

## PARTNERSHIP AGREEMENT TEMPLATE

This *Partnership Agreement template* is part of a suite of resources, also including a *Collaboration Guidance Note* and a *Guide to Developing and Managing Partnerships*, provided to assist ACFID members in the implementation of their obligations in relation to collaboration in the Code of Conduct and to strengthen practice over time.

### INTRODUCTION

The purpose of a partnership agreement is to express the shared intent of the partnership and the roles and responsibilities of different parties. The formality and nature of the partnership will determine how prescriptive the agreement between the parties needs to be.

It is an ACFID Code of Conduct requirement to have partnership agreements in place to govern formal partnerships. The Compliance Indicators which members must extend to partners through MOUs or similar are listed below. The verifier for each of these requirements in the Quality Assurance Framework provides further advice on how ACFID members can demonstrate compliance.

<b>1.4.1</b> Members demonstrate their organisational commitment to the safeguarding of children.
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<b>1.4.2</b> Members have a code of conduct that advances child safeguarding behaviours and applies to all personnel, partners and project visitors.
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<b>1.4.3</b> Members have a documented child safeguarding incident reporting procedure and complaints handling procedures that aligns with principles of privacy and promotes safety and dignity.
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<b>1.5.1</b> Members demonstrate their organisational commitment to the prevention of sexual exploitation and abuse, through a survivor-centred approach.
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<b>7.3.1</b> Members demonstrate an organisational commitment to operating transparently with all stakeholders.
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<b>7.3.2</b> Members development initiatives consistently demonstrate the separation of development activities from non-development activities.
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<b>7.3.3</b> Members enable stakeholders to make complaints to the organisation in a safe and confidential manner.
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<b>8.2.1</b> Members can control and manage their financial resources and risks.
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## BASIC TEMPLATE

The template below provides a broad structure to help you think about the way that you might structure a partnership agreement and the types of areas that might be useful to address. Those areas of the template which are considered necessary to demonstrate compliance with the ACFID Code of Conduct are marked with a double asterix - ## and the associate Compliance Indicator reference. The partnership agreement could cover the broader partnership and the program or initiative being undertaken together, or the initiative could be dealt with in a separate project agreement.

<b>1. PARTNER ORGANISATIONS</b>	Partner A: [Name, Contact details, Contact person]  Partner B: [Name, Contact details Contact person]  Partner C: [Name, Contact details Contact person]  Etc.
<b>2. STATEMENT OF INTENT/ PURPOSE OF THE PARTNERHSIP</b>	This Agreement sets out the commitments, responsibilities and contributions of each of the above parties in regards to [name of program or initiative]  The goal of this Agreement is: [state shared goal] ## (5.2.1)
<b>3. DURATION</b>	This Agreement will take effect from the date of its signature by the above parties and will be deemed to have commenced from that date and will expire by [insert date]
<b>4. BACKGROUND</b>	PARTNER A – [when it was established, what is its vision and focus, and where does it work.] PARTNER B – [as above] PARTNER C – [as above]  [If relevant, also provide brief overview on program/initiative that the partners are working on together]
<b>5. PARTNERSHIP PRINCIPLES</b>	This Agreement is based on the following principles of partnership: [List and define agreed principles]. For example: <ul style="list-style-type: none"><li>• mutual respect:</li><li>• equity</li><li>• transparency</li></ul>

<p><b>6. PARTNER ROLES</b>  <b>NB: Governance of the partnership could be a separate clause if required.</b></p>	<p>[Describe any governance structures that help to govern or advise the partnership]</p> <p>Each partner will contribute to the partnership in the following way(s): [List and detail financial and non-financial contributions] ## (5.2.1)</p> <p>Partner A...</p> <p>Partner B...</p> <p>Partner C...</p> <p>All partners...</p>
<p><b>7. PARTNER OBLIGATIONS AND ACCOUNTABILITIES</b></p>	<p>Each partner commits to the following obligations and accountabilities:  [<b>List and detail as appropriate</b>].</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• child protection## (1.4.1)</li> <li>• prevention of sexual exploitation, abuse (1.5.1)</li> <li>• counter terrorism## (8.2.1)</li> <li>• anti fraud and corruption## (8.2.1)</li> <li>• transparency## (7.3.1)</li> <li>• separation of development and non-development activities ## (7.3.2)</li> <li>• complaints handling## (7.3.3)</li> <li>• whistleblowing</li> <li>• ethical procurement## (8.1.3)</li> <li>• conflict of interest</li> <li>• regular communication## (5.2.1)</li> <li>• agreed use of funds## (8.2.1)</li> <li>• financial record keeping and reporting## (8.2.1)</li> <li>• privacy## (7.2.2)</li> <li>• confidentiality</li> <li>• copyright</li> <li>• incident reporting</li> <li>• progress reporting</li> </ul> <p>[Specify in more detail as appropriate].</p>
<p><b>8. PARTNERSHIP REVIEW</b></p>	<p>The parties to this Agreement agree:</p> <ul style="list-style-type: none"> <li>• to review the partnership every [<b>nominate period</b>] ## (5.3.2)</li> <li>• to make available all information relevant to the partnership as necessary</li> <li>• to make adjustments to the partnership should either a review or an audit indicate that this is necessary for the partnership to achieve its objectives</li> </ul>

<p><b>9. DISPUTE RESOLUTION</b></p>	<p>If the parties to this agreement are in dispute, they shall first endeavour to resolve the documented dispute through direct negotiation. If this is unsuccessful, they may refer the dispute to an independent, qualified mediator, agreed between the parties. [Adapt as appropriate] ## (5.3.2)</p>
<p><b>10. TERMINATION</b></p>	<p>Either party may terminate this Agreement by giving [nominate period] written notice to the other party. [Adapt as appropriate]</p>
<p><b>11. ANNEXES</b></p>	<p>[Consider including further detail of obligations related to a project in a separate agreement or annex]  For example:  This Agreement is supplemented with a project/program agreement that outlines the goal, objectives, deliverables for each partner, and expected outcomes of that project/program.</p>