



Memorandum of Understanding

Between

Rajasthan State AIDS Control Society

Swasthya Bhawan, Tilak Marg, C-Scheme, Jaipur 302005

&

IIHMR University

1, Prabhu Dayal Marg, Near Sanganer Airport, Maruti Nagar, Jaipur, Rajasthan 302029

For Implementing

Capacity Building activities for Link Workers Scheme and Targeted Intervention (TI) Project
functionaries through "Kshamta Kendra" in the state of Rajasthan

Period

1st January 2024 to 31st December 2024

This Memorandum of understanding was made at Jaipur on this 1st Day of January 2024 between IIHMR University which has registered office at 1, Prabhu Dayal Marg, Near Sanganer Airport, Maruti Nagar, Jaipur, Rajasthan 302029, which is registered under Special University Act, Wide reference number Rg. No No.F.2(7) Vidhi/2/2014, PAN Number: AAAJI0480N and Darpan Portal Registration Number: RJ/2018/0208021, hereby referred to as the implementing agency of Kshamta Kendra project and where in Rajasthan State AIDS Control Society(Rajasthan State AIDS Control Society), Department of Health and Family Welfare, Government of Rajasthan with its office at the Swasthya Bhawan, Tilak Marg, C-Scheme, Jaipur 302005 refer as state level nodal agency for the implementation of HIV Prevention and care program in the state of Rajasthan on behalf of the Government of Rajasthan.


Sunil Kumar
Joint Director (TI)

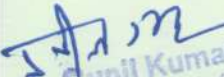


As per Memorandum of Understanding, Rajasthan State AIDS Control Society the nodal agency of the state of Rajasthan will provide a grant to the implementing agency IIHMR University for "Kshamta Kendra" to carry out the capacity-building activities for the Link Workers Scheme and Targeted Intervention Project as per the approval given under Annual Action Plan for the financial year 2023-2024 by National AIDS Control Organization (NACO), New Delhi.

Both organizations hereby agree upon the following:

1. Under the fifth phase of National AIDS Control Programme (NACP), capacity building activities are being implemented under Global Fund grant. SAATHII, a National Level NGO, has been awarded a grant to implement the capacity building for LWS and TI Projects working with HRG populations in India.
2. SAATHII Organization in coordination of State AIDS control Society has selected the implementing agency to run "Kshamta Kendra" for the state of Rajasthan. The Selection process was completed with the active participation of NACO, Rajasthan State AIDS Control Society, NACO nominated external experts, and SAATHII organization.
3. The Admin, Human Resources, and Travel cost for the staff of the Kshamta Kendra will be released by SAATHII, New Delhi to the Implementing Agency.
4. The implementing agency IIHMR University shall collect the LWS and TI HR details from NGOs/CBOs to understand the total training load and to plan training activities.
5. The implementing agency, IIHMR University shall submit the training plan for 2024 to Rajasthan State AIDS Control Society for approval.
6. Implementing agency shall submit the Financial Proposal along with the Training Plan to Rajasthan State AIDS Control Society.
7. The Scope of Work (SoW) shared by SAATHII will be applicable. (Attached)
8. Implementing agency shall ensure the quality of training and strictly follow the NACO-approved training manual for the execution of training.
9. RSACS Official is Project Director, RSACS and JD(TI)/JD(F) may review the quality of training, food and financial management at any point of time & IIHMR libel to show the documents and records.
10. Implementing agency shall receive the list of master trainers from SAATHII as recommended by the Rajasthan State AIDS Control Society and NACO to train the LWS and TI project staff and will contract master trainer (recommended by NACO/SAATHII) in due consultation with Rajasthan State AIDS Control Society.
11. Implementing Agency shall submit the UC (utilization certificate)/SOE (statement of expenditure) on a monthly basis in the prescribed format that will be shared by Rajasthan State AIDS Control Society.
12. Rajasthan State AIDS Control Society shall provide up to 75 percent of the budgeted amount of training as advance as per the finance proposal submitted by implementing agency and the balance will be released immediately after the successful completion of the training and on submission of the training report and SOE/UC along with vouchers for adjustment of the final payment. The GST on the total Budget will be applicable as per government norms.

