapkan.
- (2) Laporan hasil penelitian dalam bentuk "softcopy"

"softcopy" must meet the provisions of the writing format as follows:

1. Written in 2 languages (Indonesian and English)
2. A4 paper format shape/ size
3. Times New Roman 12pt font
4. Margin (4,3,3,2)
5. On the cover is written

Funded by:

RESEARCH GRANT FUND
COOPERATION BETWEEN THE ASIAN DEVELOPMENT
BANK (ADB) AND THE MINISTRY OF HEALTH,
based on the Letter of Agreement on the
Implementation of Research Grant Year 2022
Number: 042/ MADEP-ADB/ KONTRAK/III/ 2022.

tersebut harus memenuhi ketentuan format penulisan sebagai berikut:

1. Ditulis dalam 2 bahasa (Indonesia dan Inggris)
2. Bentuk/ ukuran format kertas A4
3. Jenis huruf Times New Roman 12pt
4. Margin (4,3,3,2)
5. Didalam sampul dalam ditulis

Dibiayai oleh:

DANA HIBAH PENELITIAN
KERJASAMA ASIAN DEVELOPMENT BANK (ADB) dan
KEMENTERIAN KESEHATAN,
berdasarkan Surat Perjanjian Pelaksanaan Hibah
Penelitian Tahun 2022
Nomor: 042/ MADEP-ADB/ KONTRAK/III/ 2022.

- (3) **Softcopy** report of research results as stated in paragraph (2) emailed to adb.madep@gmail.com by the **SECOND PARTY**.

- (3) **Softcopy** laporan hasil Penelitian sebagaimana tersebut pada ayat (2) diemail ke adb.madep@gmail.com oleh **PIHAK KEDUA**.

Article 9 Taxes

Issues and/ or everything relating to tax liability in the form are paid by the **SECOND PARTY** to the State Treasury in accordance with the provisions of applicable laws and regulations.

Pasal 9 Pajak

Hal-hal dan/ atau segala sesuatu yang berkenaan dengan kewajiban pajak dibayarkan oleh **PIHAK KEDUA** ke Kas Negara sesuai dengan ketentuan peraturan perundang-undangan yang berlaku.

Article 10 Prohibition

- (1) Intellectual Property Rights resulting from the implementation of the Research Grant program are regulated and managed in accordance with applicable laws and regulations.
- (2) Research grants are not allowed for the purchase of equipment and/ or assets such as laptops, computers, printers and so on.

Pasal 10 Larangan

- (1) Hak Kekayaan Intelektual yang dihasilkan dari pelaksanaan program Hibah Penelitian tersebut diatur dan dikelola sesuai dengan peraturan dan perundang-undangan yang berlaku.
- (2) Dana hibah penelitian tidak diperkenankan untuk pembelian peralatan dan/ atau asset seperti laptop, computer, printer dan sebagainya.

Article 11 Dispute

- (1) In the event of a dispute between the **FIRST PARTY** and the **SECOND PARTY** in the implementation of this agreement will be resolved by deliberation and choosing the district court if no settlement is reached by deliberation.
- (2) Issues that have not been regulated in this agreement are arranged later by both sides by deliberation.

Pasal 11 Perselisihan

- (1) Apabila terjadi perselisihan antara **PIHAK PERTAMA** dan **PIHAK KEDUA** dalam pelaksanaan perjanjian ini akan dilakukan penyelesaian secara musyawarah dan memilih pengadilan negeri apabila tidak tercapai penyelesaian secara musyawarah.
- (2) Hal-Hal yang belum diatur dalam perjanjian ini diatur kemudian oleh kedua belah pihak secara musyawarah.

Article 12

Letter of Agreement for Assignment of Research Grant Year 2022 is made 2 (two) copies with sufficient stamp duty in accordance with applicable regulations.

Pasal 12

Lain-lain

Surat Perjanjian Penugasan Penelitian Hibah Tahun 2022 ini dibuat rangkap 2 (dua) bermaterai cukup sesuai dengan ketentuan yang berlaku.

FIRST PARTY



MADEP
Teguh Handoko, SKM
Director of PT. MADEP

SECOND PARTY



Siti Rochmah
Member of Team

LIST OF APPENDIX

1. Term of Reference (TOR) Research Grant ADB
2. Structure of Research Team
3. Schedule of Research Plan
4. Deliverables & Payments Milestones

Terms of Reference for Research Teams

(through a service contract between the firm and research teams)

Through a call for proposals, the ADB and MOH will select 12 research proposals on topics related to health and nutrition. Each research team will be given a research fund of \$30,000 to prepare a study. Each team will enter into a service contract with the managing firm to deliver the outputs expected under these terms of reference.

I. Scope of work

The research teams will conduct a study on health and nutrition in Indonesia using primary or secondary data. Specific tasks include the following:

1. Revise the submitted proposal following comments from ADB, MOH, and other reviewers. The final proposal should clearly explain the scope of the study, identify data needs, and discuss the methodology to be used.
2. Prepare a research plan outlining the activities to be conducted and their corresponding schedule and resource requirements (financial plan).
3. Prepare a draft report and present initial findings in a research seminar.
4. Attend mentoring sessions to gather feedback and suggestions to improve the quality of the report.
5. Revise the report according to comments received from ADB, MOH and other reviewers.
6. Finalize the report and present findings in dissemination activities.
7. Submit report to national or international journals.

II. Schedule, resources, and key expertise required

The research team will be composed of three experts, consisting of a team leader, a co-team leader and a data analyst.

Team leader (Principal Investigator)	3 person months
Co-team leader (Co-PI)	3 person months
Data analyst	3 person months
Data holders	3 person months
Members of Team Research	3 person months

Team leader: He/ She will lead the conduct of the study with the following specific tasks: (i) revise submitted proposal following guidance from reviewers; (ii) conduct data analysis; (iii) draft the report; (iv) prepare presentation materials; (v) present findings during dissemination activities.

