



BILATERAL MEMORANDUM OF UNDERSTANDING

BETWEEN

**DISABLE DEVELOPMENT AND EDUCATIONAL FOUNDATION (DDEF),
BANGLADESH**

AND

FORWARD LOOKING NEPAL, NEPAL

For Joint Cooperation in Sustainable Development, Climate Change, Child and Women Development, Youth Development, Disability Rehabilitation, Health, Education, Training, Advocacy, Emergency response and Resource Mobilization

1. PREAMBLE

This Memorandum of Understanding (hereinafter referred to as the “MoU”) is entered into between:

Disable Development and Educational Foundation (DDEF), a non-political, non-profit and voluntary development organization established on 1 January 2001, having its office at Raihanpur, Patharghata, Barguna, Bangladesh, NGO Affairs Bureau Registration No. **2608**, dated 04 November 2010, Email: ddef_barguna@yahoo.com, Web: www.ddefbd.org, Mobile: +8801712136558, hereinafter referred to as “**DDEF**”;

AND

Forward Looking Nepal, a non-profit/non-governmental development organization having its office at **Parilakchit** (Forward Looking), Kupandole height, Lalitpur Nepal Post Box 25054, +977-1-5010523/5010730, Email: info@flooking.org.np, surya@flooking.org.np, Web: forwardlooking.org.np, Contact person, Surya Bahadur Thapa- Executive Director, Registration No. 14/02/049/08/24 date: 10/12/2002, represented by Social welfare Council, Kathmandu (SWC), hereinafter referred to as “**FLN**”.



DDEF and FLN are hereinafter individually referred to as a “**Party**” and collectively as the “**Parties.**”

Recognizing the shared commitment of the Parties to inclusive, equitable and sustainable development, and acknowledging the value of cross-border cooperation, knowledge exchange and joint initiatives, the Parties have agreed to establish a framework for collaboration in Bangladesh, Nepal and, where mutually agreed, other countries.

2. BACKGROUND

DDEF was established with a mission to promote inclusive socio-economic development and build a self-reliant and educated society that supports persons with disabilities. DDEF works primarily in the areas of special education for children with disabilities, skills development for youth and persons with disabilities, advanced training for farmers, sustainable use of local resources, livelihood development and social inclusion.

DDEF is committed to disability inclusion, gender and diversity, integrity and professionalism, human dignity, participation, accountability, transparency and effectiveness.

FLN is engaged in development-oriented activities in Nepal and shares a commitment to sustainable development, social inclusion, empowerment of vulnerable communities and strengthening the capacity of individuals and institutions.

The Parties therefore desire to cooperate and utilize their respective expertise, experience, networks and resources for the benefit of vulnerable and disadvantaged communities.

3. PURPOSE OF THE MoU

The purpose of this MoU is to establish a framework for bilateral cooperation between DDEF and FLN for the planning, development and implementation of joint development initiatives in Bangladesh and Nepal.



The Parties intend to cooperate particularly in areas that contribute to poverty reduction, social inclusion, resilience, human development, empowerment and sustainable livelihoods.

4. AREAS OF COOPERATION

Subject to mutual agreement and availability of resources, the Parties may cooperate in the following areas:

4.1 Climate Change and Environmental Sustainability

- Climate change adaptation and mitigation;
- Climate-resilient livelihoods;
- Disaster risk reduction and preparedness;
- Community-based climate adaptation;
- Sustainable use of natural resources;
- Environmental awareness and conservation;
- Climate-resilient agriculture and livelihood development;
- Knowledge sharing on climate-related challenges in Bangladesh and Nepal.

4.2 Child Development and Protection

- Child rights and child protection;
- Education and special education;
- Protection of children from violence, abuse, exploitation and neglect;
- Development of children with disabilities;
- Life-skills education;
- Community-based child development initiatives;
- Awareness raising and advocacy for child rights.

4.3 Women's Development and Empowerment

- Women's economic empowerment;
- Skills development and entrepreneurship;
- Gender equality and social inclusion;
- Prevention of gender-based violence;
- Leadership development;
- Access to livelihood opportunities and financial inclusion;
- Capacity building of women-led community organizations.



4.4 Youth Development

- Youth skills development;
- Employment and entrepreneurship;
- Leadership development;
- Life-skills training;
- Digital and vocational skills;
- Youth participation in community development;
- Youth-led social and environmental initiatives.

4.5 Disability Rehabilitation and Inclusion

- Rehabilitation services for persons with disabilities;
- Special and inclusive education;
- Assistive and support services;
- Skills development and vocational training;
- Economic empowerment and livelihood development;
- Community-based rehabilitation;
- Disability rights and advocacy;
- Accessibility and inclusion;
- Capacity building of organizations working with persons with disabilities.

