

MEMORANDUM OF UNDERSTANDING BETWEEN

Aynouna e.V., Germany

The Christian and Missionary Alliance Church, Jordan

and

Helping Refugees in Jordan (HRJ) / Catherine Ashcroft, UK and Jordan

Aynouna e.V.

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AND

The Christian and Missionary Alliance Church

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AND

Helping Refugees in Jordan (HRJ) / Catherine Ashcroft

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WHEREAS

- a) Aynouna e.V. is a non-profit, non-political, non-governmental organisation which aims to relieve the need of children, young people and their families in vulnerable situations anywhere in the world by assisting them to access the educational, cultural, social, health and any other services they need to develop their potential, for the public benefit.
- b) The Christian and Missionary Alliance Church is a non-profit, non-political, non-governmental organisation which aims to provide humanitarian, educational, medical, economic empowerment, and general assistance to those in need in Jordan, irrespective of race, religion, or geographic boundaries. The C&MA Church provides spiritual ministry, preaches the gospel and visits people.
- c) Helping Refugees in Jordan (HRJ) is a group of non-political, dedicated and experienced volunteers, working closely with guidance from Mercy Corps Jordan. HRJ aims to link donors with local charities, projects, and Community Based Organisations (CBOs) in their work to help the large number of refugees residing in Jordan and its impact on the local population. HRJ builds the capacities of local charities to be able to report, account, and manage due diligence in their projects and obligation to their donors and beneficiaries.
- d) The above-named parties are desirous to reinforce cooperation and work together towards providing educational and other support for the disadvantaged refugee and host populations, particularly children and their families, currently in Jordan.
- e) The above-named parties agree to take the utmost care to avoid taking part in any activity which may be deemed illegal or damaging to the reputation of either charity, individuals within those charities, of their beneficiaries. This includes comments made privately, publicly, on websites, and social media channels.

THIS LETTER OF AGREEMENT WITNESS AS FOLLOWS:

1. All parties hereby agree to ensure full transparency and accountability.
2. The three organisations and their logos can be mentioned and displayed on publicity related to this matter upon signing this agreement.
3. Any recorded media or publicity images used inside or outside of workshops / medical clinics / education is to be made available for the benefit of all organisations.
4. The Christian Missionary and Alliance Church will be responsible principally for providing educational activities and programs including, but not limited to:
 - Teacher and administrative stipend – e.g. monthly, part time, specialist teachers, accountant, administrator
 - Teacher and administrative training
 - Educational supplies – including books, stationery, printer ink & paper, science, arts, music, sports playground, IT and office equipment
 - Registration and legal fees for the school

- School bus support – fuel, maintenance, insurance, registration, driver stipend
 - School rental and running costs – monthly rent, electricity, water, gas
 - School infrastructure and equipment – e.g. maintenance, improvement, enhancement of current structure both inside and outside i.e. buildings, garden/playground area
 - Non-educational – can include community outreach for medical, food, and other support for vulnerable families and individuals.
5. Aynouna e.V. is responsible for responding to their Board and donors directly on this project. Aynouna e.V. will be responsible principally for transmitting funding raised to support the provision of educational activities and programs for disadvantaged children and young people in the Syrian and other refugee populations currently in Jordan, through payments via bank transfer.
 6. Aynouna e.V. will indicate when funds become available and will request project proposals for that money in order to ensure that the activities meet Aynouna’s charitable objects.
 7. Helping Refugees in Jordan (HRJ), with the aid of Hope Centre, will provide Aynouna e.V. with proposals for how such funding is to be allocated, including the approximate budget and timescale.
 8. Helping Refugees in Jordan (HRJ) and Hope Centre will inform Aynouna e.V. about any changes to the implementation of an agreed proposal in so far as such changes would mean the redirection of funding.
 9. Helping Refugees in Jordan (HRJ) aims to find other donors to supplement these educational activities and structures, family support, emergency aid, to the benefit of refugee and host children and youth in Jordan.
 10. All parties will inform each other of any changes in service provision of the project implementation, which is not set out in agreed proposal.
 11. Helping Refugees in Jordan (HRJ) will work closely with the Hope Centre Accountant to ensure compliance and transparency on all transactions and reporting in Jordan.
 12. To ensure transparency and accountability The Christian and Missionary Alliance Church and Helping Refugees in Jordan (HRJ) will together provide scanned, annotated receipts, photos and stories relating to how the funds were spent and who the beneficiaries were. These will be sent to Aynouna e.V. in a timely fashion.

Memorandum of Understanding between

Aynouna e.V., The Christian and Missionary Alliance Church and Helping Refugees in Jordan (HRJ) /
Catherine Ashcroft

Signed (On Behalf of)

Aynouna e.V.

Name: Jad Lehmann-Abi-Haidar

Position: Chairman

Signed: 

Date: 14 August 2017

The Christian and Missionary Alliance Church

Name: Hassan Dababneh

Position: Pastor

Signed: 

Date: 14 August 2017

Helping Refugees in Jordan (HRJ)

Name: Catherine Ashcroft

Position: Founder & Director

Signed: 

Date: 14 August 2017