



NGO Project Partner Due Diligence Checklist

This checklist aims to help your charity carry out appropriate due diligence on your partners for delivering a project. This checklist is not exhaustive and some projects will require additional matters to be considered.

- Have you detailed the expected relationship between your organisation and your partner? E.g. a joint venture, partnership, sub-contractor relationship.
- Have you detailed the scope of this agreement? E.g. will it cover one project, several projects, all projects and over what time period.
- Have you considered whether this will be an exclusive arrangement?
- Have you detailed the expectations of both parties as part of the bidding process?
- Have you agreed who will be the lead organisation?
- Have you detailed the role of the lead organisation and its obligations?
- Have you detailed what happens if an agreement cannot be reached? E.g. how long discussions will continue in good faith, any break period etc.
- Have you detailed how the project proposal will be created and how negotiations will be carried out?
- Have you detailed the expectations on the sub-contracting organisation for providing information to the lead organisation?
- Have you detailed how proposal development costs will be met?
- Have you detailed the sub-contractors role and participation?
- Have you detailed how intellectual property will be shared and protected?
- Have you detailed any confidentiality agreement regarding key project information or commercially sensitive information?
- Have you considered how staff will be treated and protected in each organisation?
- Have you detailed basic legal obligations? E.g. provisions regarding country of the project's governing laws, details of duration of the agreement, termination procedures, etc.