**HerNest**

*Human Centered Data Ecosystem*

**Mou Collaboration Information Request Form**

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**📖 HOW TO USE THIS TEMPLATE**

**What This Is**

Memorandum of Understanding template.

**How to Use**

* Fill ALL placeholders
* Customize terms
* Legal review recommended
* Both parties review
* Sign with witness

**Tips**

* Be specific
* Include timelines
* Define responsibilities

**📝 ABOUT PLACEHOLDERS**

* [Organization Name] → Your organization name
* [Your Name] → Your actual name
* [Date] → Actual date
* HerNest or [HerNest] → Keep as is (ecosystem name)
* Any [BRACKETED TEXT] → Your information

**📄 TEMPLATE CONTENT**

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**MOU Information Request Form**

(Used internally — must be completed before the Partnerships Department issues an MOU)

Sections in Form:

Requestor Details – Name, Department, Contact

Type of MOU – Partnership / Hiring

Overview of Opportunity – Purpose, background

Expected Outcomes – At least 3 measurable outcomes

Each Party’s Needs / Contributions – Specify deliverables, resources, time commitments

Proposed Duration – Start & end date

Checklist Confirmation –

Feasibility reviewed

Background check completed

Resources confirmed

Budget alignment checked

Risk assessment completed

Approval – Team Lead or Department Head sign-off before forwarding to Partnerships.

**Pre-MOU Collaboration Request Form (External)**

(For outside parties expressing interest in working with HerNest/ Subscribing Business/ Organisation)

Sections:

Organization / Individual Name

Contact Person & Details

Brief Overview of Collaboration Idea

Expected Outcomes / Benefits to Both Parties

Resources / Support You Can Provide

Proposed Duration

Any Existing Similar Partnerships

Additional Comments

**5. Checklists**

Two separate checklists before issuing MOUs:

**A. Partnership / Collaboration MOU Checklist**

Alignment with HerNest mission

Due diligence completed on partner

Budget/resource availability

Roles & responsibilities clearly defined

Expected outcomes measurable

IP clause reviewed and approved

NDA clause included

Risk analysis completed

Internal approval obtained

**B. Staff Hiring MOU Checklist**

Job description approved

Candidate background check completed

Reference checks done

Probation terms defined

NDA clause included

IP clause included

Role KPIs set

Salary/benefits approved by finance

Internal approval obtained

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*HerNest • Empathy First • Truth as Foundation • Sustainable Impact • Capacity, Not Dependency*