

BANDAMA CHARITY FOUNDATION SIERRA LEONE

POLICIES AND PROCEDURES FOR PARTNERSHIP

Framework for Identifying, Formalizing and Managing Partnerships at BCF-SL

BCF-SL | Save Lives | Empowering Communities Through Service

Document Type: Partnership Policies and Procedures

Applies To: All BCF-SL Partnerships — Government, NGO, Private Sector, Academic, Community

Owner: Director of Partnerships & Resource Mobilisation / Executive Director

1. PURPOSE AND PARTNERSHIP PHILOSOPHY

BCF-SL recognize that partnerships are essential for achieving its mission. No single organization has the resources, reach, or expertise to address the complex development challenges facing Sierra Leone's communities alone. BCF-SL's partnerships amplify impact, prevent duplication, build complementarity, and create the collaborative ecosystem needed for sustainable development. BCF-SL's partnership approach is guided by mutual respect, shared values, transparency, and a commitment to Localization prioritizing Sierra Leonean-owned organizations.

2. TYPES OF PARTNERSHIPS

Partnership Type	Description	Formal Agreement Required
Implementing Partnership	Partner delivers part of a BCF-SL programme under a sub-grant or implementation agreement	Sub-Grant Agreement or Implementation MOU mandatory due diligence
Co-Delivery Partnership	BCF-SL and partner jointly design and implement a programme	Partnership Agreement with joint governance structure
Referral Partnership	BCF-SL and partner maintain referral pathways for service users	Referral Pathway Agreement (lighter MOU)
Coordination Partnership	BCF-SL participates in coordination mechanisms, clusters, or working groups	Informal cluster/group membership; no formal agreement needed
Strategic Alliance	Long-term strategic relationship for joint advocacy, fundraising, or programme development	Strategic Partnership Agreement Governing Board sign-off
Government Partnership	Working directly with Ministries or local government bodies	MOU with relevant government body CEO signature required
Donor / Funding Partnership	Grant or funding relationship with a donor organization	Grant Agreement Finance Director and CEO signatures required

3. PARTNER DUE DILIGENCE

BCF-SL conducts a proportionate due diligence assessment of every prospective partner before entering any formal arrangement. The depth of due diligence is proportionate to the type, value, and risk level of the proposed relationship.

1. Legal and Registration Check: Verify the partner's legal registration, governance structure, and operational status.
2. Safeguarding Assessment: Review the partner's safeguarding policy, PSEAH standards, and child protection practices. No partnership proceeds without adequate safeguarding standards.
3. Financial Capacity Assessment: For implementing partnerships, review the partner's financial management systems, audit records, and fraud prevention practices.
4. Values and Mission Alignment: Confirm that the partner's mission, values, and approaches are compatible with BCF-SL's principles.
5. Conflict of Interest Check: Verify no BCF-SL staff member has an undisclosed interest in the partner organisation.
6. Reference Check: Obtain references from at least two organization that have previously partnered with the prospective partner.

4. PARTNERSHIP AGREEMENT REQUIREMENTS

All formal BCF-SL partnerships are governed by a written agreement. Verbal agreements are not acceptable for any arrangement involving service delivery or financial transfer. All partnership agreements must include:

Mandatory Agreement Elements

- Purpose and scope of the partnership
- Roles and responsibilities of each party
- Financial arrangements and cost-sharing
- Reporting requirements and schedules
- Safeguarding obligations and standards
- Data protection provisions
- Duration, review dates, and exit provisions
- Dispute resolution process

Partnership Management Requirements

- Named partnership focal point in each organisation
- Monthly operational check-in (email or call)
- Quarterly joint review meeting
- Annual partnership effectiveness assessment
- Joint field visits where programme delivery is involved
- Sharing of M&E data relevant to the partnership
- Transparent communication of any material changes or challenges

Director of Partnerships & Resource Mobilization

Signature & Date

Chairperson, Governing Board

Signature & Date

Executive Director

Signature & Date

Legal & Communication Director

Signature & Date