



## **SUBGRANT AGREEMENT**

**Strengthening Teacher Education Programme (STEP) in Indonesia**

**Between SEAMEO Regional Open Learning Centre (SEAMOLEC)**

**and**

**Faculty of Teacher Training and Education**

**Ahmad Dahlan University**

This Subgrant Agreement is entered into on February 12, 2024, in Yogyakarta by and between:

SEAMEO Regional Open Learning Centre [SEAMOLEC], a duly organized under the Southeast Asian Ministers of Education Organization [SEAMEO], with principal office at Kompleks Universitas Terbuka, Jl. Cabe Raya, Pondok Cabe 15418, Jakarta, Indonesia, here in after referred to as SEAMEO SEAMOLEC [the Prime Grantee] and represented in this instrument by its Director, Dr. Wahyudi.

and

Faculty of Teacher Training and Education of Ahmad Dahlan University, organized under the laws of Indonesia, with its principal office located at Jl. Ringroad Selatan Kragilan, Tamanan, Kec. Banguntapan, Kabupaten Bantul Daerah Istimewa Yogyakarta here in after referred to as FKIP UAD and represented in this instrument by its Dean, Muhammad Sayuti, M.Pd., M.Ed., Ph.D.

## **BACKGROUND**

**Purpose:** This Agreement is entered into to formalize the relationship between the Prime Grantee and the Subgrantee for the purpose of implementing the Strengthening Teacher Education Programme (STEP) in Indonesia.

**Project Description:** The Prime Grantee has received funding from SEAMEO Regional Centre for STEM Education [SEAMEO STEM-ED] to provide the services required to complete the implementation of the Strengthening Teacher Education Programme (STEP) in Indonesia. The Subgrantee has demonstrated expertise and capacity to contribute to the successful implementation of the project.

**Project Objectives:** The objectives of the STEP project are:

1. To build the capacity of teacher education faculty and teacher development personnel in preparing novices and in-service teachers to use scientific and engineering practices as well as to implement quality STEM learning units.

2. To enhance preservice and in-service curricula, enrich teacher instructional practices, and strengthen the practicum for novice teachers through the adoption of scientific and engineering practices, quality STEM learning units, and the training of mentor teachers.
3. To study the effectiveness of this initiative and present it to regional policymakers to promote scaling up of the scientific and engineering practices, STEM learning, and mentor training.

## **SUBGRANT TERMS**

**Scope of Work:** The Subgrantee agrees to perform the following tasks and activities in accordance with the project proposal submitted to the Funding Source and accepted by the Prime Grantee.

The Prime Grantee shall engage stakeholders, organize meetings and workshops, provide support in advocacy and communication, and provide subgrants to subgrantee. The purpose of these actions is to engage the subgrantee's faculty members, lead teachers/mentors, trainers, and/or researchers to work in one or more of the following Working Group(s):

### **Professional Development - STEM Learning**

- a. Collaborate with experts in selecting the learning units to be implemented in the programme.
- b. Work with the experts in adapting, and localizing the selected learning units, or enhancing country curricula by adopting scientific and engineering practices.
- c. Design professional development activities for university faculty and lead teachers.
- d. Provide support to the faculty members and lead teachers.
- e. Assist in organizing seminars and/or conferences for faculty on the implementation of STEM learning units or scientific and engineering practices in the classrooms.

### **Research and Evaluation**

- a. Collaborate with research experts in designing a research proposal.
- b. Work with research experts in developing research methods and instruments.
- c. Collect data on the effectiveness of the interventions provided to the target groups.
- d. Present the findings to the implementation team.



## THE PAYMENT

The Prime Grantee will provide the Subgrantee with a total grant amount of **USD 10,000** (Ten thousand United States Dollars) or its equivalent amount in the Indonesian Rupiah to cover the costs associated with the implementation of the project. The payment will be divided into three payments as follows:

The **first payment**, constituting 40% of the total payment, in the amount of **US\$ 4,000** (Four thousand United States Dollars) or its equivalent amount in the Indonesian Rupiah, shall be made when The Prime Grantee and the Subgrantee have signed this Agreement.

The **second payment**, comprising 50% of the total payment, in the amount of **US\$ 5,000** (Five thousand United States Dollars) or its equivalent amount in the Indonesian Rupiah shall be made upon the completion of Key Deliverables 1, 2, & 3 as specified in the milestones defined in Exhibit A.

