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