- (i) A master's or PhD degree related to economics, health economics, public policy or other related field.
- (ii) At least 7 years of research experience in the area of health and nutrition

Co-team leader: He/ She will support the team leader in the conduct of the study. Specific tasks include: (i) assist in revising submitted proposal following guidance from reviewers; (ii) assist in drafting the report, (iii) assist in preparing presentation materials; (iv) present findings during dissemination activities.

- (i) A master's or PhD degree related to economics, health economics, public policy or other related field.
- (ii) At least 5 years of research experience in the area of health and nutrition

Data analyst and Data Holders: He/ She will be mainly responsible for data crunching, with the following specific tasks: (i) gather and process data for analysis, (iii) assist in the conduct of data analysis, (iv) assist in drafting the report, and (v) assist in the preparation of presentation materials for dissemination activities.

Preferred qualifications:

- (i) A bachelor's degree related to economics, health economics, public policy or other related field.
- (ii) At least 3 years of experience in processing of health and nutrition related data

Members of Team: He/ She will be mainly responsible for facilitated, coordinated and assisted researcher, with the following specific tasks: (i) assist in gather, collecting and input data for analysis, (iii) assist in the conduct of survey, FGD and dissemination, (iv) assist in drafting the report, and (v) assist in the preparation of presentation materials for dissemination activities.

Preferred qualifications:

- (iii) A bachelor's degree related to economics, health economics, public policy or other related field.
- (iv) At least 3 years of experience in research team member of health and nutrition related data

III. Deliverables and payment milestones (partial lumpsum)

Output	Payment Schedule
Upon Approval of Final Proposal and Research Plan	20%
Upon Approval of progress report on Studies	30%
Upon Approval of Final Report on Studies	50%

f

Structure of Research Team

No	Name	Occupation	No ID	Institution	Job
1	Dr. Tri Siswati, SKM,M.Kes	Lecturer	197403151998032002	Poltekkes Kemeknes Yogyakarta	PI
1	Dr. Slamet Iskandar, SKM,M.Kes	Lecturer	197001051994031002	Poltekkes Kemeknes Yogyakarta	Assitance PI
2	Nova Pramestuti, SKM, MSc	Reseacher	198711302010122001	Litbangkes Banjarnegara	Data manager
3	Jarohman Raharjo, SKM, M.Kes	Reseacher	197601252002121001	Litbangkes Banjarnegara	Data holder
4	Dr. Agus Kharmayana Rubaya, SKM,M.Kes	Lecturer	196412241988031002	Poltekkes Kemeknes Yogyakarta	Field coordinator and data collection
5	Siti Rochmah, S.Tr.Gz	Laboran	-	Poltekkes Kemeknes Yogyakarta	Administrator

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Schedule of Research Plan

No	Kegiatan	Mar		April				Mei				Juni				Juli				Agt	
		3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
1.	Pengiriman proposal (revisi) dan tandatangan kontrak	v																			
2.	Penyusunan instrumen & modul pendampingan	v																			
3.	Subset data, editing, cleaning, data sekunder (kuantitatif)					v	v	v	v	v	v	v	v								
4.	Pengumpulan data kualitatif /FGD di Propinsi,Kabupaten , Kecamatan, Desa		v	v	v	v	v	v	v	v	v										
5.	Intervensi																				
a	Rekrutmen kader	v	v																		
b	Pelatihan kader		v																		
c	Pengambilan data pre test			v																	
d	Pelaksanaan intervensi				v	v	v	v													
e	Monev/supervisi intervensi					v															
f	Pengambilan data post test							v													
g	Retensi/post test -2											v									
h	Monev intervensi							v	v												
i	Indept interview (prop-desa)																				
j	Monitoring intervensi									v	v										
6.	Laporan Kemajuan I									v	v										
7.	Analisis									v	v	v	v								

8.	Laporan kemajuan II													v							
9.	Narasi										v	v	v	v	v	v	v	v	v	v	v
10.	Penyusunan laporan akhir																		v	v	v
11.	Diseminasi																		v	v	v
12.	Policy brief																		v	v	v
13.	Penyusunan publikasi								v	v	v	v	v	v	v	v	v	v	v	v	
14.	Submit manuskrip											v	v	v	v	v	v	v	v	v	

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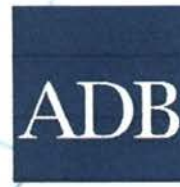
DELIVERABLES AND PAYMENTS MILESTONES

Payments Schedule	Amount (USD)	Output	Liquidation Report of research grant fund	Estimated Date
Term-1 (20%)	6.000	Final Proposal, Research Plan & Cost Plan	NA	28 March 2022
Term-2 (30%)	9.000	Progress report of studies	Term-1 (20%)	20 May 2022
Term-3 (50%)	15.000	▪ Final report ▪ Policy brief ▪ Manuscripts ▪ Dissemination	Term-2 (30%) & Term-3 (50%)	17 August 2022

1



KEMENKES RI



ASIAN DEVELOPMENT BANK

CONTRACT ASSIGNMENT FOR RESEARCH GRANT

No.: 042/MADEP-ADB/KONTRAK/III/2022

Trends and Multilevel Determinants of Stunting Before and During the Covid-19 Pandemic,
and Interventions for Stunting Reduction Acceleration in Yogyakarta

TA-9558 INO: Impact of Adolescent Nutrition Support on Development Outcome
National Firm for:
**Capacity Building on Analysis and Methodology for Health Researchers - Capacity Building on
Analysis and Methodology for Health Researchers(51354-001)**