The **final payment**, amounting to 10% of the total payment, in the amount of **US\$ 1,000** (One thousand United States Dollars), or its equivalent amount in the Indonesian Rupiah shall be made upon the successful completion of all remaining project activities as specified in the milestones defined in Exhibit A, and upon the submission of the final report.

The Prime Grantee shall make the payment(s) specified above to the Subgrantee following the Subgranting's banking instructions specified below, within 30 days from the date specified hereof.

### GRANTEE's Banking Instructions:

Name of the Bank	: BPD DIY Syariah
Address of the Bank	: Jl. Magelang KM 5.5 Kutu Tegal, Sinduadi, Mlati, Sleman, Yogyakarta 55223
Name of the Account Holder	: Shafa Izzahira Putri
Account Number	: 801241005254
SWIFT Code	: SYYKIDJ1

**Reporting:** The Subgrantee shall submit regular progress reports to the Prime Grantee on monthly basis, detailing the activities undertaken, challenges faced, and outcomes achieved.

**Monitoring and Evaluation:** The Subgrantee agrees to cooperate with the Prime Grantee in monitoring and evaluating the project's progress and impact.

**Compliance with Laws:** The Subgrantee shall comply with all applicable laws and regulations of Indonesia in the implementation of the project.

**Intellectual Property:** Any intellectual property developed or created by the Subgrantee in the course of implementing the project shall be the property of the Prime Grantee.

**Duration:** This Agreement shall commence on 12 February 2024 and all services herein shall remain in force until the later of the completion of the Project or there are no Project activities and tasks outstanding.

## GENERAL TERMS

**Amendments:** Any amendments to this Agreement must be in writing and signed by both parties.

**Termination:** Either party may terminate this Agreement with written notice to the other party if there is a material breach of any provision herein.

**Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of Indonesia

IN WITNESS WHEREOF, the parties hereto have executed this Subgrant Agreement as of the Effective Date first above written.

Agreed to by:


  
Dr Wahyudi  
Centre Director  
SEAMEO SEAMOLEC

Date: Februari 12, 2024

**ADDRESS FOR NOTICES**

Kompleks UT, Jl Cabe Raya,  
Pondok Cabe, Pamulang-15418,  
Tangerang Selatan 15401  
Indonesia

**Attention:** Dr. Wahyudi

  
Muhammad Sayuti, M.Pd., M.Ed., Ph.D.  
Dean of Faculty of Teacher Training and Education  
Universitas Ahmad Dahlan

Date: Februari 12, 2024

**ADDRESS FOR NOTICES**

UAD Campus 4 Jl. Ringroad Selatan, Kragilan,  
Tamanan, Kec. Banguntapan,  
Kabupaten Bantul, Daerah Istimewa Yogyakarta  
55191  
Indonesia

**Attention:** Muhammad Sayuti, M.Pd., M.Ed., Ph.D.



## Exhibit A: Deliverables

<b>Key Deliverable 1 – Project Implementation Plan</b> Deliver a Project Implementation Plan by 29 February 2024 that specifies, at a minimum, the following: <ul style="list-style-type: none"> <li>• Project Log Frame with a description of how program outcomes against each key deliverable will be achieved (the Work Plan).</li> <li>• Project stakeholder engagement and communication plan. The plan should include opportunities to involve SEAMOLEC, Chevron and SEAMEO STEM-ED in events and outline media protocols.</li> <li>• Project monitoring and evaluation plan.</li> <li>• Key staff and their roles and responsibilities.</li> <li>• Risk mitigation plan, including project risks and reputational risks.</li> <li>• Description of any additional funding or in-kind supports.</li> </ul>
<b>Key Deliverable 2 – Stakeholder Engagement and Partner Meetings</b> <ul style="list-style-type: none"> <li>• Appoint representatives to serve on the steering committee and one or more of the Working Groups, namely Professional Development – STEM Learning and Research &amp; Evaluation teams.</li> <li>• Participate in Partners Meeting (Mid 2024) among implementing partners to exchange experiences on the project implementation</li> </ul>
<b>Key Deliverable 3 – STEM Learning Unit Localization and Professional Development Design and Delivery</b> <ul style="list-style-type: none"> <li>• Engage working groups to collaborate with Prof. Joseph Krajcik of Michigan State University, select STEM learning units, localize them to fit local contexts, and design professional development activities for novice and in-service teachers focusing on the effective implementation of the STEM learning units embedded with scientific and engineering practices in the classrooms.</li> <li>• Support faculty of teacher education programs at universities to implement the use of "STEM learning units" in their STEM learning courses and support novice/in-service teachers to implement STEM learning units in the classrooms (face to face and online)</li> <li>• Organize seminars/reflection meetings/sharing sessions/conferences on STEM learning units implementation</li> <li>• Localize/Develop video clips and learning materials related to STEM learning units that can be adopted by teacher education programs</li> </ul>
<b>Key Deliverable 4 – Communication Support</b> <ul style="list-style-type: none"> <li>• Develop case studies and video clips featuring success stories of scientific and engineering practices and the implementation of STEM learning units.</li> <li>• Provide project communications support, including public relations and media visibility.</li> <li>• Promote training, seminars, conferences, and other program activities through social media channels.</li> </ul>
<b>Key Deliverable 5 - Data Collection and Evaluation</b> <ul style="list-style-type: none"> <li>• Engage the university and MOECRT researchers to collaborate with SEAMEO STEM-ED research team in conducting the project effectiveness study and publicly share the results.</li> </ul>
<b>Key Deliverable 6 - Sustainability Plan</b> <ul style="list-style-type: none"> <li>• Develop a sustainability plan by 31 March 2025. The sustainability plan is to be presented to Chevron before finalizing to confirm it meets Chevron expectations for the delivery of the scope of work.</li> </ul>
<b>Key Deliverable 7 - Reporting</b> <ul style="list-style-type: none"> <li>• Deliver program reports to SEAMOLEC about the deliverables defined above in Exhibit A of the Grant Agreement.</li> <li>• Conduct quarterly program update meetings with SEAMEO STEM-ED/Chevron, virtually or in person.</li> </ul>