4.6 Health and Well-being

- Primary health services;
- Community health awareness;
- Health camps and outreach services;
- Rehabilitation and therapy services;
- Maternal and child health;
- Mental health and psychosocial support, where appropriate;
- Health education and preventive health initiatives;
- Capacity building of community health workers and relevant personnel.

4.7 Education and Training

- Special education;
- Inclusive education;
- Vocational and technical training;



- Professional development;
- Training of trainers;
- Community awareness and life-skills training;
- Exchange of educational materials and methodologies;
- Joint seminars, workshops and conferences.

4.8 Research, Knowledge Management and Innovation

The Parties may jointly conduct or support:

- Research and studies;
- Baseline and needs assessments;
- Documentation of good practices;
- Policy research;
- Knowledge products;
- Case studies and publications;
- Innovation and pilot projects;
- Monitoring, evaluation and learning activities.

4.9 Advocacy and Policy Dialogue

The Parties may jointly undertake advocacy and policy dialogue at local, national, regional and international levels concerning:

- Disability inclusion;
- Climate change;
- Gender equality;
- Child rights;
- Youth development;
- Health and education;
- Poverty reduction;
- Social protection;
- Sustainable development and other mutually agreed development issues.



5. JOINT PROJECT DEVELOPMENT AND FUNDRAISING

The Parties agree to cooperate in identifying, developing and submitting joint project proposals to national, regional and international organizations, development partners, donors, foundations, governments, UN agencies, international NGOs and other funding institutions.

Such cooperation may include:

1. Joint identification of funding opportunities;
2. Preparation of concept notes and project proposals;
3. Development of budgets and logical frameworks;
4. Joint fundraising and resource mobilization;
5. Identification of prospective donors and partners;
6. Preparation of joint expressions of interest and applications;
7. Joint participation in donor meetings and consultations;
8. Joint implementation of funded projects;
9. Monitoring, evaluation and reporting;
10. Sharing of technical expertise and organizational resources.

Neither Party shall submit a proposal on behalf of the other Party without prior written consent.

Where a donor or funding agency requires a lead organization, consortium arrangement, partnership agreement or sub-grant agreement, the Parties shall negotiate and sign the necessary additional agreement before implementation.

6. ROLES AND RESPONSIBILITIES OF THE PARTIES

6.1 Responsibilities of DDEF

DDEF may, subject to project-specific agreements:

- Provide technical expertise in disability inclusion, rehabilitation, education, livelihood development and community development;
- Participate in joint project design and proposal development;
- Facilitate implementation of agreed activities in Bangladesh;
- Mobilize relevant local stakeholders;
- Provide technical personnel and trainers where appropriate;



- Participate in monitoring, evaluation and reporting;
- Share relevant knowledge, tools and good practices;
- Support joint advocacy and resource mobilization activities.

6.2 Responsibilities of Forward Looking Nepal

FLN may, subject to project-specific agreements:

- Provide technical expertise relevant to its areas of experience;
- Participate in joint project design and proposal development;
- Facilitate implementation of agreed activities in Nepal;
- Mobilize relevant local stakeholders;
- Provide technical personnel and trainers where appropriate;
- Participate in monitoring, evaluation and reporting;
- Share relevant knowledge, tools and good practices;
- Support joint advocacy and resource mobilization activities.

6.3 Joint Responsibilities

Both Parties shall:

- Work in good faith to achieve the objectives of this MoU;
- Maintain transparency and accountability;
- Respect the laws and regulations applicable in each country;
- Maintain professional and ethical standards;
- Protect the dignity and rights of beneficiaries;
- Promote gender equality, disability inclusion and diversity;
- Prevent discrimination, exploitation, abuse and harassment;
- Share relevant information in a timely manner;
- Ensure responsible use of project resources.

7. PROJECT-SPECIFIC AGREEMENTS

This MoU provides a general framework for cooperation and does not itself create a financial commitment between the Parties.

For each specific project or program, the Parties may develop and sign a separate **Project Agreement, Partnership Agreement, Consortium Agreement, Grant Agreement or other appropriate agreement** specifying:



- Project objectives;
- Target beneficiaries;
- Geographic coverage;
- Activities;
- Roles and responsibilities;
- Project duration;
- Budget;
- Funding arrangements;
- Procurement procedures;
- Staffing arrangements;
- Monitoring and evaluation;
- Reporting requirements;
- Audit requirements;
- Branding and visibility;
- Safeguarding requirements;
- Risk management; and
- Other project-specific matters.

