

Annex 1 Memorandum of Understanding

between

Edukans Foundation,
being the lead partner, and

Fontys Hogescholen, and

Hogeschool Leiden, and

Koning Willem I College, and

Local Expertise Centre Kenya, and

Undugu Society Kenya (USK), and

Nairobits, and

SASOL Foundation

for the project, entitled ***TVET Ex-change***

Preamble

The aforementioned partners have established a partnership for the implementation of the project, entitled TVET Ex-change, in the framework of the Schokland TVET programme. The lead partner will submit the partnership proposal to Edukans, the overall coordinator of the Schokland TVET programme.

The partners within this partnership have developed a proposal according to the Guidelines of Learn4Work, the Schokland TVET programme.

Objective

To improve access to good-quality vocational education in Kenya, and to sustainably improve the attainment of TVET Kenya to the labour market.

Lead partner and partners of the partnership

The Partnership is led by:

Edukans Foundation, PO Box 1492, 3800 BL Amersfoort, the Netherlands
C. de Jong, director Edukans

and consists of the following partners:

Fontys Hogescholen,

M. Wintels

Hogeschool Leiden,
Koning Willem I College,
Local Expertise Center Kenya,
Undugu Society Kenya (USK),
Nairobis,
SASOL Foundation,

A.M. Mur
Y. Moerman
D.M. Sitati
A. Opiyo
A. Ikiara
G.M. Mutiso

Management arrangements

Main tasks and responsibilities of the lead partner Edukans (Ex-change department) are;

- communication to overall lead Edukans,
- financial management of the partnership project,
- main responsibility for partnership
- general coordination of TVET Ex-change in the Netherlands and regarding Kenya, including the organization of workshops in Kenya and the preparation in the Netherlands

Specific tasks and responsibilities of other partners, as mentioned in the partnership proposal, are;

- supportive coordination on TVET Ex-change with Kenyan partnerships by LEC Kenya
- co-organizing, attending and deliver input for 7 workshops on TVET Ex-change
- identifying partners: industries, polytechnics, universities, entrepreneurs informal sector
- establishing committees for the purpose of attaining TVET to Labour Market
- labour market research, gaps analyses, advice for TVET Ex-change goals and target groups
- inventory, development and testing of TVET Ex-change training material
- develop and implement a track and trace system incl. baseline data on target groups
- developing and testing of a TVET Ex-change Train The Trainer program
- identifying of Dutch and Kenyan students for Ex-change twinning program
- identifying of other Kenyan students as target groups at partner institutes
- identifying of Kenyan host families and communities
- attaching students to placements in Kenya (industries etc.)
- taking care of guidance and follow up in the progress of the students
- preparing the fortnight reports on the progress of students
- organizing educational tours and events at communities for exposure
- prepare a summative report for the project TVET Ex-change
- linking and learning during project period, within project and Learn4Work network



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- dissemination of (best) practices through LEC Kenya and Edukans Foundation

General Conditions

1. Partnership: the members of the partnership have jointly agreed to this MoU in which the intentions and agreements have been described for the **TVET Ex-change** project. The partners also agree on actively participating in the Schokland TVET network, meaning that they will make available their experiences to other partners from the North or the South.
 2. Time frame: this MoU has been established within the framework of the Schokland TVET programme and will last till 31 December 2011.
 3. Eligibility: partners of the partnership declare that they:
 - are formally registered in their country of origin,
 - have a track record on (strengthening) TVET.Edukans Foundation, lead partner, further declares that:
 - it is in a good financial situation for ensuring continuity during project implementation,
 - it has experience in project management and particularly in the TVET sector.
 4. Expenditures: the total direct costs related to the implementation of this partnership proposal amount to **925.280 Euro** and will be raised by the partners as follows:

- Own contribution in kind	362.800 Euro
- Own contribution in cash	301.000 Euro
- Request Learn4Work funding	261.480 Euro
 5. Cost recovery: each of the partners will raise means for implementing the project, in cash and in kind for a total of **663.800 Euro**. This amount is distributed over the partners as follows

- Fontys Hogescholen in kind	120.933 Euro
- Hogeschool Leiden in kind	120.933 Euro
- Koning Willem I College in kind	120.933 Euro
- Fundraising cash by students (3 schools)	49.000 Euro
- Fundraising by Edukans Ex-change	147.000 Euro
- Funding Edukans Foreign Department	105.000 Euro
- The partnership requests an amount of **Euro 261.480** from the Schokland TVET fund.
6. Project management: the partners in the partnership agree to mandate the project manager appointed by Edukans Foundation, from the Ex-change department, to:
 - Invite regularly the partners for coordination meetings, discussing progress and exchanging experiences.
 - Represent the other partners in the partnership in the context of this project and based on the partnership proposal including the budget.