21 March 2022

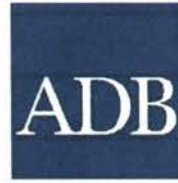


Consulting & Training Services

PT Multi Area Desentralisasi Pembangunan



KEMENKES RI



ASIAN DEVELOPMENT BANK

KONTRAK PENUGASAN UNTUK HIBAH PENELITIAN

No.: 042/MADEP-ADB/KONTRAK/III/2022

**“Trend, Analisis Multilevel Determinan Stunting Sebelum Dan Selama Pandemi Covid-19
Serta Intervensi Pendampingan Balita Untuk Percepatan Penurunan Stunting Di DIY”**

TA-9558 INO: Impact of Adolescent Nutrition Support on Development Outcome
National Firm for:
**Capacity Building on Analysis and Methodology for Health Researchers - Capacity Building on
Analysis and Methodology for Health Researchers(51354-001)**

21 March 2022



PT Multi Area Desentralisasi Pembangunan

**LETTER OF AGREEMENT
for assignment of**

**RESEARCH GRANT
ASIAN DEVELOPMENT BANK (ADB) AND
MINISTRY OF HEALTH
YEAR 2022**

NOMOR: 042/ MADEP-ADB/ KONTRAK/ III/ 2022

Letter of Agreement and all its annexes (hereinafter referred to as "Contracts") were made and signed electronically on the day of **Monday** date **21** (*Twenty one*) month **March** year **Two thousand twenty two**, between:

1. **Teguh Handoko, SKM** : As a Director acting for and on behalf of PT. Multi Area Desentralisasi Pembangunan (MADEP), Domiciled in Jakarta in this case further acts for and on behalf of Consultant implementing the activity, to be further called the **FIRST PARTY**.
2. **Siti Rochmah**: As Member of Provincial Research Team Yogyakarta, Domiciled in the Province of Yogyakarta in this case further acts for and on behalf of **PROVINCIAL RESEARCH TEAM DI YOGYAKARTA**, to be further called the **SECOND PARTY**.

The PARTIES explained in advance that:

- (a) A team selection process has been held in accordance with the Proposal Guidelines.
- (b) The **FIRST PARTY** and the **SECOND PARTY** shall express the authority to sign this Contract and bind the represented party.
- (c) Contract Signing Officers and Providers acknowledge and represent that in connection with the signing of this Contract each party:
 - 1) sign this Contract after did proper research;
 - 2) have read and fully understood the terms of

**SURAT PERJANJIAN KERJASAMA
untuk melaksanakan
PENUGASAN PELAKSANAAN PENELITIAN HIBAH
(RESEARCH GRANT)
ASIAN DEVELOPMENT BANK (ADB) DAN
KEMENTERIAN KESEHATAN RI
TAHUN 2022**

NOMOR: 042/ MADEP-ADB/ KONTRAK/ III/ 2022

SURAT PERJANJIAN ini berikut semua lampirannya (selanjutnya disebut "Kontrak") dibuat dan ditandatangani secara elektronik pada hari **Senin** tanggal **21** (Dua Puluh Satu) bulan **Maret** tahun **Dua ribu dua puluh dua**, antara :

1. **Teguh Handoko, SKM** : Selaku Direktur yang bertindak untuk dan atas nama PT. Multi Area Desentralisasi Pembangunan (MADEP), Berkedudukan di Jakarta dalam hal ini selanjutnya bertindak untuk dan atas nama Konsultan pelaksana kegiatan, untuk selanjutnya disebut **PIHAK PERTAMA**.
2. **Siti Rochmah**: Selaku Anggota Peneliti Provinsi DI Yogyakarta, Berkedudukan di Provinsi DI Yogyakarta dalam hal ini selanjutnya bertindak untuk dan atas **TIM PENELITIAN PROVINSI DI YOGYAKARTA**, untuk selanjutnya disebut **PIHAK KEDUA**.

PARA PIHAK menerangkan terlebih dahulu bahwa:

- (a) Telah diadakan proses seleksi tim yang telah sesuai dengan Panduan Proposal.
- (b) **PIHAK PERTAMA** dan **PIHAK KEDUA** menyatakan memiliki kewenangan untuk menandatangani Kontrak ini, dan mengikat pihak yang diwakili.
- (c) Pejabat Penandatanganan Kontrak dan Penyedia mengakui dan menyatakan bahwa sehubungan dengan penandatanganan Kontrak ini masing-masing pihak:
 - 1) menandatangani Kontrak ini setelah meneliti secara patut;
 - 2) telah membaca dan memahami secara

this Contract;

- 3) Have a sufficient opportunity to examine and confirm all the provisions of this Contract along with all relevant facts and conditions.

THEREFORE, THE FIRST PARTY and THE SECOND PARTY to bind themselves in an Assignment of Research Grant Agreement which is a cooperation of the Asian Development Bank (ADB) and the Ministry of Health in the framework of "*Trend, Multilevel Analysis Determinan Stunting Children Before And During Covid-19 Pandemic And Nutrition Mentoring Intervention For Stunting Children In Yogyakarta*", with the provisions and conditions stipulated in the articles as next:

Article 1

Research Title

- (1) The FIRST PARTY assigns the task to the SECOND PARTY, upon the selection of the SECOND PARTY as one of the recipients of research grants from the Asian Development Bank (ADB) based on the Decision Letter on the Results of the Research Proposal Assessment Selection Number: KS.02.01/2/920/2022, dated February 21, 2022 which was signed by the Secretary of the Health Development Policy Agency (BKPK), the Indonesian Ministry of Health.
- (2) The Research that will be carried out by the SECOND PARTY is entitled:

"Trends and Multilevel Determinants of Stunting Before and During The Covid-19 Pandemic, and Interventions for Stunting Reduction Acceleration In Yogyakarta"

Article 2

Contract Value

The FIRST PARTY provides research grant funds as referred in Article 1 is USD 30,000 (*Thirty thousand US Dollars*) based on the FIRST PARTY Contract with the Asian Development Bank (ADB).

