

Handover toolkit

Operational toolkit for health workers and partner organisations.

Contents	11 documents
Audience	Partner organisations and field teams
Licence	CC BY-NC 4.0
Cost	Free, no partnership required

The process we use to transfer a programme to a national health system, including what to negotiate first and what to concede.

What is included

- Readiness assessment against the three-stage presence model.
- Draft memorandum of understanding with a national health ministry.
- Staff transition plan, including the salary-scale question that determines retention.
- Asset transfer schedule and the tail-period support agreement.
- Post-handover monitoring protocol for the first 24 months.

Using it

Take these rather than repeating the years it took to get them right. They may be adapted for non-commercial use with attribution. If you are running comparable work, ask us and we will send the editable source files and the trainer notes - an organisation doing this better than us is a good outcome.