

Partner Agreement Template



There will be different forms of agreement related to a partnership:

- **Partnering agreement** – non-legally binding, agreement of intent to capture the value, vision and spirit of a collaboration and enshrine the principles of partnership
- **Contracts** – legally-binding agreements, sometimes bi-lateral and usually including financial flows and accountabilities required by funding rules (may be similar to service contracts)

- **Workplan** - constantly iterating project plan with activities, timelines, clear, measurable outputs / outcomes and performance indicators

Partnering agreements will likely be iterative documents, adding and adapting as more information is known and understanding is built up.

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
- How each partner hopes to gain from the partnership

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 / resource commitments
- 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, each other's) 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

NB. The Good Sams Foundation will meet with its partners twice a year to share learnings.