- Government norms. applicable as per
13. Rajasthan State AIDS Control Society shall provide the latest NACO training financial norms under NACP (NACO Letter No.T-11027/13/2021-NACO(PMR) dated 1st June 2022 to the implementing agency. Which will be mandatory to comply with.
 14. Implementing agency shall follow the 'classification of cities' as per the office memorandum dated 7th July 2017 of the Ministry of Finance (Department of Expenditure) Government of India (No.2/5/2017-E.II(B)).


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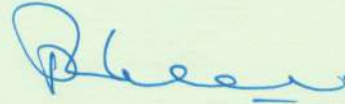
15. Implementing agency shall strictly follow the latest training guidelines provided by Rajasthan State AIDS Control Society to conduct the training program for the TI staff.
16. Implementing agency shall open a separate bank account to receive the grant from the Rajasthan State AIDS Control Society. All accounting principles as per NACO shall be followed by the implementing agency.
17. Implementing agency shall keep all financial and programmatic data up to date and shall provide it to Rajasthan State AIDS Control Society or its officials for review as and when asked.
18. Rajasthan State AIDS Control Society shall conduct the audit of the grant released to the implementing agency through internal and external auditors if required.
19. Implementing agency shall provide all documents related to the grant and training program to the auditors as and when asked.
20. Implementing agency shall prepare the training report in the prescribed format.
21. JD TI/AD TI shall be the nodal person for the coordination with Rajasthan State AIDS Control Society for Kshamta Kendra-related activities.
22. If the staff of Kshamta Kendra are conducting the training in cities other than their base location and their travel expenses are not budgeted by SAATHII, Rajasthan State AIDS Control Society shall provide travel and accommodation expenses to KK staff. In such circumstances, original bills and tickets need to be produced to Rajasthan State AIDS Control Society for claims.
23. Kshamta Kendra needs to complete the training target of Rajasthan State AIDS Control Society with ensuring the quality and protocol of NACO. SAATHII will mentor and support the Kshamta Kendra in all its activities including conducting training as per the training calendar and ensuring quality of training.
24. It is understood that neither this MoU nor the implementation of activities under this MoU will create any employer/employee relationship between implementing agency and Rajasthan State AIDS Control Society nor with any of the employees, or experts/ assessors.
25. All the copies of original documents such as Registration sheet, Vouchers etc shall be submitted to Rajasthan State AIDS Control Society after completion of the project.
26. Implementing agency shall follow the guidelines provided by Rajasthan State AIDS Control Society from time to time.
27. All legal proceedings, if necessary arise to institute may be any & the parties (Govt. or Implementing Agency) shall have to be lodged, in courts situated in Jaipur and not elsewhere.

Implementing Agency) shall have to be lodged, in courts situated in Jaipur and not elsewhere.

The following documents shall be deemed to form an integral part of this MoU:

- ToR/Scope of Work
- Training target, load and training calendar and performance indicators describing the services perform
- Copy of Training Financial Norms under NACP (T-11027/13/2021 NACO (PMR) dated 1st June 2022)
- Copy of the valid Society/institute/agency Registration certificate / Trust Deed furnished
- Copy of Memorandum of Association, Article of Association/ Society/institute/agency
- Copy of the PAN Card


Sunil Kumar
Joint Director (TI)



- List of Executive Committee/ Governing Board members with Contact details and occupation
- Copy of valid registration/number of NITI Aayog -Darpan portal
- Copy of last or latest filled Income Tax Returns (ITR)
- Identification document of Authorized signatory signing MoU (copy PAN and AADHAAR Card)
- Copy of valid registration/certificate under section 12A or 80G of Income Tax Act/ Valid Tax exemption certificate

This MOU is executed in one original copy and the original copy shall be kept by Rajasthan State AIDS Control Society.

This MOU is signed by

For IIHMR University



President

Name: Dr. P.R. Sodani

IIHMR University

For Rajasthan State AIDS Control Society



Name: Dr. Sushil Parmar

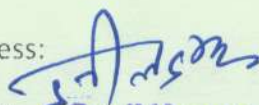
Rajasthan State AIDS Control Society

Witness:



Name: Dr. Ratna

Witness:



Name: Sunil Kumar
Joint Director (TI)