



Partnership & Partner Due Diligence Policy

1. Purpose

This policy establishes Lovemore Project's approach to selecting, assessing, managing, and reviewing partnerships to ensure they align with our values, comply with legal and donor requirements, and protect our reputation, beneficiaries, and resources.

2. Scope

This policy applies to:

- All partnerships, sub-granting arrangements, and collaborations where Lovemore Project works with another organisation or individual to deliver programs, raise funds, or advocate jointly.
- All staff, directors, volunteers, and contractors involved in establishing or managing partnerships.

3. Policy Statement

Lovemore Project will only enter into partnerships with entities that:

1. Share our mission, values, and commitment to ethical practice.
2. Comply with relevant laws and donor requirements (including DFAT, ACNC, and ACFID standards).
3. Have the capacity to deliver agreed outcomes effectively, efficiently, and safely.
4. Meet our due diligence standards for governance, financial management, safeguarding, and risk.

4. Types of Partnerships

- Implementation Partners – Organisations delivering activities on Lovemore Project's behalf or jointly.
- Strategic/Advocacy Partners – Collaborations for advocacy, campaigns, or policy influence.
- Funding Partners – Donors, sponsors, or grant-making bodies.
- Technical Partners – Organisations providing specialist services or expertise.

5. Partner Due Diligence

Before entering a partnership, Lovemore Project will conduct a Partner Due Diligence Assessment covering:

Legal Status & Governance

- Registration documents, constitution, and governance structure.

Reputation & Alignment

- Past performance, media checks, and alignment with our mission and values.

Safeguarding & Protection

- Child Safeguarding and PSEAH policies in place and operational.

Financial Management

- Financial statements, internal controls, and history of compliance with audits.





Risk & Compliance

- Sanctions list checks (DFAT, UN, OFAC).
- No involvement in terrorism financing, money laundering, or prohibited activities.

Capacity & Capability

- Staffing, technical expertise, and track record in relevant sector.

Environmental & Social Responsibility

- Commitment to environmental sustainability and inclusion principles.

6. Approval Process

- Due diligence completed by program/partnership staff.
- Risk assessment and scoring documented.
- Recommendation submitted to Executive/Board for approval.
- If high-risk areas identified, mitigation measures agreed before proceeding.

7. Partnership Agreements

All partnerships must be formalised in written agreements that include:

- Purpose and scope of the partnership.
- Roles and responsibilities.
- Governance and decision-making arrangements.
- Financial arrangements and reporting requirements.
- Safeguarding, anti-fraud, and compliance clauses.
- Monitoring, evaluation, and review mechanisms.
- Dispute resolution and termination clauses.

8. Ongoing Monitoring

- Regular check-ins with partners.
- Review of partner reports and financial acquittals.
- Site visits where possible.
- Continuous monitoring of safeguarding, financial, and reputational risks.
- Inclusion of partnership performance in MEL reporting.

9. Review & Renewal

- All implementing partners must:
- Have their own child safeguarding policy consistent with ACFID requirements or agree to adhere to Lovemore Project's policy.
- Include child safeguarding obligations in partnership agreements.

10. Roles & Responsibilities

- Program/Partnership Staff: Conduct due diligence and maintain records.
- Executive/Project Coordinator: Approve low- to medium-risk partnerships; recommend high-risk to Board.
- Board: Approve high-risk or strategic partnerships; oversee policy compliance.





11. Related Policies

- Child Safeguarding Policy
- PSEAH Policy
- Whistleblower Policy
- Financial Management / Anti-Fraud Policy
- Environmental Sustainability Policy
- MEL Policy (partner performance monitored through MEL systems)

12. Review

- This policy will be reviewed every three years or sooner if:
- DFAT/ANCP requirements change.
- Risk assessment processes evolve.
- Lessons from partnership management indicate improvements.

- Approved by: Board of Directors – Lovemore Project

- Date: _____

- Next Review: _____

