

OCI Foundation International

Sponsors of the: (i) Cymed Undergraduate Scholarships (ii) CBH Scholarships (iii) IFOMSSA Junior Awards (iv) IFOMSSA Senior Awards and (v) Annual JAMB Awards (vi) ArOF Health Campaign (vii) LAMS Initiative (viii) The Gynocular Project



Partnership Engagement Policy (March 2025)

A. Introduction

A key component of the OCI Foundation's ability to deliver on its programs is its disposition to striking and sustaining productive partnerships with organisations and government institutions. These partnerships facilitate the pursuit and achievement of mutually agreed-upon objectives in aid and development activities.

This document identifies key commitments that encourage mutual respect, transparency, and accountability in these relationships. It applies to all OCI Foundation's members, staff, volunteers, partners, and associates.

OCI Foundation partnerships occur with a diverse range of organisations. These include community-based organisations, governmental and non-government organisations, academic institutions, private companies and others operating at the local, national, regional, or global levels.

B. Underlying Principles

The OCI Foundation's commitment to partnerships is driven by:

- 1) **Shared vision and values:** We partner with organisations that share our beliefs, values, and vision on programs related to any of our activity tripod, which rest on Education, Health, and Social/Public Welfare.
- 2) **Complementarity of purpose and added value:** The OCI Foundation values and appreciates the value added by its partners, particularly the diverse skills, knowledge, and resources that complement and advance our shared programs. Our partners' understanding of their communities' local contexts and networks is deeply cherished.
- 3) **Autonomy and independence:** Our partnerships are equal and mutually respectful. There is no imposition of views one way or the other, and there is respect for their autonomy and independence.
- 4) **Transparency and mutual accountability:** Mutual accountability and transparency are crucial and are pursued in all partnerships that involve the OCI Foundation.
- 5) **Clarity on roles and responsibilities:** We clearly define roles and responsibilities in our partnerships. Where funding and contracts are involved, we aim to define the elements, partnering processes, and decision-making with the partners.
- 6) **Commitment to joint learning:** We promote continuous learning and create opportunities for this in our partnerships.

C. Due Diligence and Capacity Assessments

The OCI Foundation commits to the conduction of due diligence and capacity assessments of its partners. This allows us to identify relevant strengths, weaknesses and potential risks.

Due diligence would normally be undertaken before initiating an agreement. At the same time, capacity assessments are done at different stages of our partnerships (before an agreement, during project delivery, and changes to the partnership). We have a number of measures to achieve both, and these include:

1. Carrying out **adequate research** to ensure a potential partner organisation is suitable and financially viable. This research helps clarify that the partner:
 - a. Has appropriate procedures to minimise the potential for fraud.
 - b. Has appropriate processes to prevent transmission of funds to terrorist organisations.
 - c. Shares OCI Foundation's objectives, vision, mission and values.
 - d. Is locally legitimate.
 - e. Is financially transparent and has accountable and democratic organisational structures.
 - f. Is open to being monitored (as is the OCI Foundation) and is responsive to recommendations.
 - g. Does not discriminate based on age, gender, religion, ethnicity, physical or intellectual ability, political affiliation or other parameters.
 - h. Has sufficient human and financial resources to achieve the desired partnership outcomes.
 - i. Is accountable to communities and donors.
 - j. Promotes equality within staff and community.
 - k. Ensuring that partnership engagements comply with all requirements of the ACFID Code of Conduct as required occasionally. This includes child protection requirements, among others.

2. The pursuit of **documented assessment processes**. The goals from this include:
 - a. Meeting governance requirements, legal registrations, and authority to work in relevant countries.
 - b. Entrenching financial management capacity and systems.
 - c. Conducting reference checks of partners against the "prohibited entities" listings.
 - d. Conducting proper capacity assessments that will allow the implementation of risk management practices and enhance safeguarding practices related to child protection and the prevention of sexual exploitation, abuse and harassment.
 - e. Formalisation of relations with partners while clearly identifying roles and responsibilities in a mutually accountable and respectful manner.
 - f. Ensuring that partner contributions and mutually agreed-upon outcomes are adequately documented and monitored.

3. A **Memorandum of Understanding (MOU)**, wherever necessary. This is expected to capture the OCI Foundation's commitment to any partnership and collaboration, along with the expected approaches. Mutually generated MOUs should cover:
 - a. The values and contributions of each partner.
 - b. The shared goals, roles and responsibilities of all parties.

- c. The financial and non-financial resources and support offered by, and required of, each party.
- d. Dispute resolution processes.
- e. Mutual accountabilities for reporting, sharing information and communication.
- f. Where applicable, specific statements about child protection, prevention of sexual exploitation, abuse and harassment, policies, procedures and incident reporting.

D. Practical Measures by the OCI Foundation

- a) Having specialised partnership staff in place.
- b) Undertaking joint capacity assessment and reassessment with partners.
- c) Ensuring that the role of partners and attribution for their work is identified, promoted and communicated to the public and external stakeholders.
- d) Ensuring that this Policy is communicated to staff, partners and supporters.
- e) Integrating partners and their roles into all relevant phases of any mutual project cycle. This includes identifying, designing, implementing, monitoring, reporting and evaluating projects. It also includes community engagements.
- f) Where a partner has several other like-minded partners, joint capacity assessments may be undertaken to reduce the burden.
- g) Articulating the principles of partnership, performance indicators, and targets in all the key documents of the OCI Foundation and its strategic frameworks.
- h) Ensuring that the board, management committee or specialised partnership staff monitors identified performance indicators and targets so as to ensure accountability.
- i) Having an induction exercise that orientates members towards the importance of partnerships and the attitudes required to promote them strongly and effectively.
- j) Committing to the understanding of the broader mandate and work of potential partners and vice versa.
- k) Sharing partnership performance indicators and progress towards targets with partners.
- l) Undertaking two-way performance assessments where partners assess each other's performance together. This helps engender learning and capacity-strengthening.
- m) Supporting partners in developing and implementing safeguarding policies, including child protection policies and the prevention of sexual exploitation and abuse policy.
- n) Negotiating and discussing any changes to funding arrangements with partners before implementation and in a way that considers the needs of projects and communities.
- o) Ensuring that all partnerships end well when the need arises. One example for achieving this is the provision of appropriate notice when planning to end funding, either after an agreed project or due to other factors.
- p) After ending long-term partnerships, consider a jointly arranged event to celebrate all that the partnership has achieved.
- q) Using assessment outcomes to create plans and strengthen the capacities of both partners.

- r) A regular review of MOUs to ensure that a shared understanding of responsibilities under partnership agreements is maintained. These could be through inception workshops and/or periodic partnership reviews.

E. Review of Policy Document

This policy is subject to review in March 2028, three years after its implementation. Our appraisal tool will be used as part of that review. However, it can be sooner if legislation or other events warrant it.

F. Feedback

If you have any feedback on the OCI Foundation on this document, please get in touch with us immediately via the link [**HERE**](#).