

MEMORANDUM OF COLLABORATION (MoC)

Between

“The Partnering Organization [Name]”

And

“The Training Provider [Name]”

i. Parties to MoC

This Memorandum of Collaboration (“MoC”) is made on this [date] day of [month [year] at [place of execution] by and between:

A. [Name of Association/Enterprise], [type of legal entity], having its registered office at [address] (hereinafter referred to as “the Partnering Organization”), of the first part;

AND

B. [Name of Training Provider], [type of legal entity], having its registered office at [address] (hereinafter referred to as “the Training Provider”), of the second part;

ii. Purpose of MoC

The purpose of this MoC is to strengthen and promote productive working relationship between the training provider and the partnering organization in order to enhance quality of training delivery leading to enhanced organization’s competitiveness and access to decent employment. The parties to this MoC agree to make concerted efforts in designing, promoting and implementing demand driven vocational training programmes.

iii. Term of MoC

The effective date of this MoC shall be the date of signing by both the parties and shall remain in effect until modified or terminated by either party under the clause X& Y of this MoC.

iv. Objectives of the MoC

The parties to this MoC shall work jointly to:

- Identify skills needs of the partnering organization and match appropriate national vocational qualifications that caters to the skills need
- Design customized vocational training programme based on competency based training and assessment approach(es)
- Impart training; partly at the Training Provider and partly at the Partnering Organization as per mutually agreed training plan/schedule
- Build each other’s capacities by sharing training and learning resources

- Generate employment opportunities leading to decent employment for the graduating trainees and facilitate employment (including self-employment)

v. Roles and responsibilities of the Partnering Organization

- Identify and assess its skills need and share the same with the Training Provider
- Support in designing of the training programme that caters to the skills need identified
- Assign a workplace based training coordinator to coordinate training activities and liaise with the Training Provider
- Facilitate exposure visits of the trainees organized by the Training Provider
- Support the Training Provider in selection of trainees through a pre-defined selection process
- Introduce the trainees to all relevant rules and regulations of the enterprise, including occupational health and safety measures.
- Impart workplace based training in line with competency based training curricula already shared by the Training Provider
- Monitor and record training progress
- Maintain a close liaison with the Training Provider on trainees progress
- Support the Training Providers in planning and organizing joint planning sessions
- Support the assessment bodies in conducting final assessments of the trainees
- Develop a joint operational plan for imparting trainings jointly

vi. Roles and responsibilities of the Training provider

- Support the Partnering Organization in its skills need identification
- Support in developing customized training programme in line with the Pakistan's National Qualification Framework (NVQF)
- Discuss and finalize the training schedule/plan jointly with the Partnering Organization that covers the training at the Training Provider and at the Partnering Organization
- Appoint a Coordinator to coordinate training activities with the Partnering Organization and liaise with workplace based training coordinator
- Conduct and facilitate theoretical and practical trainings
- Organize exposure visits of the trainees together with the Partnering Organization
- Conduct regular assessments and evaluate trainee's performance
- Provide Partnering Organization with information concerning trainee's progress at the institute
- Hold regular joint planning and monitoring sessions
- Monitor the progress of the training delivery together with the Partnering Organization
- Register trainees with Trade Testing Boards and/or other assessment bodies

vii. Costs

The costs incurred for imparting training at the Training Provider and at the Partnering Enterprise shall be discussed and mutually agreed (in writing) in advance i.e. before the commencement of the training activities.

viii. Amendment of the MoC

This MoC may be amended at any time by mutual agreement of the parties. Such amendments shall not be binding upon either party unless they are in writing and signed by the personnel authorized to bind each of the parties

ix. Termination of MoC

Either party may terminate this MoC upon three months prior written notice to the other party. If this MoC is so terminated, the parties may continue with the on-going activities agreed prior to the termination of this MoC until their conclusion or as mutually agreed by both the parties.

x. General Provision

- a. This MoC shall not preclude the parties from addressing other areas of interest not mentioned above through mutual collaboration, cooperation and agreement.
- b. Nothing contained in this MoC shall obligate the parties either to negotiate or enter into any further business agreement
- c. The parties enter into this MoC in a spirit of mutual trust and intend that all unforeseen matters and issues that arise, as the relationship evolves, will be resolved in a spirit of mutual understanding, accommodation and consensus.

IN WITNESS WHEREOF the parties have put their respective signatures hereunder at Karachi on the day, month and year first above mentioned.

 Name & Designation of authorised signatory
 Name & Address of Partnering Enterprise
 Contact details

 Name & Designation of authorised signatory
 Name & Address of Training Provider
 Contact details

WITNESSES:

1. _____
 Name:
 N.I.C. #:

2. _____
 Name:
 N.I.C. #