



**Pacific Assist**

Inspiring Self-reliance

**Partner Engagement Section  
of the  
Project Development,  
Implementation, and Evaluation  
Policy  
2020**

**Version Number:** 1

**Approved by Board on:** 18/12/2020

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## Purpose

The purpose of this policy is to outline Pacific Assist's policies and procedures for developing and entering in to partnerships.

## Scope

This policy applies to the organisation as a whole and to all Pacific Assist projects and is to be adhered to by all personnel, volunteers, partners, and service providers as it relates to their involvement with Pacific Assist and its projects.

## Policy

In line with our core principles of *community* and *development mindset*, Pacific Assist enters into partnerships with other organisations to:

- Improve Pacific Assist's effectiveness and efficiency
- Broaden Pacific Assist's knowledge, capacity, expertise, and perspectives
- Engage with and build the self-reliance capacity of local individuals, community groups, NGOs, business and industry, and the public service and government

To meet the objectives outlined above, we build relationships with a range of individuals, organisations, and agencies who share common values and goals. To build relationships that can lead to forming partnerships, Pacific Assist uses a range of methods. These include, but are not limited to:

- Direct outreach
- Face-to-face on-the-ground engagement
- Hosting and/or participating in discussion groups, workshops, seminars, conferences, and symposiums
- Using the context analysis and initial engagement process to identify local organisations and stakeholders

Depending on the circumstances, context, and nature of the partnership, partnerships may be entered into before or during projects. It is also important to note that there may be much interaction and dialogue between Pacific Assist and potential partners before a decision to formally undertake initiatives together.

In all partnerships, partners must agree to respect each other's mandates, obligations, and independence and recognize each other's strengths, constraints and commitments. Mutual respect must not preclude organizations from engaging in constructive dissent.<sup>1</sup>

## Procedures

- Before commencing a formal partnership with an individual or organisation, a Due Diligence Report<sup>2</sup> must be completed and submitted to the board of directors for approval (note that the Due Diligence Report acts as a risk assessment, and meets the requirement of the Risk Management Policy to complete a risk assessment when entering into a new partnership agreement)
- During the due diligence process work with partners to:
  - Identify potential areas where Pacific Assist could contribute to strengthening relevant knowledge, skills, and competencies
  - Identify potential areas where Pacific Assist could facilitate professional development opportunities
- Once the board of directors has approved an organisation as a suitable partner, an MOU must be completed and signed by both parties before partnerships can commence
- MOU's should incorporate the policies and procedures of the Primary Stakeholder Participation and Contribution Policy, and as a minimum, should:
  - Include the vision, mission, and values of each organisation
  - Include a brief overview of each organisation
  - Include both organisation's contacts (main office address, phone number, and email address) and the mobile phone number and email address of the project contact for each organisation
  - Provide an overview of the partnership project or area of mutual interest and the benefits of the collaboration to each organisation
  - Describe the terms of the partnership, including a statement that partners:

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<sup>1</sup> ACFID. Collaboration Guidance Note (September 2020). Retrieved from: [https://acfid.asn.au/sites/site.acfid/files/resource\\_document/Collaboration%20Guidance%20Note%20revised%20Sept%202020.pdf](https://acfid.asn.au/sites/site.acfid/files/resource_document/Collaboration%20Guidance%20Note%20revised%20Sept%202020.pdf)

<sup>2</sup> Due Diligence Template file path – "P:\Pacific Assist\Business Management\Administration\Governance & Compliance\Policies & Procedures\Project Management Tools\Due Diligence Template.docx"

- Agree to respect each other's mandates, obligations, and independence
  - Recognize each other's strengths, constraints and commitments
  - Recognize each other's right to engage in constructive dissent
- Describe the leadership, management, and decision-making mechanisms
- Outline the roles and responsibilities of each organisation
- A commitment to collaborate to identify knowledge, skills, and competencies that require strengthening and improvement (include a list of potential areas where Pacific Assist could contribute to strengthening relevant knowledge, skills, and competencies)
- Subject to resources and capacity, a commitment to collaborate to achieve professional development goals (include a list of potential areas where Pacific Assist could facilitate professional development opportunities)
- Outline complaint handling policies and procedures
- Describe dispute resolution processes
- List other partners and describe their role in the project
- Outline financial commitments and processes
- Outline reporting, information sharing, and communication policies and procedures
- Outline policies and procedures on the separation of development and non-development activities
- Explicitly outline the rights, entitlements and obligations of primary stakeholders
- Explicitly outline the rights, expectations, and obligations of Pacific Assist in relation to partners and other primary stakeholders
- Explicitly outline Pacific Assist's commitments to:
  - Rights, Protection and Inclusion
  - Child Safety and Wellbeing (including the Child Safety and Wellbeing Code of Conduct)
  - Gender Equality and Equity
  - Sustainable Change
  - Primary Stakeholder Participation, Contribution, and Local Ownership
  - Prevention of fraud, corruption, and terrorism
  - Environmental Stewardship and Sustainability

- Provide an overview of the process for monitoring, evaluating, and reporting on the effectiveness of the partnership
- An agreement to review MOUs annually
- Include an effective dates and signature page