

Memorandum of Agreement

Between

The Ministry of.....

Represented by.....

And

INGO.....

Concerning

Activity name.....

For the period of: starting date to ending date

Funded by:.....

ACTIVITY SUMMARY SHEET

Activity name
Main partner or organization
NGO name And address	Implementation office House number:.....Unit number:..... Village....., District....., Province..... Tel:....., Fax..... Email:..... Contact person:
Activity location:	Province, District and Village
Activity duration Year(s).....Month(s). From:.....to.....
Summary main activities	1..... 2..... 3.....
Activity budget(USD or Euro);
Support Donors
Staffs	Number of foreign staff: long term.....person(s), short term..... person(s). Number of local staff:person(s)
Vehicle & Equipments	Car:Motorbike:.....Computer:and other equipments listed in annex..... (Equipment details listed in annex)

1. General information

1.1 Background of Activity (General Introduction, Rational)

1.2 Information about implementing agency Lao and INGO sides

2. Activity name

Short, easy to understand and reflect the main activity

3. Objective

4. Activities detail

5. Activity location

6. Activity duration

7. Total Activity budget

The total Activity budget is.....(Approximately equivalent to USD.....at the exchange rate of.....) Donate by.....Address of the main donor).....

.....
.....

Budget detail

No.	Description	(Kip) (USD)	%
1	Activities		
	Activity 1		
	Activity 2		
	Activity....		
2	Personnel		
	Local staff		
	International staff		
3	Vehicles and Equipments		
4	Monitoring and Evaluation Cost		
Sub-total			

- The budget for activities section is not transferable to other section.
- Budget report must be endorsed by Implementation Management Committee (IMC)

8. Beneficiaries

The Activity directly targets at.....villages in.....and..... Districts with an estimated total population of.....peoples.

9. Establish Implementation Management Committee (IMC)

In order to manage all activities, the Implementation Management Committee (IMC) will be established at local level. The members of IMC are a representative of

- Ministry concerned;
- Concerned authorities at local level;
- INGO.

10. Roles and Responsibilities/ Management Arrangement

- Approve action plan in according to MOA.
- Approve detail budget in according to MOA.
- Approve any contact with third party.
- Ensure full participation of IMC member in the implementation of the Activity.
- Endorse reports including financial reports of the Activity.
- Participate in Monitoring and Evaluation Meeting.

11. Human Resources for the Activity

11.1 Local Staff

11.2 Foreign Staff (hired and paid not from the expenditures of the project's Activities)

12. Equipments/ Vehicle to be used in the Activity

Equipments / Vehicle used under this Activity will be managed by.....

13. Distribution of equipments/ materials at the end of Activity

At the end of Activity, all equipments / materials listed under paragraph 12 must be handed over to.....

14. Reports, monitoring and evaluation

Reports: INGOs shall submit its progress Activity report and financial report every 3 months to IMC, for 6 month, annual report and at the end of the Activity there will be also a completion report to concerned authorities including the Provincial Foreign Affairs Department, the line Ministry and the Ministry of Foreign Affairs (Department of International Organization).

Monitoring: To ensure the efficiency and quality of the Activity implemented under this MOA, the monitoring must be done regularly and INGOs should organize a 6 month and/or annually review meeting between INGOs and the IMC including concerned local authorities and MoFA.

Evaluation: INGOs will organize an annual, a midterm and an end of Activity evaluation by having a representative from MoFA, line Ministry and concerned local authorities including the Provincial Foreign Affairs Department. Each project evaluation will focus on the implementation of activities, budget utilization and coordination. After the evaluation, its report must be submitted to MoFA, the line Ministry and concerned local authorities including the Provincial Foreign Affairs Department within 30 days.

For the cost of travel, accommodation and Daily Subsistence Allowance (DSA) of the Government Officer participating in the monitoring and evaluation meeting of the Activity must be responsible by utilization of this Activity’s budget. The DSA shall not be less than the Government rate on domestic traveling being enforce, in accordance to the Ministry of Finance’s Agreement No. 4066/MoF, dated on 12 December 2018.

15. Amendments

Any modification to the MOA will require an amendment and will need to be approved by the parties concerned and MoFA in writing form.

16. Disputes and Arbitration

Any dispute or difference arising between the Organization and GOL will be settled by negotiation or mediation between the parties concerned. Any dispute which can not be settled by negotiation or mediation must be arbitrated in accordance to the laws in force in the Lao PDR.

17. Conclusion

The MOA has been prepared in two languages, Lao and English and both version have equal value.

The MOA will be effective from the date of signature by both parties.

Signed in/at..... on/...../20.....

For the Government of the Lao PDR.

For the INGO

Name :
Title :

Name :
Title :