

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
(FUNDING MINISTRY)**

**AND**

**MINISTRY/DEPARTMENT:**

.....  
.....

**(CLIENT MINISTRY/DEPARTMENT)**

# AGREEMENT

This Memorandum of Understanding (MOU) is made by and between, on the one hand, *Ministry of Civil Service and Administrative Reforms* (hereinafter called the "Funding Ministry") and, on the other hand, the *Ministry/Department*.....  
..... (hereinafter called the "Client") for the purpose of achieving the aims and objectives of the project under the "**Enhancement of Work Environment Programme**" for the Financial Year 2019-2020.

## WHEREAS

The Client Ministry undertakes to use the funds provided

- (i) solely for the implementation of the recommended project;
- (ii) for completion of the project within the agreed time frame; and
- (iii) reporting on progress every month till the completion of the project.

## Obligations

In the event the Client Ministry fails to undertake the completion of the project within the time frame set, the Funding Ministry reserves the right to stop further disbursement of funds and may claim return of funds disbursed.

## ***Funding Ministry: Civil Service and Administrative Reforms***

DONE and SIGNED at : .....

on this : ..... day of ..... 2019/2020

Name : .....

Signature : .....

Designation : .....

***Client Ministry/Department*** : .....

Project Title : .....

DONE and SIGNED at : .....

on this : ..... day of ..... 2019/2020

Name : .....

Signature : .....

Designation : .....