

## **PARTNERSHIP POLICY**

(approved at the 16<sup>th</sup> Board Meeting)

### **1. Application**

- 1.1. This Partnership Policy shall govern all actions undertaken by the Global Community Engagement and Resilience Fund (GCERF) at its headquarters in Geneva, Switzerland that are necessary for:
  - a. The selection, prioritisation, establishment, and successful management of partnerships to advance GCERF's mission.
- 1.2. A separate set of documents offers detailed internal processes for GCERF to follow while initiating partnerships, adhering to and operating within the guidelines set out in this Partnership Policy.

### **2. Compliance**

- 2.1. All GCERF Secretariat staff members are required to comply with this policy and any regulations issued thereunder. The provision of the Policy on Ethics and Conflict of Interest and the Policy on Contributions shall be applied to all partnerships including a financial element, further defined within this Policy.

### **3. Guiding Principles**

- 3.1. GCERF will be guided by the partnership principles set out below:
  - a. **Mandate:** Partnerships may be pursued with organisations pursuing similar mandates to that of GCERF, in particular where the expertise of each offers a compliment to the other. Partnerships seek to reduce redundancies in programming for PVE and community resilience.
  - b. **Ethics:** All individuals engaged in partnership activities have a duty to act in a manner which maintains and enhances the reputation of GCERF and preserves the public trust in GCERF by acting and conducting business with honesty and integrity, avoiding even the appearance of impropriety. This includes compliance with the principles of the Policy on Ethics and Conflict of Interest.
  - c. **Value for Money:** Partnerships will be conducted with the aim of obtaining the best value for money. Obtaining the best value for money does not necessarily mean obtaining the lowest price possible, but rather represents the best return on investment. To obtain value for money, all partnership activities will be undertaken through the optimum combination of factors defined in the internal guidance.
  - d. **Transparency:** Having easily accessible and understandable policies and processes to demonstrate the responsible use of funds.
  - e. **Accountability:** Everyone involved in partnership activities is accountable for his/her actions and decisions concerning use of funds to ensure that funds are used solely for the purposes for which they were provided.

- f. **Impartiality:** All decision-making and actions related to partnerships will be impartial and unbiased. This includes treating potential partners equitably and ethically, without exclusion of, discrimination or favouritism towards a potential partner.
- g. **Efficiency, Effectiveness and Economy:** Partnerships will be conducted in a manner that maximises the efficient use of GCERF resources and effectively meets institutional requirements. Processes shall be proportionate to the partnership activities, so that the overall cost of conducting the partnership process is minimised and tailored to the size of the budget for the activities being undertaken, while upholding these guiding principles.

#### **4. Partnership Models**

- 4.1. A Memorandum of Understanding (MOU) is signed for strategic partnerships in order to agree mutual objectives and to establish expectations regarding the partnership. The MOU serves as the high-level framework for the global, regional, and country-level cooperation within the partnership, and does not include any financial obligation (see section 5).
- 4.2. Partnerships are primarily categorised within three models: (i) Joint Projects; (ii) Knowledge Sharing; and (iii) Joint Events.

#### **5. Partnership Contracts**

- 5.0. Written contracts (MOU or LOE) shall be used for every partnership action under conditions determined by the Executive Director.
- 5.1. A Financial Partnership requires further steps, detailed in the Partnership Regulation. These include a financial limit of up to CHF 100,000 per partner per year.
- 5.2. No contract shall be entered into on behalf of GCERF except by the Executive Director or such other Secretariat staff member duly authorised by the Executive Director.
- 5.3. All contracts must be reviewed regularly to assess efficacy and duration.

#### **6. Final Provisions**

- 6.1. The Executive Director shall continuously monitor and periodically evaluate the content and implementation of these policies and those regulations and procedures developed thereunder.
- 6.2. In the event of any conflict between any provisions of this Policy and GCERF's Statutes or Bylaws, the Statutes or Bylaws shall prevail. In the event of any conflict between this Policy and any procedures developed thereunder, this Policy shall prevail.
- 6.3. This Policy may only be amended upon approval by the Board.

#### **7. Review**

- 7.1. This Policy shall be reviewed not later than the end of the GCERF strategy cycle.