What to include in your Partnering Agreement

Who?
• Short description of partners (including legal status, overall mission), identification of representatives of each partner organisation

Why?
• Vision statement
• Overarching drivers / reasons for involvement of each of the partners
• Objectives of the partnership
• Demonstrable VALUE created through partnering

What?
• Mission statement
• Context and target of the partnership activities
• Initial high-level theory of change and expected activities
• What each partner brings to the table
• Roles and responsibilities of each of the partners
• External resources
• Overall measures of success

How?
• Governance / accountability structure including decision-making principles
• Operational structure (coordination / management arrangements / secretariat) and internal communications
• Financial arrangements [details may be in a separate contract]
• Measures to strengthen partner capacity to implement commitments where necessary
• Timeframe and procedure for ongoing partnership review and revision

• Metrics for tracking and measuring partnership performance against partnership and each individual partners’ objectives
• Sustainability strategy for sustaining partnership ‘outcomes’

What if?
• Risks / threats and mitigation
• Grievance mechanism to resolve differences
• Rules for individual partners to leave or join
• Exit (‘moving on’) strategy for partnership as a whole

External communications and IP
• Rules for branding (using own or each others) and other rules for the public profile of the partnership;
• Intellectual property and confidentiality rules
• Protocols for communicating externally

Charter
• Agreed underlying principles / values of the partnership and partners
• Code of conduct / expected behaviours in the partnership