Article 3

Payment Methods

The payment of implementation result of work

penuh ketentuan Kontrak ini;

- 3) telah mendapatkan kesempatan yang memadai untuk memeriksa dan mengkonfirmasikan semua ketentuan dalam Kontrak ini beserta semua fakta dan kondisi yang terkait.

MAKA OLEH KARENA ITU, PIHAK PERTAMA dan PIHAK KEDUA secara bersama-sama bersepakat mengikatkan diri dalam suatu Perjanjian Penugasan Pelaksanaan Penelitian Hibah (Research Grant) yang merupakan kerjasama Asian Development Bank (ADB) dan Kementerian Kesehatan RI dalam rangka "*Trend, Analisis Multilevel Determinan Stunting Sebelum Dan Selama Pandemi Covid-19 Serta Intervensi Pendampingan Balita Stunting Di Yogyakarta*" dengan ketentuan dan syarat-syarat yang diatur dalam pasal-pasal sebagai berikut:

Pasal 1

Gambaran Umum

- (1) PIHAK PERTAMA memberi tugas kepada PIHAK KEDUA, atas terpilihnya PIHAK KEDUA sebagai salah satu penerima dana hibah penelitian dari Asian Development Bank (ADB) berdasarkan Surat Keputusan Hasil Seleksi Penilaian Proposal Penelitian Nomor: KS.02.01/2/920/2022, tanggal 21 Februari 2022 yang ditandatangani oleh Sekretaris Badan Kebijakan Pembangunan Kesehatan (BKPK), Kementerian Kesehatan RI.
- (2) Penelitian yang akan dilaksanakan oleh PIHAK KEDUA berjudul:

"Trend, Analisis Multilevel Determinan Stunting Sebelum Dan Selama Pandemi Covid-19 Serta Intervensi Pendampingan Balita Untuk Percepatan Penurunan Stunting Di DIY"

Pasal 2

Nilai Kontrak

PIHAK PERTAMA memberikan dana hibah penelitian sebagaimana dimaksud pada Pasal 1 adalah sebesar USD 30.000 (*Tiga puluh ribu US Dollar*) sesuai dengan Kontrak PIHAK PERTAMA dengan Asian Development Bank (ADB).

Pasal 3

Cara Pembayaran

Pembayaran hasil pelaksanaan hibah penelitian

referred to this Employment Contract from the **FIRST PARTY** to the **SECOND PARTY** is as follows:

- (1) Payment of Research Grant Funds is carried out in stages after the output and other requirements are approved/validated by **FIRST PARTY** and **SECOND PARTY** and will receive USD 30,000 (Thirty thousand US Dollars);
- (2) Payment of research grant funds will be paid in stages to a **SECOND PARTY** account under the following conditions:
 - a) The First Phase payment is 20% of the total research grant that is $20\% \times \text{USD } 30,000 = \text{USD } 6,000$ (Six thousand US Dollars) after the letter of agreement on implementation of this research grant was signed by both parties and the **SECOND PARTY** submitted revised research proposal, revised research work plan and the plan for use of grant funds. Evidence of submission of work results is stated in the Minutes of Handover of Work Results;
 - b) Second Phase Payment is 30% of the total research grant that is $30\% \times \text{USD } 30,000 = \text{USD } 9,000$ (Nine thousand US Dollars) is paid after the **SECOND PARTY** submitted a softcopy of Progress Report on the Implementation of Research Grant Assignment and Accountability Report on the Use of Research Grants Budget of 20% (Term 1) that has been implemented to the **FIRST PARTY**. Evidence of submission of work results is stated in the Minutes of Handover of Work Results;
 - c) Third or Final Phase is 50% of the total research grant that is $50\% \times \text{USD } 30,000 = \text{USD } 15,000$ (Fifteen thousand US Dollars) is paid after the **SECOND PARTY** submitted a softcopy of the Final Report on the Implementation of Research Grant Assignments, Carrying out Regional and National Dissemination, deliver policy briefs and Manuscripts along with evidence of their submission to national / international journals, as well as Accountability Report on the Use of Research Grants Budget of 30% (Term 2) and 50% (Term 3) that has been implemented to the **FIRST PARTY**.
 - d) The **SECOND PARTY** is responsible for the expenditure of such funds in paragraph (1) in accordance with Approved Research Proposal and Work Plan and is obliged to submit all evidence of expenditure in

disebut dalam Kontrak ini dari **PIHAK PERTAMA** kepada **PIHAK KEDUA** adalah sebagai berikut:

- (1) Pembayaran Dana Hibah Penelitian dilakukan secara bertahap setelah output dan persyaratan lainnya disetujui/ disahkan oleh **PIHAK PERTAMA** dan **PIHAK KEDUA** menerima sebesar USD 30.000 (Tiga puluh ribu US Dollar);
- (2) Pembayaran Dana Hibah Penelitian akan dibayarkan secara bertahap ke rekening **PIHAK KEDUA** dengan ketentuan sebagai berikut:
 - a) Pembayaran Tahap Pertama sebesar 20% dari total bantuan dana hibah penelitian yaitu $20\% \times \text{USD } 30.000 = \text{USD } 6.000$ (*Enam ribu US Dollar*) setelah surat perjanjian pelaksanaan hibah penelitian ini ditandatangani oleh kedua belah pihak dan **PIHAK KEDUA** menyerahkan proposal penelitian hasil revisi, rencana kerja penelitian hasil revisi dan rencana penggunaan dana hibah. Bukti penyerahan hasil pekerjaan dinyatakan dengan Berita Acara Serah Terima Hasil Pekerjaan;
 - b) Pembayaran Tahap Kedua sebesar 30% dari total bantuan dana hibah penelitian yaitu $30\% \times \text{USD } 30.000 = \text{USD } 9.000$ (*Sembilan ribu US Dollar*) dibayarkan setelah **PIHAK KEDUA** menyerahkan softcopy Laporan Kemajuan Pelaksanaan Penugasan Penelitian Hibah dan Laporan Pertanggungjawaban Penggunaan Anggaran Dana Hibah Penelitian sebesar 20% (Termin ke-1) yang telah dilaksanakan kepada **PIHAK PERTAMA**. Bukti penyerahan hasil pekerjaan dinyatakan dengan Berita Acara Serah Terima Hasil Pekerjaan;
 - c) Pembayaran Tahap Ketiga atau Terakhir sebesar 50% dari total bantuan dana hibah penelitian yaitu $50\% \times \text{USD } 30.000 = \text{USD } 15.000$ (*Lima belas ribu US Dollar*) dibayarkan setelah **PIHAK KEDUA** menyerahkan softcopy Laporan Final Pelaksanaan Penugasan Penelitian Hibah, Melaksanakan Diseminasi Regional dan Nasional, menyerahkan policy brief dan Manuscripts beserta bukti pengirimannya ke jurnal nasional/ internasional, serta Laporan Pertanggungjawaban Penggunaan Anggaran Dana Hibah Penelitian sebesar 30% (termin ke-2) dan sebesar 50% (termin ke-3) yang telah dilaksanakan, diserahkan kepada **PIHAK PERTAMA**.
 - d) **PIHAK KEDUA** bertanggung jawab mutlak

