



**Pacific Assist**

Inspiring Self-reliance

# **Separation of Development and Non-Development Activities Policy**

## **2020**

**Version Number:** 1

**Approved by Board on:** 15/01/2021

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## Purpose

The purpose of this policy is to articulate Pacific Assist's policy and procedures on the separation between development and humanitarian and non- development objectives and activities.

## Scope

This policy applies 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 projects.

## Policy

In line with our mission to assist disadvantage individuals, families, and communities to become emotionally, physically, economically, and educationally self-reliant, Pacific Assist is committed to utilising its funds and resources solely for development activities. It is Pacific Assist policy to **not** undertake activities designed to promote a particular religious adherence, **nor** to support activities that promote a particular political party or candidate.

All Pacific Assist projects are to be designed and implemented solely for development. That is, designed and implemented with the intention to reduce poverty and address global justice issues through engagements such as:

- Community projects
- Humanitarian response
- Emergency management
- Community education
- Advocacy
- Volunteer sending
- Provision of technical and professional services and resources
- Environmental protection and restoration
- Promotion and protection of human rights

Any change in this policy requires the approval of the full board of directors.

## Procedures

Pacific Assist achieves our commitment to only designing and implementing development projects by:

- Not designing and implementing projects that promote a particular religious adherence
- Not designing and implementing projects that support a political party, or promote a candidate or organisation affiliated with a political party
- Not raising funds for promoting a particular religious adherence, a political party, or a candidate or organisation affiliated with a political party
- Requiring each project brief and project plan proposal to include a statement addressing how the proposed project meets the criteria for a development project

## Non-Development Activities

If, under exceptional circumstances, Pacific Assist chose to forgo the actions stated above, then the following procedures are to be followed:

- Make the separation of development and non-development clear in all fundraising, program documentation and other activities, in public communications, and in all reporting including expenditure reports and annual reports. This includes:
  - Providing donors with the choice of contributing to development activities in fundraising solicitations that include references to both development and non-development activities
  - Documenting the separation in fundraising, projects, public communications, and in reporting
  - Reviewing all communications materials to ensure separation is clearly articulated prior to publication
  - Ensuring funds raised for non-development activities are tracked, managed, reported, and accounted for separately to those raised for development and humanitarian components.
- Ensure the separation of development and non-development activities by:
  - Appraising all project design documents to determine whether they include non-aid and development components, including potential risk areas in the project risk analysis

- Monitoring policy implementation through regular project site visits and by advertising Pacific Assist's Complaints Handling Policy to ensure primary stakeholders have an avenue to report a breach of the Non-Development policy
- Extending the separation of development and non-development activities to partners by:
  - Ensuring the separation of funds and activities is clear in our statements of engagement or MOU's with service providers and partners and providing them with a copy of this policy
  - Undertaking, as part of our due diligence process, partner capacity assessments which identify whether the partner is engaged in non-development activities, and if so, how it is able to manage and account for them separately to aid and development activities
  - Include a clause on clear separation (through policy and procedures) between aid and development and non-aid and development objectives and activities in statements of engagement and MOUs
  - Maintaining an ongoing dialogue with service providers and partners to reinforce the definitions of development and non-development activity and the need for a separation between development and non-development activity