

MEMORANDUM OF UNDERSTANDING
BETWEEN
PEACE CORPS
AND

(NAME OF ORGANIZATION)

Regarding the Peace Corps Program in [Country]

This Memorandum of Understanding (“MOU”) outlines the roles and responsibilities of Peace Corps and [partnering organization] with respect to their collaborative agreement to assign and support Peace Corps Volunteers and Peace Corps Response Volunteers (hereinafter collectively referred to as “PCVs” or “Volunteers”, or individually “PCV” or “Volunteer”) with [partnering organization] _____ in [country]. [Reference is also made here by to that certain Agreement between the Government of _____ and the Government of the United States regarding the Peace Corps program signed on _____, _____.]

I. PROJECT DESCRIPTION; ORGANIZATION

Peace Corps and [partnering organization] agree to collaborate on _____. A detailed description of the project/activities is contained in the attached Position Description(s). The project/activities will begin on or about [date].

Each party to this MOU is a separate and independent organization. As such, each organization retains its own identity in providing services and each organization is responsible for establishing its own policies and financing its own activities, other than as described herein and/or in the attached Position Description(s). This MOU does not create any employment, partnership, agency, joint venture or other similar legal relationship between Peace Corps and [partnering organization], and neither Peace Corps nor [partnering organization] has the authority to bind or act on behalf of the other. The undertakings of the parties under this MOU shall be subject to the availability of funds. PCVs shall at all times remain Peace Corps Volunteers and employees of [partnering organization] shall at all times remain employees of [partnering organization] during any period of collaboration between the parties. The use of the official seal, emblem or name of Peace Corps by the [partnering organization] shall be allowed only with the prior written permission of Peace Corps pursuant to collaborative efforts specified herein and/or in the Position Description(s).

II. VOLUNTEER SELECTION AND ORIENTATION

A. Recruitment and Selection. The Peace Corps, through its Volunteer Recruitment and Placement Office, will recruit and select PCVs with the appropriate skills. Peace Corps’ selection of PCVs for this project will be made after screening for language and technical skills, professional references, suitability for service, and legal and medical evaluations. The [partnering organization] will fully entrust recruitment and selection of the PCVs to the Peace Corps.

B. Training. Peace Corps will provide PCVs the attached Position Description(s) (or other Position Description(s) that may be written throughout the duration of this MOU) in the course of their training in [country]. The Peace Corps staff in [country] will provide to PCVs a review of their benefits and obligations

as Peace Corps Volunteers; administrative, medical, and safety and security training; cross cultural training; and expectations regarding their Volunteer performances. [Partnering organization] will provide PCVs with an orientation to the project and the community to be served, an introduction to their organization and staff (including but not limited to the [partnering organization's] policies and procedures), and performance expectations. [In the event of a conflict between the [partnering organization's] policies and procedures and Peace Corps' policies and procedures, the latter shall control. Unless otherwise agreed to by Peace Corps, Peace Corps Volunteers will not be required to sign any waiver, release, confidentiality or any other agreement in connection with their service.]

III. VOLUNTEER ASSIGNMENT

A. **Length of Assignment.** Volunteer assignments under this MOU will be for a range of _____-_____ months. A detailed description of the assignment is set forth in the attached Position Description.

B. **Extension of Assignment.** Extensions of service may be granted upon agreement of the parties and will be in accordance with Peace Corps policies and procedures.

C. **Early Termination of Assignment.** The Peace Corps may terminate the service of a PCV pursuant to Peace Corps Manual Section 284, but will notify [partnering organization]. The [partnering organization] may request that Peace Corps terminate a PCV's assignment for poor performance or other good cause. Supporting documentation must be supplied to Peace Corps by [partnering organization] justifying any request for termination of a PCV's assignment. Peace Corps retains sole authority for any final decision regarding termination of any Volunteer assignment

[Partnering organization] acknowledges that service in the Peace Corps is voluntary and that a PCV may resign at any time. If a PCV is unable or chooses not to complete the assignment established by this MOU and resigns mid-service, standard Peace Corps policies will apply. The Peace Corps will be under no obligation at any time to [partnering organization] to replace a PCV who resigns or is terminated.

