



AHDS' Partnership Policy

Definition

AHDS is pleased to partner with external organizations, communities, government, UN agencies, private sector and donors to achieve objectives consistent with its mission and vision. This policy aims to guide AHDS' decision-making in selecting partners.

Goal

Selection of proper organizations for partnership that can help AHDS to achieve its mandates.

Principles

AHDS agreed to the Principles of Partnership a Statement of Commitment Endorsed by the Global Humanitarian Platform, 12 July 2007 (www.globalhumanitarianplatform.org):

1. **Equality:** requires mutual respect between members of the partnership irrespective of size and power. The participants must respect each other's mandates, obligations and independence and recognize each other's constraints and commitments. Mutual respect must not preclude organizations from engaging in constructive dissent.
2. **Transparency:** is achieved through dialogue (on equal footing), with an emphasis on early consultations and early sharing of information. Communications and transparency, including financial transparency, increase the level of trust among organizations.
3. **Result-oriented approach:** Effective humanitarian action must be reality-based and action-oriented. This requires result-oriented coordination based on effective capabilities and concrete operational capacities.
4. **Responsibility:** Humanitarian organizations have an ethical obligation to each other to accomplish their tasks responsibly, with integrity and in a relevant and appropriate way. They must make sure they commit to activities only when they have the means, competencies, skills, and capacity to deliver on their commitments. Decisive and robust prevention of abuses committed by humanitarians must also be a constant effort.
5. **Complementarity:** The diversity of the humanitarian community is an asset if we build on our comparative advantages and complement each other's contributions. Local capacity is one of the main assets to enhance and on which to build. Whenever possible, humanitarian organizations should strive to make it an integral part in emergency response. Language and cultural barriers must be overcome.

Procedures

A. Due diligence

1. AHDS management committee assigns three staff for due diligence checks of the organizations considered for partnership.
2. The due diligence checks will include online searches, formal and informal reference checks.
3. AHDS team takes into account history, social responsibility and reputation, and any obvious violations of environmental, labor, human rights, anti-corruption laws, ethical and business practices.
4. Additionally, AHDS team considers any significant controversy, unfavorable media reports and negative public opinion.

5. The due diligence report will be presented to the Executive Director who will decide whether to pursue or decline the opportunity for a partnership.
6. The decision will be announced to the intended organization.

B. MoU development: if it is decided to pursue the opportunity for partnership, then a dialogue will be held to determine:

1. Shared objectives and strategy; achievable desired action.
2. The nature of partnership and accountability arrangements.
3. Systems and processes to gain mutual benefit from the partnership.

A memorandum of understanding (MoU) will be prepared that sets out the responsibilities of AHDS and the organization.

The MoU process should consider the following points and cover some or all of these as relevant to the nature, scale and perceived risks relating to the partnership.

1. Governance of the partnership.
2. The shared objective(s) of the partnership.
3. Time period.
4. Agreed activity: what will the partnership achieve and what activities will be undertaken.
5. Agreement to comply with relevant policies and regulations to the partnership.
6. The roles and responsibilities of each party to the partnership.
7. Financial details: how will income be dealt with, how will expenditure be dealt with, timing of payment.
8. Use of each other logo.
9. Intellectual property: who will own the intellectual property created during the partnership.
10. Reporting requirements: what do both parties need to report on, what level and how often is reporting necessary.
11. Contacts: agreement on which party owns the donor contracts.

C. Implementation: following agreement and signing of the MoU the partnership is ready to proceed to implementation.

D. Follow up: by the end of MoU period, a team will be assigned to evaluate results of the partnership and possibilities for extension.

This policy was drafted by the management committee on 29th March 2018, revised on 10 April based of the comments of the Board Members and approved by the Board of Directors on 8 Oct 2018.