

NO-076

Contract for the Role of Community Distribution Partners

Between

And

**Youth Network for Community and Sustainable
Development hereinafter referred to as 'YNCSD'**

1. INDIVIDUAL NAME: Shalom Edeh

2. ADDRESS: Abuja, Nigeria

3. DATE THIS CONTRACT BEGINS: 1st September, 2026

4. DATE THIS CONTRACT ENDS: 30th November, 2026

5. TASK TITLE: Community Distribution Partner

6. DUTIES AND RESPONSIBILITIES: The description of this assignment sets out the main duties and responsibilities of your contract. It is neither exhaustive nor exclusive and so you may be required to undertake such other duties and responsibilities as may reasonably be required by the YNCSD team. This shall be brought to the attention of both parties and agreed upon by both parties.

7. PLACE OF WORK: Given the nature of this assignment, you will be required to work remotely and deliver commodities physically when required.

Address:

Seedbuilders Innovation Hub,
6A Embu Street,
Off Aminu Kano Crescent, Wuse 2, Abuja

Telephone:

+234 (0)7061469504

Email:

hello@yncsd.org

8. REFERENCE DOCUMENTS: Various terms and conditions apply to your employment in addition to those referred to in this statement. Terms of Reference for this assignment in addition to other policies have been referenced to and or attached here under and thereby part of the terms and conditions for this contract.

9. CHANGES TO TERMS AND CONDITIONS OF CONSULTANCY: Changes to your terms and conditions of engagement may be made by agreement with you. You will be notified of any changes by means of a written statement of change which will be issued to you within one month of the change.

10. HOURS OF WORK: You will be required to be flexible and work when there are requests for commodities, this may also include weekends.

It is important to note that this work structure is not statutory and is subject to change by the management. Any adjustments will be communicated to you promptly.

11. NOTICE PERIOD: Either party, whether it be you or YNCSD has the authority to terminate this contract by providing a **one month written notice**. However, it is important to note that YNCSD reserves the right to terminate this contract without prior notice in appropriate circumstances where there is fundamental breach to the agreements, terms and conditions of this agreement. Upon termination, it is imperative that a partner promptly return all YNCSD property, documents and records in your possession and ensure that they are returned in the same condition as received.

12. CONFIDENTIALITY: In the normal course of your duties, you will have access to and be entrusted with information of a confidential nature. You are required not to disclose or make use of such confidential information at any time, whether during or after your engagement period, unless express authorisation has been granted. Neither should you at any time make use of any document or record belonging to YNCSD (Including its logos, trademarks, and branding assets) unless required to do so in the course of your

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employment.

All correspondence, documents, specifications, computer programs, disks, notes and memoranda of any confidential information or any trade secret or intellectual property concerning the business of YNCSD and any associated YNCSD organisations made or received by you during the course of your employment hereunder shall be the property of YNCSD.

13. COPYRIGHT: If at any time during your engagement (whether or not during the course of your duties and whether or not during your working hours), you originate any work in which copyright may subsist (whether by yourself or with any other person) and including for the avoidance of doubt computer programs and any translation thereof, which is applicable to the business carried on at any time by or any associated YNCSD organisations, the same shall be the absolute property of YNCSD.

14. COLLECTIVE AGREEMENTS: There are no collective agreements in force in relation to your engagement.

15. POLICIES AND PROCEDURES: You must comply with any policies and procedures that YNCSD may issue during your engagement. This will include express agreement by you to comply with our Equal Opportunity Principle of Non-discrimination based on gender, sexual orientation, gender identity, age, religion, race, physical disability or race.

You also agree to comply with our child protection and safeguarding policies and not to discriminate against or publicly share views of YNCSD on access to comprehensive sexual reproductive health and rights for women, girls, gender diverse and sexual minorities and other policy documents to be issued.

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Youth Network for Community and Sustainable Development (YNCSD) Terms of Reference

Introduction

Youth Network for Community and Sustainable Development (YNCSD) is Nigeria's leading youth-led organisation working to promote sexual and reproductive health and rights (SRHR), gender justice, and sustainable development. Through advocacy, capacity building, and community engagement, we empower young people to lead change in their communities and influence policies that affect their lives.

