



# **Memorandum of Understanding (MoU)**

**on**

**Youth Leadership Programme**

**Between**

**The Department of Youth Development,  
Ministry of Youth and Sports**

**And**

**The British Council**

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## 1. BACKGROUND

This MoU is signed on \_\_\_\_\_2018 between

- (1) The Department of Youth Development (DYD); and
- (2) The British Council

THE DEPARTMENT OF YOUTH DEVELOPMENT and THE BRITISH COUNCIL (hereafter referred to as "the Participants"), seek to form a collaborative partnership through the signing of a Memorandum of Understanding (MoU).

This MoU acknowledges shared goals between the Participants around youth development in Bangladesh and it identifies specific areas where the Participants can benefit from combining their resources and expertise. The Participants now commit to a framework for formal cooperation to jointly offer the projects detailed below and provide development opportunities for young people, facilitators and other professionals.

## 2. PRINCIPLES OF COLLABORATION

The Participants share common goals of enhancing the leadership skills of the young people of Bangladesh and will work together to provide Active Citizens Youth Leadership Training to selected young people in 64 districts of Bangladesh. The trained young people will become more capable in engaging with the community through Social Action Projects which will be designed and implemented by themselves. The young people will undergo the Active Citizens journey of identity and culture, dialogue and conflict resolution, local and global citizenship and project planning skills.

This MoU represents an expression of intent and not of obligation about the framework established in ANNEX A. The Participants commit to support and advance this project within the framework. The MoU states clearly if financial or other resources have been committed. Except for any existing non-disclosure obligations between the Participants, neither Participant shall be legally bound or otherwise incur any obligations to the other with respect to the proposed collaborations unless and until a definitive written agreement is executed and then only to the extent and subject to the terms and conditions set forth therein.

If a definitive agreement is not executed or delivered for any reason, neither Participant shall have any liability to any other Participant hereto based upon, arising from or relating to the provisions hereof (except as specifically noted herein).

## 3. TIMING

This agreement covers a pilot period of joint activities from 01 July 2018 to 30 June 2019. The Agreement may be extended depending upon the satisfaction of the Participants.

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#### 4. INTELLECTUAL PROPERTY

- 4.1.1 The Participants intend that (notwithstanding any secondment) any intellectual property rights created in the course of the Project shall vest in the Participants whose employee created them.
- 4.1.2 Where any intellectual property rights vest in either Participant in accordance with the intention set out in the paragraph above, the Participants shall grant an irrevocable licence to the other participant to use that intellectual property for the purposes of the Project only.

#### 5. BRANDING AND POSITIONING

Both the Participants will be represented with equal weight and standard logos in all promotional materials and media.

#### 6. TERM AND TERMINATION

- 6.1.1 This MoU is signed on ~~29/07~~ 2018 and is effective from 01 July 2018 irrespective of the date of signing of this MoU and shall expire on 30 June 2019 unless terminated earlier by either Participant by giving three months' written notice to the other.
- 6.1.2 This MoU may be extended for a further period beyond 30 June 2019 by the written agreement of both Participants.

#### 7. STATUS

- 7.1.1 This MoU is not intended to be legally binding, and no legal obligations or legal rights shall arise between the Participants from this MoU. The Participants enter into the MoU intending to honour all their responsibilities.
- 7.1.2 Nothing in this MoU is intended to, or shall be deemed to, establish any partnership or joint venture between the Participants, constitute either Participant as the agent of the other or make or enter into any commitments for or on behalf of the other Participant.

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7.1.3 This MoU, including the Annex A, may only be varied by written agreement of both Participants.

Signed in Dhaka by the representatives of the following Participants:

(Dr. Shahnaz Karim)  
Director Bangladesh  
British Council  
Date: 29 July 2018

(A. N. Ahammad Ali)  
(Joint Secretary)  
Director General (In-Charge)  
Department of Youth Development  
Date: 29/07/2018

Witness:

1.

TOUFIQ HASAN  
Head of Society, British Council

2.

ABDUR RAHMAN KHAN  
Project Manager, Society, British Council

Witness:

1.

  
29.7.18  
(MD FARUK KABIR)  
JOINT SECRETARY

2.

  
29.09.2018  
(Md. Omar Faruque)  
Joint-Secretary

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## ANNEX A

The Department of Youth Development (DYD) and the British Council, through this MoU, have agreed to work together to implement the following areas of work that come under the British Council's Active Citizens Youth Leadership programme and the objectives of which correspond with the DYD's youth focused objectives. Under this framework, there might be further scope to incorporate new initiatives if both the parties agree to work jointly. All activities of this framework are to be completed by 30 June 2019.

### KEY ACTIVITIES

#### 1. Train and develop a pool of 70 facilitators from DYD

The British Council will organise two Training of Facilitators (ToFs) to develop a pool of 70 facilitators and provide all necessary technical and financial support for it. The DYD will identify and nominate facilitators from the district level and young facilitators with excellent communication skills will be given a preference for this programme. These facilitators will take part in the ToFs as participants to learn more about the Active Citizens Youth Leadership programme; go through the Active Citizens training module and develop their capacity to deliver the leadership training to the young people as per the modules and action plan. The DYD will ensure that the trained pool of facilitators remain committed to the programme and facilitate trainings within an agreed training schedule. With support from the British Council, the trained facilitators will implement their own Professional Development Plans and take part in further development opportunities, whenever available. The ToFs will take place in August and September 2018, however this may change by mutual agreement of DYD and the British Council.

