

Memorandum of Understanding

The Memorandum of Understanding and Work plan between University of Cincinnati and Social Action for Women are documents meant to guide a *GlobeMed* chapter and partner in creating or strengthening their relationship. These documents express their mutual commitment to each other for September 2011-June 2012. While these are not legally binding contracts, the MOU and Workplan present the expectations of the partnership clearly and honestly. They require and codify the process of dynamic conversation and cooperation at the heart of the chapter-partner relationship. In developing and implementing these documents, chapters and partners establish a vibrant relationship in which they work together, communicate frequently, and help each other meet both project and broader organizational goals.

The Memorandum of Understanding and Work plan are **living documents**. The chapter and the partner should continue to refer to and develop them throughout the year to ensure that they are still relevant. The Memorandum of Understanding and Workplan should also be reflected upon and evaluated by both parties at the end of the year so that the following year's MOU and Work plan can be even more accurate and useful. **The template below should be adjusted to fit each partnership so that it can best facilitate its unique development.** While the information contained in this document will structure the logistics for effective communication and project work, the relationship that its discussion and implementation fosters is the real core of what makes GlobeMed partnerships successful.

The five areas that the MOU addresses (Communication, Project, GROW, Evaluation, and Reflection) are explained below:

Communication

The GlobeMed Chapter and the partner organization are expected to communicate regularly about their work. This is done primarily through emails, phone or Skype calls. In addition, a Chapter Advisor from the National Office participates on at least two calls during the year to allow a space for reflection and feedback about the partnership.

Why this is important: Regular communication is important because it allows for both the partner and the chapter to have an open dialogue, communicate progress on projects or fundraising, and allows for any new ideas to be shared between the two. Communication is essential for fostering any relationship and will allow the two to be in the loop on significant events in either party.

Project

The project(s) selected by the GlobeMed Chapter and the partner organization should be beneficial to the organization and the community but sustainable without a prolonged commitment from the GlobeMed chapter. The specifics of this project will be detailed in the Workplan but this project does not exclude smaller projects that might come up throughout the year such as research that could be beneficial for the partner, advocacy for the partner, or anything else that could be beneficial to the partner or the chapter. These ad hoc projects do not need to be detailed in the Workplan and can be added throughout the year as the partner and the chapter see fit.

Why this is important: The project is key to the relationship between the chapter and the partner. It benefits the partner by furthering the organization's mission and makes a tangible impact in the community. It benefits the chapter in allowing it to have a concrete goal and to be more intricately involved in the organization, as well as clearly articulate what funds raised will go towards their partner organization.

GROW

The GROW trip is ideally a 3 week+ onsite visit in which 3-5 students work with the partner organization on an onsite project that the two have developed prior to the students' arrival.

Why this is important: GROW trips can be a fantastic tool for both chapters and partner organizations as they allow the two to form personal relationships between trip members, organization employees and community leaders. GROW trips remove the need for technological communication, allow the chapter to meet community members who

otherwise would not be present in organized calls and allow for a firsthand account of the project that the two have been working together on all year. The GROW trip can aid the chapter in better advocating for the partner and should allow the partner to see the dedication of the chapter.

Evaluation

The chapter and the partner will develop a mechanism for evaluating the degree to which the partnership and the project were successful over the course of the year. Ideally, this will cover three specific areas: quantitative, project fit, and sustainability. Quantitative success essentially covers how well the project served its purpose. This could be measured in people served, structures built, gardens planted, people served or whatever other raw data is necessary. You should also explore how well the project addressed its ultimate goal. For example, if the project was to plant a garden to improve the diets of the community, you should measure both how many gardens were built and also how the diets of the community changed. Project fit simply measures how well the project fit with the partner's mission, community, and staff. Sustainability measures the degree to which the program can be run by local staff after it is created in partnership with the GlobeMed chapter. These criteria can be evaluated however is best for the chapter and the partner.

Why this is important: Evaluation allows the partner and the chapter to have tangible data on the impact of the project and the partnership. It serves as a guideline for future collaborations and helps to strengthen the project and the relationship.

Reflection

The chapter and the partner will schedule an end of the year conversation to discuss how the year has gone and what can be improved for the next year, if the partnership is to continue into the following year. This should be an honest conversation between the chapter and the partner to lead to real improvements that can be beneficial for both. This conversation will take the evaluation into account but also will focus on how the relationship has functioned outside of the specific project(s).

Why this is important: Reflection allows for improvements for the chapter, for the partner, and for the national office in future years. As we are continually trying to strengthen our programs, reflection provides much needed feedback on how we are actually doing.

