



## Memorandum of Understanding

**THIS PARTNERSHIP AGREEMENT for the INSERT PROJECT NAME, is made on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.**

**Between:** INSERT NAME OF LEAD ORGANIZATION

**And:** INSERT NAME OF PARTNER ORGANIZATION

This document constitutes an Agreement between INSERT NAME OF LEAD ORGANIZATION, project lead, and INSERT NAME OF PARTNER ORGANIZATION, project partner, to mutually implement and promote the Insert name of the project.

### 1. SCOPE OF THE MOU

1.1 The subject of this Agreement is to outline the collaboration and establish cooperative principles and responsibilities among the Parties of the Partnership for the successful planning, implementation, delivery, and evaluation of the INSERT PROJECT NAME. The Annexes included are an integral part of this Agreement:

- Annex 1 – Project Activities, Deliverables and Outputs
- Annex 2 – Project Budget and Financial Support

1.2 INSERT NAME OF LEAD ORGANIZATION and INSERT NAME OF PARTNER ORGANIZATION commit themselves in jointly implementing the project in accordance with the distribution of tasks as set in Annex 1, with the aim to successfully reach the project objectives and results.

## 2. GENERAL TERMS OF THE MOU

- 2.1 **Duration of MOU:** This MOU shall come into effect on the date it is signed by the last of the Parties and shall expire at the end of the project period unless the Agreement is terminated on a prior date in accordance with the terms of this Agreement.
- 2.2 **Project Coordination:** In order to carry out and fulfill the aims of this Agreement, INSERT NAME OF PARTNER ORGANIZATION will hire a Project Coordinator to coordinate the implementation of the activities. The management and supervision of the Project Coordinator are the sole and absolute responsibility of INSERT NAME OF PARTNER ORGANIZATION.
- 2.3 **Project Objectives, Activities, Expected Results and Financial Support:** The Annexes to the MOU provide a detailed description of the objectives, activities, role, responsibilities, expected results and financial support as well as INSERT NAME OF PARTNER ORGANIZATION's financial and non-financial contributions (funds from other sources).
- 2.4 **Meetings:** INSERT NAME OF LEAD ORGANIZATION and INSERT NAME OF PARTNER ORGANIZATION staff will meet monthly to discuss progress and plan activities.
- 2.5 **Termination of MOU:** The partnership covered by this MOU shall terminate upon completion of the agreed upon period. The Agreement may also be terminated with a written one month notice from either side. In the event of non-compliance or breach by one of the parties of the obligations binding upon it, the other party may terminate the Agreement with immediate effect.
- 2.6 **Insurance:** INSERT NAME OF PARTNER ORGANIZATION shall arrange and maintain, during the Project period, appropriate comprehensive general liability insurance coverage to cover claims for bodily injury or property damage resulting from anything done or omitted by INSERT NAME OF PARTNER ORGANIZATION or its employees, agents or project participants, in carrying out the project.
- 2.7 **Payment reimbursements:** INSERT NAME OF LEAD ORGANIZATION retains the right to withhold payments for failure to comply with terms and conditions stipulated in this MOU and subsequent Addendums.
- 2.8 **Intellectual Properties:** INSERT NAME OF LEAD ORGANIZATION retains the copyright for all the work produced while carrying out the project. Through a licensing Agreement, INSERT NAME OF LEAD ORGANIZATION will grant INSERT

NAME OF PARTNER ORGANIZATION exclusive use of the work produced by INSERT NAME OF LEAD ORGANIZATION.

- 2.9 **Confidentiality:** All matters which may become known to INSERT NAME OF PARTNER ORGANIZATION relating to the INSERT PROJECT NAME are to be held in strict confidence.

### 3. PROJECT RECORDS

- 3.1 INSERT NAME OF PARTNER ORGANIZATION shall:

- (a) keep proper books and record in accordance with generally accepted accounting principles of all expenditures and revenues related to the project, including cash contributions received from INSERT NAME OF LEAD ORGANIZATION and cash contributions from other sources, as well as records substantiating the receipt and value of any in-kind contributions to the cost of the project referred to in Annex 2;
- (b) keep records of all project related invoices and receipts related to eligible expenditures; and
- (c) keep records of all project related activity, progress and reports.

- 3.2 INSERT NAME OF PARTNER ORGANIZATION shall retain the books and records referred to in section 3.1 for a period of six (6) years following the project period.

