

A Non-Financial Memorandum of Understanding (MoU)

On collaboration between

Local Self Government Department, Government of Rajasthan

(hereinafter called "LSGD, GoR")

Represented by Principal Secretary, LSGD, Rajasthan

And

National Institute of Urban Affairs, New Delhi

(hereinafter called "NIUA")

Represented by Director, NIUA

Collaboration for on-boarding all the Urban Local Bodies of Rajasthan, driving NULP adoption and municipal needs assessment

Preamble

National Institute of Urban Affairs (NIUA) is a premier institute for research, capacity building and dissemination of knowledge for the urban sector in India. It is registered as an autonomous body under the Ministry of Housing and Urban Affairs (MoHUA), Government of India. NIUA conducts research in various themes around urban development and supports innovations in the sector through informed dialogues, knowledge exchanges, training and capacity building. The institute has been supporting the Government of India in policy formulation for several aspects surrounding smart and sustainable urban development of the country.

Local Self Government Department (LSGD) is the controlling department of all municipalities in Rajasthan for all administrative purposes. It performs the monitoring and coordination function at the state level for all the 216 municipal bodies in Rajasthan. LSGD has a Directorate which functions as an interface between the state government and the day-to-day functioning of all these Urban Local Bodies (ULBs).

A flagship mission launched by MoHUA on February 2021 is the National Urban Digital Mission (NUDM) that aims to build shared digital infrastructure that will strengthen the capacity of urban ecosystem to solve complex problems at scale and speed. The mission envisions to improve ease of living for citizens by national digital ecosystem that delivers accessible, inclusive, efficient and citizen centric governance across 4900+ Urban Local Bodies (ULBs) across the country. The Centre for Digital Governance (CDG) at NIUA has been set up to anchor NUDM across all the ULBs in India. The centre is set-up to embrace on-going digital transformation in urban governance of the country.

As one of the components within NUDM, the e-learning and the peer-to-peer learning platform i.e. the National Urban Learning Platform (NULP) has been developed. NULP program is designed to empower India's urban administrators, civil society, industry actors and other ecosystem players to build smart, inclusive and sustainable cities. NULP will offer a vibrant digital community of Urban Practitioners learning from each other, sharing experiences on current & emerging urban requirements, promoting a sustainable culture of collaborative learning. The Central Program Management Unit (CPMU) under CDG is responsible for implementing the program of National Urban Learning Platform (NULP) across all the cities in India.

As part of the program, NIUA aims to:

1. Leverage technology for creating a collaborative capacity building ecosystem enabling a peer-to-peer learning and best practice sharing across all the 4700 ULBs
2. Facilitate a prosumer approach for learning in which the city / state officials not only act as consumers of content but also producers of best practice, project journey videos, success stories etc.
3. Supplement traditional capacity building models so as to enable demand-based capacity building at speed and scale
4. Improve governance by supporting implementation of newly acquired skills in day-to-day activities.

The Program is in its Scale-up and Sustainability Phase where it is focused on scaling up and sustaining the platform for city/ state officials to leverage the platform to gain and exchange knowledge related to urban development.

NIUA under this collaboration with LSGD, GoR shall focus on educating all the Urban Local Bodies (ULBs) of the Rajasthan state about the NULP program and its processes which includes on-boarding cities through a virtual or a workshop with municipal officials on the platform. This collaboration also aims in creating best practices/use cases/case studies, toolkits, frameworks, Standard Operating Procedures etc. content by ULBs of Rajasthan to enhance peer learning and support in supply of expert knowledge to the city officials in taking for informed decisions on urban development.

1. Duration

This non-financial MoU is valid for a duration of 1 (One) year from the date of signing of this collaboration agreement. The same can later be extended as per the progress made under this collaboration and need of the state with regards to knowledge management and capacity building.

2. Fields of Cooperation

NIUA and LSGD will together promote adoption of NULP across ULBs to enhance knowledge sharing and capacity building activities in the state through the following set of activities:

(a) Need Assessments



LSGD will educate ULBs about the NULP program and its vision. They will also ensure active participation of ULBs in understanding their city needs through various assessments.

NIUA will support LSGD by creating assessment frameworks and conducting consultations with ULBs within Rajasthan.

(b) Content Creation & Provision

NULP, CPMU will develop knowledge repository through content curation of MoHUA's relevant initiatives like Smart City Mission (SCM), Atal Mission for Rejuvenation and Urban Transformation (AMRUT), Pradhan Mantri Awas Yojana (PMAY) etc and other donor funded programmes. It will also ensure that the city's needs are met through curation of relevant information created by the experts from the quadruple helix (Governments, academia, policy think tanks and other research organisations). Local Self Government Department, Govt. of Rajasthan will promote NULP's content for city officials' consumption.

CMAR under LSGD will act as nodal agency between ULBs and NIUA to promote ULBs participation in providing and creating content on the best practices they adopted in various themes under urban domain. NIUA will provide necessary hand-held support to the cities in creating documents/videos to be uploaded as content on the platform.

(c) Technical Support

NIUA shall provide technical handholding to ULBs on navigating through the platform in regards to the registration, content upload, content visibility, content access by city officials, and provision of customised and digital certificates.

