

MEMORANDUM OF ARRANGEMENT

BETWEEN

**THE DEVELOPMENT PARTNERS, INTERNATIONAL
NON-GOVERNMENT ORGANISATIONS AND MANAGING CONTRACTORS
OPERATING IN
PAPUA NEW GUINEA (THE PARTNER ORGANISATIONS)**

CAREERS IN DEVELOPMENT PROGRAM

1.0 INTRODUCTION

Development partners and international non government organisations have decided to work together in a program to be known as '*Careers in Development*' to build the pool of Papua New Guineans available to work with development agencies.

The overall goal of the 'Careers in Development' program is to contribute to the quality of development program outcomes in PNG.

The purpose of Careers in Development is to:

- i) Increase the recruitment pool of Papua New Guineans to manage and implement development programs on behalf of international and national development agencies in PNG
- ii) Improve the professional employment prospects of Papua New Guineans by providing quality work experience and relevant theoretical training.

The three component objectives of the Careers in Development program are:

1. To increase the number of educated Papua New Guineans seeking a career in the development sector.
2. To increase the number of Papua New Guineans who have the specific skills, knowledge and attributes required to work in development.
3. To efficiently and effectively manage the resources of the program to achieve the approved outcomes.

This **Memorandum of Arrangement (MOA)** establishes the scope of responsibility as the basis for participation in the Careers in Development program by the Partner Organisations. It defines the timing of the program, financial arrangements, placements, learning contracts for the cadets, the structure for supervision and mentoring, and performance management and reporting mechanisms to achieve the desired development outcomes.

A key feature of this MOA is the intention of the Partner Organisations to achieve positive and tangible results for the Careers in Development program, for each individual cadet in the program and the support for each Cadet placed within a partner organisation.

The MOA establishes an in-principle understanding by all the Partner Organisations to collectively meet the financial arrangements specified in paragraph 2.3 but it does not seek to specify the exact financial contribution of each Partner Organisation, which will be determined separately but be consistent with the provisions and overarching understandings of this document.

Managing Contractors with a commitment to the principles and assumptions of the MOA are eligible to participate in the program together with development partners and international non government organisations.

This MOA is not governed by international law.

2.0 ARRANGEMENT PRINCIPLES AND ASSUMPTIONS

2.1 TIMING

This MOA stands for the period from 14 November 2008 – 30 November 2010 until the completion of the pilot phase. Partner Organisations may, at the direction of the steering committee, revise the arrangements for the Careers in Development Program prior to the completion date in order to facilitate a further cohort of training.

2.2 MANAGEMENT ARRANGEMENTS

The Careers in Development Program will be managed through a suitably competent and resourced managing contractor. AusAID, on behalf of the Partner Organisations will contract the Papua New Guinea Australia Targeted Training Facility (PATTAF) (the contractor) for management of the initial funding round.

A steering group consisting of representatives of the development partners and international non government organisations will be formed to advise the contractor on the satisfactory management of the Careers in Development Program.

Membership of the steering group will consist of:

- Three donors (selected by the Development Partner's Forum)
- Three International Non Government Organisations (selected by the INGO Coalition)
- Sub-Contractor's Representative as Secretariat

Partner Organisations will not offer employment to any cadet in the Careers in Development program during the term of the MOA.

2.3 FINANCIAL ARRANGEMENTS

The Partner Organisations commit to collectively meeting the financial cost of the Careers in Development programme, to a ceiling amount of AUD \$2,677,688 with the development partners, especially AusAID and NZAID, accepting responsibility to meet a substantial amount of the costs.

The exact financial input of each Partner Organisation will be documented separately but be consistent with the provisions and overarching intent of this MOA. Funding agreements will be in place no later than 1 February 2009.

A Careers in Development Imprest Account will be established by the contractor for the sole purpose of payment of salary related expenses for cadets.

The Careers in Development Imprest Account will be managed by the contractor on behalf of the Careers in Development steering group.

All Partner Organisations will endeavour to contribute to the Careers in Development Imprest Account an amount equivalent to the total salary allocation (PGK40,000) for at least one cadet.

The contractor will arrange for the cadets to be employed in accordance with cadet contracts.

All other expenses of the Careers in Development program will be funded by Development Partners as specified in separate funding agreements.

All other expenses will be managed by the contractor on behalf of the steering group.

Regardless of the existence of separate funding agreements to trigger the payment of funds in a manner consistent with individual organisation's requirements, all Partner Organisations will accept the mode of reporting and acquittals to the steering group as encompassing all reporting requirements related to the Careers in Development Program.

2.4 PLACEMENTS

The contractor is responsible for all administrative and employment matters required to support each cadet's placement.

Partner Organisations will accept cadets for each of three placements during the course of the Arrangement and the contractor will draw up a schedule of placements in consultation with the Partner Organisations.

Each placement will be for a period of six months.

All Partner Organisations will release cadets on placement to participate in Careers in Development program activities by negotiation with the Careers in Development contractor.

2.5 LEARNING CONTRACTS

In consultation with the contractor, each Partner Organisation will develop an individual Learning Contract for each cadet placed in the organisation. The contract will outline the responsibilities of the cadet and the placement organisation and the areas of learning to be addressed during the placement.

The roles and responsibilities of each Partner Organisation's Human Resource Manager or a nominated senior manager, supervisors and mentors will be incorporated into the Learning Contract to be made between Careers in Development, each Partner Organisation, as the host organisation, and each cadet.

2.6 SUPERVISION AND MENTORING

Human Resource Managers, supervisors and mentors will all have a key role to play in ensuring that cadets receive quality learning experiences during placements.

