



# MEMORANDUM OF UNDERSTANDING

between

**The Rotary Club of Parbat District 3292**  
(Host Partner),

**The Rotary Club of Corrimal, District 9780**  
(International Partner),

**LEARN**

an NGO affiliated with Social Welfare Council Nepal, No: 39089  
(Cooperating Organisation)  
and

**Quality Education Nepal Incorporated**

an association registered in Victoria, Australia  
to manage Rotary Australia World Community Service project 43/2009-10  
(project instigator)

## 1. SUBJECT

Global Grant GG1876442, 3 Year Teacher Training, Rakhu Resource Centre, Myagdi District, Nepal

## 2. PURPOSE

A cooperating organization is any reputable non-Rotary organization or academic institution that provides expertise, infrastructure, advocacy, training, education or other support for the grant. Cooperating organizations must comply with all reporting and auditing activities required by the Rotary Foundation and provide receipts and proof of purchase as required. This document serves to establish a framework of cooperation and agreement between the aforementioned parties as it pertains to the implementation of a project financed by a Rotary Foundation Global Grant.

## 3. PRIMARY CONTACTS

|         | Rotary Club of Parbat   | Rotary Club of Corrimal  | LEARN                     | Quality Education Nepal Inc. |
|---------|-------------------------|--------------------------|---------------------------|------------------------------|
| Name    | Sabitri Khattri Chhetri | Kay Mireylees            | Krishna Pun               | Peter Hall                   |
| Role    | President               | President                | Executive Officer         | President                    |
| Address | Parbat, Nepal           | Corrimal, NSW            | Kathmandu, Nepal          | Victoria, Australia          |
| Phone   | +977 98576 30078        | +61 403 732 505          | +977 98510 03113          | +61354241453                 |
| Email   | sabitri.nesdo@gmail.com | kay.mireylees@mmj.com.au | krishna_puntz@hotmail.com | pjthhall@nepalaid.org.au     |

#### **4. UNDERSTANDINGS**

- A. All parties affirm that Global Grant GG1876442 is initiated, controlled, and managed by the Rotary clubs and/or districts involved in the project.
- B. The Rotary Club of Parbat and the Rotary Club of Corrimal affirm that LEARN is reputable and responsible and acts within all governing laws of the project country.
- C. All parties acknowledge that Global Grant GG1876442, if approved, will be awarded to the Rotary Club of Parbat and the Rotary Club of Corrimal and not to LEARN.
- D. All project funds will be in the custody of the partner Rotarians and will not be managed by LEARN.
- E. LEARN must abide by The Rotary Foundation grant terms and conditions.
- F. LEARN and its involvement in this project may be subject to financial and operational review/audit by The Rotary Foundation.

#### **5. THE ROTARY CLUB OF PARBAT SHALL:**

- A. satisfy The Rotary Foundation requirements for the management of the project including the establishment of a management committee and a separate bank account for the purpose
- B. collect funds from project sponsors both local and international (via the Rotary Club of Corrimal) and from The Rotary Foundation, and hold on behalf of the project pending expenditure in accordance with the budget
- C. assist in the delivery of teacher training and of associated educational materials by LEARN to the extent that may be agreed with LEARN
- D. observe the teacher training in progress, as and when feasible
- E. establish contact with training recipients (teachers, their schools and community members) sufficient to assess their reaction to the training and to determine any actions that might be considered necessary to reinforce sustainability
- F. accept for payment invoices from LEARN issued as indicated below, paying the initial invoice for each activity within seven days of receipt and the final invoice having confirmed satisfactory completion of the task.
- G. provide the Rotary Club of Corrimal and Quality Education Nepal Inc. with full access to all project records including internet access to the project bank account in Nepal
- H. provide reports to all sponsors and funds contributors including The Rotary Foundation (directly or via the Rotary Club of Corrimal)

#### **6. THE ROTARY CLUB OF CORRIMAL SHALL:**

- A. satisfy The Rotary Foundation requirements for the management of the project including the establishment of a management committee and a separate bank account for the purpose
- B. assemble funds from international sponsors and transmit them to the Host sponsor for dissemination as above.
- C. encourage members of all sponsor Clubs to visit Nepal to observe training in progress. While they will not be invited to participate in the training directly, they will have the opportunity to volunteer for

complementary activities, such as running recreational activities for children, giving those children valuable opportunities to interact with native English speakers

- D. promote the value of training for teachers of rural schools in Nepal, encouraging others to contribute to such projects as the opportunities arise
- E. provide Quality Education Nepal Inc. with full access to all project records including internet access to the project bank account in Australia
- F. provide reports to all sponsors and funds contributors including The Rotary Foundation as appropriate.

## **7. LEARN SHALL:**

- A. agree to deliver the services described as Activities in the grant application at the costs defined in the Budget section of that application
- B. agree the timing for the delivery of services with all parties involved including the schools, the Education Department Resource Centre, the Rural Municipal Council, the District Education Office and the Host Sponsor Club (to be progressively spaced over three years, taking into account the desirability of teachers attending training during school vacations to avoid interruption of school activities)
- C. submit to the Rotary Club of Parbat invoices for 80% of the cost of each activity, for payment prior to the commencement of that activity
- D. submit a report of each service/activity delivered
- E. submit to the Rotary Club of Parbat invoices for the remaining 20% of the cost of each activity upon completion thereof.

## **8. QUALITY EDUCATION NEPAL INC. SHALL:**

- A. monitor the progress of the project
- B. provide oversight to LEARN in the fulfilment of its obligations with respect to the project
- C. provide such assistance as may be required by the Rotary Clubs in the fulfilment of their project responsibilities

## **9. MODIFICATION**

Modifications within the scope of this document shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, and approved by The Rotary Foundation prior to any changes being performed.

## **10. CONFLICT OF INTEREST**

Any real or perceived conflicts of interest must be disclosed to The Rotary Foundation, including any Rotarians serving as paid staff or board of directors for the cooperating organization.

## 11. SIGNATURES

By signing below, the aforementioned parties agree to the terms of this memorandum of understanding.

Sabitri Khattri Chhetri, President, The Rotary Club of Parbat                      Date

Sue Mireylees, President, The Rotary Club of Corrimal                      Date

Krishna Pun, Executive Director, LEARN                      Date

Peter Hall, President, Quality Education Nepal Inc.                      Date