END OF EXHIBIT A



# **SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION (SEAMEO) REGIONAL OPEN LEARNING CENTRE (SEAMOLEC)**

komplek Universitas Terbuka, Jl. Cabe Raya, Pondok Cabe Pamulang 15418, Jakarta INDONESIA

**Phone** : (62-21) 7422184, 7423725, 7424154

**Email** : [secretariat@seamolec.org](mailto:secretariat@seamolec.org)

**Fax** : (62-21) 7422276

**Website** : <http://www.seamolec.org>

No. Ref.: 0569/SC/KS.03.00/2024

April 17, 2024

To whom it may concern

## **Subject: Letter of Acknowledgement of the Team Members of the Strengthening Teacher Education Program (STEP) Project – Indonesia**

This letter is made by the SEAMEO Regional Open Learning Centre (SEAMOLEC) to officially acknowledge the team members of the Strengthening Teacher Education Program (STEP) Project - Indonesia. The STEP project aims to enhance the quality of teacher education through various initiatives and interventions.

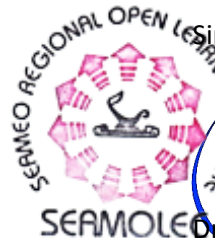

Below is the list of individuals comprising the STEP project team:

<b>No</b>	<b>Name</b>	<b>Position</b>
1.	Muhammad Sayuti, M.Pd, M.Ed, Ph.D	Steering Committee 1
2.	Dr. Ani Susanti, M.Pd.BI	Steering Committee 2
3.	Prof. Dr. Suyanto, M.Pd.I	Steering Committee 3
4.	Irfan Yuniarto, M.Sc, Ph.D	Professional Development Coordinator
5.	Aan Hendroanto, S.Pd., M.Sc	Professional Development Team
6.	Avanti Vera Risti Pramudyani, S.Pd, M.Pd	Professional Development Team
7.	Dr. Novi Febrianti, M.Si	Professional Development Team
8.	Dr. Puguh Wahyu Prasetyo, S.Si., M.Sc	Professional Development Team
9.	Eko Nursulistyo, S.Si., M.Pd	Professional Development Team
10.	Ariati Dina Puspitasari, S.Si, M.Pd	Professional Development Team
11.	Dwi Astuti, S.Pd.Si., M.Pd	Research Team
12.	Nani Aprilia, S.Pd, M.Pd	Research Team
13.	Dr. Risanti Dhaniaputri, M.Sc	Research Team
14.	Annisa Khoirotun Zakiah, S.Pd	Administration
15.	Shafa Izzahira Putri	Finance Staff

Please note that each team member has been carefully selected based on their expertise and experience relevant to the objectives of the STEP project. They are committed to contributing their best efforts to ensure the successful implementation and outcomes of the project.

Should you require any further information regarding the STEP project or its team members, please do not hesitate to contact SEAMOLEC as the country coordinator for this project at [+62217423725] or [secretariat@seamolec.org].

Sincerely,



Dr. Wahyudi  
Director