All Partner Organisations will release Human Resource Managers, supervisors and mentors to participate in Careers in Development orientation activities.

The partner organisation's Human Resource Manager, or a nominated senior manager, will closely oversight cadet placements.

All Partner Organisations will support supervisors to ensure they are clear about their role and responsibilities in relation to the cadet and the achievement of the Learning Contract.

Each Partner Organisation will identify a mentor to support each cadet. The mentor will not be the direct supervisor of the cadet and preferably will be a Papua New Guinean working successfully in development.

The contractor will support the Partner Organisations in the satisfactory discharge of these arrangements.

2.7 PERFORMANCE MANAGEMENT

Cadets will be bound by the Careers in Development performance management policy. They will also be required to abide by the human resource rules and regulations of the host partner organisation. Where a conflict in policy occurs the Careers in Development policy is paramount.

Failure to make satisfactory progress or to comply with the Careers in Development performance management policy or the human resource rules and regulations of the host partner organisation by the cadet may result in termination of the cadetship.

2.8 REPORTING

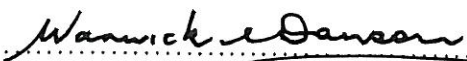
All host partner organisations will provide reports to the contractor on cadet progress as required by the contractor.

MEMORANDUM OF ARRANGEMENT

This Arrangement is made on the Fifth.....day of
December....., 2008

BETWEEN:

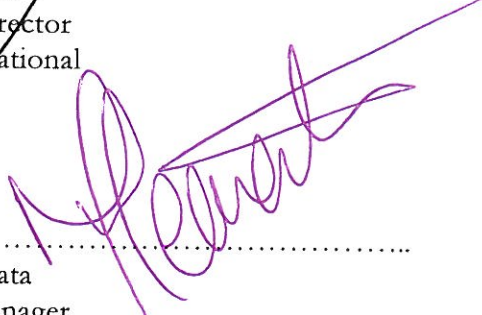

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Bill Costello
Minister Counsellor
Australian Agency for International
Development (AusAID)

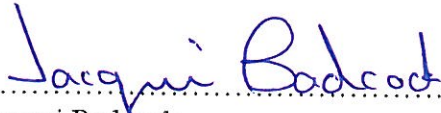

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Warwick Dawson
Country Director - PNG
Child Fund


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Manish Jain
Country Program Director
Save the Children


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Paolo Ferraris
National Director
World Vision International


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Henry Braun
Country Director
Care International


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Tessa Te Mata
Country Manager
New Zealand Agency for International
Development (NZAID)

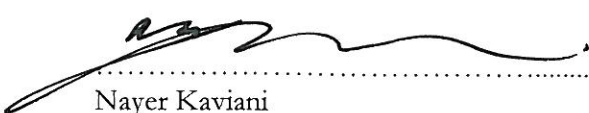

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Jacqui Badcock
UN Resident Coordinator, PNG

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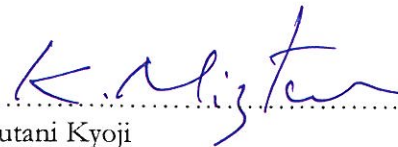
This Arrangement is made on the Eighteenth day of
May, 2009

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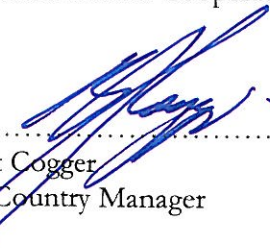

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Raul Schneider
Country Director
Adventist Development Relief Agency
(ADRA)


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Nayer Kaviani
Country Program Director
Family Health International

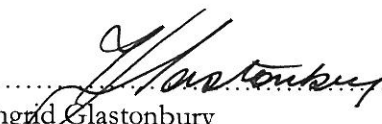

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Iva Kola
Manager Social Infrastructure Services - PNG
Cardino Acil


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Mizutani Kyoji
Resident Representative
Japan International Cooperation Agency


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Sarthak Das
Country Director
Clinton Foundation


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Robert Cogger
PNG Country Manager
GRM


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Aldo Dell'Ariccia
Ambassador
European Commission


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Ingrid Glastonbury
Country Program Manager
JTA International

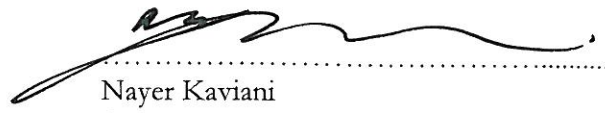

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Eileen Kolma
Country Representative
Oxfam

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ADDENDUM

Section 2.3 Financial Arrangements:

A Careers in Development Imprest Account will be established by the contractor for payment of salary related expenses for cadets and operational expenses.

BACKGROUND

The Steering Group has approved the Addendum to the Careers in Development Memorandum of Arrangement Section 2.3 Financial Arrangements:

The original MOA states:

A Careers in Development Imprest Account will be established by the contractor for the sole purpose of payment of salary related expenses for cadets.

Section 2.3 of the MOA provides for partner organisations to enter into arrangements separate from, but consistent with, the MOA. Financial contributions from other Partner Organisations will be paid in full or be made in tranches over an extended period.

Subject to the circumstances of each partner organisation, paying contributions into the CiD Imprest Account represents the most straightforward option.

For ease of administration and accountability, this addendum authorises the Careers in Development Imprest Account to be used to receive contributions from partner organisations and to pay operational CiD expenditure, not just the cadet salaries.

The Careers in Development Imprest Account will be managed by the contractor on behalf of the Careers in Development steering group. The steering group will receive periodic reports applied to the CiD programme.