### 4. COMMUNICATION AND PUBLICITY

- 4.1 INSERT NAME OF PARTNER ORGANIZATION shall notify INSERT NAME OF LEAD ORGANIZATION immediately of any factors or issues that may adversely affect (delay, hinder, make impossible) the implementation of the project activities and/or budget, as well as all circumstances that may cause minor and major changes to INSERT NAME OF LEAD ORGANIZATION's funding Agreement.
- 4.2 INSERT NAME OF PARTNER ORGANIZATION shall notify INSERT NAME OF LEAD ORGANIZATION twenty-five (25) working days in advance of any special event, press conference or ceremony related to the INSERT NAME OF PROJECT.
- 4.3 INSERT NAME OF PARTNER ORGANIZATION shall notify INSERT NAME OF LEAD ORGANIZATION twenty (20) working days in advance of all communication

activities, publications, advertising, and press releases planned by INSERT NAME OF PARTNER ORGANIZATION.

- 4.4 INSERT NAME OF PARTNER ORGANIZATION shall ensure that in all communication activities, publications, advertising and press releases to announce and promote the project, recognition, in terms of Canada's Logo and phrasing, will appear in a manner satisfactory to INSERT NAME OF LEAD ORGANIZATION and its funder. The ***Government of Canada*** is the official terminology to be used in your communications and marketing activities when acknowledging the federal contribution for the project. The phrasing is: This project is funded by the ***Government of Canada's National Essential Skills Initiatives (NESI)***.

## 5. RESPONSIBILITIES AND EXPECTATIONS

For the INSERT PROJECT NAME, INSERT NAME OF LEAD ORGANIZATION serves as the "lead" organization. As the lead organization, INSERT NAME OF LEAD ORGANIZATION agrees to:

- Coordinate the planning, design, implementation, training and evaluation activities of the project;
- Disburse funds to be used by INSERT NAME OF PARTNER ORGANIZATION as described in Annex 2;
- Ensure that the project activities and finances comply with the Employment and Social Development (ESDC) funding Agreement as well as federal and provincial regulations;
- Plan and organize all meetings of the Steering Committee;
- Develop and disseminate materials;
- Provide and pay for the orientation and training of project staff;
- Enter into Agreements with external consultants for the purpose of procuring and purchasing professional and training services;
- Serve as the liaison for the project with external consultants and with Employment and Social development Canada (ESDC);
- Submit quarterly reports to ESDC in compliance with the project's funding Agreement;
- Prepare and submit a final report that summarizes the project scope, describes the results achieved and explains any discrepancies to ESDC;
- Prepare and submit a project sustainability strategy and dissemination strategy;
- Prepare an evaluation report and disseminate to key stakeholders outlining a project summary of activities, the results of the project evaluation and lessons learned; and

- Distribute resource materials such as handbooks and training materials that were developed by the project.

Under this Agreement, INSERT NAME OF PARTNER ORGANIZATION agrees to:

- Ensure the timely commencement of the project, and the implementation of the entire project within the time schedule, budget and in accordance with all applicable federal, provincial and legislation related to the protection of information and privacy;
- Ensure that all project activities are carried out respecting the Annex 1 to this Agreement;
- Seek INSERT NAME OF LEAD ORGANIZATION's approval prior to making any changes to the project activities or LES training model;
- Work with partner organizations to ensure effective and efficient project implementation and secure additional strategic funding from governments and other sources;
- Participate in orientation, training and consultation sessions provided by INSERT NAME OF LEAD ORGANIZATION;
- Provide timely feedback regarding the planning, design, implementation, training and evaluation activities of the project;
- Assist the evaluator with data collection throughout the project to ensure major accomplishments and outcomes attributed to the project are captured; and
- Manage a data collection process to facilitate project evaluation and outcome measurements.
- Contribute to the development of a sustainability plan, dissemination plan and final report.

## 6. DISBURSEMENT OF FUNDS

- 6.1 INSERT NAME OF LEAD ORGANIZATION will make monthly payments to INSERT NAME OF PARTNER ORGANIZATION for eligible expenditures and upon receipt of an invoice with supporting documentation that includes a description of expenditures incurred with receipts.
- 6.2 In the event payments made to INSERT NAME OF PARTNER ORGANIZATION exceed the amount to which INSERT NAME OF PARTNER ORGANIZATION is entitled, the amount in excess shall be repaid to INSERT NAME OF LEAD ORGANIZATION upon receipt of notice to do so and within the period specified in the notice.

## 7. AMENDMENT

7.1 This Memorandum of Understanding may be modified with supplemental written Agreements signed by the parties and can be terminated in writing in whole or in part by consensus of the parties.

