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**MEMORANDUM OF UNDERSTANDING**

This **MEMORANDUM OF UNDERSTANDING** ismade and entered into on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, between

Teach For Liberia (TFL) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Elementary/High School

**[**hereinafter referred to as **“your school”]** at \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, Liberia, West Africa.

**BACKGROUND**

Teach for Liberia **[**hereinafter referred to as **"TFL"],** aims to narrow the education gap in Liberia by placing Liberia’s most outstanding graduates **[** hereinafter referred to as **“Fellows”]** from top institutions, organizations, and corporations, in schools serving low-income communities, to teach for two years. In the short run, TFL will provide a dedicated workforce which will work tirelessly to expand, in a measurable way, the educational opportunities available to hundreds of thousands of Liberia’s most underprivileged children. Eventually, TFL will aim to build a powerful and ever-growing leadership force of alumni who, informed by their experiences and insights, will work from inside and outside of education to effect fundamental, long-term changes necessary to realize educational opportunity for all.

TFL is an early-stage entity working towards partnership of a global movement and is supported by Teach For All, a collaboration of Teach For America (US) and Teach First (UK).

**PURPOSE:**

TFL has designed a program to significantly improve the quality of education in close partnership with English medium primary schools working in and for low-income communities, and is interested in supporting your school in its efforts to provide the highest quality of education to students, by offering the following benefits:

* **Access to excellent teaching resources:** Recognizing that teacher talent is a big challenge for schools, TFL will take responsibility for identification, selection, placement, training & mentoring of Fellows.
* **Measurable impact on student learning:** Through our objective impact assessment, your school will be able to systematically track the impact and results achieved by Fellows in classrooms.
* **Contribution beyond classroom:** Fellows will work closely with your school leadership (administration / management) beyond classroom hours and implement a School / Community Development Project to help your address barriers to student learning in your school and therefore achieve its vision.
* **Long-term partner:** TFL will commit to work with your school for a minimum of 6 years (3 Fellow cycles), for long-term sustainable change.

**ROLE OF FELLOWS:**

1. Fellows will be highly motivated, young graduates / postgraduates/professionals from Liberia’s top colleges and corporates with excellent academic record, strong English language skills and selected through a rigorous selection process that judges their commitment, critical thinking, perseverance, leadership skills and ability to succeed in classrooms and schools.
2. Fellows will teach all grades in English medium primary schools and have full autonomy within the class. Beyond classroom hours, in their 2nd year of the Fellowship, they will work on a School / Community Development Project to help your school realize its vision of providing excellent education in the community by addressing barriers to education, identified by the Fellows through their work and interactions with relevant stakeholders (e.g., your school, parents, NGOs). This may include developing new systems for your school, training other teachers on language / skills, creating counseling programs and improving the school-community relationship.
3. Fellows will NOT provide any direct financial assistance to your school, will not render their services for any other school other than where they are placed, will not be responsible for collecting fees and will not be engaged in other duties during their classroom hours (unless deemed essential by both the Fellows and your school leadership in exceptional circumstances).
4. Fellows will report to TFL, and their letters of engagement will clearly state that their teaching in schools is under the auspices of TFL and does not entitle them to claim employment with the school in which they have been assigned. However, TFL will regularly seek feedback from relevant stakeholders within your school (e.g., Principal etc.) regarding the Fellows’ performances and act accordingly.
5. Fellows will follow your school's working hours and holiday calendar and participate in other events / responsibilities as are fit for other teachers. They will be granted casual, or emergency leave in consultation with your school's Principal.

**ROLE OF TFL**

1. **Recruiting:** TFL will select & recruit top graduates / postgraduates / professionals from across the country, through a rigorous selection process.
2. **Training:** TFL will provide intensive pre-service & in-service training on necessary teaching skills.
3. **School selection and Fellow placement:** TFL will select schools and place at least 2 Fellows (unless in exceptional cases) in each school as full-time teaching resources, based on TFL-defined criteria for school selection and Fellow placement, and the school’s requirement for Fellow profiles. If the student-teacher ratio in a class is over 50:1, TFL may choose to place 2 Fellows in the class.
4. **Professional support and troubleshooting:** TFL will provide regular, in-service trainings, and TFL staff will regularly visit Fellows in / outside your school to enhance their effectiveness. TFL will regularly seek feedback about the Fellows from your school. In case of complaints of misconduct or inefficiency of Fellows, TFL will undertake corrective measures to ensure your school is not put to inconvenience.
5. **Impact testing:** TFL will conduct periodic assessments to gauge the impact on student achievement. These assessments may be in addition to the exams administered by your school.
6. **Financial support:** TFL will pay a regular, monthly salary / stipend to Fellows, and will not be responsible for making any financial payments to your school.
7. **Long-term commitment:** TFL will engage with the same group of students for 2 years (1 cycle) and provide a commitment of 6 years (3 cycles) to your school for long-term impact. In the event of a Fellow leaving before completion of the academic session, TFL will provide a replacement in the next academic year.
8. **Documentation and awareness building:** With the objective of raising awareness about TFL and its partnership with your school, TFL will occasionally document activities in your school through photographs / videos and organize visits by various stakeholders (e.g., funders).

