A Memorandum of Understanding for your UK Aid Direct grant

Things to consider when developing a Memorandum of Understanding (MoU)

Please ensure all the points below are considered when creating a Memorandum of Understanding (MoU) for your UK Aid Direct grant.

This is not a definitive list and you may want to add other terms and conditions specific to your organisation.

• The MoU should be a reference to the overarching Grant Agreement with DFID
• The MoU should make clear that DFID’s powers extend to cover the partner in-country (access to staff and records, as well as ownership of assets)
• The MoU should make clear the roles and responsibilities of the partners, clearly describing the terms of project management, and financial and narrative reporting
• The MoU should make clear the payment processes and conditions
• The MoU should include an explicit process for conflict resolution between partners, in terms of an independent mediator / arbiter
• The MoU should make clear provisions for the dissolution of the partnership, should this happen within the project cycle. This should include clarity on the disposal of assets and the return of funds
• The MoU should make clear the processes for the end of the project, including the disposal of assets and the return of funds
• The MoU should clarify the dissemination of results and recognition of DFID funding.