



Partners in Aid

## **PARTNERSHIP POLICY**

### **1. Background**

The mission of Partners in Aid is:

- to improve living standards, capacity and resilience in developing communities, with a focus on the Indian Sub-continent, and
- to fund and facilitate social and environment projects and child education sponsorship with local partners.

We believe that an appropriate way of achieving our goals is through having strong relationships with a small number of overseas partner organisations which we can trust to work effectively with local stakeholders. Accordingly, Partners in Aid seeks to form long-standing partnerships with certain local not-for-profit organisations that are acting as agents of change in their local communities and are seeking thereby to achieve improvements in the health and wellbeing of those communities.

Project proposals are only considered by the Partners in Aid Board if they come from organizations with which a Partnership Agreement, satisfactory to both parties, has been signed (see Appendix 1).

### **2. Purpose**

The purpose of this policy is to outline the principles and procedures that govern our relationship with partner organisations. These principles and procedures are intended to help ensure:

- that an effective relationship exists, and
- that the Board has evidence that we are meeting our obligations under the law and to our donors.

### **3. Scope**

This policy applies to formalised partnerships between Partners in Aid and our current partners in India (SEDS, ABWU), Bangladesh (SYMBIOSIS) and the Philippines (Sinangpad Association Inc), and any future partnership that might be established. It does not apply to relationships with any organisations with whom Partners in Aid does not currently have a Partnership Agreement.

### **4. Procedures**

- 4.1 Partners in Aid will work with partners to achieve its Mission Statement.

- 4.2 Donated funds will only be disbursed to a third party (including affiliates or partner agencies) for aid and development activities.
- 4.3 Partners will be selected only if they meet the following criteria:
- they are a legally constituted organisation in their home country;
  - they have a philosophy that is commensurate with the mission and values of Partners in Aid, and therefore to internationally recognized human rights principles, including humanity, impartiality, and independence,<sup>1</sup> and
  - they have operated successfully as a humanitarian organisation for at least two years prior to selection.
- 4.4 Partners must agree to the following monitoring and other requirements to ensure that Partners in Aid can meet its obligations:
- any financial support provided to the Partner Organization by Partners in Aid must be spent in accordance the Project proposals approved by the Board, unless a contract variation has been agreed by the Board in advance of expenditure of the funds;
  - provide annually an audited copy of their financial accounts. This report may be in the format required by the regulatory authorities of their home country;
  - provide annually an activity report of the organisation;
  - provide annually a declaration or annual report that the Partner continues to meet the selection criteria outlined in 4.3 above;
  - provide serial numbers for any project equipment purchased for the value of \$500 or more, and
  - from time to time accept a visit by a representative of Partners in Aid to inspect their operations, observe activities at the community level and discuss their future plans.

*Note: It is envisaged that the Partner providing their normal Annual Report and not having to do additional paperwork would meet the first three items above.*

- 4.5 A partnership may be terminated if:
- Partners in Aid and the Partner Organization mutually agree to terminate the partnership;
  - after consultation with the Partner Organization, project/s being fully or partially funded by Partners in Aid are consistently failing to meet mutually

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<sup>1</sup>*Humanity*, meaning focusing on saving and preserving human lives and relieving suffering.

*Impartiality*, meaning the implementation of activities solely to respond to identified needs, without discrimination of any kind between or within affected populations.

*Independence*, implies the autonomy of the humanitarian objectives with regard to political, economic, military or other objectives that motivate actors in the regions where humanitarian aid is carried out.

- agreed outcomes and/or impacts, or funding provided by Partners in Aid is consistently not being spent in accordance with the agreed budget;
- the audited financial accounts show that the Partner is insolvent;
  - the Partner Organisation is convicted of criminal activities, appears on the list of groups proscribed as terrorist organisations under Criminal Code on Australian National Security website, or the DFAT Consolidated List of targeted financial sanction against persons and entities;
  - the Partner Organisation engages in activities that are against the guiding principles of Partners in Aid and/or
  - the Partner wishes to terminate the Partnership.
- 4.6 Partner Organisations and Partners in Aid will sign a Partnership Agreement (see Appendix 1) at least once every five years.
- 4.7 Partner Organisations and Partners in Aid will enter into project agreements, based on submitted proposals, as outlined elsewhere in the Project Policy.
- 4.8 In forming any new partnership, we will discuss with our partner the policies that govern our organisation and work with our partners to help them adhere with our policies within the constraints of their cultural and operational needs. Partners will be kept up-to-date with any policy changes.

