



National Institute of Social Development

Guidelines for NISD Partnerships with UN agencies, INGOs, NGOs, and the Private Sector

Guideline Title: Guidelines for NISD Partnerships with UN agencies, INGOs, NGOs, and the Private Sector

Guideline Number: 05

Functional Area: All Academic Staff and Non-academic staff

Effective Date: 11.07.2024

Approving Authority: The Governing Council

5.1. Rationale & Purpose:

The National Institute of Social Development (NISD) recognizes the value of partnerships with UN agencies, International Non-Governmental Organizations (INGOs), Non-Governmental Organizations (NGOs), and the private sector in enhancing our educational programs and expanding our reach. These guidelines outline the principles and procedures for establishing and managing such partnerships and ensuring compliance with local and national policies, bylaws, and government regulations.

5.2. Objectives

- 5.2.1. Ensure all partnerships align with NISD's mission and objectives.
- 5.2.2. Promote transparency and accountability in partnership activities.
- 5.2.3. Comply with local and national laws, policies, and regulations.
- 5.2.4. Maintain the integrity and recognition of NISD as an educational or relevant institution.
- 5.2.5. Foster sustainable and mutually beneficial relationships with partners.

5.3. Partnership Principles

5.3.1. Alignment with NISD's Mission:

All partnerships must support and enhance NISD's mission to provide quality education and social development.

5.3.2. Compliance:

Partners must comply with all relevant local and national laws, policies, bylaws, and government regulations.

5.3.3. Recognition and Credibility:

Only recognized and credible INGOs, NGOs, and private sector entities will be considered for partnerships. A thorough vetting process will be conducted to ensure their legitimacy and alignment with NISD values.

5.3.4. Mutual Benefit:

Partnerships should be mutually beneficial, providing clear advantages to both NISD and the partner organization.

5.4. Partnership Establishment Process

5.4.1. Identification and Evaluation:

- Identify potential partners based on their alignment with NISD's mission and objectives.
- Conduct a thorough evaluation of the potential partner's credibility, including their legal status, reputation, past performance, and compliance with national policies and regulations.

5.4.2. Needs Assessment:

- Conduct a needs assessment to determine the specific areas where collaboration is required and the expected outcomes.
- Ensure the partnership will address identified needs effectively and sustainably.

5.4.3. Proposal Development:

- Develop a detailed partnership proposal outlining the objectives, scope, roles and responsibilities, financial arrangements, and expected outcomes.
- Include a compliance section detailing adherence to local and national laws, policies, and regulations.

5.4.4. Approval Process:

- Submit the partnership proposal to the NISD AAB and GC for approval.
- Ensure all relevant stakeholders are consulted and their input is incorporated into the proposal.

5.4.5. Agreement and Documentation:

- Once approved, draft a formal partnership agreements/ MOUs/ MOIs detailing all aspects of the collaboration, including objectives, roles, responsibilities, financial arrangements, compliance requirements, monitoring, and evaluation.
- Both parties must review and sign the agreement.

5.5. Partnership Management

5.5.1. Governance and Oversight:

- Establish a partnership management committee to oversee the implementation and progress of the partnership.
- Ensure regular communication and reporting between NISD and the partner organization.

5.5.2. Monitoring and Evaluation:

- Develop a monitoring and evaluation framework to assess the partnership's progress and outcomes.
- Conduct regular evaluations to ensure the partnership is achieving its objectives and complying with relevant laws and policies.

5.5.3. Financial Management:

- Ensure transparent and accountable financial management practices.
- Conduct regular financial audits to verify proper use of funds and adherence to financial agreements.

5.5.4. Compliance and Reporting:

- Ensure continuous compliance with all relevant local and national laws, policies, and regulations.
- Submit regular reports to the NISD Board of Directors and relevant government authorities, as required.

5.5.5. Conflict Resolution:

- Establish a clear process for resolving any conflicts or issues that may arise during the partnership.
- Ensure conflicts are addressed promptly and effectively, maintaining the integrity of the partnership.

5.6. Partnership Termination

5.6.1. Criteria for Termination:

- The partnership may be terminated if there is a breach of agreement, non-compliance with laws and policies, or failure to achieve objectives.
- Either party may initiate termination based on mutual agreement or justified reasons.

5.6.2. Termination Process:

- Provide written notice of termination, including reasons for termination and any necessary actions to be taken.
- Ensure a smooth transition and minimize disruption to ongoing activities and stakeholders.

5.6.3. Post-Termination Review:

- Conduct a post-termination review to evaluate the partnership's overall impact and lessons learned.
- Document findings and recommendations for future partnerships.