In the event of any inconsistency between this MoU and a project-specific agreement, the project-specific agreement shall prevail with respect to that particular project.

8. FINANCIAL ARRANGEMENTS

This MoU does not create any automatic financial obligation for either Party.

Each Party shall normally bear its own administrative and operational costs unless otherwise agreed in writing.

Where funding is secured jointly, the allocation and management of funds shall be governed by the requirements of the donor and the relevant project-specific agreement.

Both Parties shall maintain appropriate financial records and shall ensure that project funds are used solely for approved purposes.



9. RESOURCE MOBILIZATION

The Parties shall make reasonable efforts to jointly identify and mobilize financial, technical and other resources required for agreed programs.

Potential sources may include:

- International development agencies;
- UN agencies;
- Bilateral and multilateral donors;
- International foundations;
- Corporate social responsibility programs;
- Government agencies;
- International NGOs;
- Philanthropic organizations; and
- Other legitimate funding sources.

All fundraising activities shall comply with applicable laws, donor requirements and the internal policies of the Parties.

10. KNOWLEDGE AND INFORMATION SHARING

The Parties shall encourage the exchange of:

- Research findings;
- Training materials;
- Publications;
- Technical knowledge;
- Good practices;
- Project methodologies;
- Monitoring and evaluation tools;
- Policy information; and
- Relevant development-related information.

Information shared under this MoU shall be used responsibly and only for agreed purposes.



11. STAFF, EXPERT AND KNOWLEDGE EXCHANGE

Subject to available resources and applicable immigration and legal requirements, the Parties may facilitate:

- Exchange visits;
- Study tours;
- Joint training programs;
- Staff development;
- Expert exchanges;
- Internships and fellowships;
- Joint conferences and seminars;
- Online knowledge-sharing sessions; and
- Cross-country learning programs.

Specific arrangements shall be agreed upon separately for each activity.

12. ADVOCACY AND JOINT REPRESENTATION

The Parties may jointly participate in national, regional and international forums, conferences, consultations, policy dialogues and advocacy campaigns.

Neither Party shall make public statements or represent the other Party without prior authorization.

Joint advocacy positions shall be developed through mutual consultation and agreement.

13. SAFEGUARDING, CHILD PROTECTION AND PREVENTION OF ABUSE

The Parties are committed to maintaining a safe, respectful and inclusive environment for all beneficiaries, staff, volunteers and stakeholders.

Both Parties shall take appropriate measures to prevent:

- Child abuse and exploitation;
- Sexual exploitation and abuse;
- Sexual harassment;
- Gender-based violence;
- Discrimination;
- Exploitation of persons with disabilities;



- Financial misconduct; and
- Other forms of abuse or misconduct.

Where required, project-specific safeguarding policies and procedures shall be adopted.

14. CONFIDENTIALITY

Each Party agrees to maintain the confidentiality of sensitive information received from the other Party.

Confidential information shall not be disclosed to third parties without prior written consent, except where disclosure is required by law, a competent authority, or a funding agreement.

This provision shall continue to apply after the termination or expiration of this MoU.

15. INTELLECTUAL PROPERTY

Any intellectual property developed jointly under this MoU shall be owned, used and disseminated in accordance with arrangements agreed by the Parties for the relevant project.

Pre-existing intellectual property of either Party shall remain the property of that Party.

Neither Party shall use the name, logo, trademark, publications or intellectual property of the other Party without prior written permission, except as specifically agreed under an approved project or donor requirement.

16. DATA PROTECTION

The Parties shall take reasonable measures to protect personal and sensitive information relating to beneficiaries, staff, partners and other stakeholders.

Any exchange or processing of personal data shall comply with applicable laws, donor requirements and agreed data protection procedures.



17. VISIBILITY AND COMMUNICATION

The Parties may jointly produce:

- Project publications;
- Reports;
- Newsletters;
- Press releases;
- Case studies;
- Social media content;
- Research papers; and
- Other communication materials.

Use of either Party's name or logo shall require prior approval, except where otherwise required by an agreed donor or project communication plan.

18. NON-EXCLUSIVITY

This MoU is non-exclusive.

Either Party may enter into agreements or partnerships with other organizations, provided that such arrangements do not conflict with the obligations undertaken under this MoU.

19. LEGAL AND REGULATORY COMPLIANCE

Each Party shall comply with the laws, rules, regulations and applicable governmental requirements of the country in which it operates.

Activities under this MoU shall be subject to the necessary approvals, registrations, permissions and authorizations required by the relevant authorities in Bangladesh and Nepal.



20. GOVERNANCE AND COORDINATION

The Parties may designate focal persons to coordinate activities under this MoU.

The focal persons shall:

- Maintain regular communication;
- Coordinate joint activities;
- Identify potential projects;
- Monitor progress;
- Facilitate information sharing; and
- Recommend areas for future cooperation.

The Parties may establish a **Joint Coordination Committee** where the scale and nature of cooperation require such a mechanism.

21. MONITORING, EVALUATION AND LEARNING

The Parties shall encourage joint monitoring, evaluation and learning of activities implemented under this MoU.

Where appropriate, the Parties shall jointly document achievements, challenges, lessons learned and recommendations for future programming.

22. DISPUTE RESOLUTION

Any dispute arising from the interpretation or implementation of this MoU shall first be resolved amicably through consultation and negotiation between the designated representatives of the Parties.

If the dispute cannot be resolved through consultation, the Parties may mutually agree upon an appropriate mediation or other dispute-resolution mechanism.



23. DURATION

This MoU shall become effective on the date of the last signature and shall remain valid for a period of **three (3) years**, unless terminated earlier in accordance with this MoU.

The Parties may extend or renew this MoU by mutual written agreement.

24. AMENDMENT

This MoU may be amended, modified or supplemented at any time by mutual written consent of the Parties.

Any amendment shall be attached to and treated as an integral part of this MoU.

25. TERMINATION

Either Party may terminate this MoU by providing **ninety (90) days' prior written notice** to the other Party.

Termination of this MoU shall not automatically terminate any ongoing project or contractual obligation unless otherwise agreed by the Parties or required by the relevant project agreement.

The Parties shall make reasonable efforts to ensure the orderly completion or transition of ongoing activities.

26. LIMITATION OF LIABILITY

Neither Party shall be liable for the acts, omissions, debts or obligations of the other Party unless expressly agreed in writing.

Nothing in this MoU shall be interpreted as creating a legal partnership, joint venture, agency or employer-employee relationship between the Parties.

27. INDEPENDENT STATUS OF THE PARTIES

DDEF and FLN are independent organizations.



Neither Party has authority to enter into contracts, incur liabilities or make commitments on behalf of the other Party without prior written authorization.

28. FORCE MAJEURE

Neither Party shall be considered in breach of this MoU for failure or delay in performing its obligations where such failure or delay results from circumstances beyond its reasonable control, including natural disasters, epidemics, pandemics, war, civil unrest, governmental restrictions or other force majeure events.

The affected Party shall notify the other Party as soon as reasonably practicable.

29. GOOD FAITH AND MUTUAL UNDERSTANDING

The Parties agree to implement this MoU in a spirit of mutual respect, equality, transparency, cooperation and good faith.

The Parties acknowledge that successful collaboration will depend on regular communication, shared responsibility, mutual accountability and respect for the laws and institutional policies of both countries.

30. ENTIRE UNDERSTANDING

This MoU represents the current understanding between the Parties concerning the subject matter herein and supersedes any previous discussions or understandings relating specifically to the same subject matter.

This MoU is intended as a framework for cooperation and does not itself constitute a financial grant or binding commitment to fund any specific project unless expressly provided in a separate written agreement.

31. SIGNATURES

IN WITNESS WHEREOF, the authorized representatives of the Parties have signed this Memorandum of Understanding on the dates indicated below.



FOR

DISABLE DEVELOPMENT AND EDUCATIONAL FOUNDATION (DDEF)

Bangladesh

Name: Dr. Md Rezaul Kabir

Designation: Executive Director

Signature: 

Date: 15/08/2026

FOR

FORWARD LOOKING, Kathmandu, NEPAL

Nepal

Name: Surya Bahadur Thapa

Designation: Executive Director

Signature: 

Date: 15/08/2026

Witness 1

Name: Shoshangko Ritchil

Organization: Disable Development & Educational Foundation(DDEF)

Designation: Fund Raising Officer

Signature: 



ANNEX 1: INDICATIVE AREAS OF JOINT COOPERATION

The Parties may jointly develop programs and projects in, but not limited to, the following areas:

1. Climate change adaptation and resilience
2. Disaster risk reduction and preparedness
3. Child rights, protection and development
4. Women's empowerment and gender equality
5. Youth development and employment
6. Disability rehabilitation and inclusion
7. Special and inclusive education
8. Health and rehabilitation services
9. Vocational and technical skills development
10. Livelihood and entrepreneurship development
11. Poverty reduction and social protection
12. Emergency Response
13. Community development
14. Research and innovation
15. Advocacy and policy dialogue
16. Capacity building and institutional development
17. Knowledge and experience sharing
18. Joint international project development
19. Resource mobilization and fundraising
20. Regional and international networking
21. Monitoring, evaluation, research and learning