PARTNERSHIPS POLICY

Reference	LH020	Date approved	11th November 2024
Approved by	Board of Directors	Date for review	11th November 2026

STATEMENT OF POLICY

LiteHaus International is committed to working collaboratively with partners to amplify its impact in overcoming barriers to quality education, and doing so in a mutually beneficial, accountable and respectful manner. We acknowledge and appreciate that delivering sustainable and enduring change is most effective when leveraging the strengths of others with shared interest through partnership. As such, LiteHaus International perceives partnerships as ‘mutually empowering relationships’ and is committed to providing a platform of respect and mutual growth and development to all partners. LiteHaus International seeks to partner with organisations who share our values of transparency, integrity, and accountability, and whose commitment to these principles is translated into standards of practice.

PARTNERSHIP PRINCIPLES

LiteHaus International has adopted Oxfam’s guiding six partnership principles, each resonating with LiteHaus International’s approach towards forming, executing and evaluating crucial partnerships.

The six principles are:

1. Shared vision and values
2. Complementarity of purpose and value added
3. Autonomy and independence
4. Transparency and mutual accountability
5. Clarity on roles and responsibilities
6. Commitment to joint learning

1. Shared Vision & Values

Partnerships between LiteHaus International and other organisations are built on shared vision and values, ensuring that all parties are working, without ulterior or non-development motives, to remove barriers to quality education. LiteHaus International will seek out partners who share our commitment to the promotion of human rights, gender equality and disability inclusion, and those who take a values-based approach to development. For development actors, demonstrated commitment to the safeguarding of children is a non-negotiable for partnering with LiteHaus International. Establishing common goals are critical to underwriting a successful partnership, so LiteHaus International will seek to partner with those who share our vision for more equitable world.

2. Complementarity of Purpose and Value Added

Effective partnerships have a clear purpose and leverage the collective skills, resources, knowledge and experience of all parties. When considering partnerships, it is important for LiteHaus International to consider the value that such organisations can contribute to the project short term outputs and longer-term outcomes. When partnering, LiteHaus International must ensure that such value is communicated through effective facilitation in order to ensure that partner contribution is always acknowledged, respected, valued and seen as complimentary to the overall objectives of the project. Open dialogue is vital between parties when outlining the value proposition of each party and defining roles and responsibilities.

3. Autonomy & Independence

LiteHaus International has the utmost respect for partner organisations' institutional integrity and autonomy and expects the same in return. We respect that partner organisations will continue to operate independently of LiteHaus International with regular reporting avenues put into place at the formation of partnerships, allowing autonomy and independence, balancing that with the need for transparency and accountability. We also acknowledge that every partnership is formed differently, and often LiteHaus International will support an existing initiative which has been created and is 'owned' by another party. We are committed to sharing credit for initiatives fairly and in the spirit of mutual respect and common purpose.

4. Transparent & Mutual Accountability

LiteHaus International and partner organisations have numerous accountabilities to key stakeholders and donor organisations to consider. Such accountabilities include financial accountability and demonstrating impact. LiteHaus International commits to the following activities in every partnership:

- Sharing of LiteHaus International's *Financial Management Policy* and *Fraud Management Policy* and all financial procedural documentation.
- Strengthening of monitoring and evaluation processes within partner organisations in collaboration with partner's management / leadership;
- Facilitating pathways for partners to provide feedback on performance, the partnership and key stakeholders involved in the project.

As an NGO, often working with other NGO partners of Government bodies, we have the utmost highest standards of financial accountability. LiteHaus International must provide acquittals and financial information for auditing purposes to project donors, annual auditors, ACNC and ACFID.

5. Clarity on Roles & Responsibilities

The foundation of every partnership with LiteHaus International is a mutually agreed Memorandum of Understanding that all parties have partaken in the design and development of. Each agreement clearly outlines partner roles and responsibilities, outlines each partner's accountabilities and commitments, and clearly demonstrates the nature of these partnership principles. LiteHaus International understands that scope of work can change during agreed timeframes and will always facilitate opportunity for partners to communicate changes and challenges, as well as successes throughout any reporting period. This is particularly relevant when establishing clarity on partner and stakeholder roles and responsibilities.

6. Commitment to Joint Learning

LiteHaus International recognises that every partnership provides an opportunity for peer learning amongst partner organisations. As such, LiteHaus International is committed to providing learning and development opportunities at every stage of the partnership which will be clearly communicated to all partners. LiteHaus International will facilitate pathways for partners to knowledge share, teach and guide our staff and directors on best practice and specific partner ways of working. LiteHaus International also acknowledges that it can and should leverage its expertise and resources to support partners to improve and grow their operational capacity, where possible and welcomed by the other party.

