

IN THE MATTER OF A  
MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

THE LUTHERAN WORLD FEDERATION UGANDA PROGRAM

AND

“COMMUNITY BASED FACILITATOR”

This Memorandum of Understanding (MOU) is made this 2<sup>nd</sup> day of March, 2020 between The Lutheran World Federation Uganda Program P.O Box. 5827 Kampala, Uganda, hereinafter referred to as 'LWF'.

AND

Simon Awan Mabura ..... of  
National ID/Refugee ID number WDA-18H82113 ..... hereinafter  
referred to as the Community Based Facilitator 'CBF'.

The Lutheran World Federation (LWF) Uganda program is part of the Lutheran World Federation Department for World Service (LWF-DWS), an international humanitarian and development agency that works to reduce people's vulnerability through supporting them to realize their potential, build on their assets and respond to their own problems and needs.

The Community Based Facilitator lives in Block A ..... and is  
contracted to support in the implementation of programs in Ayito II ..... Settlement  
located in Adjumani ..... District.

This memorandum of understanding (MOU) stipulates the relationship between LWF and the CBF.

BOTH PARTIES HAVE AGREED AS FOLLOWS;

1. Roles and Responsibilities of the CBF

- Community mobilization for any activities with guidance from the Project Assistant.
- Support LWF Program implementation team in Translation.
- Act as a link between the persons of concern (PoC) and the humanitarian workers by reporting individual cases and making referrals to the Project Assistant.
- Participate in needs assessments e.g. PSN assessments, AGDM.



- Regularly conduct field visits to all beneficiary sites e.g. recreational youth spaces, women and cultural groups including social action teams (SAT).
- Promote active participation of persons of concern (POC) and involvement in planning.
- In conjunction with the Project Assistant and leaders e.g. Refugee Working Committees, religious leaders, ensure POC receive services appropriately and timely and to the correct persons.
- Link the community to available social services e.g. Education, Health, Wash, Psychosocial, Protection, Livelihood, NFIs and elaborate the referral path way.
- Submit daily reports to the Project Assistant and to sign in the daily timesheet provided by LWF.
- Carryout other delegated duties in the absence of the Project Assistant but with guidance from the OIC/Project Officer.
- Commit to and understand LWF aims, values and principles including rights-based approach.

## 2. Roles and Responsibilities of LWF.

- LWF Uganda shall pay the stipend in a timely manner;
- LWF will provide workplans to the CBF and working materials to aid in their work;
- LWF will provide skills development programs for CBFs to enable them carryout their duties well;
- LWF will provide and monitor the daily timesheets of the CBF;
- LWF shall receive and review CBF daily reports;

## 3. Other Terms and Conditions

- This MOU is for the period of four months commencing on 2nd March, 2020 and will end on 30th June, 2020.
- The CBF will work a maximum of 20 days per month provided they work for less than 16 hours in a week.
- The CBF will receive a stipend of **Ugshs10,000 (Uganda shillings Ten Thousand only)** per day worked upon verification of work done. The stipend will be paid at the end of each month in proportion to the amount of work done by the CBF during that month. **NB: Only days worked will be paid for.**
- The stipend may be subject to statutory deductions.
- The CBF is not an employee of LWF and shall not be entitled to employee benefits.
- This MOU may be terminated upon expiry, failure by the CBF to comply with the agreed terms and conditions in this MOU or by either party giving a two weeks' written notice with valid reason to the other party at their given address.
- The CBF will comply with the LWF code of conduct and child protection policy (attached), failure of which may be a ground for termination of the MOU or criminal prosecution.

It is agreed that the conditions of this MOU shall only be changed by mutual written agreement between the CBF and LWF.



### Certificate of Translation

I, Simon Awan Mabur of address Ayilo II do hereby verify that I am knowledgeable and fluent in both the English and Dinka language and I have read and interpreted this MOU between LWF and I.

Translator Name: .....

Translator Signature: .....

I, ..... this ..... day of ..... 2020, do hereby state that this English translation of the MOU between LWF and myself I have made has been read back to me and interpreted for me in ..... language and I have understood it to be true and correct and therefore hereby append my signature to that effect.

.....  
(Signature of CBF)

Signed For and On Behalf of LWF Uganda;

Name: .....

Designation: .....

Signature: .....

Date: .....



Signed by (The CBF);

Name: SIMON Awan Mabur

Signature: [Signature]

Date: 02/03/2020

Witnessed by:

Name: JOHN AYINU ADAM

Signature: [Signature]

Date: 02/3/2020