

**MEMORANDUM OF UNDERSTANDING**

**ON**

**RECRUITMENT ENGAGEMENT**

**BETWEEN**

**The Client**

**AND**

**BETTERSHIP**



## PURPOSE

The purpose of this Memorandum of Understanding is to set forth the terms and conditions, the scope of work, and the responsibilities of the parties associated with their collaboration on providing recruitment services to the Client. Both parties agree to collaborate to ensure the recruitment services provided by Bettertnship are efficient, effective, and tailored to the Client's needs. This MOU is at will and may be modified by mutual consent of the authorized officials of the Client and Bettertnship. This MOU shall become effective upon execution by the authorized officials of the Client and Bettertnship; and will remain in effect until modified or terminated by any of the parties.

## SCOPE

Bettertnship specializes in delivering recruitment services to support the Client's nationwide recruitment needs, ensuring high-quality and suitable candidates for the specified roles. In this instance, Bettertnship has been engaged by the Client to provide talent recruitment services. Bettertnship ensures equal opportunity by sourcing both male and female candidates for all roles.

The following will serve as the responsibilities of the parties under this MOU:

Bettertnship shall undertake the following duties

1. Provide Recruitment services for the Client;
2. Advertise or/and headhunt qualified talents for the roles advised by the Client;
3. Assess and select applicants for the role(s) using the job description and person specification provided by the Client;
4. Present a list of successful candidates to the Client for further assessment;



5. Facilitate the meeting of the talents with the client for re-assessment and update them on the Clients' decisions.

“The Client” shall undertake the following duties:

1. Provide Betterternship with the job descriptions and proposed salary budgets for the advertised roles;
2. Provide a location for the re-assessment of the talents which is to be communicated to the talents;
3. Assess the talents deemed suitable by Betterternship;
4. Convey suitability of the talents to Betterternship;
5. Process outstanding payments for all invoiced and completed recruitment tasks.

## COMMITMENT FEE

To ensure a focused and dedicated recruitment process, the Client shall pay a non-refundable commitment fee of ₦10,000 upon submitting the Candidate Request Form.

Purpose of the Commitment Fee:

1. Prioritization: Ensures the Client's request is prioritized for faster processing.
2. Dedicated Support: Allocates a dedicated recruiter to the Client's search.
3. Mutual Commitment: Demonstrates both parties' commitment to finding the right talent.

Terms and Conditions:

1. The commitment fee is deductible from the total fee paid by the Client upon the successful placement of a candidate.
2. If the Client decides to discontinue Betterternship's recruitment services after making the payment, the commitment fee shall not be refunded.

The Client's payment of this fee indicates agreement with these terms and initiates Betterternship's commitment to delivering exceptional recruitment support.





## COMPENSATION AND FEE ADMINISTRATION

By engaging Bettertnship's services, the Client gains budget flexibility and control. Bettertnship charges a service fee equal to 10% of the agreed gross salary for the talent's first six (6) months. The Client agrees to pay 100% of the invoiced recruitment fee within five (5) days of confirming their intention to proceed with the candidate.

## OTHER CHARGES

All invoices are subject to Tax - VAT is 7.5% of fees incurred and will be billed along with fees and any approved expenses.

## NON-CIRCUMVENTION CLAUSE

The Client agrees not to circumvent Bettertnship by hiring or engaging professionals introduced by Bettertnship without prior written consent. Such actions will absolve Bettertnship of any related claims or liabilities. The Client will also pay Bettertnship the equivalent fees had the professional been hired through Bettertnship

## LIMITATION OF LIABILITY

Bettertnship shall not be held liable or responsible for any fraudulent, illegal, unethical, or criminal acts committed by any candidate, contractor, or employee introduced or deployed to the Client through Bettertnship's services. The Client acknowledges and agrees that it is their sole responsibility to conduct appropriate background checks, due diligence, and ongoing monitoring of such individuals. Bettertnship disclaims any liability arising from the actions or omissions of these individuals during or after their engagement with the Client.



## TERMS AND CONDITIONS

It is mutually understood and agreed by the parties that:

1. This MOU is based on the Client's manpower requirement and Bettertnship's engagement to recruit the required talents.
2. If a talent introduced by Bettertnship departs within three (3) months of their engagement with the Client, Bettertnship will provide a replacement at no additional cost within an agreed timeline.
3. Should "The Client" not find a suitable talent after 3 batches of introduction attempts by Bettertnship for each role; the Client shall be at liberty to request the cancellation of this MOU with Bettertnship.
4. This MOU may be amended from time to time by mutual agreement of the parties by a written modification signed by both parties.
5. The parties shall be solely responsible for all costs associated with their responsibilities under this MOU.
6. This MOU may be terminated upon completion of all responsibilities as stated herein unless otherwise amended

