**Suggested Climatelinks Contract Language**

1. The contractor shall make contact with Climatelinks at [team@climatelinks.org](mailto:team@climatelinks.org) as early as possible after the award is made and after key personnel are in place.
2. The contractor shall designate a knowledge management, capacity building, or communications point of contact to work with the Climatelinks team. The AOR/COR serves as the final point of content clearance unless the AOR/COR and contractor designate an alternative clearance official in writing. The contractor shall manage project content clearances and submit content only after clearance is obtained.
3. The contractor shall submit to Climatelinks all official technical, substantive knowledge products created by the project as soon as they are ready to share with the public (e.g., not at the end of the project). Knowledge products include videos, tools (digital or analog), documents, websites, webinar recordings, photos, curricula.
4. The contractor shall advertise all project-sponsored, public events that are of interest to the broader climate change and development community, live and/or virtual, including webinars, symposia, workshops, trainings, etc. in the Climatelinks calendar by submitting event details appropriately in advance.
5. In cases where the project produces country-specific content, the contractor shall suggest updates to and/or links to highlight in country profiles displayed on the Climatelinks map (e.g., a performance evaluation for a program in a particular country or a Frontlines story that features the project’s work in a country).
6. The contractor shall develop one blog [or more, if appropriate/desired] per year in appropriate consultation with the Climatelinks team that the project is active.
7. The contractor shall submit all content to Climatelinks as described in the content criteria and submission protocols on [www.climatelinks.org/help](http://www.climatelinks.org/help).
8. Upon completion of the project, the contractor shall submit to Climatelinks the same index of all knowledge products required by ADS 540 for submission to USAID’s Development Experience Clearinghouse.

Reviewed by:

E3/GCC/PLC, K Stratos, 11-05-15.

E3/GCC, V Mitchell: \_11-05-15\_\_\_\_\_

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