



Ukraine Humanitarian Assistance Partnership Memorandum of Understanding (MOU)

This document is an agreement between Depaul International (hereafter DPI) and the International Confederation of the Society of St Vincent de Paul (hereafter SSVP – CGI) regarding the delivery of humanitarian assistance in Kharkiv Oblast, Ukraine.

1. Purpose of MOU

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to the funding and implementation of humanitarian assistance.

In particular, this MOU:

- Establishes lines of responsibility in the funding and delivery of humanitarian assistance
- Details lines of communication to enable a collaborative and partnership-based approach
- Details minimum standards to be followed in the implementation and reporting of humanitarian assistance

The context in Ukraine, and particularly in Kharkiv Oblast, is insecure and unstable. Both parties recognize the importance of flexibility in this response to ensure people's changing needs can continue to be met. DPI will continue to assess the delivery and security risks in the environment. Both parties commit to a spirit of transparency and partnership to discuss and agree any adaptations which may be required within the terms of this MOU as a result of these changing risks.

2. Parties

The Society of St Vincent de Paul is a worldwide Christian voluntary organisation established in 1833 in Paris with a presence now in over 150 countries. Members of SSVP show their commitment through direct person to person service of those in need to alleviate suffering or deprivation and promote human dignity and personal integrity. At international level, the SSVP is united in its spirituality and management through an International Confederation of the Society of St Vincent de Paul presided over by the President General and headquartered in Paris at 65, Rue de la Glaciere, Paris 75013. The cooperation by the SSVP in common projects with other branches of the Vincentian Family is recommended under the SSVP Rule.

DPI is the parent company of the Depaul Group, an international group of homelessness charities. DPI is a UK registered charity with charity number 1107385 and registered at address: St Vincent's Centre, Carlisle Place, London SW1P 1NL. This programme will be delivered by Depaul Ukraine, a subsidiary charity of DPI. Depaul Ukraine is a national homelessness charity operational since 2007, with offices in Kharkiv, Kyiv and Odesa. The Depaul Group's mission is to end homelessness and change the lives of those



affected by it. The group owes its inspiration to St Vincent de Paul, and works with the wider Vincentian Family, a group of religious and lay organisations working in his name.

3. DPI is responsible for the following core activities:

DPI will establish and staff in Kharkiv Oblast a Day Centre as a base for an outreach service for the provision of humanitarian assistance locally to affected individuals.

‘Humanitarian assistance’ refers to the distribution of emergency food aid, hygiene kits, winterization materials, non-food items (NFIs) and the like through outreach to house visits and at collection sites. Assistance to individuals will be dependent on their needs determined by a needs assessment carried out by Depaul Ukraine staff or volunteers. Assistance will be targeted to vulnerable populations, for example people with disabilities; elderly people; displaced people; single headed families; people whose homes are damaged or destroyed.

DPI has the objective of increasing its humanitarian assistance through the Day Centre and home visits in Kharkiv Oblast to reach circa 1,000 vulnerable people and has invited SSVP - CGI to participate in this programme which is expected to cost € 118,000 per month. Through this Agreement, per annum an average of approximately 86 or so of the vulnerable people in this programme would be supported by SSVP - CGI with a contribution of € 10,000 per month. SSVP - CGI funds will be used to cover (approximate percentage expenditure in parentheses):

- Procurement of aid such as food baskets, hygiene packages, NFIs (60%)
- Transportation and warehousing of supplies (15%)
- Staff, office and overheads costs (20%)
- Volunteer expenses (5%)

Any shortfall in funding will be met by DPI and this will be communicated to the SSVP - CGI. Any surplus funding will be utilized to reach additional beneficiaries and this will be communicated to the SSVP - CGI.

DPI will provide a brief written report to SSVP – CGI on a monthly basis for the first three months of the funding period and thereafter on a quarterly basis. The report will outline DPI’s use of the funds and highlight key developments in the programme.

4. SSVP - CGI is responsible for:

On the signing of this agreement by both parties, SSVP - CGI will transfer a sum of €10,000 to DPI and each month thereafter for a further 11 months a similar amount of €10,000. At the end of the first twelve months, the agreement is renewable for a further 12 months at the discretion of the SSVP – CGI. Renewal will be decided not later than 1 July 2023 to enable DPI to plan the sustainability of the programme.

Payment will be to DPI account:



Bank name: Barclays Bank Plc	
Account name: Depaul International	
Currency of account: Sterling	
BIC/Swift/Sort Code: BARCGB22	Account number: 63453308
Bank address: Leicester, LE87 2BB	

5. Standards

DPI will follow relevant humanitarian standards in the implementation of humanitarian assistance. Working within the frame of the Core Humanitarian Standard and Sphere, DPI will:

Community – information sharing, participation and engagement

- Share the following information with community members/beneficiaries: role of Depaul Ukraine; expected and prohibited staff and volunteer behaviors; feedback and complaints mechanisms
- Consult with communities about their needs, satisfaction and feedback
- Encourage community members to feel confident to give feedback or make a complaint
- Identify vulnerable groups and individuals and ensure that assistance is adapted and prioritized towards them

Management & Safeguarding

- Recruit, train, support and supervise staff and/or community volunteers in Kharkiv Oblast
- Ensure that all staff and volunteers sign Depaul Ukraine's Code of Conduct
- Work in compliance with Depaul Ukraine's safeguarding policies and humanitarian quality standards
- In the event that a Conference of the SSVP is established in Kharkiv, DPI would use its best endeavors to incorporate those members as volunteers in the Kharkiv Oblast outreach programme funded by SSVP - CGI after suitable training and induction and subject to DPI supervision

Monitoring and reporting

- Monitor the distribution of humanitarian assistance utilising Depaul Ukraine monitoring tools and procedures
- Keep accurate records of all humanitarian goods received and distributed
- Keep goods and records in a secure location
- Record beneficiary feedback

Coordination

- Coordinate with other local actors to avoid duplication, gaps and share expertise and resources
- Where possible, refer clients or affected people requiring support beyond the scope of this project to any relevant services



6. Compliance

DPI will ensure that no activities could result in a breach of international sanctions. Should the implementation area fall under international sanctions, funds will be reallocated to another location not under international sanctions as agreed between the parties.

It is agreed that funds and goods are strictly for humanitarian purposes only and will not be provided to military actors.

DPI will ensure compliance with Depaul Group minimum financial standards such as those relating to procurement, document retention, anti-bribery and fraud. This includes compliance with the United Kingdom's Bribery Act 2010 and reporting obligations to the Charity Commission for England and Wales.

7. Communication

The SSVP - CGI may make public announcements and communicate with news media regarding this partnership with prior consent and notice to DPI (which consent shall not be unreasonably withheld, conditioned or delayed), and the parties shall cooperate as to the timing and contents of any such announcement. This measure is to protect the security and safety of Depaul Ukraine staff, volunteers and beneficiaries.

8. Amendments and Notices

Amendments to this agreement can be communicated in writing and agreed between both parties. All amendments and notices shall be in writing addressed to the parties at the addresses below:

Society of St Vincent de Paul

TBC

TBC email

Depaul International

Ewan Day-Collins

ewan.day-collins@depaulinternational.org

9. Effective date(s) and signature(s)

This MOU is effective upon the signature of DPI and SSVP - CGI authorised signatories. It is in place from the date of signature until 30 September 2023.

Both DPI and SSVP - CGI indicate agreement with this MOU by their signatures.



Signatures and dates

Signatory, Position, Depaul International

Signatory, Position, International
Confederation of the Society of St
Vincent de Paul

Date

Date