

THIS PARTNERSHIP AGREEMENT
and its annex (this "Agreement") is hereby made

BETWEEN: The **American Evaluation Association (AEA)**, having its offices located at 2025 M Street, Suite 800, Washington, DC 20036 (hereinafter called **AEA**)

AND: Organizing Body _____, with its offices in _____ (hereinafter called the **Organizing Body**), that is taking responsibility for this partnership proposal

AND: Applicant non-US VOPE _____, with its offices in _____ (hereinafter called the **Applicant**) that is taking responsibility for this partnership proposal

are entering into this Agreement to establish the terms of a Partnership between the two parties as outlined in the proposal template, attached as annex.

1. AEA agrees to pay expenses against invoices submitted as per the budget plan, so that the parties involved in the partnership might implement the proposal as described in the proposal template.
2. AEA agrees to make available the entire amount indicated in this agreement for the purposes and according to the budget specified within the proposal template through direct payment of invoices.
3. The partnership amount provided by the AEA is to be spent before the end date for the agreement as specified in the proposal template. The Applicant agrees to release AEA of any contractual obligations related to the funds allocated to this partnership if there are funds that remain unspent at the end of the agreement. The end date of this agreement can be extended upon prior written consent of AEA.
4. The Applicant agrees to submit to AEA the following reports via e-mail:
 - A brief narrative progress report at 6 months after the partnership start date, and
 - a final narrative within one month after the partnership's activities have been completed, or at the end date of the agreement as specified in the proposal template, whichever comes sooner, unless there has been an amended end date to the agreement as approved by AEA.

The concrete dates are specified below.

Progress report: Month, day, year

Final report: Month, day, year

AEA will provide templates for progress and final reports.

The Applicant agrees to notify AEA in writing by email (info@eval.org) about any development that significantly affects the implementation of the partnership proposal or the Applicant organization.

5. The Applicant agrees to send all correspondence related to this Agreement to info@eval.org.
6. After this Agreement is signed by the authorized officer of the Applicant VOPE and subsequent signature by the Executive Director of AEA, this agreement enters into effect.
7. The **Total** amount approved for this partnership proposal is **US\$.00**

8. The period during this agreement will be in force begins with the latest date under the signatures below, and ends on (Month, day, year).

IN WITNESS WHEREOF, we have signed this Agreement as of the dates given below.

Organizing Body

Representative of Applicant Organization

Name and Position

Name and Position

Date

Date

AEA Executive Director

B. Denise Roosendaal

Date

Copy of signed agreement must be filed with AEA before funds can be committed.

Annex 1: Summary description of the AEA Partnership program

Purpose:

The purpose of this Letter of Agreement is to clarify the expectations of AEA as to what the participating VOPE (Voluntary Organization for Professional Evaluation)¹ has agreed to do to implement the Partnership proposal it submitted to the AEA, and which has now been approved through AEA.

Background:

The AEA partnership program aims to encourage VOPEs to form **mutually beneficial partnerships**. The AEA offers small amounts of financial support to expedite the bilateral partnership initiatives jointly developed by AEA and National or Regional VOPEs. The amount of support provided through this mechanism is up to US\$ 5000 per proposal. At minimum, a partnership proposal should aim to facilitate a successful and mutually beneficial learning experience for both AEA and its partner VOPE and to have both AEA and the partner VOPE put the experience into practice.

The partnership program is an integral part of the AEA's International Strategy. The program offers an innovative approach to strengthen individual VOPEs' capabilities by taking advantage of and maximizing capacities and experiences within the global community of VOPEs. The program encourages VOPEs to form partnerships with the AEA to help each other to strengthen their capacities to achieve **any one or more** of the results below:

- The VOPE have strengthened institutional capacity (architecture, governance, functioning)
- The VOPEs have systematic membership development (visibility, reach, legitimacy and promotion)
- The VOPE have improved capacity to influence key actors and effectiveness in addressing the enabling environment for evaluation
- The VOPE have greater effectiveness in strengthening the capacities of evaluators and commissioners of evaluation

AEA expects that the partner VOPEs (including AEA itself) will also have adopted **principles of equity-focused, culturally sensitive and gender-responsive evaluation** and have strengthened capacity to promote them to individual members and to those who commission evaluation.

AEA encourages VOPEs to focus on creating opportunities for members to network, share and "invest" their individual human capital on a volunteer basis to promote the interests of the profession. The ideal model should include mechanisms that would allow VOPEs to promote evaluation as an instrument of transparency, accountability and learning, and to advocate before governments to strengthen the capacity to demand and use evidence generated by evaluations to inform policy-decision making.

Criteria:

AEA will only receive proposals from those VOPEs that fulfill a country's legal requirements or have a formal partnership with a local academic institution or NGO that acknowledges the organization's status as a voluntary organization to promote the evaluation profession.

¹ VOPEs include formal evaluation associations/societies, as well as informal networks or communities of practice.

Process:

A partnership proposal submitted by a VOPE will be reviewed and assessed by volunteer reviewers of the AEA International Working Group. Their reviews will be based on the following criteria:

- Overall quality of the proposal;
- Relevance of partnership results and proposed strategy to the AEA values and mission, expected results and principles;
- Coherence of the work plan with the objectives of the partnership;
- Feasibility of the proposal (including how realistic the budget is for carrying out the partnership, taking into account funding from other sources if necessary);
- Sustainability of changes created by the partnership.

To ensure transparency of the selection process, all accepted partnership proposals will be uploaded to www.eval.org. There they will be available for public viewing, including by leaders of other VOPEs so that they can learn about partnership ideas from each other for potential adaptation in the future.

Next steps:

If the reviewers of the proposal have any suggestions to make to the VOPEs involved, the reviewers will send them directly to the VOPE's representatives indicated at the signature line above.

Once the partnership proposal has been approved by the AEA International Working Group, a MOU will be developed to be signed by representatives of AEA and the partner VOPE.

The AEA International Working Group will monitor the implementation of all partnership agreements. VOPEs that receive approval for a partnership will be required to submit the following reports:

- A brief progress report at 6 months of implementation of the partnership, and
- A final narrative report that will include information based on the partnership experience that will be made public on www.eval.org

AEA will provide templates for progress and final reports.