#### 2. Develop a Monitoring and Evaluation (M&E) Framework and implement the plan

The British Council will develop a robust M&E framework with support of the DYD. This framework will consist of an M&E plan with delivery schedule, methodology and data collection tools. The existing data collection tools of the British Council can be explored, revised and customised for the programme. The British Council will provide all necessary templates and formats to ensure the implementation of the M&E framework.

#### 3. Organise Active Citizens Youth Leadership Training

DYD will organise 64 Youth Leadership Trainings (one training in each district) to train 1920 young people (30 young participants for each district level training) on youth leadership. The trained pool of facilitators will act as lead facilitators. The British Council may share its existing pool of facilitators to support the DYD facilitators to facilitate the trainings at district levels. In such case, DYD will provide the agreed amount of honorarium to the facilitators. While organising trainings at district level, DYD will invite influential individuals from both government and civil society as guests at the opening and closing sessions of the training. The trainings will take place in DYD managed training venues and DYD will cover all costs required for the district level Youth Leadership trainings. The facilitators will support the trained young people beyond training sessions and guide them to design and implement Social Action Projects. The district level trainings are expected to start from October.

#### 4. Provide mentorship to young people during Social Action Projects

The facilitators from the DYD will act as the principal mentors for the youth leaders while they design and implement Social Action Projects at the community level. The British Council and the DYD will award the young people with jointly signed certificates upon successful completion of the entire programme (training and Social Action Projects).

#### 5. Manage documentation and communication

All activities carried out under this programme will be documented and communicated by both Participants as per the agreed schedule. A timeline and communication channel will be agreed by both parties to ensure that all activities are communicated timely and effectively to internal and external parties.

#### 6. Compilation of Success Stories and Case studies

After the successful completion of Social Action Projects by trained youth leaders, their achievements will be featured through case studies to communicate with wider stakeholders. British Council will lead on producing a project publication highlighting the success stories while the DYD will support the British Council by sharing the Social Action Project stories from the district level.

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**7. Ensure wider collaboration**

Participants will ensure wider collaboration by sharing resources and network. Such as, British Council will invite women entrepreneurs from DYD's network in its women entrepreneurship development programme. Similarly, the British Council is working in partnership with Department of Public Libraries through its Libraries Unlimited project. Participants will explore the opportunity to organise some of the proposed Active Citizens Youth Leadership trainings in the public library spaces.

**Budget:**

There will be no financial commitment between The Department of Youth Development and The British Council under this MoU. However, both the DYD and the British Council will spend separately from their own respective budgets to provide their technical and implementation support as agreed in this MoU.

**Roles and responsibilities of the Participants**

The British Council	The Department of Youth Development
<ol style="list-style-type: none"> <li>1) Provide Active Citizens Youth Leadership training toolkit and module.</li> <li>2) Provide technical and financial support in developing facilitators by organising two Training of Facilitators (ToF) in collaboration with the DYD. The British Council will cover the food and transport allowance/cost for 70 facilitators attending the ToF.</li> <li>3) Develop a Professional Development Plan (PDP) framework for facilitators and ensure that learning and development opportunities are availed by them.</li> <li>4) Provide programme delivery manual and M&amp;E framework to the DYD team.</li> <li>5) Provide technical support to maintain record keeping (database templates, reporting formats, M&amp;E framework).</li> <li>6) Provide technical support for the evaluation of Social Action Projects (SAPs) and support to develop mentoring capacity of the facilitators.</li> <li>7) Provide opportunities for national and international networking to selected facilitator(s) and the trained young people through national and international exchanges, events, conferences, dialogues etc. considering their competency, British Council's criteria and budget availability.</li> </ol>	<ol style="list-style-type: none"> <li>1) Nominate 70 facilitators from 64 districts who will attend the ToF and then deliver Active Citizens Youth Leadership training at district level.</li> <li>2) Provide venue and accommodation for 70 facilitators who will attend the ToF event.</li> <li>3) Organise 64 batches of Active Citizens Youth Leadership training and cover all required budget related to these trainings.</li> <li>4) Keep records both in hard copy and electronic medium of the following:               <ul style="list-style-type: none"> <li>o Young people's database, profiles and agreements</li> <li>o Training reports</li> <li>o Facilitator supervisions, assessment</li> <li>o Social Action Project progress reports</li> <li>o Training participants' feedback (baseline forms, post-workshop evaluation forms, SAP event forms, end-line forms), as required for periodic reporting.</li> </ul> </li> <li>5) Provide mentoring support to the young people during Social Action Project (SAP) life cycle and ensure support systems for implementation.</li> <li>6) Provide support to SAPs and award participants with programme completion certificate upon completion of their projects as per criteria developed by the DYD and the British Council.</li> </ol>

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### Shared Commitment

<b>Content Development</b>	√	
<b>Staff resources</b>	√	√
<b>Training of Facilitators (Tof) for 70 facilitators</b>	√	
<b>64 batches of Active Citizens Training (1 training in each district) at district level to train 1920 young people</b>		√
<b>Marketing Communication and promotion</b>	√	
<b>Physical space</b>		√
<b>Assessment and M &amp; E</b>	√	√

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