E03 revised April 2025

**Partnership Agreement**

The Partnership agreement (Partnership agreement) is a mandatory annex to the Overall project description (B01) dated <insert date>. It is an agreement between the Coordinating partner and the other organisations in the partnership. The Partnership agreement outlines the obligations and commitments of all parties in the implementation of the work exchange project as described in the Overall project description (B01).

No part of the Partnership agreement may be deleted, but the partners may include additional points specific to their partnership.

# **PARTIES TO THE AGREEMENT**

The Partnership agreement is between:

1. **Coordinating partner:** <enter name of organisation>

Name of project contact person: <enter name of contact person>

* E-mail: <enter email address>
* Phone number (include country code): <enter phone number>

1. **Partner organisation:** <enter name of organisation 2>

Name of project contact person: <enter name of contact person>

* E-mail: <enter email address>
* Phone number (include country code): <enter phone number>

1. **Partner organisation:** <enter name of organisation 3>

Name of project contact person: <enter name of contact person>

* E-mail: <enter email address>
* Phone number (include country code): <enter phone number>

<Add partners as applicable>

Jointly referred to as the Parties.

Norec is not a party to this Partnership agreement.

# **SCOPE AND BACKGROUND**

2.1. The Partnership agreement is based on the Application submitted by the Coordinating partner on <date of application> (the Application) for financial support to the project titled <name of project as defined in the overall project description (B01)> (the Project).

2.2. This Partnership agreement must be enacted in accordance with any agreements entered or to be entered into between Norec and the Coordinating partner based on the Application, including budgets and annexes.

2.3. Upon approval or partial approval of the Application, related round applications and amendments, the Coordinating partner is responsible for distributing copies of any agreement between the Coordinating partner and Norec, including budgets, annexes, and approval letters to all the partners.

# **PRINCIPAL RESPONSIBILITIES**

The parties to this Partnership agreement agree that:

* The Coordinating partner will coordinate the project and be the main point of contact with Norec. This includes coordinating the preparation of any application, round descriptions and budgets to be submitted to Norec.
* The Coordinating partner will have sole responsibility for the project towards Norec and sign agreements with Norec on behalf of the partnership.
* Each party to this Partnership agreement must provide the Coordinating partner with accurate, updated information relevant for filling in applications, including the budgets, and other documents required from Norec.
* All the partners must adhere to all the requirements of the agreement entered or to be entered into, including budgets and annexes as referred to in section 2.2. of this Partnership agreement.
* The Coordinating partner must be informed of any issues that might delay or hinder the implementation of the Project and adherence to the Partnership agreement, including the achievement of the expected results. The parties must immediately report to the Coordinating partner any changes to the Application or budgets, including changes in the contact information of the partner organisations.
* The Coordinating partner must ensure that all partners in the partnership are fully informed about any significant issues that may affect the project implementation.

If the Coordinating partner fails to inform the other partners of any significant issues that may affect the project implementation, Norec may inform them.

* Any deviations or amendments required after any agreement has been signed shall be discussed between the partner organisations.

# **DISBURSEMENT**

4.1. The Coordinating partner shall ensure that funds are distributed on time to the other partners, according to where the expenses are to be paid and accounted for.

4.2. The budget distribution among the partners must be specified in the round budgets and all partners must agree on the transfer schedule.

4.3. The Coordinating partner may delay transfer of funds if there is a delay in project implementation or reporting, if project results are not being achieved, or in the event of mismanagement.

4.4. Norec can consider direct transfers where national legislation prohibits or severely restricts the transfer of funds abroad. This must be documented by the partnership.

# **FINANCIAL MANAGEMENT**

5.1. The Coordinating partner is responsible for the overall financial management and reporting to Norec on behalf of the partnership.

5.2. All partners must use a digital accounting software to track project funds and ensure transparent financial management.

5.3. Norec funds the Project based on estimated costs for each round of exchange. Any expenses above the total approved grant will have to be covered by the partners’ own funds or other funding.

