



Memorandum of Understanding
Engineers Without Borders – USA
Inter-chapter Partnership for
Water Supply Program – Agou Avedze, Togo
October, 2008

This Memorandum of Understanding (MOU) was developed in collaboration with the following responsible parties:

- EWB-USA Chicago Chapter
- EWB-USA members based in Florida
- EWB-USA Denver Chapter

This MOU covers the partnership between the EWB parties listed above which are collaborating on the water supply program in Agou Avedze, Togo.

The objective of the program is to increase the quantity of water available for drinking and household use in the village. The program is divided in two sub-projects intended to satisfy the objective:

1. Well improvement
2. Rainwater catchment

These projects represent a preliminary design direction only. Subsequent investigation and design work will confirm whether the projects are feasible and effective, and may modify them accordingly.

Well Improvement Definition

The preliminary scope of the well improvement project includes the following:

1. In 2009, prepare a preliminary design of the improvements to present to the community
2. By October 2009, implement the improvements on 1 or 2 wells in the village, depending on funding; including related community education
3. At a later time, possibly improve additional wells
4. Improvements should include the following, pending confirmation in the design stage:
 - Deepen the well and disinfect
 - Install a reliable hand pump
 - Cover the well
 - Provide an apron to prevent surface water from contaminating the well and lessen the opportunity for spilled water to pool around the well.

Rainwater Catchment Definition

The preliminary scope of the rainwater catchment project includes the following:

1. In 2009, prepare a preliminary design of a rainwater catchment system to present to the community
2. By October 2009, install the system on one building in the village; including related community education
3. The catchment system should include the following components, pending confirmation on the design stage:
 - Replace existing roof with a more corrosion resistant and reliable material
 - Install gutters around the edge of the roof
 - Provide a first flush system to remove major debris from the rainwater
 - Construct a storage tank with a drain, overflow, and faucet
 - Provide some form of water treatment (chlorination, water circulation, UV distiller)
 - Provide for adequate drainage of excess water

Responsible Parties' Roles

The Chicago Chapter will:

1. Be responsible for the well improvement project
 - a. Develop a plan for cooperation with the local NGO (CADO), formalized in an MOU
 - b. Complete design work
 - c. Provide 90% of the capital costs for the project
 - d. Oversee and manage implementation
 - e. Educational/training seminars for community
 - f. Evaluate the program execution
2. Go through the Denver chapter for all communication and consultation with the village.
3. Inform the EWB members based in Florida and the Denver chapter of progress to facilitate coordination and collaboration. Send out an e-mail update not less than monthly.
4. Provide technical design review for the rain water catchment designed by the Florida team. This includes reviewing all design drawings and advising on appropriate design consideration. Also Chicago will bring conceptual drawings prepared by Florida during their 2009 implementation trip for the well improvements. Chicago will discuss the system with the community so that they can have their input on the project. Chicago will do a final field check for the system and any other request that Florida has to make the project a success.
5. Conduct a follow up health assessment to help to determine the effectiveness of the ceramic filters.

The EWB members based in Florida will:

1. Be responsible for the rainwater catchment project
 - a. Develop a plan for cooperation with CADO, formalized in an MOU between the Denver Chapter & CADO
 - b. Complete design work
 - c. Provide 90% of the capital costs for the project
 - d. Oversee and manage implementation
 - e. Evaluate the program execution
2. Go through the Denver chapter for all communication and consultation with the village.
3. Inform the Chicago and Denver chapters of progress to facilitate coordination and collaboration. Send out an e-mail update not less than monthly.

The Denver Chapter will:

1. Act as the main contact with parties in Togo, including CADO, the Agou Avedze Chief, committees such as the Water Committee, and the Peace Corps volunteer
 - a. Relay communication from Chicago or Florida to Togo and vice versa by an agreed upon deadline based on the scope of the translation and availability.
 - b. Coordinate arrangements such as the following with contacts in Togo, as requested by Chicago or Florida
 - i. Purchasing materials
 - ii. Hiring personnel such as interpreters, masons or well diggers
 - iii. Finding accommodations
2. Inform the Chicago chapter and EWB members based in Florida of progress on the other programs in the village to facilitate coordination and collaboration. Send out an e-mail update not less than monthly.

Rewards and Sanctions

If one of the responsible parties is not fulfilling the obligations to the other parties and the village as outlined above, the other parties will express their concern in writing and the parties will try to reconcile the problem. If corrective measures are not taken or prove ineffective:

1. EWB Denver reserves the right to cut off further implementation and communication between the violating party and Agou Avedze, and/or reassign the project work to another party;
2. Or if Denver is the violating party, the other parties reserve the right to suspend or discontinue their own work in Agou Avedze, and/or communicate with Agou Avedze without going through Denver.
3. All parties will produce a follow-up report(s) documenting the problems, to be submitted to EWB-USA and stakeholders in Agou, including the Agou Governor.

Adjustment to the MOU

The MOU will be reevaluated as necessary and any adjustments can be added as addenda if all parties approve.

Representative of EWB-USA Chicago Chapter

Date

Representative of EWB-USA Members in Florida

Date

Representative of EWB-USA Denver Chapter

Date