# 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’)

Two people looking at each other

Description automatically generated with low confidence