

Sample Memorandum of Understanding with District



Memorandum of Understanding (MOU)

Between

HEPS UGANDA (Coalition for Health Promotion and Social Development)

and

Kamuli District Local Government

August 2013–May 2014

Provision of Support:

To empower communities to play a role in ensuring quality, appropriate, affordable private drug seller services

1. Purpose of the MOU

The purpose this MOU is to agree and stipulate roles and responsibilities between HEPS Uganda and Kamuli District Local Government for the main purpose of empowering communities to play a role in ensuring quality, appropriate, affordable private drug seller services.

2. Brief about HEPS Uganda

Established in 2000, the Coalition for Health Promotion and Social Development (HEPS Uganda) is a nongovernmental organisation that advocates for the rights and responsibilities of health consumers. HEPS Uganda operates as a coalition of health care consumers, health practitioners, health advocates, and civil society organisations concerned about the quality of health care and the state of health consumer rights in Uganda and in the world. Since its inception in 2000, HEPS has implemented two strategic plans; the second one ended in 2009/2010, and HEPS is currently implementing its third strategic plan, for the period 2011–2015. Visit www.heps.or.ug for more information. HEPS Uganda's main mandates will continue to be to educate, sensitise, and empower health consumers about their health rights and responsibilities; advocate for health care consumer–friendly laws, policies, and interventions; and promote a health consumer–health provider feedback mechanism. HEPS believes that both preventive and curative approaches are paramount to good health and that health interventions should be designed from the health consumer's perspective. The focus of HEPS Uganda's strategic plan 2011 is oriented towards three focal areas:

- Citizen empowerment and building a mutually respectful health consumer–health provider feedback mechanism
- Advocacy for consumer-friendly health and health-related laws, policies, and interventions
- Building a professional HEPS organisation through internal and external systems strengthening

3. HEPS Uganda Vision

A just society in which all Ugandans can exercise their health rights and responsibilities

4. HEPS Uganda Mission Statement

To enable more Ugandans to access equitable health services through empowering communities and lobbying for a health system that meet the needs of Ugandans

5. Brief about the Proposed Project

Overall Goal: *Contribute to increased availability and accessibility of quality essential medicines in Uganda.*

Purpose: Empower communities to participate and demand quality private sector drug seller services

Specific Objectives:

- Increase community awareness of the concept of essential medicines, rational use of medicines, and Accredited Drug Shops
- Build community capacity to monitor private sector drug seller services
- Facilitate community/drug seller interactions to address gaps in delivery and access to drugs through the private sector

6. Brief about Kamuli District and the District Health Office

Kamuli district has twelve sub-counties and one town council.

7. Project Scope

The project will be conducted in eight sub-counties of Kamuli district: Mbulamuti, Nawanyago, Kitayunjwa, Namwendwa, Kisozi, Balawoli, Kamuli Town Council, and Nbwigulu. The primary target will be 280 community health promotion organisations/individuals: village health teams, community activists, community-based facilitators, para-social workers, religious leaders, community medicine distributors, community development officers, and 200 community leaders, including local councillors, parish chiefs, and sub-county executive committees.

8. Responsibilities

Each party will appoint a person to serve as the official contact and coordinate the activities of each organisation in carrying out this MOU. The initial appointees of each organisation are:

Rosette Christine Mutambi

Dr. Dinah Nakiganda

Or duly delegated official

Or duly delegated official

For HEPS Uganda

For District Health Office

Kampala office

Kamuli district

Tel: +256 (0)414270970

Tel:

Email: rosettem@heps.or.ug

Email:

9. Services to Be Delivered by HEPS Uganda

- Develop/adopt community training guide on Essential Medicines, Rational Use, and ADS Services
- Develop and produce publicity materials for the project
- Train community representatives/scouts on the concepts of Essential Medicines, Rational Use and ADS Services

- Support community representatives to develop and implement community action plans on bridging identified gaps
- Conduct trainings for local leaders and service providers (ADS) on consumer issues
- Organise multi-stakeholder (community/drug sellers/policy makers) interface/dialogues at sub-county and district level to address gaps and recommend solutions

10. Services to Be Delivered by Kamuli District Local Government Office

- Facilitate availability of district health and community development staff to officiate and/or attend activities held by HEPS Uganda
- Include the resolutions from district stakeholder meetings in the district development plan but not replace already-planned activities
- Facilitate availability of relevant sub-county and/or district officials to participate in project activities
- Be supportive, open, and sensitive to health and human rights, including health consumer voices, and redress for rights violations
- Support the project initiatives, including availing relevant information
- Facilitate HEPS Uganda's participation in relevant district activities

11. Terms and Understanding

The terms of this MOU is for the duration of 10 months, ending on 30th May 2014. It may be reviewed if necessary and may undergo periodic revisions to ensure objectives of the project are met. Any disputes which may arise concerning the interpretation and/or implementation of the present agreement or of any further agreements and which cannot be settled shall be submitted to an arbitration board consisting of five arbitrators. Each party shall designate two arbitrators; the fifth, who shall act as chairperson, shall be appointed by the four designated in this way but shall be a person of unquestionable integrity.

12. Termination and Suspension

Both parties will strive, to the best of their ability, to achieve the objectives stated in the MOU and to mutually solve any disagreements that may arise. However, the district and HEPS Uganda agree that this MOU may be terminated or suspended by giving three months' notice, and by giving reasons for the termination or suspension, and subject to the outcome of the said arbitration.

13. Communication

Any formal communication between the two parties relating to this MOU shall be in writing to the following addresses:

For Kamuli district

Chief Administrative Officer
Kamuli District Local Government
P.O. Box 12345
Kamuli

For HEPS Uganda

Executive Director
HEPS Uganda
Plot 351a, Balintuma Road, Namirembe
P.O. Box 2426
Kampala

It is agreed by HEPS Uganda and the Kamuli District Local Government that on completion of this project, all training/educational materials and communication materials provided by HEPS Uganda will remain in the possession of the trained community health volunteers/facilitators and their community-based organisations. Regarding the communication and dissemination of findings, HEPS Uganda will be transparent in reporting, and all project reports will be shared with the district. Other intellectual property will be copyrighted by HEPS Uganda and relevant members in the district co-opted to contribute to materials on a case-by-case basis.

14. Authorisation

On behalf of the said party I represent, I wish to sign this MOU and contribute to its implementation.

Done at Kamuli District Local Government in two (2) originals in English language, one original for Kamuli District Local Government and one original for HEPS Uganda.

Please sign below and initial all pages of this MOU.

HEPS Uganda

Signature

Name

Executive Director

HEPS Uganda

Date.....

Signature

Kamuli District Local Government

Signature

Name

Chief Administrative Officer

Kamuli District Local Government

Date

Signature

Signature

Name

Programme Manager:
Community Empowerment
HEPS Uganda
Date

Name

District Health Officer (DHO)
Kamuli District Local Government
Date