



MEMORANDUM OF UNDERSTANDING

between

Bo Rotary Club, Sierra Leone
and
Magnolia Texas Rotary Club, USA
and
Mediators Beyond Borders International, USA

1. SUBJECT

Global Grant #1981756 in Bo, Sierra Leone

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

	HOST PARTNER	INTERNATIONAL PARTNER	COOPERATING ORGANIZATION
Name	Ralph C. L. Jones	Real Provencher	Loretta Raider
Address	Bo Rotary Club	Magnolia Rotary Club P.O. Box 1139 Magnolia, TX 77353	
Phone	232 76 722 594	1-832 277 8323	1 215 778 4603
Email	jralphcl@gmail.com	rprovencher@mac.com	loretta@mediatorsbeyondborders.org

4. UNDERSTANDINGS

- A. All parties affirm that Global Grant #GG1981756 is initiated, controlled, and managed by the Rotary clubs and/or districts involved in the project.
- B. Bo Rotary Club and Rotary Club of Magnolia affirm that Mediators Beyond Borders International is reputable and responsible and acts within all governing laws of the project country.
- C. All parties acknowledge that Global Grant #GG1981756, if approved, will be awarded to Bo Rotary Club and Rotary Club of Magnolia and not to Mediators Beyond Borders International.
- D. All project funds will be in the custody of the partner Rotarians and will not be managed by Mediators Beyond Borders International.
- E. All publicity materials and postings about this grant's activities will include mention of MBBI as the cooperating organization.
- F. .
- G. Mediators Beyond Borders International must abide by The Rotary Foundation grant terms and conditions.
- H. Mediators Beyond Borders International and its involvement in this project may be subject to financial and operational review/audit by The Rotary Foundation.

5. BO ROTARY CLUB SHALL:

- A. Be responsible for coordinating and overseeing all project activities, purchases and financial matters in Sierra Leone
- B. Be responsible for opening and managing a local project bank account and managing fund transfers
- C. Be responsible for maintaining adequate liability and travel insurance and provide proof thereof
- D. Be responsible for supervising, coordinating, monitoring and participating in participant selections and training activities
- E. Be responsible for writing progress reports and ensure completion of project assessments and final reports to the Rotary Foundation
- F. Be responsible for managing, securing and forwarding to Rotary Club of Magnolia all project documentation and receipts as required by the Rotary Foundation in a timely manner
- G. Be responsible for ensuring that all publicity materials, conference presentations and postings about this grant will include mention of MBBI as the cooperating organization

- H. Be responsible for preparing and submitting monitoring and evaluation reports
- I. Be responsible for arranging logistics for training such as venue and transport for participants and trainers in Sierra Leone
- J. Be responsible for ensuring District and Club qualification requirements are met for this Global Grant.
- K. Be responsible for maintaining ongoing communication and committing to resolving differences using mediative practices.
- L. Be responsible for ensuring that no other agreements (financial or otherwise) that affect this grant are entered into without discussion with and agreement from Cooperating partner.
- M. Be responsible for making payments for approved expenses incurred in Sierra Leone within 30 days of submission of receipts.

6. ROTARY CLUB OF MAGNOLIA SHALL:

- A. Be responsible for assisting in completing the project application and meeting approval requirements
- B. Be responsible for maintaining adequate liability insurance and provide proof thereof
- C. Be responsible for assisting in obtaining and securing matching funds for this Global Grant
- D. Be responsible for submitting status reports and final project report to TRF as prepared with assistance of the Bo Rotary club and MBBI
- E. Be responsible for making all possible effort to insure all documentation and financial requirements for the project are met
- F. Be responsible for opening or managing a Project account for the purpose of this grant and administering payments outside Sierra Leone.
- G. Be responsible for maintaining ongoing communications and committing to resolving conflicts using mediative practices.
- H. Be responsible for making payments for approved expenses incurred outside Sierra Leone within 30 days of submission of receipts.
- I. Be responsible for ensuring that no other agreements (financial or otherwise) that affect this grant are entered into without discussion with and agreement from Cooperating partner.
- J. Be responsible for assisting MBBI in providing leadership and change agent training and facilitate small group leadership challenges and peer group coaching efforts.

7. MEDIATORS BEYOND BORDERS INTERNATIONAL SHALL:

- A. Be responsible for developing curriculum, providing expertise, delivering training and coaching.
- B. Be responsible for complying with all reporting and auditing activities required by Rotary.
- C. Be responsible for developing appropriate local curriculum, training and managing training programs, coaching, peer mentoring and webinars for women's and youth leadership/empowerment programs.
- D. Be responsible for collecting and compiling survey and focus group data for reports.
- E. Be responsible for maintaining adequate liability and travel insurance and provide proof thereof
- F. Be responsible for providing receipts for all approved expenditures.
- G. Be responsible for providing ongoing progress reports to the Rotary Foundation, the Bo Rotary club and the Magnolia Rotary club.
- H. Be responsible for assisting in monitoring and evaluation, by managing participatory data collection, analysis, and written evaluation report for the trainings it conducts.
- I. Be responsible for maintaining ongoing communications and committing to resolving conflicts using mediative practices.

8. 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.

9. 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.

10. SIGNATURES

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

Ralph CL Jones  22nd November 2018
Rotary Club of Bo, Sierra Leone DATE

Neil Zaverucha

Nov. 16, 2018

Rotary Club of Magnolia Texas, USA

DATE

Loretta Rauber

November 16, 2018

Mediators Beyond Borders International

DATE