

MEMORANDUM OF UNDERSTANDING

Partners

Moyamba Government Hospital (MGH) in Moyamba, Sierra Leone is a government hospital with a number of wards, among them three units for paediatric care. At present they are: For children under five (UF), Intensive Care Babies Unit (SCBU) and In Patients Facility (IPF).

Bombali Health Development (BHD) is an NGO in Sweden, created with the aim to support health care for children in Sierra Leone. It is mainly funded from private donors.

Background

BHD wants to choose an appropriate unit to direct its support to, where the potential results in terms of improved children's health are promising, and where the donors' money can be of the best use. Furthermore, it must have a magnitude to match BDH's limited possibilities to raise money, since BDH is not a big organization.

Representatives for MGH and BHD have met and found a mutual interest in cooperation. In order to set out main principles for this, the parties have agreed on the following:

Goals

The goals are to reduce morbidity and mortality among children under the age of five in the Moyamba District. It shall be achieved by supporting the paediatric wards as described below, and by health information in villages in the district where the inhabitants will be informed, among other things, of the importance of early search of care for sick children.

Scope

BHD will support the above mentioned paediatric care at MGH with voluntary work, staff and remuneration for drugs etc as specified below. The support does not include care at the PHU.

Volunteers from BHD

Volunteers from BHD will be provided at times, according to ongoing agreements between BHD and MGH. The supply of volunteers to work in Moyamba will depend on the possibilities to recruit skilled people who can work for free and pay the journey to Sierra Leone. Volunteers may include medical doctors, nurses and other professionals, but can also include administrative support, if agreed.

MGH will provide free accommodation for the volunteers. BHD will pay \$ XXXX for the transport between Lungi and Moyamba single trip.

Concerning ordinary staff employed by MGH

BHD will pay bonus to the staff of UF and IPF, but not to SCBU because the staff at SCBU already have bonus. BHD will also pay bonus to three CHO working at those three units. The bonus is paid to stimulate the staff to an excellent work.

BHD will monitor the staff's performance and if it is insufficient, the bonus will be withdrawn for the staff in question for a certain time or permanently. BHD and the management of MGH will also where applicable discuss transfer of that staff.

BHD should be consulted when new staff are to be employed by MGH, in case they are entitled to bonus.

Staff asked for by BHD

BHD will remunerate a Coordinator (at part-time) who will coordinate UF, SCBU and IPF. The Coordinator will also coordinate between MGH and BHD. The Coordinator will also assist in development of the care and its routines.

BHD will also remunerate a Drug Responsible (*Drug Manager?*) for handling of all drugs and consumables for the paediatric wards. The Drug Responsible will be responsible for purchase, storage and distribution. He will also make a continuous inventory of the drugs and the consumables, which will be attached to the monthly invoice to BHD. The Drug Responsible will be supervised by the Coordinator.

The Coordinator and the Drug Responsible are to be employed by MGH. MGH will disburse the salaries to the Coordinator and the Pharmacist, and invoice the salary costs to BHD. BHD will also pay additional salary costs such as taxes and end of service benefits (*wording to be further checked*).

Both the Coordinator and the Drug Responsible will be employed on a one-year contract, from 1 January to 31 December, which is automatically renewed if not terminated before October 31.

(Question to MGH: More might have to be specified about the formalities for someone employed in this way?)

Drugs, food, fuel

The free health care drugs and the consumables given from the Government will be distributed between the maternity and the paediatric wards under surveillance of the Drug Responsible. If the drugs and consumables given from the Government are insufficient for the paediatric wards, BHD will complete drugs and consumables.

The drugs for the children will be kept in a separate store.

The OPD for children under five can exceptionally get drugs from the paediatric store. This shall be accounted for separately.

BHD will pay for food for the children and the MGH will allocate staff to prepare it.

BHD will pay for fuel for the small backup electricity generator (the one for the paediatric wards).

Invoicing, control routines, payment

The agreed costs will be invoiced from MGH to BHD per month. Enclosed with the invoice there has to be an account of number of admissions, discharges, deaths, absconded, referrals and diagnoses.

BHD shall be able to control the bases for the invoicing. The account should include all costs for bonuses, for salaries to the Coordinator and the Drug Responsible, and for drugs, consumables and food. Concerning the backup generator for the children's ward, fuel costs as well as amount of fuel and operation hours should be reported.

This monitoring is demanded by BHD's Swedish accountant and by the Swedish authority for control of approved charity organisations.

There will be an advance payment from BHD as follows: For each coming month BHD and MGH will agree on an estimated preliminary amount, and BHD will pay this in advance, provided that MGH has presented an appropriate basis for this estimate. The difference from the real costs for the month (specified as stated above) will be settled on the next invoice.

Period of validity

This Memorandum of Understanding is valid from 1 January 2022 until 31 December 2022. It can be prolonged for further one-year periods, if both parties agree to this at latest on 31 October each foregoing year.

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