



**COLLECTIVE
EMPOWERMENT
FOUNDATION**

"EMPOWERING TOMORROW, TODAY"

Partnership Process for Collective Empowerment Foundation (CEF)

1. Purpose

This document outlines the process for establishing, managing, and evaluating partnerships at Collective Empowerment Foundation (CEF). It ensures that all partnerships are aligned with CEF's mission and goals and that all key decisions are approved by the Board of Directors.

2. Scope

This process applies to all staff, board members, and volunteers involved in partnership development and management.

3. Partnership Objectives

- Enhance the impact and reach of CEF's programs and initiatives.
- Leverage resources, expertise, and networks to achieve mutual goals.
- Ensure alignment with CEF's mission and values.

4. Partnership Development Process

4.1 Identifying Potential Partners

- **Criteria:** Potential partners should align with CEF's mission, values, and strategic objectives.
- **Sources:** Potential partners may be identified through networking, referrals, industry events, or research.

4.2 Initial Contact

- **Approach:** Initiate contact through an introductory meeting, email, or phone call.
- **Information:** Share information about CEF's mission, programs, and the potential benefits of a partnership.

4.3 Proposal Development

- **Collaboration:** Work with the potential partner to identify mutual goals and objectives.
- **Documentation:** Develop a formal partnership proposal outlining the scope of the partnership, roles, responsibilities, and expected outcomes.

4.4 Review and Approval

- **Internal Review:** The proposal should be reviewed by CEF's management team and relevant staff.
- **Board Approval:** All partnership proposals and key decisions must be reviewed and approved by the Board of Directors. This includes:
 - Approval of the partnership proposal.
 - Approval of the formal partnership agreement.
 - Approval of significant amendments or extensions to the partnership.

5. Partnership Agreement

5.1 Agreement Drafting

- **Contract:** Draft a formal partnership agreement outlining terms, deliverables, timelines, and responsibilities.
- **Legal Review:** Ensure the agreement is reviewed by legal counsel to comply with applicable laws and regulations.

5.2 Signing

- **Authorisation:** Ensure that the agreement is signed by authorized representatives from both CEF and the partner organization.

6. Partnership Implementation

6.1 Kick-Off Meeting

- **Purpose:** Conduct a kick-off meeting to align expectations, establish communication channels, and review the partnership plan.
- **Participants:** Include key stakeholders from both CEF and the partner organization.

6.2 Monitoring and Management

- **Regular Meetings:** Schedule regular meetings to review progress, address issues, and make adjustments as needed.
- **Reporting:** Track and report on partnership activities, outcomes, and any issues that arise.

6.3 Communication

- **Internal:** Keep CEF's team informed about partnership activities and developments.
- **External:** Coordinate with the partner to manage public relations and communications related to the partnership.

7. Evaluation and Review

7.1 Performance Evaluation

- **Criteria:** Evaluate the partnership against agreed-upon objectives and performance indicators.
- **Feedback:** Gather feedback from both CEF and the partner organization to assess the effectiveness and impact of the partnership.

7.2 Reporting

- **Internal Report:** Prepare an internal report summarizing the partnership's outcomes, successes, and areas for improvement.
- **Partner Report:** Provide a summary report to the partner organization, highlighting key achievements and lessons learned.

7.3 Review Meeting

- **Purpose:** Conduct a review meeting with the partner to discuss the evaluation results, share feedback, and explore opportunities for future collaboration.

8. Partnership Closure

8.1 Closing Process

- **Review:** Review the partnership agreement and ensure all obligations have been fulfilled.
- **Documentation:** Prepare a closure report documenting the outcomes and any follow-up actions required.

8.2 Acknowledgement

- **Recognition:** Acknowledge and thank the partner organization for their contribution and collaboration.
- **Feedback:** Collect final feedback to inform future partnership strategies.

9. Policy Review

- **Review Cycle:** This partnership process document will be reviewed annually or as needed to ensure it remains effective and relevant.
- **Updates:** Any updates or changes to the process must be approved by the Board of Directors.

10. Compliance

- **Adherence:** Ensure that all partnership activities comply with relevant laws, regulations, and CEF's internal policies.
- **Training:** Provide training for staff and volunteers involved in partnership management to ensure understanding and compliance with this process.



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