

# Partnership and Collaboration Policy

## *1. Purpose and Aim*

This policy outlines Coempowered's approach to building, maintaining, and strengthening partnerships and collaborations. Partnerships are vital to achieving our mission of providing quality education and empowering individuals, especially in marginalized communities.

In particular, this policy addresses collaborations with local partners, such as the partner organization/school in Afghanistan, which plays a critical role in identifying students in need of the program.

## *2. Scope*

This policy applies to:

- All partnerships and collaborations established by Coempowered, both local and international.
- Staff, volunteers, and external stakeholders involved in the development or execution of partnerships.
- Activities and programs facilitated through partnerships, including student identification, program delivery, and resource sharing.

## *3. Key Principles*

1. **Shared Vision and Goals:**
  - a. Collaborations align with Coempowered's mission and core beliefs, focusing on inclusivity, empowerment, and long-term impact.
2. **Mutual Respect:**
  - a. Partnerships are built on mutual respect, recognizing the unique expertise and contributions of all parties.
3. **Local Relevance:**

- a. Initiatives are tailored to the specific needs and context of local communities, ensuring cultural appropriateness and effectiveness.
- 4. **Transparency and Accountability:**
  - a. Clear communication and accountability measures are fundamental to all collaborations.
- 5. **Sustainability:**
  - a. Partnerships prioritize sustainable practices and long-term benefits for participants and communities.
- 6. **Ethical Conduct:**
  - a. Ethical considerations, including safeguarding and data protection, are integral to all collaborative efforts.

## ***4. Procedures***

### **4.1 Establishing Partnerships**

1. **Due Diligence:**
  - a. Assess potential partners to ensure alignment with Coempowered's values, objectives, and ethical standards.
  - b. Verify the partner's credibility, reputation, and operational capacity.
2. **Formal Agreements:**
  - a. Draft a Memorandum of Understanding (MoU) or equivalent agreement that defines roles, responsibilities, and expectations.
  - b. Include provisions for safeguarding, data protection, and conflict resolution.
3. **Clear Communication Channels:**
  - a. Establish designated points of contact within each organization to ensure effective communication.

### **4.2 Collaborating with the Partner Organization in Afghanistan**

1. **Role of the Partner:**
  - a. Identify students in need of the program based on agreed-upon criteria, including socioeconomic status, gender, and educational barriers.
  - b. Provide local insights to enhance the relevance and impact of Coempowered's initiatives.
2. **Coempowered's Role:**

- a. Support the partner organization with resources, training, and program materials.
  - b. Maintain regular communication to monitor progress and address challenges collaboratively.
3. **Safeguarding:**
- a. Ensure safeguarding policies are upheld by the partner organization.
  - b. Provide training and support to partners on child protection and ethical practices.

#### 4.3 Managing the Collaboration

1. **Joint Planning:**
- a. Develop shared objectives and timelines for programs and initiatives.
  - b. Involve local stakeholders in the planning process to ensure community buy-in.
2. **Monitoring and Evaluation:**
- a. Regularly review the effectiveness of the partnership and its impact on program goals.
  - b. Collect feedback from participants, staff, and partners to identify areas for improvement.
3. **Resource Sharing:**
- a. Share tools, knowledge, and resources to enhance the partnership's success.
4. **Conflict Resolution:**
- a. Address any disputes or misunderstandings promptly through open dialogue.

#### 5. Responsibilities

1. **Partnership Coordinator:**
- a. Facilitate the establishment and management of partnerships.
  - b. Ensure alignment with Coempowered's values and policies.
2. **Local Partner:**
- a. Implement activities on the ground, including student identification and program delivery.
  - b. Provide regular updates and reports to Coempowered.
3. **Leadership Team:**

- a. Oversee strategic partnerships and allocate resources to support collaborations.

## ***6. Monitoring and Evaluation***

### **1. Regular Reviews:**

- a. Conduct quarterly evaluations of partnerships to assess progress, challenges, and opportunities for growth.
- b. Use key performance indicators (KPIs) to measure the impact of collaborative efforts.

### **2. Feedback Mechanisms:**

- a. Collect feedback from all stakeholders, including students, staff, and community members.
- b. Use insights to refine partnership strategies and enhance outcomes.

### **3. Reporting:**

- a. Provide transparent reports on partnership activities and results to stakeholders and donors.

## ***7. Training and Support***

### **1. Staff and Volunteers:**

- a. Provide training on partnership management, cultural sensitivity, and effective communication.

### **2. Partners:**

- a. Offer resources and guidance to partners, ensuring they are equipped to meet program objectives and uphold Coempowered's standards.

## ***8. Compliance and Legal Framework***

This policy adheres to applicable laws and regulations governing partnerships, safeguarding, and data protection, including:

- General Data Protection Regulation (GDPR).
- International and national child protection and labor laws.

## ***9. Contact Details***

### **Partnership Coordinator:**

Name: [Insert Name]

Contact: [Insert Email/Phone]

## ***10. Review and Updates***

This policy will be reviewed annually or in response to significant changes in partnerships, programs, or operational contexts to ensure its continued relevance and effectiveness.