

**MEMORANDUM OF UNDERSTANDING GOVERNING THE IMPLEMENTATION OF
THE PEPFAR-USAID FUNDED LOCAL CAPACITY INITIATIVE PROJECT**

BETWEEN:

**THE CARIBBEAN COMMUNITY (CARICOM)
Acting through the CARICOM Secretariat
Of the one part
(Hereinafter referred to as the “Grantee”)**

AND

**The University of the West Indies,
through its HEU, Centre for Health Economics
(UWI-HEU)
Of the other part
(Hereinafter referred to as the “Technical Partner”)**

WHEREAS the President’s Emergency Plan for AIDS Relief - United States Agency for International Development (PEPFAR-USAID) will provide funding for the Local Capacity Initiative Project (hereinafter referred to as “the Project”);

AND WHEREAS, the Caribbean Community (CARICOM) Secretariat is the Grantee for the Project and The University of the West Indies, HEU, Centre for Health Economics is the Technical Partner for the Project;

AND WHEREAS the Technical Partner will be responsible for coordinating and managing the capacity building component for civil society organisation (CSO), according to provisions of the Project Procedures Manual, with due diligence and efficiency.

NOW THEREFORE, IT IS HEREBY AGREED as follows:

ARTICLE I

Modalities

This Memorandum of Understanding (MOU) provides the modalities for the implementation of activities assigned to Technical Partner for the Project.

ARTICLE II

Objective

The overall objectives for this project include the following:

1. Build capacity of People Living with HIV (PLHIV), Men who have sex with men (MSM), and Sex Workers (SW), Civil Society Organisations (CSOs) and other relevant organizations to implement technically-sound HIV response activities, including addressing stigma and discrimination, advocacy for key populations, and strengthening their own financial viability;
2. Facilitate CSO involvement in national and regional policy/legislation processes, including linking CSOs and government bodies to increase advocacy for the inclusion of key populations;
3. Strengthen the capacity of two regional institutions i.e., PANCAP and the Technical Partner to facilitate sustainability.

ARTICLE III

Project Activities to be implemented by the Technical Partner

The purpose will be to build capacity of PLHIV, MSM, and CSW and other key populations, through CSOs and other relevant organisations to implement technically-sound HIV response activities, including addressing stigma and discrimination, advocacy for key populations, and strengthening their own financial viability.

Specific activities will include:

1. Conducting of In-Country assessments of the local CSOs to evaluate their present and future roles and their present capacity to perform their functions in a sustainable manner;
2. Designing programmes of training for CSOs in the countries assessed and implementing these programmes of training with the support of Health Policy Project (HPP) Futures and other regional organisations;
3. Designing a plan of action for a sustainable programme that builds the capacity of CSOs to better equip them to respond to present and future challenges; and
4. Supporting the PANCAP Coordinating Unit in the overall implementation of the project including assisting with the finalisation of the criteria for small grants and reviewing of small grant proposals.

ARTICLE IV

Technical Partner's Budget

The Technical Partner's budget shall not exceed the total sum of **US\$550,736.00 (Five Hundred and Fifty Thousand, Seven Hundred and Thirty Six United States Dollars)** which includes administrative fees, the details of which are set out in the table below and comprises the following components:

Component	US\$
Staff Costs for Technical Officer	149,760
Regional Consultants	158,000
Baseline Assessments	49,500
Office Expenses/Communication	9,000
In-country training	152,760
Travel	31,716
Total	550,736

This Technical Partner Budget was drawn from the wider Project budget shown in Attachment A to this MOU.

ARTICLE V**Disbursement of Funds**

The Grantee shall advance funds to the Technical Partner on a monthly basis in accordance with their mutually agreed workplan and budget. The Technical Partner shall account for these advances by the submission of monthly Financial Reports, supported by certified copies of all contracts, vouchers, invoices, bills and receipts. These reports shall be submitted to the Grantee no later than the 10th day of the following month. The Grantee reserves the right to withhold further advances, if the Technical Partner fails to submit the required Financial Reports and the Technical Reports required by Article VIII in a timely manner.

ARTICLE VI**Procurement**

The procurement of goods and services shall be done in accordance with the CARICOM Secretariat General Procedures Manual dated 11 March 2015 and any later revisions. The Grantee has no objection to the Technical Partner being supplied with stationery and office supplies from the University of the West Indies, St. Augustine Campus' central stores, once this is done in accordance with the University's usual policies and procedures.