**ROLE OF YOUR SCHOOL**

1. Permit TFL and Fellows to perform roles as outlined in the sections above, including
	1. Place at least 2 Fellows in your school as full-time teaching resources and allow for 2 Fellows in one classroom if the student-teacher ratio in a class is over 40:1
	2. Not interfere with TFL’s selection criteria and process for school selection and Fellow placement
	3. Permit Fellows to attend necessary trainings and other on-going professional development initiatives conducted by TFL, such as they do not interfere with regular classroom teaching hours of Fellows
	4. Allow TFL to conduct student assessments to gauge and ensure impact on student achievement over and above the examinations already being administered.
	5. Not ask Fellows or TFL to conduct any activities not in line with their role, as mentioned earlier
	6. Help Fellows to build good working relationships with other faculty members, and help address any issues on this front
	7. Allow Fellows to make periodic community visits and build relationships with parents of students and others within the community
2. Share basic, non-confidential information with TFL and allow TFL staff to conduct school visits (interaction with key faculty/staff, tour of your school's premises, observation of classroom), both (i) before placement, to assess your school against TFL selection criteria and (ii) after placement, for other key activities (e.g., overseeing Fellow performance)
3. Conduct outreach to parents and community served by your school about TFL, and help TFL to organize sessions where TFL staff will be able to meet with parents of students who may be taught by TFL Fellows
4. Compensate TFL for recruitment, selection, training, and teaching activities
5. Provide basic infrastructure to all Fellows, including, but not limited to: (i) dedicated classroom with electricity, fan, light, blackboard, chalk, sufficient desks, and textbooks / stationery for all students (ii) toilets (iii) drinking water
6. Provide autonomy and support to help maximize their impact (e.g., control of classroom, use of non-traditional and innovative teaching techniques, access to resources equal to those provided to other teachers within your school etc.)

**KEY ACTIVITIES, TIMELINES AND RESPONSIBILITIES TO ROLL-OUT THE PROGRAM**

|  |  |  |
| --- | --- | --- |
| **Responsibility** | **Activity** | **Indicative deadlines** |
| TFL, Your School | MOU between TFL & your school (Your school to share data, facilitate visits, communicate need for Fellows. TFL to assess your school against its criteria) | July 2023  |
| TFL | Training to Fellows before placement in your school | July - August 2023 |
| All parties | Fellows placed in schools. Commence work at your school with support from TFL | September 2023 |

**KEY TERMS OF MOU**

* This MOU (consent to all conditions and facts stated above, including MOU to Annexure shall be effective and shall continue to be in full force and effect for a term of 2 academic years from the date of execution hereof, unless renewed, or terminated, in accordance with the provisions hereof.
* If above stated vacancies are not provided by either Party for the academic session, neither your school nor TFL will be held liable under the terms of this MOU, provided that a written communication from one Party to the other Party is provided by April of the preceding school year.
* Either Party may terminate this MOU by giving 120 days prior written notice to the other. Neither party shall be entitled to claim any damages, compensation, loss, or any other amount whatsoever on such termination.
* TFL willing to indemnity and hold the school (and the signatory to the agreement) harmless in the event of a lawsuit against the teacher or TFL for any action or misconduct by TFL teachers
* Any dispute between TFL and the school respecting each other's obligations under the agreement will go to arbitration rather than jury trial.
* This MOU constitutes the entire agreement between the parties in respect of the transaction and supersedes and cancels any prior oral or written agreements, representations, understandings, arrangements, communications, or expressions of intent relating to the subject matter of this MOU. This MOU shall not be altered, modified, or supplemented except with the prior written approval of the parties.
* This MOU shall be executed in two counterparts, each of which shall be deemed to be an original, but which together shall constitute one and the same instrument.

SIGNED AND DELIVERED SIGNED AND DELIVERED

for and on behalf of Teach For Liberia for and on behalf of

By:  \_\_\_\_ By: \_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the presence of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ In the presence of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEXURE**

**Name of school: Phone:**

**Address:**

**Primary school recognized (Yes / No): School Timings:**

**Trust that school is part of:**

**Details of school fees**

|  |  |
| --- | --- |
| Total monthly fee |  |
| Tuition fees |  |
| Stationery and uniform fees |  |
| Other fees (e.g., Term fees, bus, computer, maintenance) |  |
| Donation |  |

**Details of teacher salaries and benefits**

|  |  |
| --- | --- |
| Salary grades |  |
| Financial benefits (e.g., HRA, PF, LTA) |  |
| Any other sources of income (within school) |  |
| Teacher leave policy |  |
| Mode of payment of salaries |  |

**Details of enrollment (current year)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade / Information** | **I** | **II** | **III** | **IV** |
| # Grade |  |  |  |  |
| # Teacher vacancies expected next year |  |  |  |  |
| # TFL Fellows to be placed next year |  |  |  |  |
| # Special Needs Students |  |  |  |  |

Total # Fellows required by your school from TFL (minimum, maximum): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(#Fellows placed, Standard, # division, #children per division): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific requirement of Fellow profile (e.g., gender): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monthly payment made by your school to TFL for services rendered if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mode of monthly payment made by your school to TFL for services rendered if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any extra rooms available in school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other help that the school may be able to provide (e.g., resource center, training space, space for debriefs): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_