3. Collaboration Framework

A committee shall be formed to oversee the execution of activities as envisaged in the MoU. The committee shall be chaired by Principal Secretary of Local Self Government Department, Govt. of Rajasthan and co-chaired by the Director, National Institute of Urban Affairs. The committee shall consist of following members:

- Secretary, Local Self Governance Department, Rajasthan
- Director cum Joint Secretary, Directorate of Local Bodies, Govt. of Rajasthan
- Director, National Institute of Urban Affairs
- Representatives from City Managers' Association, Rajasthan
- Head, Centre for Digital Governance, NIUA
- NULP Central Program Unit, CDG, NIUA

A quarterly review meeting involving the mentioned members and others as invited by the Chair person shall be conducted. The review agenda/mandate of the proposed Quarterly Meeting shall be as follows:

- a. Status and updates on ULBs on-boarding

- b. Monitoring the progress of uploading content,
- c. Resolving any critical issues related to hand holding support and platform,
- d. Structured way forward for the next quarter

4. Roles and Responsibilities

(a) Local Self Governance Department, Govt. of Rajasthan (LSGD)

- City Managers' Association Rajasthan (hereinafter called "CMAR"), being the state level nodal agency for training and capacity building programs under LSGD, will be responsible for the state level coordination between ULBs and NIUA.
- Engage with city administration of all Rajasthan ULBs to create content and provide technical assistance in the form of sharing best practices by each ULB.
- Encourage city officials to register, access and complete courses available on the platform.
- CMAR will support NIUA non-financially in arrangements of meetings, workshops and seminars collaboratively with cities and NIUA to bridge gaps in knowledge required and available.

(b) National Institute of Urban Affairs (NIUA)

- Plan and organise meetings with the non-financial support from CMAR , interviews, focus group discussion, virtual sessions, cluster workshops with cities to understand their learning needs
- Conduct workshops to educate city officials on usage of the platform in collaboration with CMAR.
- Provide technical support to cities through their registration, course creations and access
- Support LSGD, Govt. of Rajasthan in preparation of necessary documents required for the implementation of the Program

5. Timeline

An indicative timeline for mentioned activities is given below:

Activity	Q 1	Q 2	Q 3	Q 4
City Engagement workshops				
Existing City Scenario assessment including: ● Exposure visits to ULBs for identifying best practices; and* ● Implementation scenario of government schemes.				
City learning needs assessments				
Phase-wise on-boarding of cities				
Content creation workshops				
Best practices content creation and upload				
Content consumption and certificate delivery				

*The visits along with the LSGD & CMAR officials will be conducted to identify the best practices across state with NUDM fellows. The documented best practices will be uploaded on the NULP platform.

6. Intellectual Property Rights

Neither party would be claiming any rights over the trademarks, copyrights and other valuable intellectual property rights of the other party or its affiliates. In case any intellectual property is created during the course of the execution of the present MoU or any project undertaken under the present MoU then the rights of the said asset would either be mutually shared or would be the exclusive right of one party as may be mutually agreed upon. No party gets any unhindered right to use the trademark, logos, designs or marks of the other party without getting a prior approval in writing to do so and without giving due credits to the other party.

7. Data Sharing & Publication Rights

LSGD will undertake to perform the assignments/ activities under this MoU with highest standards of professional, ethical competence and integrity. Any public dissemination of content of any report, data and information collected during the course of engagement, could be carried out by LSGD, GOR only after discussion and mutual consent with NIUA.

LSGD will also not withhold any research findings (positive or negative) from NIUA. LSGD will ensure that cities do not share the designated Confidential Information with any other third party or in the public domain without the written consent of NIUA. However, such information may be disclosed or divulged to those affiliates, officers, employees or consultants who are working on the objectives of the MoU and have reasonable need to know the information for the purposes of the specific assignment.

Cities and LSGD would be permitted to use the data provided by NIUA or collated for the purposes of specific assignments. However, the findings and/ or recommendations brought out in the reports of LSGD would be deemed to be the views of the Rajasthan State Directorate, unless specific approval of the same is given by NIUA in writing.

Data/information can be shared among the city ULBs with prior approval of NIUA. No Rajasthan ULBs / LSGD will claim ownership of data/information received from its partners under NULP. They will merely be permitted to use the data for purposes of NULP, and making summaries and reports.

The entire idea behind this MOU is knowledge sharing therefore, to achieve the actual purpose of the present MOU, neither party would impose unreasonable restrictions on data sharing, subject to restriction as stated herein above.

8. Dispute Settlement

The MoU shall by no means create any legal or financial obligations between the two parties (LSGD and NIUA).

9. TERMS & CONDITIONS OF THE MoU



- Both parties assure to make the necessary efforts to jointly frame as many activities as possible under the mentioned framework
- The term of this Agreement comes into effect on _____ (Date) and will remain in force until _____ (Date). The collaboration can be extended further in mutual consensus
- Any amendment to this MoU shall be in writing and by mutual consent through an exchange of correspondence between LSGD and NIUA
- All knowledge products prepared under this MoU shall be the joint property of Urban Development Department, Rajasthan State and NIUA, New Delhi.

This MoU comes into immediate effect after being signed by the authorised signatories of both parties.

This MoU may be cancelled at any time by either party by submitting a written justification subject to a term of two months.

Signed on 22nd Jul (Date) at Jaipur DUB (Location), Rajasthan, Jaipur

For NIUA	For LSGD, GoR
<p>Mr. Hitesh Vaidya Director, NIUA</p> <p>Place: _____</p> <p>Date: _____</p> <p><i>Hitesh Vaidya / निदेशक Hitesh Vaidya/Director राष्ट्रीय नगर कार्य संस्थान National Institute of Urban Affairs 1 व 2 तल, कोर 4 - बी, 1st & 2nd Floor, Core 4-B, भारत पर्यावास केन्द्र, लोधी रोड, India Habitat Centre, Lodhi Road, नई दिल्ली-110003 New Delhi-110003</i></p>	<p>Sh. Hridesh Kumar Sharma (I.A.S.) Director Cum Joint Secretary, Government of Rajasthan</p> <p>Place: _____</p> <p>Date: _____</p> <p><i>ह्रिदेश कुमार शर्मा निदेशक एवं संयुक्त सचिव स्वायत्त शासन विभाग</i></p>