

Document 902

PROJECT PARTNERSHIP AGREEMENT

EWB-USA projects are most successful when there is a three-way partnership between each of the entities listed below. Each partner has specific skills and expertise, which together, contribute to a more sustainable project over the long-term.

* **Community** - Community-Based Organization (CBO) and Community Members (*Examples include: water board, community development committee, women’s committee, village council, etc.)*
* **Local Partner Organization(s)** - Local NGO and/or municipal/city government
* **EWB-USA Chapter**

This contract is between (chapter name) chapter of Engineers Without Borders, USA, (community name), and (local partner name) for the purpose of setting guidelines for (project title). **The roles and responsibilities listed below must be included in the standard EWB-USA Project Partnership Agreement.** Additional roles and responsibilities identified by any party to the agreement may be added at the discretion of all parties to the agreement. This document must be signed by all parties in order to move on to the design development of (project title).

**The residents of (community name) agree to the following:**

* + To communicate directly with the (chapter name) chapter of EWB-USA on a regular basis, as determined by the needs of the project.
	+ To inform (chapter name) chapter of EWB-USA of any changes to the security/safety situation.
	+ To allow (chapter name) chapter of EWB-USA to communicate directly with all interested community groups in order to get all pertinent input to the development of (project title).
	+ To organize and involve community members in all aspects of the project.
	+ To identify community contacts to accompany the (chapter name) chapter of EWB-USA team during site visits.
	+ To ensure that (project title) represents community-wide priorities and that all community members will have the opportunity to benefit from the project per the terms of use established by the community.
	+ To contribute a minimum of 5% of the capital construction cost in cash before construction begins.
	+ To provide in-kind contributions to the project at no cost to (chapter name) chapter of EWB-USA (*examples are skilled and unskilled labor, borrowed equipment, local materials, etc*.).
	+ To identify a formal system of responsibility for the operations and maintenance of (project title).
	+ To establish and administer the funding mechanism required to continually operate and maintain (project title) after construction is complete.
	+ To be available to assist with additional technical data collection not completed by (chapter name) chapter of EWB-USA on site assessment trips.

**(Local partner name) agrees to the following:**

* To inform (chapter name) chapter of EWB-USA of any changes to the security/safety situation.
* To visit (community name) often, and as needed, for project progress.
* To build the capacity of (community name) to establish continuing support of the system, as needed.
* To provide project-specific training for (community name), as needed.
* To identify contributions that the (local partner name) can make to the project (*examples include funding, resource procurement, heavy equipment, etc.*)
* To assist in ongoing monitoring and evaluation of (project name).
* To be available to assist with additional technical data collection not completed by (chapter name) chapter of EWB-USA.

**(Chapter name) chapter of EWB-USA agrees to the following:**

* To work in partnership with (community name) to design and develop the project, (project title).
* To seek input from community members during the design phase
* To communicate with (community name) and (local partner name) throughout project design phases to provide status updates on project design development.
* To identify contributions that the (chapter name) chapter of EWB-USA can make to the project construction expenses (*examples include fundraising, assistance with community grant applications, etc.*).
* To inform (community name) and (local partner name) of any changes to the agreed upon details of site visits (*examples include a change of dates, number of travelers, etc.).*
* To collect technical data required to complete the project design.
* To provide project-specific education and training, including operations and maintenance training.
* To provide a manual to instruct the community on operations and maintenance of (project title).
* To provide as-built drawings to (community name) after project completion.

In addition to the responsibilities listed above, indicate the responsible party for each of the following:

* Coordination of transportation for travel team members of (chapter name) chapter of EWB-USA will be provided by (name of responsible party).
* Coordination of translation services for travel team members of (chapter name) chapter of EWB-USA will be provided by (name of responsible party).
* Transportation of materials will be coordinated by (name of responsible party).

On behalf of, and acting with the authority of the residents of (community name), the NGO/local municipal partner (NGO name) and (chapter name) chapter of EWB-USA, the under-signed agree to abide by the above conditions.

Signature Date

Printed Name

**Position in (chapter name) chapter of EWB-USA**

Signature Date

Printed Name

**Position in Community-Based Organization**

Signature Date

Printed Name

**Position in Local Partner Organization**