

Memorandum of Understanding (MoU)

This agreement is entered on this th day (month) (year) between (Name of the trainor agency) bearing address represented by (name & designation of the official)

And

..... (Name of the ULB) bearing address represented by (Name & designation of the official)

Profile of the Trainor Agency:

Profile of the ULB:

2. Goal

Goal of the project is to generate livelihood among the BPL youth of Municipal towns/ cities by creating employable skills in them through different skill development training programmes thereby working towards achieving the goal of poverty reduction and vulnerability.

3. Objective

The objective is to provide skill training to the number of selected BPL youths in (name of the training course) as per Annexure-I and help them with placement opportunity/ self-employment.

4. Selected courses

(Course Content in brief)

5. Scope of Work

..... (Name of the trainor agency) shall

- Carry out the selection process of the beneficiaries along with the representatives of the ULB
- Provide syllabus for the course, conduct classes by deputing qualified faculties, provide necessary equipments for the training programme, conduct examination, evaluate the trainees and certify the trainees after successful completion of the training
- Arrange guest lectures wherever required.
- Provide job placement to at least 75% of the successful trainees and extend a minimum of three interview opportunities to rest of the successful trainees.

..... **Corporation / Municipality** shall

Pre Training Activity

- Prepare a list of prospective participants and furnish the same to (Name of the trainor agency)
- Select the participants jointly with (Name of the trainor agency) and prepare a waiting list.

During Training Activities

- To ensure that all selected candidates attend the programme regularly.
- To monitor the programme regularly.
- To keep SUDA informed regarding progress & effectiveness of the training programme.

Post Training Activities

- To send confirmation letter to the Director, SUDA regarding successful completion of the programme with comments.
- To maintain MIS of the trainees

6. Deliverables by ----- (Name of the trainor agency)

- Submit students' feedback report after completion of the course/courses
- Issue certificates after completion of the course/courses.
- Submit a detailed report with comments on interview / placement assistance/ self employment assistance status provided to the successful trainees.

7. Budget

The total budget for conducting the training programme will be as per Annexure-II.

Payment Milestone

Payment will be made as per following schedule:

- 50% payment will be made after commencement of training based on actual no. trainees joining the batch.
- 30% payment will be made after satisfactory completion of training and proper certification by reputed certification agencies.
- 20% payment will be made after providing job placement to at least 75% of the successful trainees and extending a minimum of three interview opportunities to rest of the successful candidates.

8. Liabilities

..... (Name of the trainor agency) and the Municipality are entering this Agreement in good faith and intentions. Neither party will be responsible for any liabilities arising out of death, injury or any legal action in respect of trainees or any other person associated with operation/ execution of this Agreement who is not otherwise a staff of either of the parties.

9. Relationship

This understanding does not constitute either party an agent, legal representative or the partner/ joint venture of other party for any purpose whatsoever and save as expressly provided herein or otherwise agreed in writing neither party is in any way authorised to make any contract, understanding, warrantee or representation on behalf of the other and each party undertakes not to do so.

10. Dispute Resolution

In case of any dispute arising between the parties on any subject or interpretation of the terms, the matter will be mutually discussed and amicably sorted out by the parties. If no settlement is arrived at, the matter will be referred for conciliation under provisions of Arbitration & Conciliation Act, 1996.

In witness whereof the undersigned being duly authorised thereto, have on behalf of the parties hereto signed this agreement at the place and on the day below written.

For (Name of the trainor agency)	For Municipality
Signature :	Signature :
Name :	Name :
Title :	Title :
Place :	Place :
Date :	Date :
Witness :	Witness :