**Personal Services Agreement between iMMAP Inc. (iMMAP)
and Muharriana**

This Agreement between iMMAP, RRB / ITC 1300 Pennsylvania Avenue NW, Suite 470 Washington, DC 20004 USA and Muharriana (Consultant), sets forth as follows:

1. iMMAP has retained the services of the Consultant to act as a Web Developer as outlined in Annex A.

The term of this Agreement is from July 1ˢᵗ, 2022 to December 31ˢᵗ, 2022, with possibility of extension pending performance and funding availability.

2. The Consultant shall work under the daily supervision of iMMAP's Communications and Outreach Manager and under the overall supervision of iMMAP's Planning and Development Director and will submit her monthly reports to them. The Consultant will be home-based in Medan, Indonesia, to carry out the responsibilities assigned to her by iMMAP.

3. In consideration for these services, iMMAP shall compensate the Consultant a monthly rate of $870 not to exceed 40 hours per week (5 Days a week, 8 hours per day), (prorated as needed) and any applicable danger pay. In the event of termination of this Agreement pursuant to P.13, the Consultant will be paid a pro-rated portion of the rate and expenses incurred prior to the time notice of termination is given. Payment will be made upon approval of Consultant's invoice and report that detail the hours worked and the major activities performed.

4. Consultants are entitled to leave according to iMMAP's Leave Policy, which includes a lump sum of 24 days per contract year (the equivalent of 2 days per month) prorated as per contract duration. Annual leave is calculated from the first day of contract. In the event of unpaid leave, the accrued amount of annual leave must then be prorated. At least one month of work must be completed upon entry on duty with iMMAP before the first annual leave can be taken.

5. It is understood that the Consultant is an independent contractor. The Consultant is responsible for any taxes levied on monies received under this agreement. The Consultant is not entitled to any accident, medical coverage, life insurance. iMMAP is not responsible for any insurance contributions or income tax deductions. Consultants who are legal residents in the United States will be provided with a 1099-MISC used to report amounts paid to independent contractors. The 1099-MISC form will include base pay, danger pay, and Meals and Incidental Expense (M&IE) allowance as applicable.

6. The Consultant will be paid per diem only when on mission for iMMAP. When the consultant travels outside of the duty station for less than one month, iMMAP will pay the U.S. Dollar equivalent of the European Commission DSA 2019 Scale. Any expenses should be approved in advance by iMMAP headquarters.

7. The Consultant shall be responsible for any personal items or equipment that they choose to bring with them during their term of service. iMMAP bears no responsibility for lost, stolen or damaged equipment or personal items.

8. The parties acknowledge that execution of this Agreement by electronic signature or fax copy will serve as a binding document.

9. Equipment purchased by Consultant with iMMAP funds shall be the property of iMMAP and shall be used only for the purpose of completing the services outlined in this Agreement. All equipment shall be returned to iMMAP upon completion or termination of this Agreement. Final invoice payment will not be made until all equipment has been returned.

10. The Consultant agrees to maintain confidentiality with respect to proprietary and confidential information they have obtained with respect to their work under this Agreement.

11. In recognition of the fact that development of Information Management tools and technology is a core segment of the iMMAP business model, and in the interest of preventing unnecessary or damaging conflicts of interest and/or competition with other vendors, the following requirements are enacted:

    a. It is critical, given the nature of the work being performed by the consultant on behalf of iMMAP, that all manner of proprietary information technology developed on behalf of iMMAP remain the sole intellectual property of iMMAP unless otherwise directed or mandated by iMMAP. No intellectual property, developed on behalf of iMMAP or already part of the iMMAP range of intellectual property, will be shared with any outside entity without the express written permission of the iMMAP headquarters.
    b. During the tenure, and within the parameters of his employment with iMMAP, the Consultant is representing iMMAP. It is understood that any approaches or inquiries as to possible projects or services during iMMAP-directed deployments or in relation to intellectual property developed under iMMAP contracts or grants are inquiries of iMMAP and all responses should be framed in terms of iMMAP capacities and interests. It is the consultant's obligation to treat all such inquiries as iMMAP business development opportunities and report such to iMMAP headquarters.
    c. As long as the Consultant is employed by iMMAP, the Consultant shall not participate directly or indirectly, in any capacity, in any business or activity that is in competition with iMMAP without the express written permission of the iMMAP headquarters.

