

CESTY PROGRAMME

Memorandum of Understanding

78/US/2025

Between

1. Junior Achievement, o.p.s., DIČ CZ27176835, IČ 27176835, se sídlem: Jindřišská 939/20, 110 00 Praha Nové M, zapsaná v obchodním rejstříku vedeném Městským soudem v Praze, oddíl O, vložka 349, zastoupená Martinem Smržem, director, bank account: XXXXXXX (further on as „JA Czech“),

and

2. Vysoká škola ekonomická v Praze, Fakulta informatiky a statistiky, DIČ: CZ61384399, IČ: 61384399, address: nám. W. Churchilla 1938/4, Žižkov, 130 67 Praha 3, zastoupená: prof. Ing. Jakubem Fischerem, Ph.D., děkanem, veřejná vysoká školá dle zákona č. 111/1998 Sb., zákon o vysokých školách, ve znění pozdějších předpisů, bank account: 1828782/0800 (further on as „Partner“).

1. Purpose of the Memorandum

- a) This Memorandum of Understanding (MoU) establishes a framework for cooperation in CESTY proramme between Junior Achievement Czech ("JA Czech") and Vysoká škola ekonomická v Praze ("Partner") to jointly implement activities aimed at skills development of Ukrainian refugee youth in Czechia.
- b) The contracting parties will work jointly to ensure this Memorandum of Cooperation is based on the principles of equity, mutual respect, and benefit for both parties.
- c) The purpose of this Memorandum is the mutual interest of the contracting parties in undertaking activities based on CESTY cooperation aimed at developing the talents and skills of young refugees from Ukraine aged 15 to 24 (hereinafter referred to as "youth"), preparing them for the labor market, and facilitating their access to job opportunities, including opportunities for further education. The goal is to enable professional growth for those who express interest.
- d) This MoU is established for the period between: 1.3. 2025 – 30. 5. 2025

2. Roles and Responsibilities

Junior Achievement Czech

- a) Serves as the lead organization responsible for managing the agreement with UNICEF Refugee Response.

- b) Provides funding to Partner in line with agreed budget and project proposal.
- c) Ensures compliance with donor (UNICEF Refugee Response) requirements, including financial and narrative reporting.
- d) Monitors Partner's implementation of activities and provides guidance as needed.
- e) Submits consolidated reports to UNICEF Refugee Response, including those prepared by the Partner.

The Partner

- a) Acts as the implementing partner for agreed activities as per agreed project proposal and budget.
- b) Uses funds provided by JA Czech exclusively for agreed purposes.
- c) Prepares and submits monthly project progress report (every month) and a final report which will include detailed financial and narrative reports (upon project completion) including indicators to JA Czech.
- d) Maintains records of expenditures and ensures accountabilities for all funds received.
- e) Implements activities effectively and ensures compliance with agreed timelines and quality standards.

3. Scope of Collaboration

1. Planning and Implementing Agreed Activities

- a) Both parties commit to collaboratively plan and implement training programs tailored to the needs of young Ukrainian refugees aged 15 to 24. This includes identifying priority areas, developing training curricula, coordinating program schedules, and ensuring the participation of target beneficiaries.
- b) Each party will leverage its expertise and capacity to create impactful training sessions that focus on skills development, employability, and career growth opportunities.
- c) The agreed area/s of training and skills building is/are: "Data Minimum" course and "Strategies, Creative Processes and Production for Marketing Communication" course
- d) Through implementing agreed activities, the Partner is committed to provide learning opportunities to min. 60 young Ukrainian refugees (in person) and 50 youths (online marketing course).

2. Resources and Funds Management

- a) The parties agree to transparently allocate and manage resources and funds to support agreed-upon activities. This includes presenting Budget proposal for the planned activities which is part of this MoU.
- b) JA Czech will act as the lead organization in managing funding agreements, while the Partner will ensure the efficient use of allocated resources solely in line with program objectives and activities as described in the project proposal which is part of this MoU.
- c) The JA Czech agrees to send agreed resources to the bank account of the partner upon submission of the payment request by the Partner.
- d) Remaining unutilized funds provided by JA Czech must be returned to the account of JA Czech no later than 5 working days after completion of the project proposal.
- e) All financial and accounting management must fully comply with the applicable Czech legislative requirements and regulations.

