



EXAMPLE DOCUMENT

Memorandum of Understanding

Feasibility study and water access data collection in the Asutifi South District

PARTY ONE

Saha Global

PARTY TWO

**Asutifi South District
Assembly**

REFERRED TO AS

“Saha” and “ASDA”

DATE OF AGREEMENT

14 May 2024

LOCATION

**Asutifi South District,
Ghana**

TERM

**Six weeks of scouting
engagement**



This Memorandum of Understanding is in effect between Saha and the Asutifi South District Assembly. It is shared here as a reference for an MoU focused on capacity building, for partners, governments and practitioners structuring similar arrangements of their own; terms, stipends and timelines reflect this specific engagement and should be adapted to local context.

Parties

THIS MEMORANDUM OF UNDERSTANDING is made and entered into on this day **14 May 2024**.

BY AND BETWEEN

1. **Saha Global**, a non-profit organization with its registered office at P.O. Box TL 2193, Tamale, N/R (hereinafter referred to as "Saha");
2. **Asutifi South District Assembly**, a local government authority (hereinafter referred to as "ASDA" or "the Assembly").

Saha and the Assembly shall collectively be referred to as the "Parties."

Recitals

WHEREAS, reliable data on water access is required to assess the feasibility of extending water service to last-mile communities in the Asutifi South District;

WHEREAS, the Parties share a common interest in collaborating to collect that data for the benefit of communities in the Asutifi South District;

WHEREAS, this MoU sets forth the mutual understanding and intentions of the Parties regarding the feasibility study and data collection activities.

NOW THEREFORE the Parties agree as follows:

Purpose

This MOU outlines the terms and conditions of the collaboration between Saha Global and the Asutifi South District Assembly to conduct a feasibility study and data collection activities related to water access and sustainability in the district.

02

Scope of Collaboration

Saha Global and the Assembly agree to collaborate on scouting activities to collect data on water access, particularly for last-mile communities within the Asutifi South District.

03

Training Period

Saha Global will train two Assembly representatives on data collection methodologies and survey techniques over two weeks. This training will involve accompanying Saha Global staff to the field to observe and participate in data collection activities.

04

Survey Development

Saha Global will develop a survey tool using the mWater platform for the Assembly team to use during data collection activities. The tool will be tailored to the project's specific objectives and needs.

05

Implementation Phase

- a. Following the two-week training period, the assembly team will be responsible for conducting data collection activities independently using their motorbikes.
- b. Saha shall cover the costs associated with motorbike maintenance up to 260 GHS per bike, but not exceeding this. This shall be done by a Saha mechanic based in Goaso.

- c. Each Assembly staff member shall scout and collect data from at least three (3) communities daily during the scouting period, which shall sum up to a total weekly goal of at least thirty (30) communities scouted by the two Assembly staff members.
- d. The timeline for the Assembly scouting engagement is six (6) weeks, which shall include two (2) weeks of training and four (4) weeks of independent active scouting by the Assembly. Saha Global will review scouting data after week six (6) and decide on the next steps.
- e. Saha Global will provide fuel allocations to the Assembly team based on the distance covered during data collection activities, as measured by Saha Global.
- f. At the end of scouting, the Assembly shall submit written feedback on the entire scouting activity to Saha Global.

06

Financial Support

6.1 · STIPEND PER PERSON, PER MONTH

GH¢ 1,500.00

Paid by Saha Global to District Assembly staff involved in data collection activities, every month or on a biweekly basis

6.2 Payments will only be made if the district members achieve their weekly goal for the number of communities scouted and if the surveys are filled out completely and accurately. Saha will assess this each week by reviewing mWater surveys.

07

Duration of Agreement

This MOU shall remain in effect for the period of the data collection activities unless terminated earlier by mutual agreement between both parties. It will not be extended beyond the period of data collection activities.

Signatures

In witness thereof, the undersigned, being duly authorized by the parties hereto, have signed this MOU in two (2) originals in the English language.

FOR AND ON BEHALF OF SAHA GLOBAL

Gbandan Francis

Government and Stakeholder Relations
Manager

Signature

Date

WITNESSED BY

Name

Signature

Date

FOR AND ON BEHALF OF ASUTIFI SOUTH DISTRICT ASSEMBLY

District Planning Officer

Signature

Date

WITNESSED BY

Name

Signature

Date

MEMORANDUM OF UNDERSTANDING · SAHA GLOBAL

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