- accordance with the amount of funds provided by the **FIRST PARTY**.
- e) The **SECOND PARTY** appoints one person in charge of finance (*Financial Administrator*) who will help to manage the finances of research grants and make accountability reports.
 - f) The Financial Administrator can be appointed from team members or from outside the team with the allocation of honorarium/ incentives issued from research grant funds.
- (3) Payment currency: Rupiah which will be converted according to the **FIRST PARTY** Bank Rate.
 - (4) All bank administration arising from above payment transactions shall be borne by the **SECOND PARTY**.
- dalam pembelanjaan dana tersebut pada ayat (1) sesuai dengan Proposal Penelitian dan Rencana Kerja yang telah disetujui dan berkewajiban untuk menyampaikan semua bukti-bukti pengeluaran sesuai dengan jumlah dana yang diberikan oleh **PIHAK PERTAMA**.
- e) **PIHAK KEDUA**, mengangkat satu orang penanggung jawab keuangan (PJ Keuangan) yang akan membantu mengelola keuangan hibah penelitian dan membuat laporan pertanggungjawabannya
 - f) Penanggung Jawab Keuangan (PJ Keuangan) tersebut dapat diangkat dari anggota tim atau dari luar tim dengan alokasi honor/ insentif dikeluarkan dari dana hibah penelitian
- (3) Mata uang pembayaran: Rupiah yang akan dikonversi sesuai dengan Rate Bank **PIHAK PERTAMA**.
 - (4) Semua administrasi bank yang ditimbulkan dari transaksi pembayaran diatas ditanggung oleh **PIHAK KEDUA**.

Article 4 Payment Transfer

- (1) Funds for the assignment of Research Grant Year 2022 as referred to in article 2 paragraph (1,2) are paid to the **SECOND PARTY**:

 Name on the Account : Siti Rochmah
 Name of Bank : BSI
 Account Number : 1143965265
 SWIFT BANK CODE : BSMDIDJA
 - (2) Research Grant Funds can be disbursed by the **FIRST PARTY** to the **SECOND PARTY**, if the ASIAN DEVELOPMENT BANK (ADB) has approved and disbursed the funds deposited into the **FIRST PARTY** account (as a stages of the disbursement process).
 - (3) The **FIRST PARTY** does not provide bailout funds, in the event of a delay in disbursement from the ASIAN DEVELOPMENT BANK (ADB).
 - (4) The **FIRST PARTY** shall not be responsible for delays and/ or unpaid amounts of funds as referred to in article 3 paragraph (1) caused by the error of the **SECOND PARTY** in submitting the report and data of the researcher, bank name, account number, and other requirements that
- #### Pasal 4 Transfer Pembayaran
- (1) Dana Hibah Penelitian Tahun 2022 sebagaimana dimaksud pada pasal 2 ayat (1,2) dibayarkan kepada **PIHAK KEDUA**:
 Nama pada Rekening : Siti Rochmah
 Nama Bank : BSI
 Nomor Rekening : 1143965265
 SWIFT KODE BANK : BSMDIDJA
 - (2) Dana Hibah Penelitian, dapat dicairkan **PIHAK PERTAMA** kepada **PIHAK KEDUA**, apabila ASIAN DEVELOPMENT BANK (ADB) telah menyetujui dan mencairkan dana yang dititipkan ke rekening **PIHAK PERTAMA** (sesuai tahapan proses pengajuan pencairan).
 - (3) **PIHAK PERTAMA** tidak menyediakan Dana talangan jika terjadi keterlambatan pencairan dari ASIAN DEVELOPMENT BANK (ADB).
 - (4) **PIHAK PERTAMA** tidak bertanggungjawab atas keterlambatan dan/ atau tidak terbayarnya sejumlah dana sebagaimana dimaksud dalam pasal 3 ayat (1) yang disebabkan karena kesalahan **PIHAK KEDUA** dalam menyampaikan laporan dan data peneliti, nama bank, nomor rekening, dan persyaratan lainnya yang tidak

are not in accordance with the provisions set.

- (5) The **FIRST PARTY** organizes and facilitates:
- a) Research Dissemination activities at the regional level in the framework of policy brief socialization to local governments by online.
 - b) Monitoring and Evaluation (Monev) Consulting team (Research Grant Coordinator) **FIRST PARTY** towards the progress of the implementation of Research Grant Program Year 2022 was carried out 3 (three) times in the form of FGD progress of online research results (Zoom Meeting) according to the schedule that has been set.
 - c) **FIRST PARTY** will appoint a person in charge of Monitoring and Evaluation (MONEV) who will accompany the research team.

