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