

## Sample Memorandum of Understanding

This Memorandum of Understanding (MOU) is entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 2020, by and between the following PARTIES: **M/s Pragathi Association for Rural Development** (Registration No. 19/2011), Regd. Office at Door No. 4-29-1 in Yernagudem (Post), East Godavari District, Andhra Pradesh, India, Pin – 534313 (hereinafter referred to as **PARD INDIA**) and **M/s xxxxxxxxxx** (Corporate Identity No. / Registration No. ....), Regd. Office at xxxxxxxxxx, Pin -xxxxxx, India (herein after referred to as **Partner-X**).

Whereas both PARD INDIA and **Partner-X** are non-profit organizations and intend to work jointly to address the environmental issues supporting the national Swachh Bharat initiatives primarily in **XXXX region**. Both PARTIES are willing to cooperate in expanding the service base and sharing the resources for the effective delivery of services.

The purpose of this MOU is to create a common platform for both PARTIES to undertake programs jointly and to cooperate with each other in the following ways:

- 1. Scope of Joint Programs:** PARD INDIA has been implementing various Projects & Programs in rural and urban areas, primarily in Andhra Pradesh and in Telangana states, and **Partner-X** is willing to associate with PARD INDIA to promote the social cause in XXXX region for all or any of the following Project & Programs:

Project Code	Program Code	Project / Program Description
<b>READ</b>	<b>Rural Education and Development (READ) Project</b>	
RAED-01	ASEP	After School Education Program
RAED-02	VKCP	Village Knowledge Centre Program
RAED-03	VKKB	V-kid Knowledge Boost Program
RAED-04	VKSP	V-kid Scholarship Program
RAED-05	CLPP	Child Labor Prevention Program
RAED-06	QVEP	Quality & Value Education Program
<b>BPCP</b>	<b>Building Positive Communities Project</b>	
BPCP-01	HSHP	Hearts of Serving the Humanity Program
BPCP-02	CAEP	Community Awareness & Empowerment Program
BPCP-03	CHSP	Community Health & Safety Program
BPCP-04	CSBP	Community Swachh Bharat Program

\* Please visit our website ([www.pardindia.org](http://www.pardindia.org)) for more details

Note: If any initiative doesn't fit under the above programs, such activities will be discussed and reviewed, and a decision can be taken whether we proceed jointly.

2. **Coverage in News, Social Media & Website:** Both PARTIES publish independently only those events conducted jointly without giving any undue disadvantage to either PARTY.
3. **Funding:** Both PARTIES raise funding support for a specific event/program and/or bear the expenses jointly from their own sources in equal proportions or as agreed for such a specific event.
4. **Sharing Resources:** Both PARTIES agree to share the resources in terms of Personnel, Volunteers, Offices, and Computer Systems, and the PARTIES shall bear any expenses incurred thereto as per the pre-agreement reached for that purpose.
5. **Formation of Joint Operational Team (JOT):** Both PARTIES agree to form a Joint Operational Team (JOT) of a total of **six (6) members (3 from each PARTY)** who will collaborate on achieving the objectives listed under this MOU:

S.N	Name of the Team Member	Designation	Phone Number / Email	Organization
1				PARD INDIA
2				PARD INDIA
3				PARD INDIA
4				Partner-X
5				Partner-X
6				Partner-X

Each member of the above JOT agrees to the following joint responsibilities:

- (a) The JOT has all requisite power and authority to execute the services covered under this MOU.
- (b) The JOT will communicate frequently to facilitate cooperation under this MOU.
- (c) Work together to determine projects/programs/events to be undertaken jointly and publish progress reports of the events held.
- (d) Represent various forums/associations/government & private organizations jointly seeking support for the events.
- (e) Address Press Media jointly to give a comprehensive campaign to our social cause.
- (f) Discuss among them the ways and means to strengthen joint efforts.
- (g) If any of the above member(s) are not active, both PARTIES will replace such member(s) with alternative(s).
- (a) If any change to the above team members will be notified to the other party, such changes will be incorporated as an amendment to this MOU.

6. **Disputes / Modifications to MOU:** Consistent with the objectives of the MOU, this MOU may be amended

only by written agreement mutually signed by each PARTY. Any dispute arising during this MOU's operations shall be mutually discussed between the higher management of PARTIES and settled amicably without any court cases.

**7. Effective Date/Duration/Termination:** This MOU shall take effect upon the signature by both PARTIES and the date and year first written as above and shall be valid for **three (3) years**. However, this MOU can be terminated at any time during the period of the MOU by giving a notice of one (1) month by each PARTY, and such notice is to be duly signed by all the members of JOT of that PARTY serving the notice. During this notice period of one (1) month, each PARTY shall cooperate to reconcile and clear any pending financial transactions and assets, etc.

**AS WITNESS WHEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS THE DATE AND YEAR FIRST ABOVE WRITTEN.**

SIGNED BY THE PARTIES:

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For: **Pragathi Association for Rural Development (PARD INDIA)**

Name:

Capacity:

Date:

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For: **Partner-X**

Name:

Capacity:

Date:

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**In the presence of:**

Name:

Capacity:

Date:

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**In the presence of:**

Name:

Capacity:

Date: