

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made on \_\_\_\_\_ day of \_\_\_\_\_ Month \_\_\_\_\_ 2012 between the Ministry of Human Resource Development, Department of School Education & Literacy, Shastri Bhavan, New Delhi and \_\_\_\_\_  
(name of Monitoring Institute with full address).

2. Ministry of Human Resource Development, Department of School Education & Literacy, Shastri Bhavan, New Delhi – 110001, hereinafter referred to as Government of India (GOI), agrees to engage \_\_\_\_\_  
(name of Monitoring Institute with complete address), hereinafter referred to as Monitoring Institute (MI), for monitoring implementation of RMSA Programme, hereinafter referred to as Scheme, for two years from 1<sup>st</sup> August, 2012 to 31<sup>st</sup> July, 2014. The agreed terms and conditions of this engagement are detailed hereinafter.

3. The MI shall monitor the Schemes with the objectives of (i) assessment and analysis of the implementation of the approved interventions and processes underlying these interventions at the habitation and school level keeping in view the overarching goals of these schemes and (ii) identification of the social, cultural, linguistic or other barriers coming in the way of successful implementation of the schematic interventions and attainment of these goals.

- i. The MI shall cover all the districts allotted to it during the period of two years and 20% Secondary Schools in a block of 6 months in each of the districts to be covered during that period. It is obvious, therefore, that the MI will cover one fourth of the districts allotted to it in the every block of 6 months.
- ii. If the MI is allotted State/UT having four or less than four districts, it must cover one district in every block of 6 months even if it means covering the same district in each of the four blocks.
- iii. The MI shall select the schools to be visited, as far as possible, as per the following criteria: -
  - (a) Higher gender gap in enrolment,
  - (b) Higher proportion of SC/ST students,
  - (c) Low retention rate and higher drop-out rate
  - (d) Schools with a minimum of three CWSN.
  - (e) The habitation where the school is located at has sizeable number of OoSC.
  - (f) The school having low achievement academic activities.
  - (g) The habitations where the school is located at witnesses in-bound and out-bound seasonal migration,
  - (h) The habitation where the school is located at is known to have sizeable number of urban deprived children.
  - (i) The school is located in a forest, or hilly or remote area.

- (j) The habitation where the school is located at witnesses recurrent floods or some other natural calamity.
- iv. The MI shall also ensure that at least 20% of sampled schools are from urban areas out of which 6 are with Special Training Centers, 3 residential (may be linked with Girls Hostel), 3 non-residential attached to it, 5% have civil works sanctioned for them 5% are from Educationally Backward Blocks and 5% have minimum of 3 CWSN sampled.
- v. The selection of schools shall be done on the basis of the latest school report card generated through SEMIS data and consultation with the district RMSA functionaries. The procedure and criteria adopted for the selection of schools shall form an essential part of the MI's report.
- vi. The MI shall carefully select the persons, if someone other than the nodal officer is to undertake the monitoring, and ensure that they are properly and adequately trained. However, under no circumstances the responsibility of monitoring shall be outsourced or sublet to any other agency and the collection of data be seen as an exercise not integral to the overall responsibility of monitoring. Besides, the Nodal Officer must visit himself / herself at least one third of the selected schools in every block of 6 months, and make a mention in the report to be submitted to TSG/MHRD.
4. The MI shall undertake the monitoring in accordance with the Terms of Reference and the Tools for Monitoring enclosed with the MoU ([Annexure](#)).
5. The Tools for Monitoring can be revised by the first party in consultation with the MI with a view to improving the quality of the monitoring as per the Terms of Reference enclosed.
6. The MI shall submit the draft reports pertaining to RMSA in respect of the districts covered in a block of 6 months within one month of the last date of that block to the State Project Director, RMSA. State Project Director, RMSA shall arrange for sharing of the draft report with the MI and district RMSA/education department functionaries within 15 days of the receipt of the draft report and shall convey their comments thereon to the MI within 7 days of the meeting. The MI shall submit the final reports in respect of RMSA within 15 days of receiving the comments of the SPD and Director, RMSA. If the meetings at the State Project Office, RMSA are not held and their comments not received within the prescribed timeframe, MI shall not be required to wait any longer and shall go ahead with the finalization of the report. The final reports shall be addressed to the SPD of RMSA in the State/UT and separate copies thereof be endorsed to the Consultants (Monitoring Institutes), TSG-RMSA and the designated officers in the Department of School Education & Literacy, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001.
7. The Government of India shall supply a copy each of the approved Annual Work Plan and Budget and Appraisal Report for the State/UT concerned, RMSA framework for implementation, RMSA manual for procurement and financial management and proceedings of the workshops held under the various component to the MI to facilitate the monitoring.
8. The MI shall approach the State Project Director for a meeting with the Programme Officers/Consultants of various components to discuss and have a clear idea of the programmatic aspects. The State Project Director shall arrange such meeting as early as possible, so that the schedule of school visits is not affected adversely.

9. The MI shall furnish to the State Project Office and the complete programme of school visits to be undertaken in the six monthly block at least 10 days ahead of the first school to be visited and it shall be the responsibility of the District Project Director concerned to communicate this programme to the sub-district level functionaries, schools and school management committees concerned and to make the necessary arrangements for the transport and stay of the MI representatives.

10. The GOI shall pay the MIs as per the costing detailed below: -

- (i) The MI shall spend two full days for visit to each of the schools and be entitled to the payment of Rs. 3,000/- for each school monitored.
- (ii) It shall be entitled to the payment of Rs. 25,000/- for contingent expenditure per district covered for the whole period of two years.
- (iii) The MI shall be paid an amount of Rs. 15,000/- for the preparation of each of the half yearly reports.
- (iv) The MI shall be entitled to the payment of the cost of training of 5 field investigators per district for 5 days @ Rs. 200/- per person per day for each block of 6 months.
- (v) The representatives of the MI undertaking the visits to the SPO/DPO/school shall be entitled to claim TA/DA as per the rules of the MI provided they do not avail the transport facility or hospitality from the RMSA authorities. The TA/DA will be paid to the Monitoring Institute from the grants released by the Government of India and claimed as expenditure while seeking further release of grants. TA/DA claims will need to be submitted in the prescribed format together with all related bills in original and with a certificate that arrangements for transport and hospitality was not made by the RMSA.

11. The details of the terms of payment by GOI will be as follows: -

- (i) The Government of India shall pay 75% of the entitled amount to the MIs as first installment of the first year, so that the MI can start the monitoring work of the second 6 monthly block immediately after submitting the report for the first 6 monthly block.
- (ii) Balance of 25% of the entitled amount for the first year shall be paid to the MI only after expenditure to the tune of 75% of the amount released as first installment is incurred and the expenditure statement duly certified by the Finance Office/Registrar of the MI is furnished and the report for the first half yearly block is submitted.
- (iii) 75% of the entitled amount to the MIs as 1<sup>st</sup> installment of the second year of the project shall be paid subject to furnishing of both the half yearly report of the previous year and incurring of expenditure of at least 75% of the funds released during previous year. The unspent balance with MI for the first year of the project will be adjusted while releasing the first installment of second year.
- (iv) 2<sup>nd</sup> installment for the second year of the project shall be released only after the MIs furnish both the half yearly reports for the second year of the project.

12. This MOU can be annulled at any time by both the sides by giving a notice of two months, giving the reasons for such action to the other.

13. In the event of any question, dispute or differences arising under or out of or in connection with the activities as above and as detailed in the Terms of Reference to the Monitoring Institutes, the same shall be referred to the Secretary, Department of School Education and Literacy or to any other person appointed by him.

Agreed and Accepted.

(Signature)

Authorized Signatory  
Monitoring Institutes

(Signature)

Sanjay Gupta  
Under Secretary, RMSA  
Department of School Education & Literacy  
Ministry of Human Resource Development  
Shastri Bhavan, New Delhi