



Memorandum of Understanding

Name of country

*Name and logo
of spearheading ministry*

*Name and logo
of spearheading ministry*



PARTNERSHIP AGREEMENT



Proposed by:

Name of relevant body/department

Name of place and date



Partnership Agreement

between

..... *(Full name of the Agricultural Training Centre)*

and

..... *(Full name of the Host Institution)*

..... *Month and Year*

This partnership agreement is hereby drawn up

between

The (*Name of the Agricultural Training Centre*), represented by its (*title of the representative*) residing in (*address*) hereinafter referred to as Agricultural Training Centre, on the one hand,

and

The (*Name of the Host Institution*), represented by its (*title of the representative*) residing in (*address*) hereinafter referred to as Host Institution on the other hand, with the following content:

Article 1: Purpose of partnership

The general objective of this partnership agreement is to set the conditions of collaboration for the conduct of work placement for trainees and capacity building for the instructors of (*Name of the Agricultural Training Centre*).

Article 2: Specific objectives of the partnership

The specific objectives of this partnership agreement are as follows:

- To define the roles and responsibilities of the parties involved in the conduct of work placements;
- To take into account the specific conditions of the stakeholders involved in the conduct of internships.

Article 3: Scope of Agreement

The partnership agreement is academic, scientific and technological. It mainly covers agricultural areas of common interest and will be carried out through the following tasks:

- Organise and ensure the conduct of work placements for the trainees of the Agricultural Training Centre;
- Reinforce/upgrade the capacities of teachers of the Agricultural Training Centre;
- Strengthen the capacities of the staff of the Host Institution;
- Ensure correct monitoring and evaluation of internships;
- Maximise and document the achievements of the partnership.

The partnership may also extend to other areas of expertise of either party which will agree to develop collaborative projects aiming at strengthening their capacities and those of the beneficiaries.

Article 4: Principles of collaboration

The partnership between the stakeholders is based on the following principles:

- Transparency and mutual trust;
- Fulfillment of the commitments made (including the provision of technically qualified human resources, material resources and others).

Article 5: Parties covered by the partnership agreement

The following stakeholders are covered by this partnership agreement:

- Agricultural Training Centre;
- Trainees and/or their parents/guardians;
- Host institution.

Article 6: Roles and obligations of the stakeholders

The parties involved agree to perform the following roles and obligations:

Roles and obligations of the Agricultural Training Centre:

- Establish and submit to the Host Institution at the beginning of the year, a plan for the conduct of internships;
- Establish the internship programmes by considering the specificities of the different specialisation fields of the Agricultural Training Centre in relation to the schedule of activities of the Host Institution;
- Contribute to the running expenses of the Host Institution by paying an agreed amount in lump sum at the end of the internship;
- Involve the professionals of the Host Institution in the theoretical and practical training programmes of the Agricultural Training Centre;
- Inform the trainees and their parents/guardians of the provisions that apply to them in this partnership agreement;
- Inform the trainees and their parents/guardians of the specific conditions of stay in the Host Institution;
- Send the internship scoring model to the Host Institution;
- Take into account the marks given to the student by the Host Institution in the final assessment of the internship;
- Carry out a technical follow-up on the trainees' internship.

Roles and obligations of the Host Institution:

- Agree to welcome trainees and instructors from the Agricultural Training Centre and offer them facilities for the smooth running of their internship;
- Place the trainees in good learning conditions;
- Create avenues for debate and exchange of ideas with the trainees;
- Ensure proper follow-up of trainees;
- Agree to welcome on its facilities or facilitate the implementation of educational outings organised by the Agricultural Training Centre;
- Provide the Agricultural Training Centre with the internal rules and regulations in written form and the specific rules of conduct for trainees within the Host Institution;
- Introduce the trainee interns to the Host Institution and its rules of conduct;
- Involve its professionals in the supervision of trainees in capacity-building programmes organised by the Agricultural Training Centre;
- Agree to involve its professionals in subjects taught at the Agricultural Training Centre in response to requests;
- Send the intern's evaluation score in a sealed envelope to the Agricultural Training Centre;
- Collaborate with the Agricultural Training Centre on all other matters of common interest.

Roles and obligations of trainees and/or their parents/guardians:

- Demonstrate a commitment to abide by the internal rules and regulations and the specific rules of conduct laid down by the Host Institution;
- Write their internship report and submit it to the supervising Agricultural Training Centre;
- Commit to bear the cost of their stay on the internship site;
- Commit to taking responsibility for all damage caused by the trainee during their internship.

Article 7: Capacity building of Host Institutions

To enable the partner Host Institution to benefit from the funding set up by the State to strengthen the capacities of companies hosting trainees, the Agricultural Training Centre should commit itself to contribute to its eligibility.

Article 8: Communication and publicity

The Agricultural Training Centre should commit itself to highlight the Host Institution through profile-raising measures in the sector of agricultural science and technology, in its press releases both on a national and international level, via its website, publications and its organised events.

The Agricultural Training Centre and the Host Institution may mention this partnership in their communication materials, their press releases and more broadly in all promotion or communication actions, after express and prior agreement from the other party.

Article 9: Specific conditions of stakeholders

Each party, independently of the provisions of this agreement, may state its specific conditions. Compromises will then be sought in relation to these specific conditions and transferred to the contract.

Article 10: Duration of the partnership agreement and renewal

The partnership agreement is concluded and signed for a period of THREE (3) renewable years. It is renewed by implied consent, unless one of the parties pulls out of the terms of the contract after giving THREE (3) months' prior notice to the other party before the expiry date of the current agreement.

Article 11: Modification of the partnership agreement

This partnership agreement is subject to modification by an amendment which will be annexed to it. The party taking the initiative for the modification must, however, inform the other party at least ONE (1) month before the date scheduled for the enforcement of the desired modifications.

The parties will then begin negotiations in order to conclude an agreement.

Article 12: Code of conduct

Any trainee or instructor on a visit or an internship, when engaged in any activity under the auspices of the Agricultural Training Centre, is deemed to be an enrolled student or a member of the staff of the Host Institution. Therefore, the student or the staff member should abide by the code of conduct of the Host Institution.

Article 13: Disputes settlement

In the event of any dispute as to the application of this contract, amicable agreement must be favoured. However, for any dispute that cannot be resolved amicably, the parties agree to refer it to the competent jurisdictions of
(name of country).

Article 14: Commencement

This partnership agreement comes into effect from the date of signature by both parties.

Signed on THREE (3) original copies at *(Place of signature)*, on *(Date of signature)*

The signatories:

The Agricultural Training Centre

The Host Institution

Signature:.....
Name in full:.....
Title/Designation:.....

Signature:.....
Name in full:.....
Title/Designation:.....