5.4. The Coordinating partner must repay any unspent funds without delay. Interest income and currency gains on the funds transferred from Norec or on the internal transfers between the partners shall be specified in the financial report. Net gains are to be repaid to Norec. If a new round of exchange has already been approved, Norec may decide that the unspent fund amount will instead be deducted from the next transfer. This does not apply to unspent funds in the last round of the Project.

5.5. The Coordinating partner is fully responsible to Norec for any part of the grant that has been transferred to any of the other partners. If funds are transferred directly to another partner, the Coordinating partner is still financially and legally responsible for the repayment of any reclaimed funds not reimbursed by any of the other partners.

# **MONITORING, EVALUATION AND REPORTING**

The parties to this Partnership agreement agree:

* To hold at least one formal meeting with all partners in each round of exchange and a yearly review meeting with Norec.
* That the Coordinating partner shall prepare any required reports to Norec within the deadline communicated by Norec.
* All partners shall prepare the necessary inputs for these reports in time, according to the requirements, standards and deadlines set by Norec and the Coordinating partner. This includes producing financial and audit reports for their project accounts for each completed round of exchange and submitting these to the Coordinating partner for consolidation in time and in accordance with Norec’s requirements.
* The project accounts shall be audited in accordance with the ISA 805 standard. All audits must be carried out by independent chartered/certified auditors. The audit must be carried out in accordance with the Norec template for financial reports. The auditor must confirm the amount transferred from Norec and/or the Coordinating partner. The exchange rate used for each transfer or the average for the round must also be specified and confirmed. The auditor must confirm any unspent funds and currency gain/loss.
* The Coordinating partner shall monitor the project as required. The Coordinating partner is responsible for informing Norec of any relevant managerial issues related to the programme, personnel or financial administration.
* Norec and the Auditor General of Norway must have general access to monitor all aspects of the project, and the Coordinating partner must facilitate such access. Monitoring may include follow-up of activity and financial reports, audits, and field visits to individual partners and participants in the partnership. Norec may hire external consultants to evaluate the project or conduct such evaluations themselves. These rights and obligations will remain in force for five years following the expiry or termination of the contract, whichever occurs later.

# **PARTICIPANT ADMINISTRATION**

7.1. All partners must agree on the recruitment criteria and have them in writing. Participants must be recruited based on these criteria and the tasks described in the application. Each organisation involved must assess the candidates they will receive.

7.2.Every participant must have an employment contract that includes:

* Names and signatures of participant (employee) and partner (employer)
* Duration of the contract: it shall be valid for the period the participant is active in the project

Legal basis of the contract, observing applicable national labour and taxation laws, standards and requirements, the Partnership agreement between the partners, and the agreement between the Coordinating partner and Norec

* Details of termination, covering possible terms for a probationary period or grounds for dismissal according to relevant national laws
* Salary/stipend details, including the monthly amount, taxes, mandatory deductions, payment date, to which bank account, and in which currency
* Pension accruals if applicable
* Working conditions such as working hours/days and holidays
* Accommodation standards and included utilities
* Participant's tasks, including attendance at Norec trainings and follow-up work
* Health and travel insurance details
* Relevant contact information
* Supervision details, specifying that the participant is managed and supervised by the host partner during the exchange period unless otherwise agreed
* Annexes: the host organisation’s emergency plan and Norec’s ethical principles

7.3. The partners must ensure that all participants have the necessary visas and/or work permits according to the host country's national legislation.

7.4. The partners must ensure that all participants have a safe, productive, and meaningful stay with the host partner. This include ensuring a work environment where participants feel respected and valued, and which is free from any form of harassment, discrimination, or other unacceptable behaviour. The partners must also provide participants with a relevant workspace to foster learning and knowledge sharing among colleagues.

7.5. The partner must ensure that all participants are covered by a medical scheme, and have an emergency preparedness plan, including possible evacuation in case of a serious incident. Participants must, as far as possible, be protected from violence, threats, and undue burdens while working on the Project.

7.6. The partners must ensure that participants are provided with safe and reasonable accommodation in the host country, which takes into consideration their culture and gender.

7.7. The partners must ensure that all participants are informed of Norec’s ethical principles andthat they are expected to act accordingly. They must also be informed of any whistle-blower mechanisms and procedures for preventing and handling harassment.

