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Kenpro Financial Resource Mobilization Guiding Framework

Article 1: Purpose

The purpose of this Financial Resource Mobilization (FRM) Framework is to provide guidelines for mutual cooperation and facilitation of collaboration between the Parties in the area of writing Funding Proposals.

The specific objectives of this FRM Framework include the following:

1. The Consultant to facilitate all tasks related to Financial Resource Mobilization and
2. The Client to carry out the administration function and provide key documents that may be required,

Article 2: Areas of Cooperation

The Consultant shall play the following role:

Offer support in financial resource mobilization including but may not be limited to the following:

1. Donor mapping to identify possible donors;
2. Carrying out proposal application processes including going through application guidelines,
3. Getting involved in technical Proposal writing,
4. Preparing project financial proposal (project budgeting),
5. Briefing the client on application progress and sharing any information as may be required and
6. Providing any other project support services that may be required during project planning, implementation and evaluation phases.

The Client shall:

Provide all the support required in resource mobilization process including but not limited to:

1. Offering financial support to the consultant to meet the cost of resource mobilization effort and any other project support service that may be rendered based on client's needs,
2. Providing key project idea and existing possible donors if any,
3. Actively participating in the application process including review of the draft proposal,
4. Sharing all documents that may be required during the process of resource mobilization such as certificate of registration, organization profile, profiles/CVs of key project personnel, financial statements, evidence of prior funding and
5. Sharing any information that may be crucial in the application process and project running cycle.

Article 3: Consultation and Exchange of Information

- The Parties will, on a regular basis, keep each other informed of and consult on matters of common interest, which in their opinion are likely to lead to mutual collaboration.
- Consultation and exchange of information and documents under this Article shall be without prejudice to arrangements, which may be required to safeguard the confidential and restricted character of certain information and documents. Such arrangements will survive the termination of this MOU and of any agreements signed by the parties within the scope of this collaboration.
- The Parties shall, at such intervals as deemed appropriate, convene meetings to review the progress of activities being carried out under the present MOU and to plan future activities.
- The Consultant may from time to time be involved in consultations related to project implementation and evaluation for mutual benefit.
- Both parties shall remain committed to their obligations in the spirit of transparency and accountability.

Article 4: Official Communication

Any official communication to be given or made under this framework shall be in writing. Such communication shall be deemed to have been duly given or made when it shall have been delivered by hand, post office, e-mail, or courier.

Article 5: Settlement of Disputes

Any controversy or claim arising out of or relating to this guiding framework which remains unresolved between the parties shall be submitted for settlement under the rules of arbitration by an arbiter agreed on by both parties. Otherwise, settlement of any dispute that may arise shall be in good faith for mutual benefit of both parties.