

Partnership Policy

1. Purpose

AFAO works with a diverse range of stakeholders to deliver programs and projects. This policy sets out the values and guiding principles for AFAO's formal and informal partnerships, agreements and collaborations. The policy guides mutually respectful partnerships and enables the participation of primary stakeholders in AFAO's activities.

2. Responsibilities

All staff, volunteers, contractors and consultants are required to comply with this policy.

3. Application of policy

This policy applies to AFAO's operations, including its international activities and to the AFAO Foundation.

AFAO engages with a wide range of partners with whom this policy applies:

- Members and Affiliates
- Sub-recipients
- non-financial partners/beneficiaries
- funders and donors, including government and private donors
- sector partners.

4. Policy

This policy is underpinned by AFAO's organisational values which are detailed within AFAO's Strategic Plan.

4.1. Due diligence

Before entering a formal partnership, AFAO will undertake due diligence. This process will include the verification of the following information:

- alignment of the partner organisation's values and objectives with AFAO's
- legal status and compliance with legislative and relevant regulatory requirements
- transparent and accountable financial systems
- confirmation against prohibited entities listings
- capacity assessments for implementation of key safeguarding and risk policies (child protection, sexual exploitation, abuse and harassment).

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Approved by: Chief Executive Officer

4.2. Governing instruments

Different forms of agreements are utilised by AFAO to govern its relationships with stakeholders and partners. Tools, frameworks or mechanisms which are used include:

- Formal contracts
- Memoranda of Understanding
- Relationship Agreements
- Terms of Reference.

The form of agreement that will govern a given relationship will be determined by the purpose of the relationship and an assessment of risk.

Depending on circumstances, elements of agreements may include:

- the contribution each party will make
- shared goals, roles and responsibilities of parties
- accountabilities of parties for reporting, sharing of information and communication
- financial and non-financial resources offered by each party
- processes relating to child protection, prevention of sexual exploitation, abuse and harassment, and incident reporting
- dispute resolution processes.

4.3. Dissemination and sharing of information

When making information public, AFAO will be mindful of its relationships and the terms of agreements with partners and stakeholders.

In line with the stipulations of agreements, AFAO will share relevant information, results and lessons learnt with stakeholders and seek their input and feedback.

4.4. Accountability and transparency of partnerships

AFAO will be respectful of the public reputation of its partners and stakeholders and will not make statements about partners with the intention of creating a reputational or other advantage to itself.

AFAO will undertake periodic assessments and reviews of collaborations and partnerships to assess their quality and effectiveness, with findings being shared and lessons learnt being adapted into future work.

Any partnerships developed for the purposes of conducting research will abide by appropriate ethics approvals.

AFAO will not enter a partnership that fails to protect primary stakeholders from discrimination, violence, abuse, exploitation or neglect.