



PARTNERSHIP AGREEMENT

HUDA-Development Organization (HDO) and Training and Research Centre (TRC)

1. HDO and TRC hereby form a partnership under the name of HUDA-TRC Joint Cooperation on Thursday February 11, 2011. This partnership was agreed and signed by and between Mr. Mohammad Jebran Mudaser, Executive Director for HOD and Dr. Ashkan Ali Naemi, TRC Director on Friday, February 11, 2011 at HDO office.

2. TERM. The partnership shall begin on Saturday, February 12, 2011 and shall continue until terminated as herein provided.

3. Both parties agree to abide by the following terms and conditions:

3.1 Draft and Submission of Proposals

1. Upon the call for proposals from a given Donor, HUDA will provide TRC with a copy of the proposal requirements, TOR.
2. TRC will review the TOR.
3. TRC and HDO will have a joined meeting to discuss HUDA's capability with regards to the implementation of the project.
4. When and if a project sound promising given Donor requirements and HUDA/TRC's capability of implementing/managing a TOR will be drafted between HDO and TRC verifying the responsibility of each party.
5. Upon the approval of the TOR between HDO and TRC the task will enter the next stage, developing a project proposal.
6. Based on Donor requirements and the nature of the project TRC will ask HDO to provide the necessary information.
7. Upon the receipt of the information TRC will draft the first copy of the proposal and submit a copy to HDO for review.
8. After the review of the first draft HDO will return the draft proposal with its comments to TRC.
9. TRC will consider HDO's comments and prepare the final draft of the proposal.
10. When the final draft is prepared TRC will hand it in to HDO for submission to the Donor.
11. The project proposal will contain both the HDO and TRC profiles.

3.2. Project Monitoring and Progress Reports:

1. TRC will design the project monitoring checklist and submit it to HDO.
2. HDO will conduct the monitoring and provide TRC with the information collected in the field.
3. Based on the information received from HDO, TRC will draft the monitoring/progress report.
4. Upon the completion of the first draft of the report, TRC will submit it to HDO for review and comments.
5. HDO will return the draft with its comments to TRC.
6. TRC will prepare the final draft considering HDO's comments.
7. TRC hand in the final draft to HDO for submission to the Donor.



3.3. Project Evaluation

1. In case of requirement to conduct an evaluation report, TRC will draft the evaluation study proposal and submit it to HDO for review and comments.
2. TRC will prepare the final draft considering HUDA's comments.
3. HDO will conduct the evaluation study and provide TRC with the information collected through the study.
4. TRC will draft the first copy of the evaluation report and submit it to HDO for review and comments.
5. Upon the receipt of HDO's comments TRC will prepared the final draft of the report and submit it to HDO to pass it on to the Donor.

4. PROJECT RESPONSIBILITIES/EXPENSES/PROFITS AND LOSSES

Upon the agreement between HDO and TRC to develop a proposal, the specific terms and conditions of the project in question with regards to areas of responsibilities and expenses/profits/losses will be discussed and in a form of a separate agreement signed and executed.

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Signature



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