## SIGNATURES

Signed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

For INSERT NAME OF PARTNER ORGANIZATION, by the following authorized representative:

\_\_\_\_\_  
(Name, please print)

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

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

And signed this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

For INSERT NAME OF LEAD ORGANIZATION, by the following authorized representative:

\_\_\_\_\_  
(Name, please print)

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

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

## ANNEX 1

### Project Objectives, Activities and Expected Results

#### A. PROJECT SPECIFIC OBJECTIVES

- To increase the pool of skilled labour available in the fisheries sector;
- To connect unemployed workers to available jobs in the fisheries sector;
- To strengthen the attachment of low-income individuals to the labour market by improving their literacy and essential skills and providing them with job-related training, thereby providing a better skill match with available jobs in their community;
- To increase the essential skills of supervisors and middle-managers and establish workplace essential skills mentors/coaches to support the application of literacy and essential skills in the workplace and improved employee performance and retention; and
- To develop and test an innovative and highly contextualized blended learning approach to essential skills training for the fisheries sector using a community partnership approach that is focused targeted to low-income individuals and customized to needs of the fisheries sector; and
- To test the transferability of the ESAF training model in the fisheries sector.

#### B. PROJECT ACTIVITIES

##### **INSERT NAME OF PARTNER ORGANIZATION Executive Director Responsibilities:**

The Executive Director is responsible for all actions necessary for the full, timely and smooth implementation and delivery of its part of the ESHS project. He/she is also responsible for reaching the expected, objectives, outcomes and results and implement corrective measures if required.

More specifically the Executive Director will:

- Hire and onboard project staff (Project Coordinator and Facilitator);
- Participate in Steering Committee meetings;
- Manage and supervise the work and activities of the Project Coordinator and Facilitator and ensure activities are carried out appropriately and expected results and deadlines are met;
- Explore financial and in-kind support through existing provincial programs and services or local groups who serve the target group;
- Secure financial and in-kind support (funds from other sources) respecting the amounts indicated in Annex 2;
- Prepare a quarterly project activity report and submit to the Project Manager by January 10<sup>th</sup>, April 10<sup>th</sup>, July 10<sup>th</sup> and October 10<sup>th</sup> of each year;

- Prepare a monthly financial report with supporting documentation and submit to the Project Manager by the 10<sup>th</sup> of each month for the previous month;
- Create appropriate project folders and establish a filing system to adequately store project communications, guidelines, forms, manuals, and any other project related information and materials;
- Develop a sustainability strategy that identifies how the training model will be sustained, in whole or in part after the project ends for the province of Prince Edward Island;
- Participate in the development of a dissemination plan for the project.
- Produce a final project report to be submitted to the Project Manager at the end of the project; and
- Implement the dissemination plan, including dissemination of reports to key stakeholders (including to ASET holders as identified by the Department) outlining the results of the evaluation and lessons learned and showcasing the deliverables of the project.

#### **Project Coordinator Responsibilities:**

- Establish a Community Advisory Group in each pilot area and chair all meetings;
- Identify community resources that are available to support job seekers in overcoming barriers to employment (e.g. transportation and childcare) and provide logistical support;
- Hold a minimum of four (4) meetings of Community Advisory Group;
- Explore and secure financial and in-kind support through existing provincial programs and services or local groups who serve the target group;
- Participate on Steering Committee and other-meetings as required;
- Comply with the ESHS employer and participant selection criteria as well as the LES Training Model;
- Recruit a minimum of 4 employers (minimum of 2 per cohort) in the fisheries sector that have vacancies for entry level positions in order to solicit their input to the planning and design of the project, their participation in workplace needs assessments, their assistance in the development and customization of Essential Skills Profiles for entry level position/s and their willingness to offer work placements for participating job seekers;
- Identify the workplace Essential Skills tasks required for these occupations;
- Examine existing Essential Skills Profiles and if profiles are not available, customize/create profiles;
- Conduct workplace needs assessments with participating employers and identify the occupations job seekers will enter. In partnership with fisheries sector employers and associations in PEI, identify labour supply challenges, opportunities, and workplace LES needs. Needs assessments will engage management and employees in the definition of essential skills required for specific jobs, provide context for those skills, and gather actual examples of resources relevant to those essential skills needs e.g. forms, health, and safety information etc.