3. Monitoring, Reporting, and Evaluation of Agreed Activities

- a) The Partner will monitor the progress of activities, measure their impact, and evaluate outcomes to ensure the achievement of program goals are fulfilled as per plan.
- b) The Partner will share the final report which includes financial and narrative reports no later than 5 working days after the completion of agreed activities as per this MoU.
- c) The Partner will compile and share a report including both narrative and financial records. This report will consist of the type of activities, locations, and number of beneficiaries, desegregated by age and gender as well as any other information highlighting achievements, challenges, feedback summary and lessons learnt.
- d) The Partner commits to report data as per reality and based on real events and actual project expenses.
- e) All support documents and data sources regarding the implementation of the programme such as invitations, registrations, agendas, attendance lists, evaluation forms, contracts, timesheets, pay slips, invoices, etc. will be kept with the Partner and shared with JA Czech upon request for purpose of audits or spot checks.
- f) The Partner commits to establish a feedback mechanism which beneficiaries can access and use to report any concern, PSEA allegation, question or enquiry at any time (such as email address etc.) and ensures to establish an internal Standard Operation Procedure (SOP) document specifying the roles and responsibilities of designated staff addressing the received feedback and incorporate it to improve future activities.
- g) JA Czech is committed to provide support and guidance through the entire collaboration time as per request.
- h) JA Czech will use received information and data to share and report to UNICEF Refugee Response.

4. Communication and Information Sharing

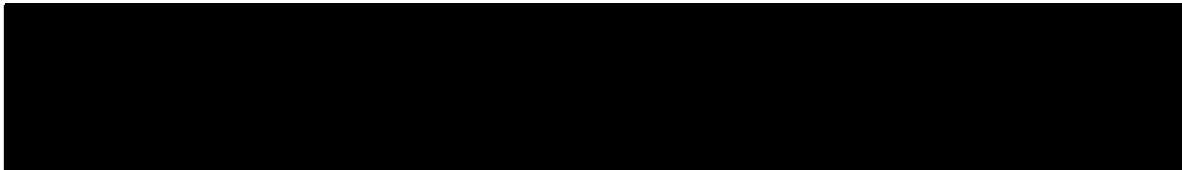
- a) Effective communication is critical to the success of this collaboration. Both parties will ensure timely and accurate information sharing regarding youth outreach, activity plans, challenges, and achievements.
- b) JA Czech is committed to share and communicate the Partner's activities through its own established digital or field communication channels.
- c) A designated focal point from each organization will facilitate communication and will ensure alignment of efforts. Joint updates may also be prepared for stakeholders, donors, and the public to highlight the impact of the partnership.
- d) All public facing communication and visibility events, products and activities will be coordinated with the partner, JA and approved by UNICEF responsible focal point for external communication. This is to demonstrate accountability and responsibility, as well as to inform key audiences about the progress and results achieved, as well as lessons learned.
- e) All programme communication and visibility assets and materials will be referred to as and branded as CESTY.
- f) To ensure clear visibility of available services among affected population, partnership contribution will be always communicated. The use of the UNICEF logo is permitted subject to prior notification of and approval by JA and UNICEF responsible persons.
- g) Any risks or issues affecting program implementation will be promptly communicated between both parties.

4. Duration, Amendments, Attachments and Termination

- a) This MoU is effective upon signing by both parties and will remain in force until the completion of agreed activities.
- b) This MoU can be terminated earlier by mutual agreement or due to breach of obligations by either party.
- c) An integral and mandatory part of this MoU are two annexes: The Project Proposal and The Budget Proposal.
- d) Any amendments to this MoU must be agreed upon in writing by both parties.

Signatories:

Junior Achievement Czech



The Partner