## 5. Review

This policy will be reviewed after 3 years.

### Relevant PIA Policy Documents

- PIA Child Safeguarding Policy and Code of Conduct
- PIA Child Sponsorship Policy
- PIA Project Policy
- PIA Non-development Activities Policy

**APPENDIX 1****Partnership Agreement.**

This agreement is between

Partners in Aid Ltd  
Narre Warren VIC 3805  
ABN 50 006 946 550

and

XXXX [Name and address of Partner Organisation]

and referred to in this document as Partner Organisation.

1. Partners in Aid Ltd enters in to this agreement with XXX to implement Projects and / or Programs to help achieve its mission statement, which is to undertake local community and economic development projects directed at improving the standard of living in rural and urban areas in developing countries through environmentally and financially sustainable action.
2. Partners in Aid Ltd and the Partner Organisation agree that they have an underlying philosophy and guiding values that will allow them to work towards achieving their respective objectives.
3. The Partner Organisation agrees that the projects it implements in partnership with Partners in Aid will be carried out in a manner that protects all stakeholders from discrimination, abuse, violence and exploitation.
4. The Partner Organization have read and indicated their commitment to observing the attached Partner in Aid policies, including the Child Safeguarding Policy and Code of Conduct, insofar as these documents relate to any project supported by Partner in Aid.
5. The Partner Organisation was legally constituted in the XXX in XXX, at least XXX years prior to the date of this agreement, and evidence of this is attached as Appendix 1 to this agreement.
6. The Partner Organisation agrees to supply Partners in Aid with a report that summarises their activities that Partners in Aid Ltd can use in their publicity material.

7. The Partner Organisation agrees to supply Partners in Aid Ltd on an annual basis a copy of documents such as their annual report and audited financial reports that shows the Partner Organisation continues to operate as legally constituted organisation.
8. The Partner Organisation agrees to host occasional visits, and at no cost to the Partner Organisation, from a representative of Partners in Aid Ltd in order to review their joint activities.
9. This agreement may be terminated if:
  - a. Partners in Aid Ltd and the Partner Organisation mutually agree to terminate the partnership;
  - b. the Partner Organisation wishes to terminate the Partnership;
  - c. After consultation with the Partner Organization, project/s being fully or partially funded by Partners in Aid are consistently failing to meet mutually agreed outcomes and/or impacts, or funding provided by Partners in Aid is consistently not being spent in accordance with the agreed budget;
  - d. the audited financial accounts show the Partner Organisation is insolvent;
  - e. the Partner Organisation is convicted of criminal activities or is entered on the list of groups proscribed as terrorist organizations under Criminal Code on Australian National Security website, or the DFAT Consolidated List of targeted financial sanction against persons and entities, and / or
  - f. the Partner Organisation engages in activities that are against the guiding principles of Partners in Aid.
10. Partners in Aid will discuss with the Partner Organisation the policies of Partners in Aid Ltd, the ACFID Code of Conduct, and the laws that Partners in Aid must comply with in finding acceptable ways of working together.
11. This agreement will be reviewed for renewal every five years after the date it is signed.

#### 12. DISPUTE RESOLUTION CLAUSE REQUIRED

Signed on behalf of Partners in Aid Ltd

Name:    Date:

Witness of Partners in Aid Ltd signature

\_\_\_\_\_ Name: \_\_\_\_\_ Date:

Signed on behalf of Partner Organisation

\_\_\_\_\_ Name: \_\_\_\_\_ Date:

Witness of Partner Organisation signature

\_\_\_\_\_ Name: \_\_\_\_\_ Date:

A COPY OF THE FOLLOWING PIA POLICIES SHOULD BE ATTACHED HERE:

- Child Safeguarding Policy
- Complaints Policy
- Privacy Policy

Before attaching these policies, please asterisk those items of relevance to the particular Partner Organisation.

The Partner Organisation should be asked to sign a form indicating that they have read and understood each of these policies.