ARTICLE VII**Official Travel Expenditure**

Official travel shall be undertaken using economy class airfares via the most direct route. Per diem and other related expenditure shall be paid in accordance with the USAID daily subsistence allowances.

ARTICLE VIII**Technical Reports**

The Technical Partner shall provide the Grantee with quarterly reports in relation to the implementation of activities in Article III no later than the 28th day of each quarter:

ARTICLE IX
Amendment and Termination

This MOU may be amended by the mutual agreement of the Parties expressed in writing.

Either Party may terminate this MOU by giving at least ninety (90) days' notice in writing to the other Party.

ARTICLE X
Final Provisions

The Grantee and the Technical Partner shall hold the copyright exclusively of any materials created under this MOU. The Grantee and Technical Partner may grant licenses to third parties to use, reproduce, publish or re-publish or otherwise disseminate such material for educational and research purposes on a not-for-profit basis.

ARTICLE XI
Duration of MOU

The duration of this MOU shall be from the date of signature by both parties to 30 September 2017.

ARTICLE XII
Contact Persons

The contacts or representatives of the Grantee and Technical Partner in charge of the implementation of the present MOU and to whom any correspondence should be addressed are:

For the Technical Partner:

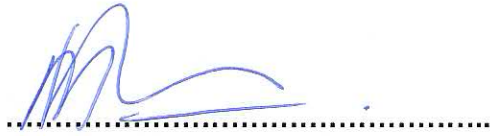
Professor Karl Theodore, Director
The University of the West Indies
HEU, Centre for Health Economics
Sir George Alleyne Building, 25A Warner Street
St Augustine Campus, Trinidad and Tobago
Tel: (868) 645-7351

For the Grantee:

Dereck Springer, Director, PANCAP Coordinating Unit
CARICOM Secretariat/PANCAP
Turkeyen
Greater Georgetown, Guyana
(592) 222-0201

FOR THE CARIBBEAN COMMUNITY

**FOR THE UNIVERSITY OF
THE WEST INDIES (UWI)
(ST. AUGUSTINE CAMPUS)**



.....
**MANORMA SOEKNANDAN, PhD
DEPUTY SECRETARY-GENERAL**



.....
**SIGNATURE
Pro Vice Chancellor and Campus
Principal**

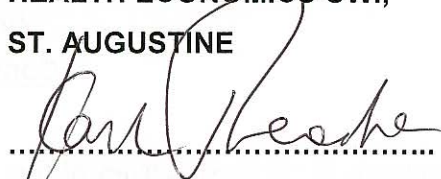
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7th September 2015

DATE

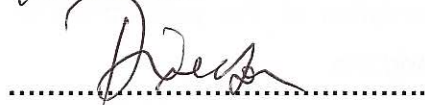
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**FOR THE HEU, CENTRE FOR
HEALTH ECONOMICS UWI,
ST. AUGUSTINE**



.....
SIGNATURE



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DESIGNATION

.....
16/09/15

DATE

ATTACHMENT A

Caribbean Community Secretariat-PANCAP Coordinating Unit
President's Emergency Plan for AIDS Relief (PEPFAR) / United States International
Development Agency (USAID)
Local Capacity Initiative (LCI)
Budget in United States Dollars

	Year 1	Year 2	Year 3	TOTAL
Project Officer -PCU	81,000	66,000	81,000	228,000
Technical Officer - HEU-UWI	49,920	49,920	49,920	149,760
Regional Consultants	28,000	65,000	65,000	158,000
CSOs capacity assessment	49,500	-	-	49,500
In-Country Training	50,920	50,920	50,920	152,760
Grants Committee Meetings	3,800	3,800	3,800	11,400
Grants	430,000	400,000	350,000	1,180,000
Meetings of CSO Partners	20,000	20,000	20,000	60,000
Office Expenses - HEU-UWI	3,000	3,000	3,000	9,000
Travel - HEU-				
UWI	10,572	10,572	10,572	31,716
Office Expenses - PCU	11,598	12,558	12,558	36,714
Travel -PCU Project Officer	15,000	-	-	15,000
Monitoring Visit	-	8,250	9,900	18,150
	753,310	690,020	656,670	2,100,000

Note: Re: Project Officer, Years 1 and 3 include allocations for recruitment and relocation costs respectively.

