



VOLUNTEER ENGAGEMENT CONTRACT

This Engagement Contract (“Contract”) is entered into by and between **Volunteers for Mental Health** (“VMH”), a non-profit organization established and registered in Nigeria, and the undersigned volunteer (“Volunteer”) for volunteering services related to mental health data collection activities as part of the Organization’s community engagement and data collection programs.

This Volunteer Engagement Contract is made this ____ day of _____, **2025**, between **Volunteers for Mental Health** (hereinafter referred to as “VMH”) and:

Name of Volunteer: _____

Address: _____

Phone Number: _____ **Email:** _____

1. Engagement and Scope of Work

- The Volunteer agrees to support VMH in conducting data collection, outreach, advocacy, and research activities related to mental health and well-being. This includes, but is not limited to, interviews, surveys, focus group discussions, and other community outreach activities as determined by VMH.
- The volunteer will undertake activities as assigned by the designated supervisor during the period of engagement.

Scope of Work

The volunteer agrees to:

- Attend orientation and capacity-building sessions as required by VMH.
- Conduct field visits to designated communities to collect mental health and well-being data with integrity and confidentiality using VMH-approved tools.
- Adhere to all ethical guidelines, including confidentiality, respect, and cultural sensitivity.
- Submit completed data collected on time and attend debriefing sessions as required.
- Adhere to the policies and procedures of VMH during the engagement period.

2. Duration of Engagement

- The engagement will commence on _____ and will continue until _____, or until the tasks are completed, whichever comes first. This engagement may be extended upon mutual agreement by both parties.

3. Compensation and Reimbursements

While this is a voluntary engagement, VMH will provide the following to support the volunteer’s work in the field:

- **Transport Allowance:** ₦ 3,000 per day of training and data collection to cover travel costs.
- **Daily Stipend for Snacks:** ₦ 1,500 per day to support field sustenance.
- **Daily Data Collection Fee:** ₦ 5,000 as a token of appreciation for the volunteer's contribution and commitment to data collection efforts.

All payments will be made via bank transfer upon submission and verification of the work done.

4. Code of Conduct

The volunteer agrees to:

- Represent VMH in a respectful, professional, and non-partisan manner towards all community members, colleagues, and participants.
- Volunteers must respect the rights of individuals and communities, ensuring that no harm comes from their activities.
- Abide by VMH policies and avoid any form of misconduct, including discrimination, harassment, and data falsification.
- Promptly report any challenges, security issues, or ethical concerns to the designated VMH field supervisor.

5. Confidentiality and Ethical Standards

- The Volunteer agrees to maintain confidentiality and protection of all respondent data, as well as sensitive information collected during the field exercise. This must conform to our Data Protection Guidelines.
- Any violation of confidentiality or ethical standards may result in the termination of this agreement.

6. Termination

- Either party may terminate this contract at any time, with or without cause, by providing written notice at least 48 hours in advance.
- In the case of misconduct, failure to comply with the terms outlined in this contract, or inability to perform the assigned duties, VMH reserves the right to immediately terminate the contract.

7. Liability and Insurance

- VMH will provide necessary training to the Volunteer to perform their tasks safely and in line with health and safety protocols.
- The Volunteer is responsible for their health and safety while performing their duties unless otherwise agreed upon.

8. General Terms

- This contract is not an employment contract and does not confer employment status on the Volunteer. The Volunteer is an independent contractor, and all volunteer tasks are carried out under this status.

- This contract is governed by the laws of the Federal Republic of Nigeria.

9. Agreement

- By signing below, both parties agree to the terms and conditions outlined in this engagement contract.

10. Acknowledgment

I, the undersigned, acknowledge that I have read, understood, and agreed to the terms of this engagement contract.

Volunteer's Name: _____

Signature: _____ **Date:** _____

VMH Representative Name: _____

Designation: _____

Signature: _____ **Date:** _____

VOLUNTEERS FOR MENTAL HEALTH
Informed by Data, Inspired to Care