**Memorandum of Understanding between the Municipal Government and the Municipal Women’s Network**

A Template

*This template provides the structure of the MOU used during the GAPP project. It is meant as a reference document that can be adapted and developed into an MOU for similar purposes.*

**Introduction**

This section briefly describes the institutions that are implicated in the MOU. This can include a brief description of the institutions’ objective and how its work interacts with other stakeholders that are part of the MOU. It also indicates the objective of the MOU.

 **Legal Framework**

This section highlights the specific laws that provide the framework for the MOU. This can include references to the Constitution, laws on gender equality, and municipal laws. It is important to include the laws that most closely pertain to the objective and purpose of the MOU. For the GAPP project, this included the reference to the 5% earmark to support women’s projects.

**Commitments and Agreements**

This section is divided to describe the responsibilities and commitments of each of the institutions implicated in the MOU.

**The Local Government commits to…**

It will include first, the commitment made by the local government. Each of these is numbered and organized in order of importance. The statements should be action-oriented, concise, and clear.

 **The Municipal Women’s Network commits to…**

The commitments of other institutions and stakeholders following the local government’s commitments. The format is the same.

 **Approval and timeline of the MOU…**

The final section of the MOU defines the period of time for the agreement. It also includes the signatures of the mayor and other municipal representatives, as well as the representatives from other stakeholders.