

What to include in your Partnering Policy

Purpose / background / context / rationale

- Purpose of the document
- Mandate/purpose of the organisation
- Why partnerships are important to the organisation (1 sentence only – since this is expanded upon later)
- The ‘unique selling point’ of the organisation as a partner

Applicability / scope

- Setting out to whom the policy/document applies (the ‘audience’) and in what circumstances (see Top Tips)
- Definitions of ‘partner’, ‘partnership’, and different types of entities with which the organisation in question may partner – such as private sector, business, civil society, NGO, etc.

Partnership Vision

- Describe the types of issues the organisation wants to address, or activities it wants to undertake, through partnership
- Describe the expected/hoped for added value of partnerships for both the organisation itself and the achievement of its goals (see Tool 2 – Value Assessment Framework)
- Describe the expected added value to the organisation’s partners (see Tool 2 – Value Assessment Framework)
- Describe the different kinds of resources that might be exchanged and combined through partnership (financial, technical, human, etc.)

Values and Principles

- Outline the values of the organisation
- If applicable, mention any standards that guide the work of the organisation
- Set-out the principles the organisation expects all partnerships to follow. Partnership principles typically include:
 - Transparency
 - Equity
 - Mutual benefit
 - Mutual accountability
 - Results orientation
- Reference to other relevant policies or standards that partners would need to respect (if applicable)

Potential Partners

- What characteristics would the ideal partner organisation have? (in terms of sector, goals, ethics, reputation, etc.)
- List the characteristics of organisations that would be subject to higher scrutiny prior to be taken on as partners
- List the characteristics of organisations that would always be excluded from partnering



Partnership Selection

- Provide a brief summary of the process through which partners are vetted and partnerships approved – this is likely to be complemented by a Due Diligence and Approvals process – see Tool 3 Partnership Approval Process.
- List the key factors that should be taken into account when deciding whether or not to pursue a partnership, namely:
 - Added value that the partnership will bring to achievement of the organisation’s mission (‘mission value’)
 - Sufficient resources to enter into the partnership, and balance between costs and benefits
 - Interest/motivation of the partner
 - Reputation, capacity, values, and mission of the partner
 - Level of risk associated with the partner/partnership
 - Other benefits the partnership will bring to the organisation (‘organisational value’)