- Identify supervisors/managers as Workplace Essential Skills Mentors;
- Gather authentic workplace documents from the employer sites and send them to the curriculum developer respecting the deadline by which they are to be submitted;
- Prepare the employer Memorandum of Understanding and ensure the employer understands his/her responsibilities and signs it;
- Recruit participants through the Community Advisory Groups and other sources and, for those receiving EI benefits, ensure that they are supported in meeting referral and reporting requirements;
- Interview all the participants to assess their willingness to learn, suitability for the entry level jobs available and commitment to complete the program;
- Select more participants than required to ensure at least 12 participants begin the program and keep a wait list in the event participants drop out early from the program;
- Complete an intake form for each supervisor/manager and each participant;
- Update the intake forms when circumstances change and provide the data collected to the Project Manager in a timely basis;
- Organize employer site tours and meetings with the supervisors/managers;
- Pilot the ESHS training model with two cohorts of 12 job seekers;
- Work in collaboration with the Facilitator by:
  - ✓ providing information about the project;
  - ✓ introducing him/her to the employers and supervisors/managers;
  - ✓ involving him/her in the participant interview process;
  - ✓ sharing the results of the workplace needs assessment and providing him/her with the workplace documents collected from the employer;
  - ✓ assisting with the pre and post intervention assessments; and
  - ✓ assisting in all other project related activities.
- Assist the project evaluation by:
  - ✓ providing employers and participants with information about the evaluation process and explaining why this process is important;
  - ✓ having employers and participants sign a consent form to allow the sharing of information and their consent to share and publish their photos and testimonials;
  - ✓ Identifying stakeholders and key informants to facilitate project evaluation
  - ✓ Collecting , updating and maintaining data to facilitate project evaluation and outcome measurements; and
  - ✓ Agreeing to be interviewed by the evaluator.
- Provide timely project feedback when requested;
- Prepare a monthly project activity report and submit to the Project Manager by the 10<sup>th</sup> of each month for the previous month;
- Create appropriate project folders and establish a filing system to adequately store project communications, guidelines, forms, manuals, and any other project related information;
- Produce a summary report for cohort 1 and 2 activities and results; and

- Provide photos, testimonials, videos and other required information in support of the dissemination strategy.

### **Facilitator Responsibilities**

- Work in collaboration with the Project Coordinator;
- Use the train-the-trainer package to train supervisors/managers as Workplace Essential Skills Mentors to ensure that participating job-seekers have the greatest chance of success in their work placements, increasing the capacity of the supervisors to coach their staff and thereby supporting increased employee retention;
- Undertake pre and post intervention assessments of the LES skill levels of all potential participants in order to identify their training needs in relation to the Essential Skills Profiles for local jobs in the fisheries sector (post-intervention assessments will be conducted after training is completed);
- Develop individual action plans utilizing the information gathered in the assessment process;
- Submit the pre and post intervention results;
- Use the LES training curriculum, learning platform and learning materials to train the participants;
- Ask supervisors/manager and participants to complete a program evaluation form, compile the results and submit to the project Coordinator;
- Prepare a post training report that includes feedback on the participants improvements/skill gains, training delivery, the methods used, appropriateness of the curriculum, online platform and learning materials as well as other pertinent information such as what worked well and what could be improved; and
- Participate in the project evaluations process.

### **C. EXPECTED RESULTS**

#### **Outputs**

- A minimum of 2 customized LES profiles for different job positions within the entry level fisheries sector;
- 24 employment goals and/or learning plans created;
- 24 job seekers (including underrepresented populations such as non-high school completers, youth-at-risk, underemployed and unemployed workers, women, newcomers and Indigenous people) register for training with 19 (80%) completing the training;
- 19 (80%) job seekers participate in paid work placements of 6 to 12-week duration;
- 13 (70%) maintain employment for 6 months following the intervention;
- A minimum of 4 employers participate in workplace LES training; and
- At least 12 managers and supervisors have participated in training to become workplace essential skills mentors going forward.

## Outcomes

- At least 19 low-income job seekers have a stronger attachment to the labour market through improved literacy and essential skills and job-related training.
- A pool of skilled labour is available in the fisheries sector (a minimum of 19 job seekers).
- Increased number of individuals accessing essential skills supports;
- Improved essential skills /essential skills gains for individuals participating in the pilots;
- Increased rate of individuals seeking further education, and/or additional training, amongst pilot participants. To be supported by the number of participants doing so;
- Improved essential skills for managers/supervisors (e.g., working with others, oral communication, thinking skills, etc.) contributing to their ability to be effective in their roles as managers/supervisors capacity to retain employment, as this training is part of wrap-around supports for vulnerable workers;
- Improved integration of essential skills into workplaces practices (e.g. recruitment, onboarding, and people management) amongst participating organizations. To be supported by the number of organizations doing so;
- Improved wellness and wellbeing (e.g. health, psycho-social capital, self-efficacy, self-confidence, resilience) amongst pilot participants;
- Improved business outcomes (e.g. satisfaction, ROI, reduced error rates, reduced accidents, increased retention, and improved productivity and customer service) amongst participating organizations; and
- Increased number of organizations with capacity to offer essential skills supports.

**ANNEX 2**
**INSERT NAME OF PARTNER ORGANIZATION Project Budget**

<b>Cost Categories</b>	<b>Amount</b>	<b>Other Sources (Cash)</b>	<b>Other Sources (In-Kind)</b>
Project Management			
Project Coordinator			
Mandatory Employment Related Costs			
Advertising			
Hospitality			
Materials and Supplies			
Rent			
Business Travel – Project Coordinator			
Cell – Project Coordinator			
Training Allowances			
Work Subsidy (Work Placement)			
<u>INSERT NAME OF PARTNER ORGANIZATION</u> Contribution			
<b>Total</b>			