

Guidance for developing a Memorandum of Understanding (MOU)

A Memorandum of Understanding (MOU) is not a legal document, but provides clarity for each of the involved parties on their first steps of working together, allowing stakeholders to gain a mutual understanding of the responsibilities of each partner.

- **Title** - Add the title, such as “Memorandum of understanding between (organization name) and (organization name).
- **Date** - Add the date. Include month, day, and year, showing the date the agreement was made, when it goes into effect, and the expected duration.
- **Identify the Parties Involved** - Begin by clearly identifying the parties involved in the agreement. This section should also state the intent to form a relationship between the parties and outline the purpose of the MOU.
- **Define the Scope and Objectives** - Define the agreement's purpose in more detail. In this section, outline the scope of the agreement by defining its boundaries and limitations.
 - Clearly state the objectives and goals you aim to achieve through the collaboration.
 - Be specific and concise to avoid ambiguity or confusion.
 - Ensure that both parties are aligned in their understanding of the scope and objectives of the MOU.
- **Terms of Agreement** - This defines what each party will bring to the agreement.
 - Explain which roles are to be performed and who will perform them, such as:
 - Advisor to implementation
 - Implementer of pilot or program
 - Community advocate
 - Specify the responsibilities and contributions of each party involved in the agreement, such as who will:
 - Conduct community outreach
 - Facilitate connections with existing programs
 - Develop program materials
 - Train program facilitators
 - Implement program activities
 - Evaluate program effectiveness
 - Advocate for scale-up
 - Clearly define the tasks, deliverables, and timelines expected from each party, such as:
 - Number and frequency of meetings
 - Duration of commitment

- Documentation of outputs
 - Dissemination of results
 - Ensure there is clarity on how the parties will collaborate and communicate throughout the duration of the agreement.
- **Terms of Financial Compensation** - This is entirely optional and should be determined based on local customs and available resources.
- **Other terms and conditions-** You may wish to use other clauses such as:
 - Ownership of any data or products
 - Attribution of credit or authorship of products (e.g., training materials) or manuscripts
 - Sharing of products or information to external parties
 - Child protection
- **Signature** - You should allow all interested parties to sign.
- **Supplemental material** - Include an appendix with any additional forms or information deemed necessary. This could include:
 - Consent forms
 - Request for information form
 - Organizational chart