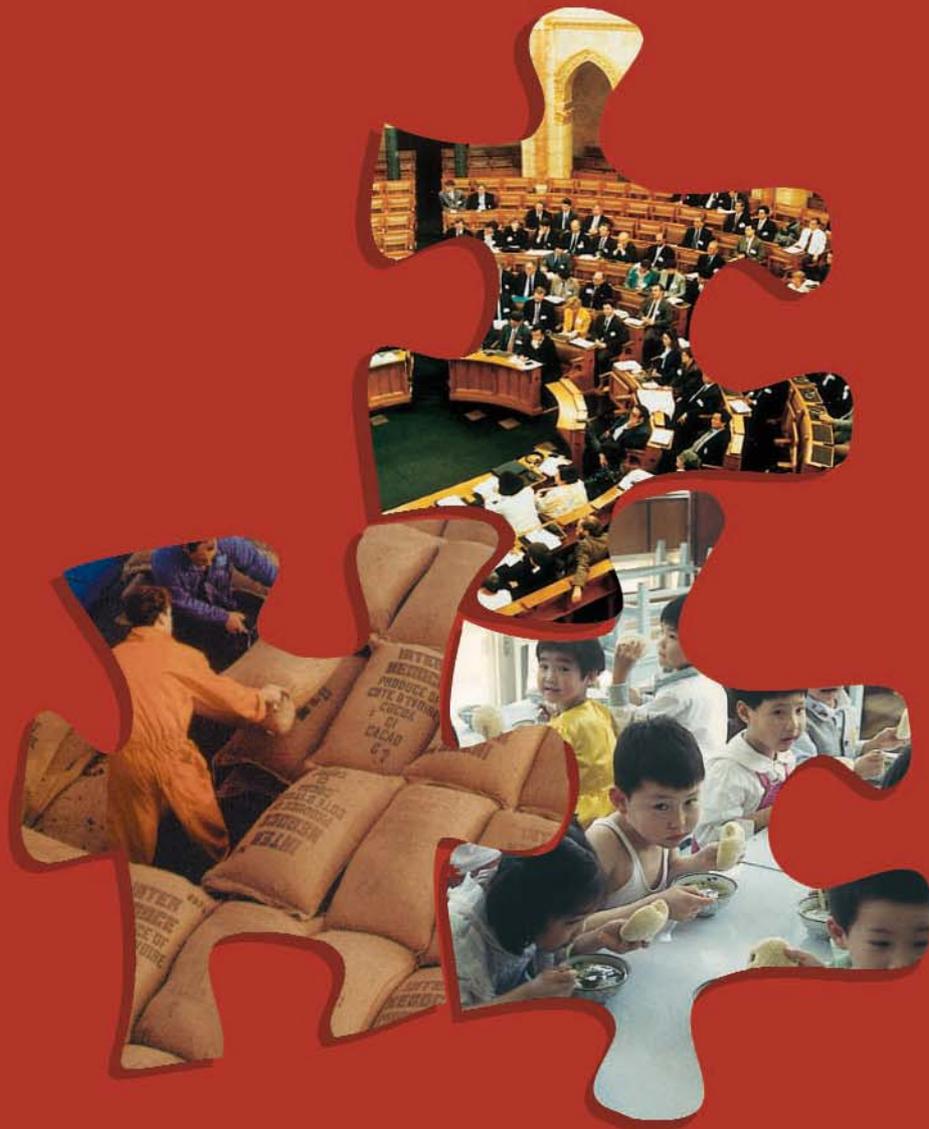


the  
**Partnering**  
toolbook



# the Partnering toolbook

Written by: Ros Tennyson,  
Partnership Specialist and Director of Learning Programmes,  
International Business Leaders Forum

Content editor: Barbara Torggler

Technical editor: Anna Hill

Cover design: Alison Beanland

Cartoons: Guy Venables

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This publication is in three parts:

Part 1 is a short book that describes the generic partnering process from inception to conclusion.  
Part 2 is in the form of 'stand alone' tools to enable practitioners to develop effective partnerships.  
Part 3 includes more information about GAIN, the issues around food fortification and case studies selected to be locally appropriate for each of the different language versions.

The views and ideas expressed in this publication are those of the author and the additional named contributors (see inside back cover).

# TOOL 6

## PARTNERSHIP REVIEW TEMPLATE

This is designed as a tool for reviewing the partnership to assess whether it is achieving the goals / expectations of the individual partner organisations. It is essentially a 'health check' of the partnership rather than a more formal audit of the project or programme the partners have undertaken.

AIMS	POSSIBLE ACTIVITIES
<p><b>To offer partners an opportunity to reflect on the value of the partnership from their own organisation's perspective</b></p>	<ul style="list-style-type: none"><li>• <b>1:1 conversations</b> with key players from each partner organisation undertaken by a nominated 'reviewer' that are then written up as a narrative for partners to discuss</li><li>• <b>Group workshop</b> – run separately within each partner organisation – undertaking a SWOT analysis (exploring Strengths, Weaknesses, Opportunities and Threats in the partnership) which are then 'matched' across the different partner organisations</li><li>• <b>Meetings in pairs</b> (2 individuals from different partner organisations meeting as 'critical friends') for a frank exchange of views that are then shared at a partners' meeting / workshop</li></ul>
<p><b>To assess what – if any – changes would improve the effectiveness of the partnership</b></p>	<ul style="list-style-type: none"><li>• <b>Change of focus</b> – can be explored through a 'futures workshop' or a 'scenario planning exercise' where partners are invited to do some 'blue skies' thinking</li><li>• <b>Re-definition of roles and responsibilities</b> – partners invited to undertake a roles / skills re-assessment (see Tool 3) and re-assigning responsibilities between partners to tackle new tasks differently</li><li>• <b>Institutionalisation</b> – engaging a larger number of people from the partner organisations in the partnership in new ways</li></ul>
<p><b>To agree as a group to any revisions to the partnership agreement to take account of the findings of the review process</b></p>	<ul style="list-style-type: none"><li>• <b>Re-writing the Partnering Agreement</b> to reflect new goals; changes of focus or new activities</li><li>• <b>Expanding the partnership</b> – either by incorporating new partners or by publicising its activities and achievements and supporting others in creating similar initiatives</li><li>• <b>Developing a termination or moving on strategy</b> – for the project, or the partnership, or one or more of the partner organisations. Moving on can mean 'job well done' it does not have to be interpreted as failure. A healthy partnership copes with closure / changes / departures in a creative and positive way</li></ul>



### REMEMBER

It may be important for a number of reasons to publicise a partnership and / or its activities and these reasons need to be taken into account, but 'going public' too soon can put a lot of pressure on a partnership and can have some unexpectedly negative impacts. Partners need to assess the risks and benefits of publicising their work and ensure that all partners concur with and adhere to an agreed strategy.