Article 5 Rights and Obligations

- (1) The **SECOND PARTY** is obliged to follow up and seek the results of research undertaken to obtain patents and/ or public for the title of Research as referred to in Article 1.
- (2) The **SECOND PARTY** is obliged to report the development of acquisition of patents and/ or scientific publications as referred to in paragraph (1) periodically to the **FIRST PARTY**.
- (3) The **SECOND PARTY** is obliged to:
 - a) Produce a Policy Brief that is socialized to local governments;
 - b) Publications (scientific, popular, booklets, leaflets, others);
 - c) Produce manuscripts that have been sent to national and international journals;
 - d) Record all program implementation activities in the Research Notebook (logbook), make a report on the progress of research, make a complete budget usage report after the letter of agreement on implementation of research grant is signed up to no later than **August 17, 2022**.
 - e) Send all report obligations by email: adb.madep@gmail.com as scheduled and final report no later than **17 August 2022** to the **FIRST PARTY**;
 - f) Participate in Monev activities, Regional

sesuai dengan ketentuan yang telah ditetapkan.

- (5) **PIHAK PERTAMA** berkewajiban mengorganisir dan memfasilitasi:
- a) Kegiatan Diseminasi Penelitian di tingkat regional dalam rangka sosialisasi policy brief kepada pemerintah daerah secara luring.
 - b) Monitoring dan Evaluasi (Monev) tim Konsultan (*Research Grant Coordinator*) **PIHAK PERTAMA** terhadap kemajuan pelaksanaan Program Hibah Penelitian Tahun 2022 dilaksanakan sebanyak 3 (tiga) kali dalam bentuk FGD kemajuan hasil penelitian secara daring (*Zoom Meeting*) sesuai jadwal yang telah ditetapkan.
 - c) **PIHAK PERTAMA** akan menunjuk penanggung jawab Monitoring dan Evaluasi (MONEV) yang akan mendampingi tim peneliti.

Pasal 5 Kewajiban PIHAK KEDUA

- (1) **PIHAK KEDUA** berkewajiban untuk menindaklanjuti dan mengupayakan hasil Penelitian yang dilakukan untuk memperoleh paten dan/ atau publikasi untuk judul Penelitian sebagaimana dimaksud Pasal 1.
- (2) **PIHAK KEDUA** berkewajiban untuk melaporkan perkembangan perolehan paten dan/ atau publikasi ilmiah seperti yang dimaksud pada ayat (1) secara berkala kepada **PIHAK PERTAMA**.
- (3) **PIHAK KEDUA** berkewajiban untuk:
 - a) Menghasilkan Policy Brief yang disosialisasikan kepada pemerintah daerah;
 - b) Publikasi (ilmiah, populer, booklet, leaflet, lainnya);
 - c) Menghasilkan Manuscript yang sudah dikirim ke jurnal nasional dan internasional;
 - d) Mencatat semua kegiatan pelaksanaan program pada Buku Catatan Penelitian (logbook), membuat laporan kemajuan penelitian, membuat laporan penggunaan anggaran secara lengkap setelah surat perjanjian penugasan pelaksanaan hibah penelitian ini ditandatangani sampai dengan selambatnya **17 Agustus 2022**;
 - e) Mengirimkan semua kewajiban laporan melalui email: adb.madep@gmail.com sesuai jadwal yang telah ditetapkan dan laporan akhir paling lambat tanggal **17 Agustus 2022** kepada **PIHAK PERTAMA**;

- Simulation and National Dissemination;
g) Pay taxes in accordance with applicable laws and regulations.

Article 6 Card Validity Period

- (1) The validity of the contract is from the date of signing the implementation agreement until **August 17, 2022**.
- (2) If the **SECOND PARTY** does not submit its research report until the deadline set on this contract at the end of the current budget year and the deadline for disbursement of cost has expired, then all costs concerned that have not been disbursed, declared forfeited (cannot be disbursed);
- (3) Negligence that causes the incompleteness of research that the external promise in the research proposal as referred to in Article 4 is not fulfilled becomes the responsibility of the **SECOND PARTY**.

Article 7

- (1) The **SECOND PARTY** is obliged to ensure that the research under the title as referred to in article 1 is not plagiarism or duplication of research. If it turns out that the research conducted is plagiarism or duplication of research, then the **SECOND PARTY** is willing to cancel its research and the **SECOND PARTY** obliged to return all funds received to the **FIRST PARTY** Account;
- (2) If the **SECOND PARTY** is unable to carry out the duties referred to in Article 1 then it shall return the funds that have been received to the **FIRST PARTY** Account.

Article 8 Report

- (1) The **SECOND PARTY** must submit a softcopy of all reports and research results output via email that has been established.
- (2) The report of research result in the form of

- f) Mengikuti kegiatan Monev, Diseminasi Regional dan Desiminasi Nasional;
- g) Membayar pajak sesuai ketentuan perundang-undangan yang berlaku.

Pasal 6 Masa Berlaku Kontrak

- (1) Masa berlaku kontrak terhitung sejak tanggal ditandatangani surat perjanjian pelaksanaan sampai dengan **tanggal 17 Agustus 2022**.
- (2) Apabila **PIHAK KEDUA** tidak menyerahkan laporan hasil penelitiannya sampai batas waktu yang telah ditetapkan pada kontrak kerja ini dalam akhir tahun anggaran yang sedang berjalan dan batas waktu proses pencairan biayanya telah berakhir, maka seluruh biaya yang bersangkutan yang belum sempat dicairkan, dinyatakan hangus (tidak dapat dicairkan kembali).
- (3) Kelalaian yang menyebabkan tidak selesainya penelitian sehingga luaran yang dijanjikan dalam proposal penelitian sebagaimana dimaksud pada Pasal 4 tidak terpenuhi menjadi tanggung jawab **PIHAK KEDUA**.

