**Partnership Agreement**

*Name of partner NGO* and *Name of Luxembourg NGO*

**Designation of the contracting parties**

concluded between

*Name and address of the Luxembourg NGO*

and

*Name and address of the partner NGO*

The two organisations named above hereby decide as follows:

The persons responsible for the file within the NGOs shall be:

* *name of the Luxembourg NGO*:

\_\_\_\_\_\_\_\_\_\_\_\_, Person responsible for the project

\_\_\_\_\_\_\_\_\_\_\_\_, Representative of the *Luxembourg NGO*

* *name of the partner NGO*:

\_\_\_\_\_\_\_\_\_\_\_\_, Person responsible for the project

\_\_\_\_\_\_\_\_\_\_\_\_, Representative of the *partner NGO*

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| Preamble |

**1. Introduction of the partners**

1.1. Perspectives and missions of the partners

1.2. Values shared by the partners on the basis of which their partnership is consolidated

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| Article 1 : Objectives of the partnership |

**2. Objectives of the partnership**

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| Article 2: Undertakings of the partners |

**3. Principles of management of the programmes and projects shared by the two partners**

The organisations *Name of the partner NGO* and *Name of the Luxembourg NGO* undertake to follow the principles set out below in the management of their partnership and in the management of the development programmes and projects:

3.1. Efficiency of the aid

(to be completed by the partners)

3.2. Governance

(to be completed by the partners)

3.3. Transparency

(to be completed by the partners)

3.4. Communication and sharing of information

(to be completed by the partners)

3.5. Participation of the beneficiaries

(to be completed by the partners)

**3.1 Undertakings of *Name of the partner NGO*:**

**Execution of the project**

1. Use best endeavours to achieve the following results:

In order to achieve those results, the GNO undertakes to carry out, in accordance with the budget and the table of tasks (at annexes 1 and 2), all the activities required for this project.

1. Inform *Name of the Luxembourg GNO* of any necessary alteration to the project activities due to unforeseen circumstances or other difficulties or which would improve the efficiency of the task. *Name of the partner GNO* shall not implement the alterations without the prior agreement of *Name of the Luxembourg GNO*.
2. Make full use of its networks and competencies to ensure the durability and efficiency of the project.

**Financial aspects**

1. Open a bank account specific to the project at the start of the project.
2. Send, as soon as possible, a copy of the bank credit slip after each transfer of funds from *Name of the Luxembourg NGO*.
3. Use the funds sent to it in accordance with the budget (at annex 1) and exclusively for the activities forming part of the project.
4. Comply with the agreed budget: any budget changes of more than \_\_\_\_\_ must be approved a priori by *Name of the Luxembourg NGO*.
5. At the beginning of each year, deposit in the bank account specific to the project the local contribution as stated in the budget (at annex 1):

• For *year* ………: ………..€

• For *year* ………: …….….€

• For *year* ……….: …….….€

1. Each item of expenditure shall be accompanied by a confirmatory document (photocopy), numbered and categorised in accordance with the budget headings (at annex 1).
2. All original confirmatory documents shall be retained at the head office of *Name of partner NGO* for five years (?) following completion of the project.

**Monitoring/Evaluation**

1. Send the progress reports (biannual or annual) to *Name of Luxembourg NGO*: narrative and financial report and an updated table of tasks, by the following deadlines: *define the deadlines for the biannual and annual progress reports*

*Example:*

|  |  |  |
| --- | --- | --- |
| Project year | Biannual progress report  (1st January – 30th June) | Annual progress report  (1st January – 31st December) |
| Year 1 |  |  |
| Year 2 |  |  |
| Year 3 |  |  |

1. Send a final narrative and financial report to *Name of Luxembourg NGO* three months after (projected date of completion of the project) at the latest. That report shall explain the final results of the project, the use made of the infrastructures and services of the project by the beneficiaries, the difficulties encountered during the work and its medium and long-term durability. It shall also include a recapitulatory list of the work and a financial report in Euros for the three years.
2. Failure in part or in full to send those documents within a reasonable time may result in the cessation of transfers of funds to *Name of partner NGO*.
3. In the event that the Luxembourg Ministry of Foreign Affairs or *Name of Luxembourg NGO* should so request, *Name of partner NGO* shall collaborate in the carrying out of an external evaluation, halfway through the work or on completion of the project, to be made by an external person or institution the choice of whom shall be approved by or agreed between the contracting parties.
4. *Name of partner NGO* undertakes that, during visits by *Name of Luxembourg NGO*, it shall ensure that the conditions necessary for the optimal conduct of monitoring activities prevail.
5. Set aside time during the monitoring activities for transparent discussions on a basis of equality on the functioning of the partnership.
6. Involve the beneficiaries in the project monitoring/evaluation process.

**Communication**

1. Inform *Name of Luxembourg NGO* of any important change to the background situation to the work liable to affect the project.
2. Inform *Name of Luxembourg NGO* of any change within its organisation liable to affect the project (change in staff, new financing...).
3. In any publication concerning the project, *Name of partner NGO* shall mention the rôle of *Name of Luxembourg NGO* and the financial support of the Luxembourg Ministry of Foreign Affairs.

**3.2 Undertakings of *Name of Luxembourg NGO*:**

**Execution of the project**

1. Make use of its networks and competencies to ensure the durability and efficiency of the project.
2. Make use of its networks and competencies to ensure the provision of support to *Name of Luxembourg NGO*.

**Financial aspects**

1. Provide financial support to the project with the support of the Luxembourg Ministry of Foreign Affairs (MFA) in accordance with the following table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *Name of Luxembourg NGO* | **Ministry of Foreign Affairs** | *Name of partner NGO* | **Total** |
| **Year 1** |  |  |  |  |
| **Year 2** |  |  |  |  |
| **Year 3** |  |  |  |  |

1. Transfer to *Name of partner NGO*, upon receipt of the full narrative and financial reports and invoices, the following sums:

* For the first year: € …………. (in two tranches – the first at the beginning of the project and the second after receipt of the first biannual report for year 1)
* For the second year: € …………. (in two tranches – the first upon receipt of the annual report for year 1 and the second upon receipt of the first biannual report for year 2)
* For the third year: € ………….. (in two tranches – the first upon receipt of the annual report for year 2 and the second upon receipt of the first biannual report for year 3)

However, *Name of Luxembourg NGO* shall not be held liable for any delays in payment due to factors outside its control.

**Monitoring/Evaluation**

1. Inform *Name of partner NGO* sufficiently in advance of all monitoring and evaluation activities which will be undertaken.
2. So far as possible, comply with the local calendar of activities for the monitoring/evaluation activities.
3. Send a progress report to the Luxembourg Ministry of Foreign Affairs before 30th June of years ….. on the basis of the progress reports for years 1, 2 and 3 drawn up by *Name of partner NGO.*
4. Participate in drafting the terms of reference of any external evaluation.
5. Set aside time during the monitoring activities for transparent discussions on a basis of equality on the functioning of the partnership.

**Communication**

1. Inform *Name of partner NGO* of any important change in the co-financing of the project.
2. Inform *Name of partner NGO* of any change within its organisation liable to affect the project (change of staff, new financing...).
3. In any publication concerning the project, *Name of Luxembourg NGO* shall mention the rôle of *Name of partner NGO* and the financial support of the Luxembourg Ministry of Foreign Affairs.

Luxembourg, ………………..

*Name of Luxembourg NGO*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person responsible for the project Representative of *Luxembourg NGO*

*City of partner NGO*, ………………….

*Name of partner NGO*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person responsible for the project Representative of *partner NGO*