12. The Consultant shall indemnify and hold harmless iMMAP, its officers and employees against all losses, claims, liabilities, damages and expenses of any nature, directly or indirectly, arising out of, or as a result of any act or omission by the Consultant, employees, agents or subcontractors in the performance of this Agreement.

13. This Agreement is subject to and contingent upon adequate funding of iMMAP programs and satisfactory performance of the Consultant. If funding becomes insufficient to cover the costs associated with this Agreement, or if the Consultant fails to perform their duties to the satisfaction of iMMAP, iMMAP, at its sole discretion, has the option to terminate this Agreement. Each party agrees that if this Agreement is terminated early, each party will fulfill the responsibilities it has committed to prior to the time that notice of termination is given. This Agreement is subject to the rules, regulations, and policies of the funding sources. Any provisions in this Agreement that are in conflict with the regulations of the funding sources shall be null and void.

14. The Consultant shall submit monthly updates along with monthly invoices, quarterly progress reports and an end of mission report. The end of mission report shall be submitted to iMMAP within one week following contract expiration. Final invoice payment will not be made without completion and submission of these reports.

15. iMMAP reserves the right to change, amend, modify, suspend, add or terminate all or any part of its policies at any time; in such cases consultants will be notified immediately. The consultant agrees that any such change or implementation will supersede previously existing or non-existing policies.

In Witness, Whereof, the parties have signed or caused their duly authorized representatives to sign this Agreement on the dates stated below.

iMMAP

William Barron, Chief Executive Officer   Date: July 07th, 2022

Muharriana, Consultant   Date: July 20th, 2022

TOR: IMMAP WEBSITE DEVELOPER

Organization:	iMMAP
Mailing Address:	RRB / ITC, 1300 Pennsylvania Avenue NW, Suite 470, Washington, DC 20004 USA
Program Title:	Global
Country/Region:	Medan - Indonesia, iMMAP Remote Office
Duration:	Full time

ORGANIZATION

iMMAP is a pioneering organization that is leading the way in the effective use of information management practices and principles in the service of humanitarian relief and development.

LINE MANAGEMENT

The iMMAP website developer will work under the direct supervision of the iMMAP COO and under the close collaboration of the iMMAP Communication and Outreach Manager.

RESPONSIBILITIES

Develop and maintain iMMAP Website.

- Current iMMAP Website.
  - Implement interactive design, technical improvements and new feature for iMMAP website.
  - Install WordPress updates, patches and security updates.
  - Install, enable and configure plugins and features.
  - Management of development and live server environments of the current iMMAP Website.
  - Provide technical documentation for site administrators to fully utilize new features.
  - Provide technical support as needed to site administrators and content managers for content creation and user/permission management.
- Develop new iMMAP Website.
  - Able to implement the design into optimize web pages using HTML, CSS and Javascript.
  - Able to implement responsive web pages from the design.
  - Perform quality assurance test for the system.
  - Assist data entry for the system.
  - Develop new modules or features from back-end to front-end.

o   Deploy and maintain both development and live server.

o   Provide technical documentation for site administrators to fully utilize new features.

o   Provide technical support as needed to site administrators and content managers for content creation and user/permission management.

QUALIFICATIONS

- 3 years of experience, knowledge of humanitarian and aid development sector is an asset.
- Experience with WordPress development site.
- Up-to-date with the latest trends and best practices in SEO.
- Experience in develop website using Laravel.
- Experience with Twitter Bootstrap or Material UI is a plus.
- Experience in designing database.
- Experience in using SQL database especially MySQL is a must.
- Proficient in using Git.
- Familiar with Ubuntu Server and nginx is a plus.
- Proficient in using Javascript Framework like ReactJS, VueJS or Angular is a plus.
- Proficient in using Static Site Generator like GatsbyJS is an asset.
- Proven software lifecycle knowledge, including requirements, design, development and testing with appropriate documentation.
- Proficiency in standards compliant HTML, CSS, XML, JavaScript and JSON.
- Understanding of UI design, UX and information architecture and familiarity with developing user flows and mobile UI/UX would be an advantage.
- Able to speak English is advantage.
- Fresh graduate are welcome.

WORKING CONDITIONS

- ➤ Position based in Medan, Indonesia.
- ➤ The position is expected to be a full time position, starting from 1th of January 2020, Renewal based on performance and funding availability.