Pasal 7 Sanksi

- (1) **PIHAK KEDUA** berkewajiban untuk menjamin bahwa penelitian dengan judul sebagaimana disebut pada pasal 1 bukan plagiat atau duplikasi penelitian. Jika ternyata bahwa penelitian yang dilakukan adalah plagiat atau duplikasi penelitian, maka **PIHAK KEDUA** bersedia dibatalkan penelitiannya dan **PIHAK KEDUA** berkewajiban mengembalikan semua dana yang diterima ke Rekening **PIHAK PERTAMA**;
- (2) Apabila **PIHAK KEDUA** tidak dapat melaksanakan tugas sebagaimana dimaksud dalam Pasal 1 maka harus mengembalikan dana yang telah diterimanya ke Rekening **PIHAK PERTAMA**.

Pasal 8 Pelaporan

- (1) **PIHAK KEDUA** harus menyerahkan softcopy semua laporan dan luaran hasil penelitian melalui email yang telah ditetapkan.
- (2) Laporan hasil penelitian dalam bentuk "softcopy"

"softcopy" must meet the provisions of the writing format as follows:

1. Written in 2 languages (Indonesian and English)
2. A4 paper format shape/ size
3. Times New Roman 12pt font
4. Margin (4,3,3,2)
5. On the cover is written

Funded by:

RESEARCH GRANT FUND
COOPERATION BETWEEN THE ASIAN DEVELOPMENT
BANK (ADB) AND THE MINISTRY OF HEALTH,
based on the Letter of Agreement on the
Implementation of Research Grant Year 2022
Number: 042/ MADEP-ADB/ KONTRAK/III/ 2022.

tersebut harus memenuhi ketentuan format penulisan sebagai berikut:

1. Ditulis dalam 2 bahasa (Indonesia dan Inggris)
2. Bentuk/ ukuran format kertas A4
3. Jenis huruf Times New Roman 12pt
4. Margin (4,3,3,2)
5. Didalam sampul dalam ditulis

Dibiayai oleh:

DANA HIBAH PENELITIAN
KERJASAMA ASIAN DEVELOPMENT BANK (ADB) dan
KEMENTERIAN KESEHATAN,
berdasarkan Surat Perjanjian Pelaksanaan Hibah
Penelitian Tahun 2022
Nomor: 042/ MADEP-ADB/ KONTRAK/III/ 2022.

- (3) **Softcopy** report of research results as stated in paragraph (2) emailed to adb.madep@gmail.com by the **SECOND PARTY**.
- (3) **Softcopy** laporan hasil Penelitian sebagaimana tersebut pada ayat (2) diemail ke adb.madep@gmail.com oleh **PIHAK KEDUA**.

Article 9 Taxes

Issues and/ or everything relating to tax liability in the form are paid by the **SECOND PARTY** to the State Treasury in accordance with the provisions of applicable laws and regulations.

Pasal 9 Pajak

Hal-hal dan/ atau segala sesuatu yang berkenaan dengan kewajiban pajak dibayarkan oleh **PIHAK KEDUA** ke Kas Negara sesuai dengan ketentuan peraturan perundang-undangan yang berlaku.

Article 10 Prohibition

- (1) Intellectual Property Rights resulting from the implementation of the Research Grant program are regulated and managed in accordance with applicable laws and regulations.
- (2) Research grants are not allowed for the purchase of equipment and/ or assets such as laptops, computers, printers and so on.

Pasal 10 Larangan

- (1) Hak Kekayaan Intelektual yang dihasilkan dari pelaksanaan program Hibah Penelitian tersebut diatur dan dikelola sesuai dengan peraturan dan perundang-undangan yang berlaku.
- (2) Dana hibah penelitian tidak diperkenankan untuk pembelian peralatan dan/ atau asset seperti laptop, computer, printer dan sebagainya.

Article 11 Dispute

- (1) In the event of a dispute between the **FIRST PARTY** and the **SECOND PARTY** in the implementation of this agreement will be resolved by deliberation and choosing the district court if no settlement is reached by deliberation.
- (2) Issues that have not been regulated in this agreement are arranged later by both sides by deliberation.

Pasal 11 Perselisihan

- (1) Apabila terjadi perselisihan antara **PIHAK PERTAMA** dan **PIHAK KEDUA** dalam pelaksanaan perjanjian ini akan dilakukan penyelesaian secara musyawarah dan memilih pengadilan negeri apabila tidak tercapai penyelesaian secara musyawarah.
- (2) Hal-Hal yang belum diatur dalam perjanjian ini diatur kemudian oleh kedua belah pihak secara musyawarah.

Article 12

Letter of Agreement for Assignment of Research Grant Year 2022 is made 2 (two) copies with sufficient stamp duty in accordance with applicable regulations.

Pasal 12

Lain-lain

Surat Perjanjian Penugasan Penelitian Hibah Tahun 2022 ini dibuat rangkap 2 (dua) bermaterai cukup sesuai dengan ketentuan yang berlaku.



Teguh Handoko, SKM
Director of PT. MADEP



Siti Kochman
Member of Team

LIST OF APPENDIX

1. Term of Reference (TOR) Research Grant ADB
2. Structure of Research Team
3. Schedule of Research Plan
4. Deliverables & Payments Milestones

Terms of Reference for Research Teams

(through a service contract between the firm and research teams)

Through a call for proposals, the ADB and MOH will select 12 research proposals on topics related to health and nutrition. Each research team will be given a research fund of \$30,000 to prepare a study. Each team will enter into a service contract with the managing firm to deliver the outputs expected under these terms of reference.

