

Agreement between project partners for the purpose of advancing development cooperation

Prior to the application, a (brief) written agreement must be concluded about the project to be implemented jointly. An appropriate means to do so is a **joint declaration of intent** (Memorandum of Understanding, Letter of Intent). This is the parties' declaration of legal intent to express their interest in the joint project and documents their intention to jointly prepare and implement this project and, where appropriate, to evaluate the project.

The declaration of intent should be worded as briefly and precisely as possible (no more than two A4 pages), be a joint product of both project partners and cover the following the aspects:

1. Preamble: outline of motives, intent and purposes; if appropriate, information about any prior collaboration between the partners (may be omitted)
2. Applicant (as a rule the northern partner)
3. Southern partner (in each case, a brief mention of the institutions and the principally responsible person)
4. Field of cooperation
5. Summary of the discussions on the development of the project
6. Role and responsibilities of the partners in the project (mentioning the southern partner by name)
7. Implementation of the cooperation and aim(s) (mentioning the southern partner by name)
8. Entry into effect and termination
9. General matters (public awareness work, marketing, dissemination of experiences and results, etc.)

The declaration of intent must be signed by representatives of both partners and shall be submitted in German and in the respective language of communication in the target region in the southern hemisphere.