- Take the lead in the communication with Edukans and if necessary with the Ministry of Foreign Affairs, and potential other partners or donor agencies regarding their contribution in cash or kind to the project during its implementation.
 - Finalise work plans, reports, proposals and budgets on behalf of all partners after due consultation. With regard to preparing budgets the team leader is mandated to make amendments up to 10% (within the total budgeted amount) in a coherent manner without seeking approval from the partnership members. This concerns minor changes in specific budget items (not higher than Euro 10.000 each).
 - Sign financing applications to Edukans on behalf of the partnership, shall submit all reports to Edukans and distribute copies to the members of the partnership.
 - Authorise the signing of contracts for the procurement of project goods, service delivery and/or any sub-contracting with other partners within the normal procedures of Edukans Foundation, whenever required.
7. **Withdrawal:** if a partner no longer desires to be part of the partnership, a notice of three months is required to Edukans Foundation. If due to reasons of misconduct, the partnership unanimously (this means by all other partners) decides that one of the partners should no longer be part of the partnership, the partnership can give reasons and 3 months notice to the party concerned. This will be in consultation with Edukans. The partnership writes a short memo of the changes of the project plan.
8. **End of project:** this MoU will terminate at the time that the final report of the project has been submitted and approved by Edukans, or upon early termination of the Schokland TVET programme or its funding through reasons of Force Majeur. Extension and/or expansion of the current project will be dealt with through a revised MoU.
9. **Breach of Conduct, theft and misappropriation of funds:** general rules of good conduct are to be maintained by all staff active in the project at any time. Any occurrence, related with misuse of money or assets, including transport, promises and payments to officials is dealt with directly by the project manager who may insist on immediate action by the organisation concerned, if action is not yet undertaken.
10. **Security arrangements:** existing security arrangements used by partners of the partnership and already active in the area, will be communicated to all partners in the partnership. The partnership members will agree on the jointly agreed security arrangements that are laid down in the procedures of one of the partners. In general these security guidelines will be respected and the project manager will maintain close liaison on security issues.
11. **Keeping within the laws, respect for culture and religion:** the laws of the beneficiary countries are to be respected by all members of the partnership

and by extension their local and non-local employees. There shall be respect for all religions practised and cultural values of all the communities served. It is understood through this MoU that all partners of the partnerships will take these articles seriously and will undertake immediate and unilateral action in case violations occur. At all times the project manager is to be kept fully informed. In case the relevant organisation does not undertake immediate action, the project is empowered to undertake the necessary steps.

12. The following annexes are part and parcel of this MoU:

- Partnership Proposal submitted to Edukans,
- The overall budget, including incomes and expenditures, being part of the proposal,
- Financial Guidelines for the Schokland TVET programme, including Audit guidelines
- Guidelines for reporting

This MoU has been established in eight originals, one original for each member of the partnership.

13. This MoU will enter into force at the moment that all partners have signed the MoU.

14. Amendments to this MoU or all major amendments to the project, including the budget are subject to approval of all partners, being member of the partnership.

15. In case of dispute, the parties involved agree to come to an arrangement acceptable to all parties, before seeking judicial action and/or seek arbitration. Dutch law will be applicable. In case of arbitration needed, and after being handled by the evaluation committee Learn4Work, the Edukans procedure is applicable.

Amersfoort, 14 May 2009

For Edukans Foundation

C. de Jong
Director Edukans Foundation

For Fontys Hogescholen

M. Wintels
President

For Hogeschool Leiden

A.M. Mur
Member Executive Board

For Koning Willem I College

Y. Moerman
Member of Executive Board

For Local Expertise Centre Kenya



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