I. Scope of work

The research teams will conduct a study on health and nutrition in Indonesia using primary or secondary data. Specific tasks include the following:

1. Revise the submitted proposal following comments from ADB, MOH, and other reviewers. The final proposal should clearly explain the scope of the study, identify data needs, and discuss the methodology to be used.
2. Prepare a research plan outlining the activities to be conducted and their corresponding schedule and resource requirements (financial plan).
3. Prepare a draft report and present initial findings in a research seminar.
4. Attend mentoring sessions to gather feedback and suggestions to improve the quality of the report.
5. Revise the report according to comments received from ADB, MOH and other reviewers.
6. Finalize the report and present findings in dissemination activities.
7. Submit report to national or international journals.

II. Schedule, resources, and key expertise required

The research team will be composed of three experts, consisting of a team leader, a co-team leader and a data analyst.

Team leader (Principal Investigator)	3 person months
Co-team leader (Co-PI)	3 person months
Data analyst	3 person months
Data holders	3 person months
Members of Team Research	3 person months

Team leader: He/ She will lead the conduct of the study with the following specific tasks: (i) revise submitted proposal following guidance from reviewers; (ii) conduct data analysis; (iii) draft the report; (iv) prepare presentation materials; (v) present findings during dissemination activities.

†

- (i) A master's or PhD degree related to economics, health economics, public policy or other related field.
- (ii) At least 7 years of research experience in the area of health and nutrition

Co-team leader: He/ She will support the team leader in the conduct of the study. Specific tasks include: (i) assist in revising submitted proposal following guidance from reviewers; (ii) assist in drafting the report, (iii) assist in preparing presentation materials; (iv) present findings during dissemination activities.

- (i) A master's or PhD degree related to economics, health economics, public policy or other related field.
- (ii) At least 5 years of research experience in the area of health and nutrition

Data analyst and Data Holders: He/ She will be mainly responsible for data crunching, with the following specific tasks: (i) gather and process data for analysis, (iii) assist in the conduct of data analysis, (iv) assist in drafting the report, and (v) assist in the preparation of presentation materials for dissemination activities.

Preferred qualifications:

- (i) A bachelor's degree related to economics, health economics, public policy or other related field.
- (ii) At least 3 years of experience in processing of health and nutrition related data

Members of Team: He/ She will be mainly responsible for facilitated, coordinated and assisted researcher, with the following specific tasks: (i) assist in gather, collecting and input data for analysis, (iii) assist in the conduct of survey, FGD and dissemination, (iv) assist in drafting the report, and (v) assist in the preparation of presentation materials for dissemination activities.

Preferred qualifications:

- (iii) A bachelor's degree related to economics, health economics, public policy or other related field.
- (iv) At least 3 years of experience in research team member of health and nutrition related data

III. Deliverables and payment milestones (partial lumpsum)

Output	Payment Schedule
Upon Approval of Final Proposal and Research Plan	20%
Upon Approval of progress report on Studies	30%
Upon Approval of Final Report on Studies	50%

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APPENDIX -2

Structure of Research Team

No	Name	Occupation	No ID	Institution	Job
1	Dr. Tri Siswati, SKM,M.Kes	Lecturer	197403151998032002	Poltekkes Kemeknes Yogyakarta	PI
1	Dr. Slamet Iskandar, SKM,M.Kes	Lecturer	197001051994031002	Poltekkes Kemeknes Yogyakarta	Assitance PI
2	Nova Pramestuti, SKM, MSc	Reseacher	198711302010122001	Litbangkes Banjarnegara	Data manager
3	Jarohman Raharjo, SKM, M.Kes	Reseacher	197601252002121001	Litbangkes Banjarnegara	Data holder
4	Dr. Agus Kharmayana Rubaya, SKM,M.Kes	Lecturer	196412241988031002	Poltekkes Kemeknes Yogyakarta	Field coordinator and data collection
5	Siti Rochmah, S.Tr.Gz	Laboran	-	Poltekkes Kemeknes Yogyakarta	Administrator

Schedule of Research Plan

No	Kegiatan	Mar		April				Mei				Juni				Juli				Agt	
		3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
1.	Pengiriman proposal (revisi) dan tandatangan kontrak	v																			
2.	Penyusunan instrumen & modul pendampingan	v																			
3.	Subset data, editing, cleaning, data sekunder (kuantitatif)					v	v	v	v	v	v	v	v								
4.	Pengumpulan data kualitatif /FGD di Propinsi,Kabupaten , Kecamatan, Desa		v	v	v	v	v	v	v	v	v										
5.	Intervensi																				
a	Rekrutmen kader	v	v																		
b	Pelatihan kader		v																		
c	Pengambilan data pre test			v																	
d	Pelaksanaan intervensi				v	v	v	v													
e	Monev/supervisi intervensi					v															
f	Pengambilan data post test							v													
g	Retensi/post test -2											v									
h	Monev intervensi							v	v												
i	Indept interview (prop-des)																				
j	Monitoring intervensi									v	v										
6.	Laporan Kemajuan I									v	v										
7.	Analisis									v	v	v	v								

f

8.	Laporan kemajuan II														v							
9.	Narasi										v	v	v	v	v	v	v	v	v	v	v	v
10.	Penyusunan laporan akhir																		v	v	v	
11.	Diseminasi																	v	v	v		
12.	Policy brief																	v	v	v		
13.	Penyusunan publikasi							v	v	v	v	v	v	v	v	v	v	v	v	v		
14.	Submit manuskrip											v	v	v	v	v	v	v	v	v		

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DELIVERABLES AND PAYMENTS MILESTONES

Payments Schedule	Amount (USD)	Output	Liquidation Report of research grant fund	Estimated Date
Term-1 (20%)	6.000	Final Proposal, Research Plan & Cost Plan	NA	28 March 2022
Term-2 (30%)	9.000	Progress report of studies	Term-1 (20%)	20 May 2022
Term-3 (50%)	15.000	▪ Final report ▪ Policy brief ▪ Manuscripts ▪ Dissemination	Term-2 (30%) & Term-3 (50%)	17 August 2022

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