IV. SUPERVISION OF VOLUNTEERS

A. **Supervision.** Supervision of the PCVs is shared between the [title] of the [partnering organization] and the [country] Peace Corps Country Director. [Partnering organization] will assume primary responsibility with respect to supervision on project-related and job-performance issues and adherence to policies and regulations of the [partnering organization]. The Peace Corps Country Director will assume primary responsibility for supervision of PCVs with respect to Peace Corps policies, regulations, and benefits. Any disciplinary or similar action to be taken regarding any Volunteer shall be determined solely by Peace Corps. Both the [title of the partnering organization] and Peace Corps Country Director will review a summary of activities written and submitted by the PCVs [specify frequency].

B. **Leave.** PCVs accrue two days of vacation per month of service. PCVs must request leave clearance from their [partnering organization] supervisor and from the Peace Corps Country Director. PCVs will earn annual leave pay in accordance with Peace Corps' leave policy for Volunteers.

V. VOLUNTEER SUPPORT

A. The Peace Corps shall pay or otherwise provide to the PCVs:

1. A monthly living allowance, an initial settling-in allowance, leave allowance, and a readjustment allowance, as provided by the Peace Corps Act and applicable Peace Corps regulations;

2. All health-related and medical costs and services, including immunizations, primary and emergency care, medical evacuations, and, pursuant to the Federal Employee's Compensation Act, post-service benefits for injuries or illnesses incurred during Peace Corps service; and
3. All Peace Corps-related travel (e.g., initial airfare to country, return airfare to home-of-record, travel required by Peace Corps) and security evacuation travel.]

B. (Partnering organization) shall pay for or otherwise provide the following:

1. Appropriate housing at or near the work location/appropriate assistance regarding housing (see paragraph VI below);
2. Office/work space;
3. Volunteer project-related travel costs (transportation, per diem, accommodations) in amounts as determined by [partnering organization];
4. Project materials approved by [partnering organization] for the project and transport of such materials to work sites on a timely basis; and
5. Other approved project-related costs.]

VI. HOUSING

[Partnering organization] will provide housing for PCVs in [country] that meets the criteria for housing for Peace Corps Volunteers established by Peace Corps program in [country] (a copy of which is hereby provided to [partnering organization]). [[Partnering organization's] selection of housing for the PCVs is subject to approval of the Peace Corps Country Director or designated staff member.

VII. SAFETY, SECURITY, AND HEALTH

[PCVs will not be assigned to work in areas determined "off-limits" by the United States Embassy or Peace Corps Country Director in [country] and will be prohibited from traveling in those areas. The Peace Corps in [country] has in place a volunteer support system to minimize safety risks as prescribed by Peace Corps policy. PCVs will be included in the Peace Corps' Emergency Action Plan and contacted in the event that there is a personal or Peace Corps emergency. [The [partnering organization] will assist Peace Corps, as necessary, by coordinating PCV medical and emergency evacuations, facilitating communication between the PCV and Peace Corps, and contacting Peace Corps in a medical or security situation in which the PCV is unable to contact Peace Corps. Peace Corps will assume all health, medical and evacuation related costs.

VIII. TERM; RENEWAL AND EXTENSION; ADDITIONAL CHANGES

This MOU shall remain in effect for _____ (____) years, from the date of signature, and may be renewed or extended in writing thereafter by mutual agreement of the parties. Either the Peace Corps or the [Partnering Organization] may terminate this MOU by giving the other party thirty (30) days' prior written notice. Any change, amendment, modification, or supplement to this MOU may only be made in writing signed by both parties. The English version of this MOU shall control.

IX. POINTS OF CONTACT

[Partnering Organization]

Phone: _____
Email: _____
Contact Person: _____

Peace Corps

Phone: _____
Email: _____
Contact Person: _____

The parties have executed this MOU on the dates set forth below.

For [Partnering Organization],
by its Authorized Representative:

For the Peace Corps,
by its Authorized Representative:

Name
Title

Name
Peace Corps Country Director

Date

Date

Position Description

1. Name of Project or Type of Activities and Description:
2. Description of Volunteer's Assignment/Duties and Responsibilities:
3. Other Information: