

Memorandum of Understanding

Mbohkop, Cameroon - Community Development Program

This is an agreement of mutual understanding between

The Community of Mbohkop
Engineers Without Borders - Washington DC Professional Chapter
HEDECS

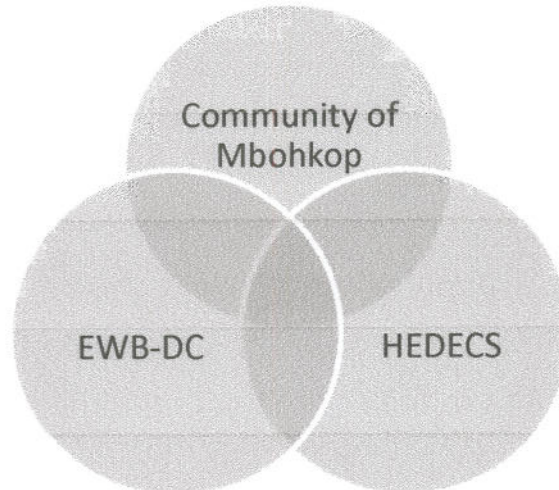
I. Purpose and Scope

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to the Community Development Program to be implemented in Mbohkop, Cameroon.

The Community Development Program (“Program”) seeks to improve the standard of living in the community of Mbohkop, situated in the Ndu subdivision of the Northwest region of Cameroon. The primary stakeholders of the Program are the community members of Mbohkop, who will be assisted by Engineers Without Borders – Washington DC (EWB-DC), and HEDECS.

This document outlines the three-way partnership between each of these entities, to implement sustainable solutions in Mbohkop.

II. Partnership Structure and Definitions



Community of Mbohkop – the citizens of Mbohkop and community-based organizations (CBO), including the Water Committee, Village Council, etc.

EWB-DC – the Washington DC Professional Chapter of Engineers Without Borders, including volunteers, officers, members, affiliates and agents of the organization.

HEDECS – the employees, volunteers, trustees, officers, members, affiliates and agents of the organization.

III. Roles and Responsibilities

The following roles and responsibilities are intended to be a guideline and framework as each partner considers its unique contributions and roles from the initial phase of the project. This is not a complete list, and partners are expected to fulfill other roles as required and mutually agreed upon by the various parties.

The Community of Mbohkop

- Contribute to Program design (handle permissions/permits/property rights, provide feedback, help select preferred design)
- Provide in-kind contributions (skilled and unskilled labor, borrowed equipment, transportation, translation, lodging and food, local materials, etc.)
- Contribute financially towards capital costs (at least 5% of total Program cost)
- Responsible for 100% of the financial and logistical aspects of the operation and maintenance component of the Program
- Organize and involve community members in all aspects of Program
- Support site preparations
- Identify community contacts to accompany team during visits
- Provide logistical support within community
- Communicate directly with chapter on a regular basis
- Data collection

Engineers Without Borders - DC

- Collect data that will be used to inform design and construction planning
- Facilitate community understanding of assessment data and design alternatives
- Develop design alternatives that will meet the needs identified in the assessment
- Provide construction management
- Raise funds for the implementation of the Program
- Involve and seek input from all partners during each phase of the design
- Provide education and training, including Operation and Maintenance training and manual(s)
- Communicate with project partners, including HEDECS, local government, and community contacts
- Monitor and collect technical data
- Assist the community and HEDECS with the Program monitoring process

- Provide capacity-building for community members/CBO
- Provide program-specific training for community members/CBO
- Monitor program progress
- Assist EWB with cultural and language issues in community
- Inform EWB about changes to security/safety situation
- Visit community regularly
- Support site preparations
- Accompany EWB team on community visits
- Provide logistical support to EWB team to/from community
- Serve as a liaison between chapter and community
- Technical data collection
- * Give adequate visibility of the project at all levels (local, national and international)

IV. Effective Date and Signature

This MOU shall be effective upon the signature of EWB-DC and HEDECS' authorized officials and representatives from Mbohkop. It shall be in force from March 8, 2013 to December 31, 2013, and has the option of being revised and extended over subsequent years as required. The community of Mbohkop, EWB-DC and HEDECS indicate agreement with this MOU by their signatures.

 [Authorized
 signature from
 Mbohkop]

Lisa A Biddle

 [Authorized signature
 from Engineers Without
 Borders-DC]

[Signature]

 [Authorized signature
 from HEDECS]



 [Name of
 Mbohkop
 signatory]

LISA A BIDDLE

 [Name of EWB-DC
 signatory]

Nancy Bolima

 [Name of HEDECS
 signatory]

 Date

3/21/2013

 Date

21 March 2013

 Date