Project Work Plan for September 2012-June 2013

This work plan describes the commitment to project work between GlobeMed at University of Cincinnati and Social Action Women for September 2012-June 2013. This work plan may but does not necessarily include the work plan for on-site visits to Social Action for Women by GlobeMed at University of Cincinnati, nor does it include any smaller or less intensive projects that may come up throughout the year (such as research ideas).

I. Project Description - CHOP Phase II

In **Phase 2 of the Community Healthcare Outreach Program (CHOP II)**, SAW plans to educate and train twenty (20) Peer Educators (PEs) from our targeted communities. In Phase 1 ([CHOP I, see 2011/12 MOU](#)), SAW focused on providing information on communicable diseases, identifying the priorities of targeted communities in terms of key health problems, and community organizing to get active participation from local migrants for CHOP II.

CHOP II will provide two trainings for the PEs. The trainings will take place in Phop Phra, as some of the PE might be undocumented and therefore unable to travel. It will take several days for them to become skilled PEs for the project. Afterwards, I (Ko Myo) and other SAW staff involved in the project will work closely with PEs.

The two trainings will consist of one health education workshop focused on reproductive health and another refresher training focused on facilitation skills. Afterwards, there will be some practice sessions in conducting workshops within their own communities in order to provide relevant health issues together with the program staff.

SAW has learned from its previous Adolescent Reproductive Health Project in Mae Sot that PE's participation is very important in effective implementation and project sustainability once a project like CHOP I is complete. PEs will help CHOP through (1) organizing communities and participants, (2) conducting workshops alongside staff, (3) distributions of family planning supplies, (4) recording their activities as well as the current situation of the migrant communities, and (5) participation in monthly PE meetings with the project coordinator to (a) identify the needs of community and (b) follow up and monitor the project.

SAW is also working with local NGOs and CBOs to obtain family planning supplies. Currently SAW receives some family planning supplies such as contraceptive pills and condoms from local organization. SAW will distribute them through local trained PEs. Treatment and other medication will be provided by a doctor from SAW medical team which has been operating in Phop Phra (a separate program from CHOP II).

In terms of M & E, SAW plans to record the number of participants who participate in PE workshops in the migrant communities. Pre and Post training tests will be administered to PE to evaluate their ability as a community health resource. SAW employees will also conduct monthly meetings with the PEs as well as the beneficiaries of CHOP II.

A. **Project Objectives:** (reference [SAW CHOP Proposal-Gmed](#) for details)

- To quantify and assess the health education focus area data that was collected in CHOP I training and workshops.
- To increase community reproductive and basic/preventative health knowledge.
- To increase access to and use of birth control and condoms.
- To train two Peer Educators for each target community (20 total).

(See proposal for specific components: Community health workshops, World AIDS Day Campaign, Distribution of Condoms and Birth Control)

B. **Intended Project Impact** (See [Log Frame](#) for details)

This project will have a three-fold impact: increasing community access to birth control (immediate implications), educating community members on issues of reproductive health and preventable illnesses (implications for future), and collecting data to direct future SAW health programs (future implications). Peer educators will continue to spread knowledge which will enable the society to safely and effectively employ safe birth control habits.

C. **Measurement of Project Impact** (See [Log Frame](#) for details)

- a. Number of Peer Educators trained initially
- b. Number of Peer Educators completing SAW trainings each month
- c. Number of training participants in Peer Educator workshops
- d. Number of condoms/birth control items distributed
- e. SWOT analysis and retention percentage analysis of Peer Educators from SAW trainers visits

II. **Chapter Objectives for Project** - See [Budget](#) for breakdown of expenses

- To raise \$10,000 by the end of June 2013 to support the Community Healthcare Outreach Program, Phase II

III. **Partner Objectives for Project**

- To effectively train 20 PE to work in the rural migrant communities of Phorp Phra
- To utilize these PE to educate the communities as well as points of monitoring of the health of the communities by SAW

No financial transactions may occur before this Memorandum of Understanding is signed. This Memorandum of Understanding is effective as of [DATE submitted to National Office].

Chapter contact information:

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Julia Tasset Phone: 513-307-0354 Skype ID: j.tasset Email: tassetjl@gmail.com Address: 8200 Remington Rd, Cincinnati, Ohio 45242

Partner contact info.