As part of its commitment to improving access to safe, youth-friendly SRHR information, YNCSD operates the **DIVA Hotline**, a confidential digital and phone-based platform offering accurate information and referrals for young people particularly girls and women on contraception, safe abortion, and related care.

To bridge the gap between virtual counselling and physical service delivery, YNCSD is partnering with trained SRHR Champions as Distribution Partners to ensure safe, confidential, and youth-friendly access to essential SRHR commodities for people in their local communities and those referred by the DIVA Hotline for safe access.

About the DIVA Hotline

The DIVA Hotline is a safe, judgment-free, confidential, and youth-friendly counsellor that provides adolescents and young people with accurate information and support on Sexual and Reproductive Health and Rights (SRHR) and gender-based violence (GBV).

Purpose of Engagement

To support the expansion, service availability, and safe delivery of DIVA Hotline commodities and services by serving as a youth-friendly and confidential partner in your various communities, ensuring that clients who reach out to you and those referred by the DIVA Hotline receive timely access to SRHR information and services.

Key Objectives

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- **Ensure Access:** Provide safe, stigma-free access to SRHR commodities, information and services for beneficiaries.
- **Maintain Compliance & Safety:** Adhere to national clinical screening guidelines, inventory integrity, and storage specifications.
- **Privacy & Confidentiality:** Guarantee strict beneficiary privacy, discreet packaging for deliveries and secure data management across all touchpoints.
- **Continuity of Care:** Execute mandatory 48–72-hour post-service follow-ups to monitor beneficiary well-being, assess health outcomes, and provide emergency referrals if necessary.

Scope of Work & Operational Requirements

Trained SRHR Champions who will act as partners will fulfill client requests across two primary approaches:

Approach A: Direct In-Person Community & Referral Distribution

- **SRHR Champion Qualification:** Must have completed YNCSD-approved training on SRHR commodity administration, youth-friendly care, safeguarding, and confidential counselling.
- **Private Consultation Space:** Maintain or secure a designated, private, and safe space within the community for confidential consultations, counselling, and product hand-off.
- **Pre-Service Screening & Referrals:** Conduct applicable clinical screening based on the nature of service to be rendered. Any "red flag" symptoms must trigger an immediate, same-day referral to the DIVA hotline or an authorized emergency healthcare facility.
- **Informed Consent & Counselling:** Ensure voluntary informed consent is obtained and documented. Provide complete verbal guidance on scope of service to be rendered, nature of post-consultation indications to be expected and additional safeguarding steps to be taken.
- **Stock & Quality Management:** Store commodities in specified optimal conditions (protected from heat, light, and humidity). Verify and log batch numbers and expiry dates prior to distribution.

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Approach B: Direct / Vetted Off-Site Hand-Off

- **Prohibited Logistics Platforms:** The use of third-party public ride-hailing or logistics applications (including but not limited to InDrive, Glovo, Bolt, or public bike couriers) is strictly prohibited to ensure privacy, product safety, and direct chain of custody.
- **Vetted Direct Hand-Off:** Off-site distribution must be conducted directly by the trained SRHR Champion or a background-checked internal agent who has signed YNCSD safeguarding and confidentiality agreements.
- **Discreet Packaging & Pre-Dispatch Telehealth:** Ensure pre-dispatch counselling and screening are documented via the designated check-before-dispatch Google Form prior to dispatch. Commodities must be handed over in unbranded, discreet packaging directly to the identity-verified beneficiary.

[Pre-distribution form](#)

- **Emergency Health Access:** Confirm that the beneficiary has identified means to reach an emergency health facility from their location prior to handing over commodities.

