**Partnership Scorecard -- Quarterly Check-in**

**Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 1. Partnerships result in two-way capacity building, promoting organizational effectiveness and growth. | | | |
| Have we taken concrete actions to improve each other’s learning and capacity? | | | |
| **Examples of actions that support capacity and growths** | **Score**  **1-5** | **Explanation of score, using concrete example** | **Comments/Suggestions/Next Steps in priority sequence** |
| * Did we attend any conferences or workshops together, or facilitate attendance for the partner? * Did we meet to discuss topics for reflection and learning, based on mutual interests and priorities, to continually improve ourselves * Did we assist each other in becoming more skillful (sharing technical abilities, for example). Were we able to bring new technologies into our work? * Did we assist each other in becoming more knowledgeable (information gathering on context, beneficiary profile, etc.) * As the importance of gender issues underlies our common projects, did we assist each other in furthering our knowledge related to gender issues in regards to the beneficiaries we serve, or within our organizations? * Did we respond to a specific capacity-building need expressed either formally or informally? Did we commit resources and/or **time**? * Did we write a joint paper/document/framework together for publication, thereby enriching the product? Did we consult each other on a public press release or statement? * In our Lessons Learned exercises, have we documented Lessons about partnership? |  |  |  |
| 1. Building relations and solidifying partnerships open doors and create space for an enabling environment for humanitarian action. | | | |
| Have we taken concrete steps to strengthen our relationship to each, and to other key stakeholders? | | | |
| **EXAMPLES of actions that promote connections, access and linkages** | **Score:**  **1-5** | **Explanation of score, based on concrete example** | **Comments/Suggestions/Next Steps in priority sequence** |
| * Did we communicate with each other in a timely manner (respond to each other’s questions and requests)? * Did we provide feedback on the partnership? * Did we identify opportunities and use our connections to create access to decision-makers and stakeholders (door opener)? * Were there opportunities for both to access the donor? A meeting, via Skype… * Did our efforts help connect one of us to other civil society actors (networking)? * Did we find an opportunity to advocate for each other with decision makers or in the media (strengthening our profiles, etc.)? Did we stand side-by-side with partners to advocate on sticky issues? * Did we find ways to bridge the gender divide, opening doors for women and enabling connections for women, as well as men? * Did the partnership help to promote women’s voice in one of our organizations? * Did we facilitate a meetings (provide space, resources) for one another? * Did we forward information to each other (emails, newsletters, training resources) which we thought would be of interest? |  |  |  |

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| 1. Partnerships provide the opportunity for both partners to come the forefront when it comes to planning and decision-making. | | | |
| Have we demonstrated shared decision-making? | | | |
| **Examples of actions that support shared and transparent decision-making** | **Score**  **1-5** | **Explanation of score, using concrete example** | **Comments/Suggestions/Next Steps in priority sequence** |
| * Did we involve each other in a strategic planning process? * Did we follow-up on progress in our partnerships, based on the bi-monthly meetings, MOU or partnership agreement * Did we involve each other in project design * Have we revised an action plan or joint programming based on frank discussion and mutual benefit? * Did we learn from a mistake? Were we able to “right a wrong” together? * Did we challenge our traditional thinking and ways of working to find new or different solutions? * Have we involved each other in evaluations such as Program Evaluations and After Action Reviews? |  |  |  |

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| 1. Partnerships are built on a foundation of trust, working in an open and transparent manner. | | | |
| Have we increased our “trust account” with one another? | | | |
| **Examples of actions that show transparency and build trust** | **Score**  **1-5** | **Explanation of score, using concrete example** | **Comments/Suggestions/Next Steps in priority sequence** |
| * Did we debate issues and work towards a solution together, to ensure that issues are resolved and do not escalate? * Were we clear and transparent with each other about how decisions were made? * Were we upfront with each other regarding any risks we were facing? Were we upfront with one another about any problems we were facing? * Did we keep an important commitment to one another * Have we been open and transparent about budgets? * Were there any other specific actions that led to building up our trust account (as opposed to “withdrawing” on that account). For example, did we follow through on a commitment? |  |  |  |

**Score: 1=very poor; 2=poor; 3=okay/average; 4=good; 5=very good**

**Joint Action Plan**

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| **Priority Theme** | **Action** | **Who will lead it** | **With Whom** | **Completion Date** | **Resources** | **Notes** |
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**Any Other Comments**: