

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

Benazir Income Support Programme (BISP)

AND

National University of Sciences & Technology (NUST),
Industry Liaison Office (ILO)

This Memorandum of Understanding (MOU) is made on the 21st July, 2017

Between

Benazir Income Support Programme (hereinafter referred to as "BISP")

and

NUST Industry Liaison office (ILO), a degree awarding institute, having an address at
Sector H-12, Islamabad, Pakistan (hereinafter referred to as "NUST ILO").

The purpose of this MOU is to define a working relationship between Benazir Income Support Programme and NUST Industry Liaison Office (ILO), in mobilizing, recruiting and providing research opportunities to youth volunteers from students of NUST. This MOU provides the broad framework for cooperation between the two institutions in enhancing mutual interest and understanding, as well as other services for which cooperation may be mutually beneficial.

The Benazir Income Support Programme and NUST, Industry Liaison Office shall be referred to as the "BISP" and "NUST ILO".

1. **Mutual Agreements**

The BISP and NUST ILO agreed as follows, based on mutual consultation:

- 1.1. This MOU is guided by the BISP Fundamental Principles and its underpinning humanitarian values in eradication of poverty and elevating the status of marginalized and under privileged sections of society, especially women, through establishment of comprehensive Social Protection Net.

- 1.2. All second and third year students of NUST will be available as volunteers to be utilized in various field and research based programmes of BISP.
- 1.3. Acknowledges as participating partner organizations in eradication of poverty and elevating the status of marginalized and under privileged sections of society, especially women, through establishment of comprehensive Social Protection Net, volunteering development in a variety of ways and understanding the mutual benefits of cross promotion by sending/deploying the volunteers of NUST ILO at different locations/major cities of Pakistan as well as some periphery for the National Socio Economic Registry (NSER) in consultation and with prior written approval.
- 1.4. Acknowledges the participation/inclusion of partner organization in relevant seminars, workshop, trainings, events, publications, websites, media, and publicity campaigns with prior consultation and agreement of BISP and NUST ILO.
- 1.5. BISP and NUST ILO will grant permission for publication of either partner's name and logo for promotional purpose in brochures, magazines, all marketing materials, photographs, pamphlets, news reports, promotion, publication, websites etc, in consultation and prior agreement of BISP and NUST ILO.

2. Roles and Responsibilities of NUST ILO

- 2.1. NUST ILO will invite the management and staff of BISP in relevant trainings, development seminars and conferences organized by NUST ILO at various occasions.
- 2.2. NUST ILO will allocate time to deliver inspirational and motivational sessions to the students about the various programmes.
- 2.3. Availability of over 3000 students enrolled in second and third year to BISP as volunteers to be utilized in various field and research based programmes.

3. Roles and Responsibilities of the Benazir Income Support Programme¹

3.1. BISP will register, as per requirement, second and third year students as volunteers as provided by the management of the NUST ILO to participate in various research and field programmes related to eradication of poverty and elevating the status of marginalized and under privileged sections of society.

3.2. BISP will notify and intimate the NUST ILO about any event being organized by the BISP where volunteers from other institutions/regions can also be invited.

4. Focal Persons from NUST ILO and BISP

In case of any change in name or the designation of the contact persons, the concerned organization will inform immediately: -

4.1. NUST ILO

- 4.1.1. Pro-Rector (RIC), NUST- (Chief Focal Person)
- 4.1.2. Manager IR, ILO, NUST, (Deputy Focal Person)

4.2. BISP

- 4.2.1. Director General, Complementary Initiative – Chief Focal Person
- 4.2.2. Director Research - Deputy Focal person

5. Period of Validity

This MOU is effective till June 20, 2018 (It can be further extended with mutual consultation of BISP and NUST ILO).

6. Modification of Clause and Article

Upon bilateral negotiation and signatures made by DG(CI) and NUST ILO, the MOU can be modified, revised, postponed or appended.

7. Confidentiality Data

The intern must keep confidential any and all unpublished information made known during the course of the internship and not disclose / published any reports or paper on the basis of information obtained from BISP except with the written approval and authorization of BISP.

¹ For Detailed ToRs of Internee See Annexure

8. **Dispute**

In case of any dispute / conflict for the implementation of this MOU, the Director General of Benazir Income Support Programme and Pro-Rector (RIC) NUST shall be the arbitrators.

9. **Issuance of Completion Certificate**

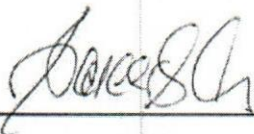
Director General/Director will issue completion certificate to the internee upon successful completion of internship period.

10. **Logistic and Security Arrangements**

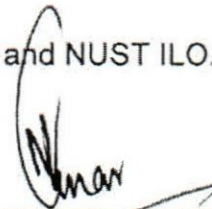
The internship programme operates on a non-remunerative basis. Costs and arrangements for travel, accommodation, security and living expenses are the responsibility of the intern.

Signatories:

This MOU issued in duplicate and signed by BISP and NUST ILO.



Dr. Muhammad Najeeb Khan
Director General (CI)
BISP



Dr. Nassar Ikram
Pro-Rector (RIC)
National University of Sciences
and Technology (NUST)

Witness 1



Dr. Nasir Iqbal
Director Research
BISP

Witness 2



Ms. Arooba Gillani
Manager Industrial Relations
NUST

Terms of Reference for Internee at BISP

Benazir Income Support Programme (BISP) is one of the largest cash transfer programme in the world that helps the vulnerable segment of society at their door step. It targets social protection, poverty reduction and economic growth by delivering unconditional cash transfer and human capital development. Since its inception, BISP has made tremendous progress in targeting the poor segment of the society. Currently, BISP is serving over 5 million beneficiaries across Pakistan. It has successfully disbursed over Rs. 412 billion to poorest families in the country. It has shown significant improvement in payment mode by shifting from money order executed by the Pakistan Post to technology based payment mechanisms such as Debit Card which is highly transparent and ensures delivery of cash transfer to the well deserving beneficiary only. BISP is going even a step further through introduction of biometric base withdrawals. BISP is interested to provide a positive, supportive learning environment in which the graduate students may participate in work that directly correlates to their academic activates.

Objectives of the Internship Programme

- Enhance the educational experience of graduate students through practical and guided hands-on exposure and involvement in working of BISP for uplifting of poor segment of society.
- Provide graduate students with an exposure to the working environment of an organization and a better understanding of BISP's goals and activities for social protection in Pakistan.

Functions and Responsibilities of Intern

The intern is expected to perform the following tasks:

- Demonstrate the highest level of professionalism, which includes arriving on time for designated work, and inform the supervisor of any deviations from the established schedule.
- Respect the BISP's reporting structure and follow the policies and procedures of the BISP during the internship period.
- Assist the supervisor in drafting reports/policy briefs to provide information on the status of the BISP activities.

- Assist the supervisor in making presentation in the respective wing.
- Other tasks officially endorsed by DG and Director.
- The intern must keep confidential any and all unpublished information made known during the course of the internship and not disclose / published any reports or paper on the basis of information obtained from BISP except with the written approval and authorization of BISP.
- Communicate with the supervisor any issues that may affect the performance of assigned responsibilities or the overall success of the experience.
- The Internship Programme operates on a non-remunerative basis. Costs and arrangements for travel, accommodation and living expenses are the responsibility of the intern.
- The purpose of the Internship Programme is not to lead to further employment with BISP. Therefore, there should be no expectation of employment at the end of an internship.
- Director General/Director will issue completion certificate on successful completion of internship period.
- Internee must meet minimum 80% attendance during internship period and whose attendance falls below 80% will be ineligible for internship certificate.