Deliverables	Key Operational & Compliance Output	Expected Timeline
Training & Setup Verification	Complete YNCSD clinical/safeguarding onboarding	
Commodity Distribution & Screening	Execute screening, obtain informed consent, and distribute commodities to beneficiaries. Log batch numbers and delivery notes.	Ongoing (Within 24–48 hours of contact/referral)
Mandatory Post-Distribution Follow-Up	Conduct phone calls or direct check-ins with beneficiaries within 24–48 hours post-distribution to evaluate outcomes, check for complications, and ensure satisfaction.	24-48 hours post distribution
Monthly Activity & Tracking Logs	Submit complete distribution logs, batch numbers, follow-up reports, and anonymized beneficiary feedback.	Monthly- on or before the 28th of every month

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Reporting and Coordination

The partner will work closely with YNCSD's Clinical and Distribution Coordinator, who will provide ongoing guidance, operational oversight, and necessary approvals before commodity distribution and client follow-ups

Remuneration Terms

YNCS D will establish a regulated Minimum Price of ten thousand naira (10,000) and Maximum Price band of twenty thousand naira (20,000) for each SRHR commodity distributed under this agreement.

The partner strictly agrees not to charge below the Minimum Price or above the Maximum Price set by YNCSD.

The revenue generated between the Minimum Price and the Maximum Price on each commodity sold/distributed constitutes the Champion's full remuneration and margin for their services and operational costs.

Ethical Considerations

- **Values Alignment:** All distribution activities, counseling, and client communications must strictly align with YNCSD's core values of accuracy, non-judgment, confidentiality, inclusivity, and respect for bodily autonomy.
- **Non-Discrimination & Stigma-Free Care:** The Partner shall provide equitable, youth-friendly, and dignified service to all beneficiaries. Under no circumstances shall an individual face discrimination, stigma, bias, or refusal of service based on age, marital status, gender, disability, socio-economic background, or reproductive health choices.
- **Voluntary Informed Consent:** Distribution of any SRHR commodity must be preceded by complete, unbiased counseling and voluntary, informed consent. Beneficiaries must never be coerced, pressured, or misled into accepting services or commodities.
- **Legal Compliance & Safety Standards:** All messaging, clinical screenings, and product guidance must comply with YNCSD's standards. The partner strictly agrees not to promote, distribute, or facilitate unsafe or illegal medical practices.

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- **Integrity & Accurate Information:** The partner shall not share or spread misleading, stigmatising, or scientifically inaccurate information regarding sexual and reproductive health products, side effects, or self-managed care.
- **Safeguarding & Do No Harm:** The partner must uphold strict safeguarding standards to prevent any form of exploitation, harassment, or abuse during community outreach, screening, or commodity hand-off. Any suspected safety risks or clinical "red flags" must immediately trigger referral to appropriate emergency health facilities.

Ownership and Visibility

- **Ownership of Materials & Data:** All reports, anonymized distribution logs, monitoring data, case studies, and documentation generated under this engagement will be owned by YNCSD for advocacy, impact tracking, and donor reporting purposes.
- **YNCSD Data & Reporting Rights:** YNCSD reserves the right to aggregate, analyze, publish, and share anonymized impact metrics, survey findings, and performance data on its official platforms, publications, and reports.
- **Branding & Material Usage:** Any branding materials, screening tools, counseling guides, or promotional assets provided by YNCSD remain the intellectual property of YNCSD. The partner is granted a non-exclusive, *non-transferable* right to use these materials solely for executing the duties outlined in this TOR. The Partner shall not link, mention, or associate YNCSD's name, logo, brand, staff, agents, or consultants with this initiative in any way. This includes not referencing YNCSD in any communication, material, or public representation connected to this engagement, this Agreement is a purely commercial arrangement. For further details on confidentiality and non-disclosure obligations, the Partner is referred to the accompanying Non-Disclosure and Confidentiality Agreement, which forms part of this engagement.

Non-Disclosure & Confidentiality Agreement

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For and on behalf of YNCS D

Signed:



Name: Queenet Ukachukwu

Date: 27th August, 2026

Job Title: Head of Programmes and Operations

FORM OF ACCEPTANCE: I have received, read, and understood the terms and conditions of my engagement, which I accept.

For and on behalf of Partner

Signed:

Name:

Date:

Role:



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