MEMORANDUM OF UNDERSTANDING

This Memorandum of understanding (MOU) is made on May, 2018 *11-06-*

BETWEEN

Idara-e-Taleem-o-Agahi(ITA)

Having its Head Office at 1/A Canal Park, Gulberg II. Lahore

(Hereinafter referred to as ITA of the one part)

AND

Literacy & Non Formal Basic Education Department

Having its Secretariat at 5th Floor, Alfalah Building, Mall Road, Lahore

(Hereinafter referred to as **L&NFBE**)

WHEREAS L&NFBE and Idara-e-Taleem-o-Agahi Lahore have entered into an agreement to promote Literacy and Non-Formal Education in Punjab and whereas a strategic collaboration has been agreed upon by both parties based on the principles of-

a) Vigorously promoting a program of accelerated literacy, bridge and non-formal education with life skills in Punjab for adolescent girls (9-19 years), called Siyani Sahelian.

b) Scaling-up programs through synergies between Literacy & Non formal Basic Education Department in mainstreaming in any class/grade of identified out of school/drop out children in Govt. / PEF & Private Schools.

THEREFORE in consideration of the aforementioned principles and areas of common interest and to the mutual covenants, ITA & L&NFBE Department have agreed upon and entered into this Memorandum of Understanding to collaborate for joint strategies, development of toolkits, implementation and/or monitoring and program review of the activities, at the district /provincial level progressively planned jointly by both parties.

In pursuance thereof ITA & L&NFBE resolve to set up a joint collaboration and action mechanism at the district and provincial level in order to: (i) enhance cooperation and collaboration for promoting literacy, second chance and non-formal education, (ii) to provide catch-up learning opportunities to out of school children and (iii) to make this initiative sustainable and self-sufficient in the long term through partnerships and linkages.

The respective responsibilities of the parties are as follows

L&NFBE Department:

a. L&NFBE department will ensure to keep this program within the ambit of the Literacy and NFE policy (especially sections 4.2.1, 4.7.1) as cleared by PDWP on 25th May, 2018 in its 68th meeting.
b. Facilitate in the mainstreaming of students in Govt/PEF schools.
c. L&NFBE support to establish integrated Literacy Second Chance Centers in the community.
d. Share teaching learning materials with ITA to be used as per relevance in second chance education literacy and skill centers for 9-19 years girls.
e. Establishment of District Literacy Council including DEO literacy to review the program periodically.

ITA

a. Identification of potential students in diverse rural/urban communities (age 9-19)
b. Teacher training on Non-Formal/ Accelerated Catch Up Learning Program
c. Provision of staff salaries and training material for selected centres
d. ITA will affix sign board at its hub and literacy centers with both logos of L&NFBE (Govt. of the Punjab) and ITA
e. Provision of student stationary and books
f. All operational expenses at center/hub in each district of operations managed by ITA will be responsibility of ITA
g. Develop and provide alignment of curriculum and training where needed to Literacy & Non Formal Basic Education requirements.
h. Ensure inputs to policy dialogues and research on efficiency of Literacy and Non Formal programs.
i. Ensure transparency and accountability at all levels and at all times to its partners

a. ITA to provide quarterly reports of programs conducted under the Siyani Sahelian Accelerated Action for Adolescents Program Non-Formal program inclusive of pass outs data and students in L&NFBE department and ITA locations.

GENERAL RESPONSIBILITIES:

- **FOCAL PERSON**

  Both the parties will detail one focal person at Head Office and the District Managers in each district will act as Focal Persons for the field. The Focal Persons will meet quarterly to review progress.

- **Monitoring & Evaluation**

  Focal person will be responsible for monitoring the progress of the activities as agreed between L&NFBE Department & ITA and will provide guidance for timely achievements of the stated principles and objectives.

- **Institutions**

  Establishment of the institutions shall be decided mutually by the ITA & L&NFBE Department.

- **Financial Parameters**

  Financial liabilities which will vary from program to program & location to location shall be borne by ITA for the Hubs and selected partner sites. Where there is a shared mechanism it will be spelt out clearly in addendums to this MOU on a case to case basis.

- **Arbitration**

  Any dispute arising at any stage will be referred for arbitration to the Committee comprising of one person form both ITA & L&NFBE Department.

- **Duration**

  As a pilot project this MOU shall be for the duration of 3 years (with effect from date of signing) which may be extended if both parties agree

- **Examination and Certification**

  Certificate on completion of training will be issued to the participants of the course as agreed mutually.

- **Limitation of Roles**

  Each party shall be responsible for the timely fulfillment of their responsibilities prescribed in the roles mentioned above Parties may advise each other on their responsibilities within the scope of the agreement.

- **Termination** Each party may terminate the MOU without assigning any reason within a one- month prior notice in writing. The notice of termination shall be effective at the end of ongoing course.

Notwithstanding and without prejudice to the above to fulfill the mutual responsibilities outlined in this MOU. An action plan containing all details of a particular alliance or initiative shall be methodically worked out formally agreed upon by all the parties an hereto attached to the MOU as part of the MOU before any concerted endeavor takes place.

Executed for and on behalf of the parties in two fold on the date mentioned above

Dr. Ismat Tahira

Secretary – L&NFBE Department

11.6.18

WITNESSES

1. Signature

Name: Tariq Mahmood

Deputy Secretary (Planning)

Baela Raza Jamil

Chief Executive Officer (ITA)

11/06/2018

2. Signature

Name: Muhammad Asif Sultan

for Director Operations