



## **TERMS OF REFERENCE FOR PARTNERSHIP AGREEMENT POLICY**

### **1.0. The Context**

SWIOTUNA is a regional marine-related network registered in Kenya as an international public benefit organization with its membership consisting of Civil Society Organizations (CSOs), community fisheries collective action units such as Beach Management Units (BMUs) and Private Sector from the coastal nations and island states of Madagascar, Seychelles, Mauritius, Comoros, Mozambique, Tanzania and Kenya. In Kenya we work with Tuna Fisheries Alliance of Kenya (TuFAK), in Tanzania we work with Tuna Alliance of Tanzania (TUNA), in Mozambique we work with Forum for CSOs for Marine and Coastal Areas (FOSCAMC), in Madagascar we work with Coalition Nationale de Plaidoyer Environmental (CNPE)

The forum provides a capacity-building opportunity to the CSOs working on marine and fisheries-related issues to advocate for sustainable use, development, and management of marine fisheries in the South West Indian Ocean (SWIO) range states with a view to ensuring that the respective countries and local communities derive more socio-economic benefits from their fisheries resources.

SWIOTUNA is currently going through an organizational development process to address some of its structural challenges. One of the significant challenges the organization is facing is lack of organizational policies, procedures and guidelines. This includes the Partnership agreement policy. To tackle this issue, the organization is planning to develop a partnership agreement policy that outlines the procedures and guidelines within which an organization forms, manages, and evaluates its partnerships. This policy ensures that all partnerships are aligned with the organization's mission, values, and strategic goals.

### **2.0. Objective of the assignment**

1. The main objective of the assignment is to develop a partnership policy that outlines the procedures and guidelines within which an organization forms, manages, and evaluates its partnerships

### **3.0. Scope of work**

#### **The scope of the assignment involves**

- a. Defining the goals and objectives of the partnership policy.
- b. Describing the different forms and types of Partnerships and specifying the nature and extent of collaboration expected in each type of partnership.
- c. Establish criteria for identifying and selecting potential partners who align with the with organizational values and mission.
- d. Defining the roles and responsibilities of all parties in the partnership.
- e. Address legal requirements and compliance issues relevant to the partnerships

- f. Ethical standards and practices with clauses on confidentiality, intellectual property, and conflict of interest.
- g. Establish mechanisms for monitoring and evaluating the partnership's progress and outcomes.
- h. Identify potential risks associated with the partnership and strategies for mitigating them including procedures for dispute resolution and handling conflicts.
- i. Outline conditions for renewal, amendment, or termination of the partnership including exit strategies and procedures for dissolution of the partnership.
- j. Detail the documentation required for forming and maintaining the partnership.
- k. Establish a process for periodic review and updating of the partnership policy.

#### **4.0. Deliverables**

SWIOTUNA secretariat will provide the Consultant with all relevant documentation, contacts for stakeholders and relevant information to provide insight into the current organizational operations. The Consultant will be accountable for the following deliverables:

- An Inception Report: The inception report should be prepared by the Consultant before embarking on a fully-fledged review exercise. The inception report will detail the Consultant's understanding of what is being reviewed and why, as well as proposed methods, tools, sources of data and procedures intended to answer each review question. The inception report should also include a proposed schedule of tasks, activities, timeline, proposed budget to undertake the assignment, milestones, deliverables, and key issues.
- Validation meeting to present the draft communication policy
- Final communication policy based on feedback

#### **5.0. Timing and Duration**

The assignment should be completed in 3 weeks, starting on the week of June 3rd and ending on the week of June 24th.

#### **6.0. Implementation Arrangements**

The selected consultant will have overall responsibility in the implementation of the project. The SWIOTUNA Coordinator will facilitate the day-to-day administration and management of this assignment for effective guidance and leadership to ensure delivery of the results as outlined in this TOR.

#### **7.0. Eligibility/Qualification of the Consultant**

By way of these Terms of Reference, SWIOTUNA will engage a communication expert with the requisite skills and experience of similar processes.

The Consultant should possess the following minimum qualification

- A degree in business administration, law, management, or a related field. Advanced degrees (e.g., MBA, JD) or relevant certifications (e.g., Certified Management Consultant, Project Management Professional) are often preferred.

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- Proven track record in drafting and managing partnership agreements, including experience with various types of partnerships such as strategic alliances, joint ventures, and collaborative projects.
- Experience in the specific industry or sector relevant to the organization seeking the consultancy
- Deep understanding of legal and regulatory requirements related to partnerships, including contract law and compliance issues. Familiarity with best practices in partnership management, risk assessment, and performance evaluation.
- Strong analytical and strategic thinking skills to assess potential partners and structure agreements that align with organizational goals.
- Strong proficiency in communication and interpersonal skills to effectively interact with diverse stakeholders and manage relationships.
- Competence in drafting clear, precise, and legally sound agreements.
- Flexibility and adaptability to address changing circumstances and unforeseen challenges during the partnership lifecycle.
- A portfolio of past projects or case studies demonstrating successful partnership agreements and management.

#### 8.0. **How to apply**

Interested applicants are encouraged to send us their application via email at [info@swiotuuna.org](mailto:info@swiotuuna.org) with the subject heading: **SWIOTUNA partnership policy by close of Business 3rd June 2024**. The application package should include;

- Expression of interest indicating your understanding of the assignment and relevant skills and experiences, including the CVs of all engaged.
- Proposed methodology and related timeframe. In case you are applying as a team of consultants your methodological offer should also clarify how you will divide the work.
- Financial proposal comprising detailed quotation for the assignment, showing working days and expected fee
- Contact details of two references/previous clients that can comment on your ability to effectively and efficiently undertake the assignment