

Partnership Agreement Template

1 Vision

- What is your shared vision for the project?

2 Quality

- Is the main focus of your project on educational outcomes for all participants?
- How will your project contribute to quality teaching and learning about development and global issues?
e.g. what themes will you both cover and in which curricular/extra-curricular areas?
- What resources will you both use to support teaching and learning about these themes?

3 Educational objectives

- What are your agreed educational goals?
- Have you identified areas of potential or actual curricular collaboration?
- Will educational outcomes:
 - support mutual respect between learners
 - challenge and inform perceptions of development issues
 - develop critical thinking
 - encourage open-mindedness
 - develop participatory skills?

4 Values and principles

- What are the schools' values and principles?
- How do these complement each other?
- Are there any non-negotiable expectations concerning values and principles?

5 Mutual trust and respect

- How can mutual trust and respect be established?
- How will a breakdown of trust and/or respect be dealt with?

6 Sustainability

- How integral is the linking project to the schools involved?
- What resources (people, time, skills, finance, and external support) are needed to sustain the project?
- How might you make the project more sustainable? (e.g. involving parents, communities, greater numbers of students and teachers, etc.)

7 Inclusiveness and equality

- How inclusive is the project?
- How can marginalised individuals and groups (in schools and local communities) be more involved?
- What can be done to ensure that the project is based on equality?

8 Obligations and responsibilities

- What roles and responsibilities does each school have?
- What rights and obligations does each school have?

9 Reporting, reviewing and reflection

- What frameworks will be used for reporting, reviewing and reflection?
- What will be done to ensure that this is a two-way and on-going process?

10 Monitoring and evaluation

- How will progress be measured, including the development of the project itself?
- What will be the indicators for success?
- Who will determine these?
- What will be done to ensure that this is an open and collaborative process?

13 Timelines

- Are there indicative and actual timelines related to specific tasks and outcomes?
- How necessary are these?

14 Financial issues

- If money is involved, what are the terms, conditions, accounting standards, accountability, etc?
- How will you record spending for the project and report on this?

15 Fund-raising

- If fund-raising happens, are there procedures to ensure the equal participation of all partners in planning, undertaking fund-raising activities and in agreeing on the use of funds raised?
- Are financial and other contributions valued equally?

16 Conflict resolution

- What mechanisms will be used to resolve conflicts?
- What role might third parties play (if any)?

(Based on WWF-UK Organisation Development Unit toolkit)