GHANA RED CROSS SOCIETY

PARTNERSHIP POLICY

Approved and Adopted at Central Council Meeting of November 2018, NASCO Hotel, Koforidus

Signed by
Nana Dr. Michael Agyekum Addo
President

Signed by
Samuel Kofi Addo
Secretary General
POLICY DOCUMENT
On Cooperation between
GHANA RED CROSS SOCIETY AND
PARTNER NATIONAL SOCIETIES AND DEVELOPMENT PARTNERS

1.0 INTRODUCTION

Ghana Red Cross Society was established by an Act of Parliament (Act 10, 1958) to serve as an auxiliary to Government Ministries, Departments and Agencies in the delivery of Humanitarian and Relief services to the vulnerable in the country.

It is a body corporate; with the Headquarters situate at Plot No. 10, South Legon Extension; Center link Road, Accra and branches in all the ten (10) regions of the country. It can own property, sue and be sued in law.

With a Mission statement that states that “Ghana Red Cross seeks to prevent and alleviate human suffering by mobilizing the power of humanity” the Society makes use of its 56,000 volunteers for service delivery. Currently, it is the largest Volunteer-based humanitarian, Relief and community centered service organization in the country.

To expand its services, ensure quality delivery and meet the international obligations of the Red Cross movement in an increasingly complex humanitarian environment, the constitution guiding its operation encourages the Society to enter into partnerships at all levels guided by the seven (7) Red Cross Movement Fundamental Principles of Humanity, Independence, Neutrality, Universality, Unity, Volunteerism and Impartiality.

2.0 POLICY GOAL

The goal of this policy document is to ensure the building of a strong GRCS that delivers an enhanced qualitative service to the vulnerable.

3.0 POLICY OBJECTIVES

The Policy objectives of this cooperation are;

I. To provide clear role clarification for all actors in the partnership
II. To facilitate the institutional strengthening of Ghana Red Cross during the partnership
III. To strengthen and showcase the partnership within the movement for efficient humanitarian work in the country
4.0 PRINCIPLES AND RULES OF THE PARTNERSHIP
All the programs and projects of PNSs shall be guided by the Principles and Values of the movement mentioned in paragraph (1) above.

Both parties shall ensure Transparency in every aspect of the partnership.

4.1 Administrative and General Provisions

4.1.1 Memorandum of Understanding (MOU)
I. Before commencement of programs there shall be a jointly developed Memorandum of Understanding (MOU) which spells out the details of the partnership. This MOU is to be duly signed by the authorized representatives of both National Societies.

II. Each partner shall agree to the contents of the MOU and implement it as such.

4.1.2 Alignment of the partnership activities with GRCS Strategic plan
I. Any activities executed by PNSs shall be in alignment with the GRCS Strategic Plan
II. There shall be a joint work plan development with the PNS on the activities to be undertaken.
III. All the activities agreed upon shall be incorporated in the GRCS annual plan of action and should be planned with regard to the overall strategic framework which ensures ownership by GRCS.
IV. There should be absolute transparency in the designing, development and implementation of programs and projects by both parties.

4.1.3 Capacity Building and Sustainability
I. Every stage of the partnership program implementation process should have inbuilt capacity building and sustainability structures incorporated.

4.1.4 Program Audits, Reviews and Monitoring
i. There shall be regular (quarterly) meetings between the GRCS represented by Management Committee and the Partner National Societies to discuss progress, share knowledge and experience and address challenges if any.
ii. The focal department shall meet the PNs representative monthly to discuss progress while the Secretary General and Senior staff shall also meet the PNs representative quarterly to discuss operational details of the programs on the field.
iii. Unscheduled meetings can however be requested by any of the parties mentioned in (i and ii)
iv. Where there is more than one PNS, these meetings may be held together.
v. The PNSs’ Country Representative will have an observer status at the Central Council of the GRCS.
5.0 OPERATIONS MANAGEMENT OF THE PARTNERSHIP PROGRAMME

5.1 Program design, Implementation and Reporting

i. All programs and projects agreed upon as per the MOU shall be executed through GRCS using its structures. The Program shall be jointly designed by both partners and GRCS would assume ownership of it.

ii. A PNS or partner shall not independently execute programs or projects. The NS shall play a lead role in program implementation and be the disburser of the allocated Program budget.

iii. A PNS or partner shall not bypass the NS to recruit its own staff or volunteers, pay them directly or finance projects directly in the field. All financing shall pass through headquarters to be captured in the NS accounts. Should the PNS need to recruit staff, it may do so with the collaboration, or in consultation with the NS.

iv. A separate bank account shall be opened for the PNS transactions. All payments relating to the partnership program shall be made through the NS Accounts.

v. Time frames for presentation of reports and funding justifications (receipts) shall be agreed with the PNS and shall be strictly adhered to by both partners.

vi. Monitoring and evaluating plan shall be jointly developed by both NS and PNs to ensure regular progress tracking at all levels (community, district, regional and national).

vii. There should be regular joint monitoring between designated GRCS officials and the PNSs.

viii. The NS shall report according to reporting format presented to the NS by the PNs. Where there is none the PNs representative and NS shall jointly develop one that suit both parties.

ix. The NS shall, wherever applicable, acknowledge the support or collaboration of the PNS in all communiqués, press releases or news articles. The PNS may not, independently, issue any of the above without input from the NS.

5.2 Administration and Project Related Costs

II. The NS shall receive not less than 7% of the Total Annual Program budget as administration cost.

III. Besides the recruited personnel for the partnership program, other National Society staff performing some work relating to this partnership program shall be paid a remuneration based on the number of man-hours of their total office work schedule spent on it.
IV. Where Officers are travelling outside their duty station, Daily Subsistence Allowance (DSA), or per diem (whichever is applicable) at the rates payable by the National Society shall be used.

5.3 Tenancy and User Facilities
Where the PNS or Partner is going to make use of office accommodation and other facilities and properties owned and provided by the NS, a fee shall be charged to the PNS by the NS. A contract spelling out the terms and fees/rent charged shall be signed.

6.0 Conclusion
In all the above, the ultimate aim shall be to ensure a mutually beneficial partnership and an enhanced service delivery to the vulnerable in the country in accordance to the International Red Cross Red Crescent Movement Principles.

SIGNED:
Dr. ....................................................
President Ghana Red Cross Society

Date: _____________________________

SIGNED:
....................................................
Secretary General

Date: _____________________________
LIST OF ABBREVIATIONS

DSA                                               Daily Subsistence Allowance
GRCS                                             Ghana Red Cross Society
MOU                                               Memorandum of Understanding
PNS                                               Partner National Society
NS                                               National Society