



EXAMPLE DOCUMENT

Memorandum of Understanding

Rehabilitation of the Balamposo Small Earth Dam

PARTY ONE

Saha Global

PARTY TWO

**Central Gonja District
Assembly**

PARTY THREE

**Bornsa Construction
Works**

DATE OF AGREEMENT

18 March 2026

LOCATION

**Central Gonja District,
Ghana**

TERM

**Six months from 25
March 2026**

Parties

THIS MEMORANDUM OF UNDERSTANDING is made and entered into on this day **18 March 2026**.

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. **Central Gonja District Assembly**, a local government authority (hereinafter referred to as "The District Assembly");
3. **Bornsa Construction**, a construction company with its registered office at P.O. Box 1094, Tamale, N/R (hereinafter referred to as "The Engineer").

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

Recitals

WHEREAS, the Balamposo small earth dam requires rehabilitation and expansion;

WHEREAS, the Parties share a common interest in collaborating to successfully complete this project for the benefit of the Balamposo community in the Central Gonja District;

WHEREAS, this MoU sets forth the mutual understanding and intentions of the Parties regarding the Project.

NOW THEREFORE the Parties agree as follows:

Purpose

The purpose of this MoU is to define the roles, responsibilities, and collaborative framework for the rehabilitation and expansion of the Balamposo Small Earth Dam.

02

Scope of Work

The detailed scope of work, including technical specifications, drawings, and methodologies, shall be attached as Schedule A and form part of this MoU.

03

Project Budget and Payment Terms

3.1 · TOTAL PROJECT BUDGET, CAPPED AT

GH¢ 686,293.21

Six Hundred and Eighty-Six Thousand Two Hundred and Ninety-Three Ghana Cedis and Twenty-One Pesewas

3.2 Disbursements by Saha Global to the Engineer shall be made in installments linked to agreed milestones in the construction contract.

04

Roles and Responsibilities

4.1 THE ENGINEER (BORNSA CONSTRUCTION WORKS) SHALL

- a. Execute rehabilitation works according to approved designs and budget.

- b. Provide monthly progress reports to Saha Global and the District Assembly.
- c. Follow all safety and environmental standards.
- d. Provide a one-day training for the community project management team on vegetation management and spillway cleaning.

4.2 SAHA GLOBAL SHALL

- e. Provide funding for the project.
- f. Review and approve progress reports and financial documentation.
- g. Conduct periodic monitoring visits to the project site.
- h. Liaise with the Central Gonja District Assembly to facilitate community engagement.

4.3 THE CENTRAL GONJA DISTRICT ASSEMBLY SHALL

- i. Provide oversight and facilitate all necessary governmental approvals for the project.
- j. Provide local insights and coordinate community participation to ensure smooth implementation of the project.
- k. Undertake and fully bear the cost of monitoring activities for the project through its designated representatives throughout the construction period.
- l. Prepare and provide a certified site plan for the project at its own cost and provide one (1) copy each to Saha Global and the Engineer prior to the commencement of construction activities.
- m. Provide any additional in-kind support mutually agreed upon by the Parties.

05

Timelines

5.1 The project shall commence on March 25th, 2026, and shall be completed within six (6) months.

5.2 Time is of the essence in this Agreement.

General Terms

06 · INTELLECTUAL PROPERTY

All designs, reports, drawings, and project data shall remain the property of Saha Global, with the District Assembly retaining rights for local governance use.

07 · CONFIDENTIALITY

The Parties agree to treat the terms of this MoU and all project-related information as confidential unless disclosure is required by law.

08 · LIABILITY

The Engineer shall indemnify Saha Global and the District Assembly against any claims or damages arising from negligent acts or omissions during project implementation.

09 · TERMINATION

This MoU may be terminated — **for cause:** if a party breaches the agreement and fails to remedy it within 30 days after written notice; **for convenience:** by mutual written agreement of all parties.

10 · DISPUTE RESOLUTION

Disputes shall first be resolved amicably. If unresolved, the matter shall be referred to the Regional Coordinating Council (RCC) before legal action.

11 – 12 · GOVERNING LAW & ENTIRE AGREEMENT

This MoU shall be governed by the laws of the Republic of Ghana. This document constitutes the entire agreement between the Parties.

Signatures

The undersigned parties acknowledge their acceptance of this MoU.

FOR AND ON BEHALF OF SAHA GLOBAL	
Katherine Cincotta Executive Director	WITNESSED BY Gbandan Blessing Francis Stakeholder Relations Manager
Signature	Signature
Date	Date

FOR AND ON BEHALF OF CENTRAL GONJA DISTRICT ASSEMBLY	
District Chief Executive	WITNESSED BY
Signature	Name
Date	Signature
	Date

FOR AND ON BEHALF OF BORNSA CONSTRUCTION

Project Engineer

Signature

Date

WITNESSED BY

Name

Signature

Date



This Memorandum of Understanding is in effect between Saha, the Central Gonja District Assembly and Bornsa Construction. It is published here as a reference for partners and practitioners; terms, budgets and timelines reflect this specific project and should be adapted to local context.