P3.S1.T3 MoU between Project committee and NS

*In many contexts, it is recommended to support in the creation of a local project committee[[1]](#footnote-1), which is a representative body of the community where the project will be implemented. Participation is voluntary, prioritizing equal participation of women and men, and it is usually composed of community leaders and/or persons elected by the community. The main function is to act as social partner, having a fluid communication with the project team and local population in the communities. Here it is described a template of a MoU between the NS and the local committee that will support during the implementation of the ME project. Roles and responsibilities should be adjusted depending on the design of the intervention and involved stakeholders.*

## 1. Introduction

This Memorandum of Understanding (hereafter referred to as MoU)

between

**XXXXX RED CROSS SOCIETY**

and

**PROJECT Committee (PC) of “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”**

enters into effect on <DATE>.

This MoU is signed within the framework of the project, <XXXXXXX>which is to be implemented in <XXXXXXXXXXXXXXXXXXX> from <XXXXXXX> to <XXXXXXXX>.

The present introduction, as well as any other section contained herein, is considered integral to the present agreement for cooperation and includes the mutual targets for both interested parties undersigning below.

## 2. Purpose

The main objective of this MoU is to set forth the general terms and conditions of the cooperation between the parties in order to carry out the efficient and effective implementation of **ME project.**

At the <Village/District> level, a *Project Committee (PC)* is the representative of the community and facilitates communication with the NS team, local authorities and the local population in the communities*.*

## 3. Roles and responsibilities of project committee

* 1. To ensure that all involved stakeholders at *Region, District and village* are aware of and understand the objectives and goals of the activity.
	2. To nominate a focal point of the *Project Committee* who will directly communicate with NS staff during the implementation of the project.
	3. Provide effective dissemination of information into existing government and community structures.
	4. To assist in communication to the community about the targeting process (steps to be done, criteria, publication of the list) and participate in the review of selected beneficiaries (to check inclusion and exclusion errors).
	5. Facilitate targeting of the most vulnerable through community consensus.
	6. Publish information at Project Committee and inform selected households about dates of the trainings, venues, approved business plan, conditions of the grants, amount and delivery mechanisms.
	7. Support NS team during the collection of information from baseline and monitoring visits.
	8. To collect and register complaints mechanism according to established template <XXXX> and inform to NS community volunteer and NS field team monthly.
	9. In the case of cash grants, support NS to check if the initial instalment has been used conditioned to the correct expenditure of the first instalment restricted to the purchase of different necessary items to develop the ME in the business plan.
	10. To coordinate with NS and other stakeholders on planning and works’ follow-up and report any specific issues.

## 4. Roles and responsibilities of NS

* 1. To outline clearly the aims, objectives and goals of the ME project to the community and facilitate the dissemination of such information to involve all stakeholders
	2. To identify, assign and allocate supervisors (community volunteers/field staff) to monitor the ME project (targeting, implementation of trainings, business plan review, provision of grants, monitoring, etc.)
	3. To ensure the selection criteria are aligned with the humanitarian principles of, and other efforts conducted by, the humanitarian community.
	4. To facilitate the final selection process for beneficiaries in compliance with the agreed selection criteria.
	5. To ensure the timely delivery of grants to support their promotion of livelihoods through the ME.
	6. To prepare and authorize the final beneficiaries lists.
	7. To prepare and sign individual contracts of the selected beneficiaries.
	8. To issue the households’ payments and the transfer of funds according to the selected cash transfer modality and based upon the attendance sheets of trainings and the correct compliance of the conditions[[2]](#footnote-2).
	9. To manage the project funds and all the project expenditures according to <XXXX’s> internal procedures.
	10. To ensure transparency and effectiveness through conducted field visits and inform beneficiaries on the selection procedure and activity implementation.
	11. To follow up on the progress of the activity and the beneficiaries.
	12. To monitor and evaluate activity implementation.

## 5. Amendments

Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU must be agreed upon in writing by the two parties and will be effective only when executed and signed by all parties to this MOU.

## 6. Termination of contract

The MOU will be deemed null and void if the continuation of the project is not possible due to force majeure. **Agency** is allowed to cancel the present MOU if:

* <XXXXX>’s project become inaccessible in the region due to the security situation
* <XXXXX>’s activities in the country are suspended

## 7. Conclusive provisions

* 1. The provisions of the MOU shall prevail over any other verbal or written agreement made previously between the parties
	2. The parties will do their best to settle any dispute and/or misunderstanding arising from the present MOU by negotiation
	3. In the case where a dispute and/or discrepancy cannot be resolved by negotiation, the matter will be resolved under the jurisdiction of the courts of the country
	4. The MOU is made in XXXX language, and both parties will receive one copy of the contract.

Date: <XX/XX/20XXX**>**

For and on behalf of <XXXX> <XXXX> Representative

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1. It can adopt different names: Village Development Committee, District Recovery Committee, etc. [↑](#footnote-ref-1)
2. In case of in-kind support is provided, include: “*To ensure doing the procurement on time for the start-up grants support, establishing a procurement committee (following NS internal regulations). Ensure adequate quality of the items procured on the markets. As far as possible, ensure to purchase goods in the local market.* [↑](#footnote-ref-2)