Name: Ko Myo, Phone: +66 806823589 Skype ID: komyo.saw Email: komyo.saw@gmail.com Address: Mae Sot, Tak, Thailand

Financial information:

Method of Sending Money: Wire transfer to:

Bank details

Account number: 212 – 2 – 62046 – 0

Name of bank account: Social Action for Women

Name of bank: Kasikorn Bank

Branch: Mae Sod, Thailand

Bank Address 84/9 PRASARTVITEE ROAD

MAE SOD

TAK , 63110 Thailand

Type: Savings - Swift Code / KASI THBK

*Before every wire transfer takes place, the chapter and partner should have a discussion project plans and update the project outline if necessary.

On behalf of GlobeMed at University of Cincinnati

Signed: Julia Tasset

Stephanie Lux

On behalf of Social Action for Women

Signed: Ko Myo

Print Name: Ko Myo

Print Name: Julia Tasset

Stephanie Lux

Date:

Date:

This Memorandum of Understanding has been received by the GlobeMed National Office:

Signed:

Print Name:

Date:

GlobeMed at University of Cincinnati

SAW- Social Action for Women

This is a suggested template for the documentation of responsibilities the MOU. However feel free to use whatever format works best for the partner and the chapter. Be certain that all of the below information is included in whatever format you choose. Please include additional information as relevant.

	GlobeMed at [University of Cincinnati] agrees to...	[SAW] agrees to...	Both GlobeMed at [University of Cincinnati] and [SAW] agree to...
Communication	<ul style="list-style-type: none"> Update the partner via email at least once a week on the chapter's work, and progress on project fundraising goals. Send an introduction package each year with information about each of our members 	<ul style="list-style-type: none"> Update the chapter via email at least once a month on the partner's work, and progress towards project goals. Take pictures of SAW's project at least once per month once project implementation begins to share with chapter Communicate with other members of GlobeMed executive board (via skype periodically) at maximum 2 times per month. 	<ul style="list-style-type: none"> Talk over skype at least two times a month. Have two Skype calls per year with GlobeMed's Chapter Advisor present. GROW Coordinators and SAW skype at least once every 6 weeks (more when necessary) Sign on to Skype calls a minimum of five minutes before so security of connection, etc. may be ensured If a Skype call must be missed, communicate with other party at least 24 hours in advance (to acomodate time change) Establish consistent bi-weekly time for Skype calls If several calls have been missed, reevaluate to see if Skype is still the best method of communication
Project	<ul style="list-style-type: none"> Raise \$10000 for CHOP II. Take on additional work (e.g. research, website design) to support project as needed English translation and social media included 	<ul style="list-style-type: none"> Use funds raised by the chapter to implement Community Health Outreach Project. Share stories and other examples of impact of the project by photo, email and skype within 6 weeks of completion 	<ul style="list-style-type: none"> Communicate with partner when deciding how to allocate additional funds raised
GROW	<ul style="list-style-type: none"> Complete all necessary pre-trip preparation as designated by the partner and National Office. Ensure travel arrangements out of the US Provide vaccination records, food allergies, etc. for partner site Communicate as soon as possible arrival and departure arrangements 	<ul style="list-style-type: none"> Evaluate whether an on-site trip for a small group of students should take place in Summer 2013. Provide information about necessary safety precautions and logistics when needed (housing, transportation, food, etc) Provide information about work and observation to be done while on GROW trip Have designated accompanier to ensure safety and understanding of project while in Thailand 	<ul style="list-style-type: none"> Determine whether an on-site trip is possible sometime in June 2012 by December 2012. (8 months of planning needed) Work to develop partnership, MOU and understanding of different cultures while on GROW Work together to utilize skills of GROW participants while on the trip
Evaluation	<ul style="list-style-type: none"> Discuss the success of the relationship over the course of the year. Organize several conversations with the partner to discuss data collected Discuss ability to raise funds and on campus excitement for project 	<ul style="list-style-type: none"> Implement the evaluation and report on effectiveness to the chapter (including photos for future marketing at UC) Provide pre and post test data from the CHOP workshops/peer educators 	<ul style="list-style-type: none"> Develop an evaluation system to insure each area of evaluation is discussed: Quantitative, Project Fit, and Sustainability. Use this data in formulating future projects
Reflection	<ul style="list-style-type: none"> Re-evaluate the chapter's effectiveness in the summer and fall of 2013, and highlight areas of improvement. Discuss project effectiveness and use of funds at the end of the year 	<ul style="list-style-type: none"> Send candid reflection of their thoughts on the effectiveness of the project 	<ul style="list-style-type: none"> Reflect on the partnership (reviewing the MOU and work plan) in spring of [year], and determine whether the partnership should continue.

GlobeMed at University of Cincinnati

SAW- Social Action for Women

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