7.8. The partners must fulfil the terms and conditions of the employment contracts.

# **MISCONDUCT**

8.1. All parties to this Partnership agreement must follow Norec’s ethical principles, which include zero tolerance for corruption and other financial irregularities. Norec has zero tolerance for inaction against sexual exploitation, abuse and harassment (SEAH). These principles apply to all participants, staff members, and partner organisations.

8.2. In the event of, or suspicion of, financial mismanagement, SEAH, inaction, or other non-compliance with Norec’s ethical principles, further disbursements may be frozen and legal action considered. Norec reserves the right to claim any repayments from the Coordinating partner and any other party to this Partnership agreement receiving funds directly from Norec.

8.3. The parties to this Partnership agreement agree to establish routines to:

1. prevent or detect any financial mismanagement within the partnership.
2. prevent and manage any cases of harassment, discrimination, or any other form of reprehensible conduct within the partnership.
3. Adopt a victim/survivor-centred approach to SEAH issues and do everything possible to prevent, detect and respond to SEAH within and related to the Project.

8.4. “Financial irregularities” includes all kinds of:

1. corruption, such as bribery, nepotism and illegal gratuities;
2. misappropriation of cash, inventory and other assets;

financial and non-financial fraudulent statements; and any other use of Project funds not in accordance with the agreement with Norec

8.5. The Coordinating partner must inform Norec immediately of any indication of conduct not in line with Norec’s ethical principles, including financial mismanagement and SEAH in the Project. They must provide Norec with all known facts and an assessment of how the matter should be followed up, including whether criminal prosecution or other sanctions are appropriate. If the Coordinating partner fails to do so, the other parties to this Partnership agreement are responsible to inform Norec.

8.6. Norec will handle the matter according to its procedures for dealing with suspicions of financial mismanagement, and SEAH. The Coordinating partner must cooperate fully with Norec’s investigation and follow-up.

8.7. In the event of, or suspicion of, SEAH, Norec must be provided with a report of the relevant facts and an assessment of how the matter will be followed up. This includes whether the organisation will improve internal systems to prevent, detect, and respond to SEAH, and whether criminal prosecution or other sanctions are appropriate. The rights, needs and wishes of the survivor/victim must be taken into consideration. The report must be made without compromising the safety, security, privacy, and due process rights of any concerned person. Norec will handle the report according to its guidelines for dealing with SEAH incidents.

# **RECOGNITION AND PUBLICATION**

Norec may carry out public relations activities, using the experiences of the partnership and its participants. Whenever the Project is mentioned in articles, presentations, interviews etc, it must always be stated that the Project is funded by Norec.

# **TERMINATION OF THE PARTNERSHIP AGREEMENT**

The Coordinating partner may terminate the Partnership agreement with a partner with immediate notice in the event of mismanagement of the project, including project and participant administration, financial mismanagement, SEAH, inaction, or other forms of non-compliance with Norec’s ethical principles. The Coordinating partner shall in such cases consult with the other partners in the partnership. Each partner may terminate the Partnership agreement with six months’ notice.

# **11. ENTRY INTO FORCE AND DURATION**

The Partnership agreement will enter into force at the date of the last signature of the agreement with Norec. It is valid for the duration of the agreement with Norec entered or to be entered into.

# **12. SIGNATURES**

I consent to the role of the Coordinating partner as described in this Partnership agreement and agree to support the Coordinating partner in fulfilling the responsibilities set out in any agreements with Norec referred to in section 2.2. of this Partnership agreement.

I confirm that I am authorised to enter into legally binding agreements on behalf of the organisation I am representing.

Each signatory party will receive a signed copy of the Partnership agreement.

|  |  |
| --- | --- |
| <Date> | <Date> |
| On behalf of <Coordinating partner> | On behalf of <Organisation 2> |
| Name:  Chief Executive Officer: | <Name>  <Chief Executive Officer> |

|  |  |
| --- | --- |
| <Date> | <Date> |
| On behalf of <organisation 3> | On behalf of <organisation 4> |
| <Name>  <Chief Executive Officer> | <Name>  <Chief Executive Officer> |

<Delete/add partners as applicable>