

Project Partnership English

AGREEMENT BETWEEN STREET KIDS DIRECT (REGISTERED UK Charity No 1102894)

AND XXXX

(REGISTERED COUNTRY NGO No.....)

DD/MM/YYYY - DD/MM/YYYY

Street Kids Direct based in Amersham, UK aims to develop a positive and effective working partnership with XXXX (herein referred to as '.....') based in TOWN/DISTRICT, COUNTRY, based on:

- RESPECT
- COMMON VISION
- HONESTY
- RESPONSIBILITY

We aim to ensure that our organisations' efforts promote the sustainability of XXXX's work and operate with the best interests of the rights of the child as a priority at all times.

XXXX WILL BE RESPONSIBLE FOR:

1. Management/ Governance Issues

1.1 Maintaining a properly and legally constituted Board of Directors that meets on a regular basis and one that does not include same family members.

1.2 Ensures that all Board members declare immediately any conflict of interest issues with the Board.

1.3 Notifying STREET KIDS DIRECT as soon as possible of any strategic-level decisions made by the Board or other committees, groups or networks, that could affect the partnership

1.4 The day-to-day planning and implementation of the project.

1.5 Developing and implementing a Child Protection Policy, ensuring effective

systems are in place for adequate protection of all children accessing the

services of XXXX. This will include supplying STREET KIDS DIRECT with the names of the current Child Protection Officers as well as a list of all those within the organisation that have been trained in Child Protection each calendar year.

1.6 Informing STREET KIDS DIRECT as early as possible of changes in programme management staff, address and location, bank details and other relevant particulars.

1.7 Managing staff recruitment for each staff member, ensuring that local employment legislation is followed. This will involve pastoral care for the staff team, training, debrief and reviewing staff duties, salaries, conditions and support structures.

2. Communication/ Reporting/ Consultation Procedure

2.1 Communicating to STREET KIDS DIRECT as soon as possible any issues presenting risk and/or threat to partnership, programme implementation, and/or donor agreements; this includes, but is not limited to, child protection violations, financial impropriety, significant staff turnover, and security concerns.

2.2 Prior consultation with STREET KIDS DIRECT if considering significant changes to agreed project plans and/or budgets.

2.3 Project reporting in a timely manner to STREET KIDS DIRECT:

- Quarterly update reports (Jan-Mar, Apr-Jun, July-Sept, Oct-Dec);
- Annual report due for each calendar year;
- Reports as stipulated by other donors that STREET KIDS DIRECT is responsible for.

2.4 Annual reporting that should:

- Be completed in STREET KIDS DIRECT reporting formats;
- Include audited financial reports.

2.1 It is vital that ONE PERSON from XXXX be designated as being responsible for communication with STREET KIDS DIRECT as the 'main contact'.

3. Finance

3.1 Operating a local bank account.

3.2 Acknowledging all donations made to the project through STREET KIDS DIRECT with official receipts supplied to STREET KIDS DIRECT within 2 weeks of funds received in XXXX's account.

3.3 Accounting for XXXX expenditure against the funds made available by STREET KIDS DIRECT in all reports. The financial reports should include:

- Income received from STREET KIDS DIRECT and other sources;
- Expenditure incurred against each budget line item; and
- The balance at every end of quarter in cash and at bank.

3.4 Informing STREET KIDS DIRECT immediately of any anticipated variance in expenditure of more than 10% of the total agreed budget or more than 10% of specific budget lines.

3.5 Organising annual audits and timely publication of audited accounts.

3.6 Working towards the long-term financial sustainability of the project by creating sustainable funding and seeking local support.

3.7 Understands that Street Kids Direct could give up to and no more than 25% of the actual operating budget of the partner organisation.

4. Other

4.1 Disseminating good practice and relevant experiences of STREET KIDS DIRECT in the region through various forums.

4.2 Facilitating links with other non-governmental organisations (NGOs) and community-based organisations which are working within STREET KIDS DIRECT's areas of interest.

STREET KIDS DIRECT WILL BE RESPONSIBLE FOR:

1. Management

1.1 Assisting XXXX in the identification of international donors.

1.2 Acting as a bridge between international donors (including individuals and companies) and XXXX where donors prefer to work through a UK based charity.

2. Communication/ Consultation Procedure

2.1 Providing information to XXXX well in advance of deadlines of all reporting and other information requirements.

2.2 Consulting XXXX in advance of taking any significant action on their behalf or which may impact on their work.

2.3 Consultation with XXXX prior to visits of the Director to agree timing and objective of visits etc.

3. Finance

3.1 The safe receipt of funds from donors via STREET KIDS DIRECT, and accounting for those funds to the UK Charity Commission and other authorities as per UK current legislation.

3.2 The timely transfer of funds from STREET KIDS DIRECT to XXXX

3.3 The production of financial reports from financial information provided by XXXX to meet the requirements of each donor to which STREET KIDS DIRECT reports.

3.4 The review of financial reports from XXXX to ensure their accuracy and veracity.

3.5 Transferring funds to the XXXX bank account and not into the bank account of any individual.

TERMINATION OF PARTNERSHIP

This agreement may be terminated and grant(s) withdrawn or suspended under the following circumstances:

1. If XXXX wishes to end the partnership.
2. If XXXX fails to provide the services specified under this agreement and under the terms of the project proposal, in particular, if there are cases of financial impropriety or non-adherence to Child Protection Policy and principles.
3. If XXXX refuses to co-operate with an audit or evaluation requested by STREET KIDS DIRECT or fails to submit audited accounts.
4. If XXXX uses funding raised by STREET KIDS DIRECT for purposes outside those of the grant application without first obtaining the consent of STREET KIDS DIRECT's Director or his designee.
5. If any of the principal officers of XXXX is convicted of an offence including but not limited to child protection violations or impropriety in the management of the resources of the project.
6. If XXXX's NGO status in **NAME OF COUNTRY** is revoked or suspended or if the project becomes illegal by reason of any act or order of the government or is prohibited by any lawful authority.
7. If XXXX merges with another organization, or forms/becomes part of an organizational entity different from the one named in this agreement. (In such an event, as per the discretion of STREET KIDS DIRECT, a new partnership assessment will be undertaken in line with STREET KIDS DIRECT's partnership selection process as outlined in Programme Partnership Principles (establishment of new partnership is not automatic or guaranteed).

SIGNED for and on behalf of STREET KIDS DIRECT by

Signature and name of STREET KIDS DIRECT Trustee

SIGNED for and on behalf of XXXX by

Signature and name and position of person responsible for XXXX

Date