

Partnership agreement

It is a recommended procedure with all partners to make a ‘**partnership agreement**’ in which the common goals and visions for the collaboration is stated. A **partnership agreement** is different from a MoU or a formal *project agreement*, which is designed to direct the implementation of a specific project.

EUAID Partnerships are to reaffirm following mutually endorsed values, including: accountability reliability, responsibility, mutual trust, and respect, complementarity building on the diversity, focusing on local capacity building.

The Partnership should be based on common objectives of the partnership and the ways in which the partnership shall be managed is to be clarified including following aspects when formulating a partnership agreement:

<p>Following aspects are considered when formulating a partnership agreement:</p>
<p>Principles and Values EUAid Partnerships are to reaffirm following mutually endorsed values:</p> <ul style="list-style-type: none"> • Accountability, reliability, responsibility, mutual trust, and respect, complementarity building on the diversity, focusing on local capacity building. <p>EUAid Partnerships are to install compliance with relevant European Union and national legislation and Commitment to non/discrimination and equal opportunity:</p> <ul style="list-style-type: none"> • Avoid or address and remove discriminatory policies and practices, • Remove any barriers to employment for all groups identified in legislation and/or known to be liable to encounter prejudices and thus to be at risk of under-representation; • Ensure all relevant staff are aware of principles inclusive on non-discrimination and equal opportunity and zero tolerance to child abuse etc. • Written acknowledgement of the principle of and the policy on equal treatment, equal opportunities and non-discrimination, <i>and information of any exceptions to be made in defining the role and profile of the EU Aid Volunteer, due to specific context of its work.</i>
<p>Partners</p> <ul style="list-style-type: none"> • Mission and founding year of each partner organisation • How and when the contact was established between the partners?
<p>Vision and Goals for the partnership</p> <ul style="list-style-type: none"> • What is each partner's background and motivation for joining the partnership? • What do the partners want to achieve together? • In what specific areas do the partners want to work together?



<p>Relationships</p> <ul style="list-style-type: none"> • How will the partners describe the type of relationship (e.g. long term or short term, development ally, shared valued, donor-recipient)
<p>Mutual contributions / Added value</p> <ul style="list-style-type: none"> • Who brings what to the partnership? (funding, training, access to networks and communication platforms, technical assistance). • How does the hosting partner benefit from the partnership in developing their organisation? • How does the sending partner benefit from the partnership in developing their organisation?
<p>Rights and obligations</p> <ul style="list-style-type: none"> • Who has which rights and obligations in the partnership? <i>who has the right to employ people or make strategic decisions? Who has the obligation to give access to internal organisational documents and financial statements?</i> • To what extent does each partner have a responsibility to inform the other partner about decisions and actions such as decisions collaboration with other partners, negotiations with donors etc.?
<p>Time frame</p> <ul style="list-style-type: none"> • For how long does the agreement run? • When and how will the partnership agreement be reviewed?
<p>Ongoing review of the partnership</p> <p>Partnerships agreement to be regularly monitored and reviewed to ensure that it remains in accordance with the relevant legislation and that it is being correctly and effectively implemented.</p> <ul style="list-style-type: none"> • How do the partners ensure that the agreement becomes a living document used as a point of departure for the development of the partnership? • How will the partners gather documentation on experiences with the partnership?
<p>Roles and Responsibility</p> <ul style="list-style-type: none"> • Clearly state the roles and responsibilities within hosting and sending organisations related to the partnership /of all staff and volunteers, senior management and leadership teams, human resources departments and any other stakeholders identified by the organisation;
<p>Key objective of partnership on Volunteer deployment</p> <p>Partnerships agreement to cover, but not be limited to, all aspects of the volunteer deployment:</p> <ul style="list-style-type: none"> • Task assignment or ToR to be annex of partnership agreement



- advertisement of placement, announcement of vacancy,
- recruitment and selection,
- working conditions including remuneration and dismissal procedures;
- individual standards of behaviours,
- training and development,
- performance management,

Decision-making procedures and working practices;

- What and who are involved in core decisions making processes in relation to the partnership and possible grants.
- What are the key lines of communication, and which level (staff and/or Board) are involved?

Financial arrangements and management;

Communication channels between all stakeholders;

- What is the frequency of meetings and field visits by sending organisations

Work plan and activities, including timeline;

Task allocation, according to the communication plan of the initiative/intervention;

- How and by who will the results be communicated externally?

Monitoring and evaluation of the partnership;

- Possible timing for ongoing monitoring and evaluation of the partnership

Book-keeping and documentation;

- What are procedures and responsibilities

Needs assessment on which the intervention is based (finalisation/adjustments)

Joint formulation and evaluation of EU Aid Volunteers' task assignments;

Roles and responsibilities with regard to candidate volunteers and EU Aid Volunteers over the different stages of their participation in the EU Aid Volunteers initiative;

Procedures for handling complaints

- How will complaints, conflicts or disputes in relation to the partnership be resolved?
- How will complaints from external parties relating to its work be resolved?
- How resolving conflict between partners

Policies and procedures for the exit of a partner;

Financial implications;



Contractual implications (including as relates to EU Aid Volunteers and the communities concerned);