POLICY COMMITMENTS:

LiteHaus International will:

- Only pursue partnerships that are compatible with and complementary to LiteHaus International's values and commitments to the promotion of human rights, gender equality, disability inclusion and the empowerment and safeguarding of children;
- Assess all potential new partners using LiteHaus International's *Partnership Capacity Assessment*;
- Formalise relations with partners via Memorandums of Understanding, clearly identifying roles and responsibilities in a mutually accountable and respectful manner;
- Ensure that roles, responsibilities and project activities are reviewed, reported and adapted as the partnership evolves;
- Ensure written agreements states that partners are responsible for ensuring their subcontractors also comply with these obligations, at a minimum:
    - Processes to prevent transmission of funds to individuals or organisations associated with terrorism and money laundering;
    - Procedures to minimise the potential for fraud and corruption;
    - Screening procedures to safeguarding children;
- Before entering a partnership, LiteHaus International will undertake, via its *Partner Capacity Assessment*, adequate research to be confident that the potential partner:
    - Has sufficient human and financial (where relevant) resources to achieve desired partnership outcomes;
    - Has an accountable organisational structure and financially transparent;

- Has no history of acting unlawfully;
  - Has adequate child protection processes (where relevant);
  - Does not discriminate on the basis of age, gender, religion, sexual orientation, ethnicity, disability or political affiliation;
  - Can demonstrate its clear separation of development and non-development activities (where applicable);
  - Will not use LiteHaus International funds, resources or project status to engage in evangelising or proselytizing, or for political purposes;
  - Is accountable to primary stakeholders, communities and donors;
  - Is not on the Australian Department of Foreign Affairs & Trade Consolidated List; Australian National Security Australia listed terrorist organisations, the Asian Development Bank's Sanction List and World Bank Listing of Ineligible Firms and Individuals.
  - Is open to being monitored and will be responsive to recommendations throughout the course of the partnership;
- Develop a Partner Capacity Action Plan for the partner, wherever possible and welcomed, supporting them to strengthen their systems and procedures to ensure they meet national and international good practice standards;
- Ensure that partners comply with relevant policy requirements, expectations and laws in the countries we operate;
- Ensure partner contributions and mutually agreed outcomes are adequately documented and monitored and that credit for outcomes is shared fairly;

DISPUTE RESOLUTION

LiteHaus International always seeks to resolve difficulties, grievances, and complaints in a prompt, impartial and just manner. We endeavour to do this always in our partnerships and to ensure that we have an open and accessible dispute resolution process. We acknowledge that working across cultures, there is greater potential for misunderstandings, and we respect other parties' perspectives. LiteHaus International perceives dispute resolution as an avenue to improve the quality of its work, and to enhance the trust and confidence of stakeholders. LiteHaus International's complaints handling process is outlined in our *Complaints Handling Policy* which is publicly available and cited in our standard MOU template.

DEFINITIONS

LiteHaus International distinguishes between its partnerships based on the definitions below:

a) <u>co-delivery implementation partner</u> – where an LiteHaus International works alongside an organisation to co-deliver a project, each contributing finances and/or in-kind contributions such as staffing, resources or intellectual property, and with clearly defined roles and responsibilities, as outlined and agreed to by way of Memorandum of Understanding.

b) financial implementation partner – where a financial transaction occurs between LiteHaus International and an in-country financial implementation partner (organisation, person or body) to carry out a LiteHaus International project as agreed by both parties in a contractual agreement and Memorandum of Understanding.

The following stakeholders (not exhaustive) are not, for the purposes of this *Partnerships Policy*, considered ‘partners’:

- Financial or in-kind donors, where they are not engaged in program delivery.
    - Our *Donation Acceptance & Partnership Assessment Guidelines* detail our approach to managing these stakeholders.
- Commercial suppliers
    - Our *Sustainable Procurement Guidelines* detail our approach to managing these stakeholders.

RELATED DOCUMENTS

- LiteHaus International – Complaints Handling Policy
- LiteHaus International – Donation Acceptance & Partnerships Assessment Policy
- LiteHaus International – Fraud Management Policy
- LiteHaus International – Sustainable Procurement Guidelines

FORM 6.8 – CONSOLIDATED PARTNER ASSESSMENT

This Consolidated Partner Assessment should be completed in reference to LiteHaus International's Partnerships Policy and Donation Acceptance & Partnership Assessment Guidelines.

Any questions which result in the selection of a 'red box' require a thorough explanation.

1.0 – COMPANY PROFILE	
Registered Business Name	
ABN (or equivalent)	
Registered Business Address	
Primary Contact Name	
Primary Contact Position	
Primary Contact Email	
Primary Contact Phone	
Secondary Contact Name	
Secondary Contact Position	
Secondary Contact Email	
Secondary Contact Phone	
Website	
Social Media Handles	

2.0 – GOVERNANCE	
Entity's Chief Executive Officer / Responsible Person	
Entity's Directors	
Company Structure *i.e. company, trust, charity; for-profit or non-profit*	
Regulatory Bodies *i.e. who does the entity have an obligation to report to?*	

a) Is the entity's reporting obligations to regulatory bodies complete and up-to-date?	YES	NO
b) Is the entity or its directors listed on DFAT's Consolidated List, Australian National Security Australia listed terrorist organisations, the Asian Development Bank's Sanction List or World Bank Listing of Ineligible Firms and Individuals?	YES	NO

c) Has the entity or its directors ever been found guilty of unlawful practices or been de-registered?	YES	NO
d) Does the entity have a clear, accountable and transparent organisational structure consistent with corporate governance best practice?	YES	NO

Comments:
(please cite attached evidence)

ASSESSMENT OF GOVERNANCE RISK: / 5
(based on the criteria above, assess the governance risk of the entity)

3.0 – FINANCE		
a) Are audited financial statements from the last three financial years accessible?	YES	NO
b) Have the financial statements from the last three financial years been audited by a certified, independent auditor?	YES	NO
c) Do the financial statements from the last three financial years demonstrate solvency and financial compliance?	YES	NO
d) Has the organisation experienced any significant financial difficulties (e.g. insolvency proceedings, restructuring, major debts) in the past five years?	YES	NO
e) Does the organisation have an internal audit function or equivalent independent oversight mechanism (i.e. an Audit & Finance Committee)?	YES	NO
f) Does the entity have documented financial management procedures which cover reporting, controls, and risk management?	YES	NO
g) Does the entity have documented procedures relating to the prevention, detection and investigation of fraud?	YES	NO
h) Does the entity have documented procedures relating to counter-terrorism financing?	YES	NO
i) Does the entity have documented procedures for complaints handling and whistleblowing?	YES	NO
j) Does the entity's financial reporting mechanism have the capability to segregate acquittal reports for project-related funds?	YES	NO

Comments:
(please cite attached evidence)

ASSESSMENT OF FINANCIAL RISK: / 5

(based on the criteria above, assess the financial risk of the entity)

4.0 – VALUES & REPUTATION		
a) Does the entity engage in activities which do not align with LiteHaus International's values?	YES	NO
b) Does the entity have a demonstrated track record of promoting gender equality, disability inclusion and environmental sustainability? (where relevant)	YES	NO
c) Does the entity engage in any activities which may contravene LiteHaus International's commitment to human rights and stance against modern slavery?	YES	NO
d) Has the entity been subject to negative media coverage in the last five years which could bring the LiteHaus International brand into disrepute?	YES	NO
e) Does the entity discriminate on the basis of age, gender, religion, sexual orientation, ethnicity, disability or political affiliation;	YES	NO
f) Does the entity have any political affiliations, agendas or ambitions?	YES	NO
g) Can the entity demonstrate its clear separation of development and non-development activities (where relevant)	YES	NO
h) Does the entity have a positive track record of engaging with primary stakeholders and communities? (where relevant)	YES	NO

Comments:

ASSESSMENT OF REPUTATIONAL / POLITICAL RISK: / 5 *(based on the criteria above, assess the reputational and political risk of the entity)*		
4.0 – SAFEGUARDING		
a) Does the entity share LiteHaus International's commitment to the promotion of the welfare and rights of children?	YES	NO
b) Does the entity have documented procedures relating to workplace bullying and harassment, as well as prevention of sexual exploitation and harassment?	YES	NO
c) Where the entity is a development actor, does it have documented procedures relating to child protection and safeguarding?	YES	NO
d) Does the entity maintain a complaints handling mechanism that is accessible, safe, confidential, and responsive to safeguarding concerns, including child protection and PSEAH?	YES	NO
e) Has the entity ever had any substantiated safeguarding, child protection, or PSEAH cases in the past five years? If yes, were corrective actions taken and documented?	YES	NO
f) Are staff, contractors, and volunteers required to undergo criminal record checks and/or working with children clearances before commencing work?	YES	NO
g) Where the entity is a development actor, has it provided safeguarding and PSEAH training to all relevant staff and volunteers within the last two years?	YES	NO
Comments:		

ASSESSMENT OF SAFEGUARDING RISK: / 5 *(based on the criteria above, assess the safeguarding risk of the entity)*		
5.0 – OPERATIONAL CAPACITY		
a) Does the entity have a sound track record of delivering development initiatives?	YES	NO
b) Does the entity have sufficient resources (human, financial, logistical) to deliver on desired partnership outcomes?	YES	NO
c) Does the entity have systems in place for planning, monitoring, evaluation, and learning (MEL) to track progress and outcomes?	YES	NO
d) Where the entity is a development entity, does the entity have prior experience implementing donor-funded projects (e.g. DFAT, UN, INGOs) and meeting donor compliance requirements?	YES	NO
e) Does the entity have recent or current partnership experience with community stakeholders, local authorities, or government agencies?	YES	NO
Comments:		
ASSESSMENT OF OPERATIONAL RISK: / 5 *(based on the criteria above, assess the operational risk of the entity)*		

6.0 – PROSPECTIVE ACTIVITIES	
Please outline the objectives and rationale for partnering with the entity	
6.0 – ASSESSOR DETAILS	
Assessor	
Assessment Date	
Signature	