

Tool 7: Template Partnering Agreement (only select the most relevant for you)

Part of the [Climate 2025 Partnerships resources](#)

Who?

- ✓ Short description of each partner (including legal status, overall mission); named representatives of each partner organisation (the partnership 'focal point')

Why?

- ✓ Common vision statements
- ✓ Common objectives of the partnership (shared by all)
- ✓ Objectives of each organisation involved in the partnership
- ✓ Overarching drivers / reasons for involvement of each of partner
- ✓ The intended added value of the partnership

What?

- ✓ Purpose statement
- ✓ Context and target of the partnership activities
- ✓ Initial high-level theory of change and expected activities
- ✓ Resource commitments of each partner
- ✓ Roles and responsibilities of each partner
- ✓ Work plan with activities, timelines and performance indicators (may be an outline only at this stage)
- ✓ Overall measures of success

When?

- ✓ Timeframes

How?

- ✓ Guiding principles and behaviours for working together
- ✓ Decision-making principles; joint vs delegated, etc
- ✓ Coordination / management arrangements and responsibilities
- ✓ Procedures for communication / transparency / accountability between partners and with each partner organisation
- ✓ Financial arrangements, pay schedules, sub-contracts etc.
- ✓ Mechanisms / timeframes for feedback on emerging partnership issues and bottlenecks (review and revision)
- ✓ Metrics for monitoring and measuring partnership performance against each partners' objectives and shared objectives
- ✓ Measures to strengthen partner capacity to implement commitments
- ✓ Strategy for sustaining partnership 'outcomes'

What if?

- ✓ Assumptions
- ✓ Risks / threats to the partners or partnership and how these might be mitigated
- ✓ Grievance mechanism to resolve differences
- ✓ Identification of any 'non-negotiables'
- ✓ Rules for individual partners to leave or join
- ✓ Exit ('moving on') strategy considerations for partnership as a whole

Internal and External Communication and IP

- ✓ Rules for branding (using own, each other's) and other rules for the public profile of the partnership
- ✓ Intellectual property and confidentiality rules
- ✓ Protocols for communication / transparency / accountability to stakeholders, constituents and other interested parties

Tool 7 is adapted from the [GNDR-ECID Collaboration Toolkit](#). The workshop that accompanies the Tool also draws on work by the [Partnership Brokers Association](#).