



MEMORANDUM OF AGREEMENT

Entered into by and between

Crisis Response Network,

Non-Profit Company,

Registration Number: 2019/590489/08

(Hereinafter referred to as "CRN")

and

_____ **(the Organization/Network Partner)**

(Hereinafter referred to as the "network partner")

Herein represented by (_____), in his/her capacity as the

(_____) and duly authorised thereto

On _____ (Date)

to join efforts to address specific areas/phases of the Crisis Response Network

as indicated in this Agreement.



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1. STATEMENT OF INTENT

The CRN views a crisis not only as a life changing event, but as an opportunity for growth and expansion of the Kingdom.

The purpose of this agreement is to leverage the strengths of various parties in order for the CRN to coordinate the network partners (like yourselves). The coordination will enable a strategic, compassionate and sustainable response to a crisis during the preparation -, response – and restoration phase for the benefit of people in distress from all races, religions and ethnic groups, and ultimately for the expansion of His Kingdom.

Every organisation has both unique capabilities, but also limitations. The main purpose of this partnership is therefore to create a network of partners, in order to make available each other's resources and knowledge to serve the cause. Fundraising is however not the main focus or reason of existence of the CRN. Please see 5.2 for a detailed explanation on this matter. This partnership is altruistic, and the supportive exchange is based on the goodwill of both parties. The goal is to serve a good deed, with no personal, organisational or financial gains for anybody involved.

The partnership envisioned in this agreement will lead to the following:

- Increased and mutual cooperation of a **reciprocal nature** during a crisis, to serve the cause, and to benefit of the recipients,



- readiness of the network partners' staff, field workers or churches/clusters of believers for a crisis,
- increased access to resources,
- greater impact of the work as described above (through partners we can mobilize more resources, increase our reach and create new networks and groups),
- greater participation and engagement by recipients of these efforts,
- expansion of ministry opportunities where organisations have a footprint,
- enhanced speed and flexibility similar to that of the International Relief movements,
- greater effectiveness where partnerships can provide opportunities to learn from each other and improve the way we work, and
- a partnership will concurrently function as one body of Christ shouldering the suffering of the multitudes.

This partnership does not endeavour to exalt people or organisations (neither the CRN nor your organisation), but to glorify Christ and to see the Gospel expand during times of crises.

IMPOTANT INFORMATION:

All information you provide here will be dealt with as **highly confidential**. We will in no way and under no circumstances share, sell or expose the information, and endeavour to keep it as securely as possible. By sharing the information with us, you however do so entirely at your own risk, and the CRN cannot be held responsible for any damages that may follow as a result of the sharing of information in this application form. If you prefer to submit this information through a more secure email platform, you may contact us at inbox@crisisresponsenetwork.net and request the secure email address.

BY ENTERING THIS AGREEMENT, YOUR ORGANISATION IS UNDER **NO OBLIGATION TO PARTICIPATE**. NETWORK INVOLVEMENT IS **ALWAYS VOLUNTARY** AND AS YOUR CIRCUMSTANCES ALLOWS.



2. PARTNER ORGANISATION DETAILS

REGISTERED NAME OF ORGANISATION:

REGISTRATION TYPE AND NUMBER (if you have one):

DIRECTOR'S NAME AND SURNAME:

NAME AND CONTACT **DETAILS OF THE PERSON WHOM THE CRN MAY CONTACT FOR COLLABORATION:**

Name and Surname:

Tel numbers:

Email address:

MANDATE OF THE ORGANISATION:

IN HOW MANY COUNTRIES DO YOU HAVE A FOOTPRINT:

LIST THE COUNTRIES WHERE THE ORGANISATION IS REPRESENTED (if possible, please provide details such as southern part of the country, province name or even a city if you prefer):



WOULD YOUR ORGANISATION BE INTERESTED IN RECEIVING NOTIFICATIONS ON ANY TRAINING EVENTS (Indicate local, international or online training):

ARE THERE ANY TRAINING NEEDS WHICH YOUR ORGANISATION AND/OR ITS REPRESENTATIVES ARE INTERESTED IN? (List them in order of priority):

IS YOUR ORGANISATION PRIMARILY (Please **mark** your choice):

(a) A TRADITIONAL SENDING ORGANISATION WITH PEOPLE IN VARIOUS GEOGRAPHICAL LOCATIONS?

OR

(b) AN ORGANISATION WITH RESOURCES WHICH CAN BE SHARED? (See a list of possible resources in Section B below)

OR

(c) BOTH (a) and (b)

If you answered (a), please complete Section A.

If you answered (b), please complete Section B.

If you answered (c), please complete Sections A and B.



SECTION A: [If answered (a) or (c)]

This type of partnership is **developmental** in nature. Your organisation partners with us and forms part of the CRN network, but it will mostly be **for information sharing purposes, provision of training or support** by the CRN to benefit your organisation, and/or for **utilising your footprint in specific locations to channel a response**, from other network partners, to vulnerable communities before, during and after a crisis. The CRN will not interfere with your ministry mandate and endeavour to collaborate to the extent your organisation allows/requests.

IN TIMES OF CRISIS (mark your choice AND include any comments you want us to be aware of):

1. CAN THE **CRN CONTACT** YOUR ORGANISATION AND **SHARE GENERIC INFORMATION ABOUT A CRISIS?** (Please provide contact details of this person)

2. IS **YOUR ORGANISATION** WILLING TO **SHARE INFORMATION WITH THE CRN** ABOUT A CRISIS HAPPENING IN THE LOCATIONS WHERE YOU ARE REPRESENTED OR CLOSE TO WHERE YOU ARE REPRESENTED?

3. IS **YOUR ORGANISATION** WILLING TO **RECEIVE SUPPORT AND/OR A RESPONSE TEAM OR INDIVIDUALS** DURING AND AFTER A CRISIS WHEN SUCH A CRISIS FALLS WITHIN THE GEOGRAPHICAL AREA WHERE YOUR REPRESENTATIVES LIVE? (Please provide contact details of the person from your organisation who will liaise this):

4. DOES YOUR ORGANISATION PREFER **NOT TO BE CONTACTED, NOR RECEIVE RESPONSE TEAMS/INDIVIDUALS**, BUT WOULD STILL PREFER **ACCESS TO OUR WEBSITE AND RECEIVE A PARTNERSHIP LOGIN** IN ORDER TO ACCESS THE COUNTRY PROFILES AND LIBRARY RESOURCES? (The CRN understands that there are security risks if you agree to any of the aforementioned options, and an organisation should not in any way feel pressured to participate. Your organisation and the safety of your members is a priority and as organisation you are best placed to mitigate the risks).



SECTION B: [if you answered (b) or (c) above]:

This type of partnership aims to retain and network a partner organisation's **services/resources** for the benefit of those in a crisis. If your choice was (b) then your main role is to serve and share resources with the CRN to benefitting those in a crisis. The governance style for the service partnership is based on a shared vision, where there is collaborative decision-making in place for measuring outcomes and reporting of application of the resources/services provided.

If you chose (c) then your role may vary between being a developmental partner, (as described in Section A), and the service partner (as described in Section B).

ELABORATE ON WHAT KIND OF RESOURCES YOUR ORGANISATION WOULD BE ABLE TO SHARE OR MAKE AVAILABLE BEFORE, DURING AND/OR AFTER A CRISIS (types of resources explained below):

1. Does your organisation focus on **training** - whether for preparedness, during a crisis or for restoration purposes? **Elaborate** as much as possible on the *topic of training you specialise in, fees applicable, the contact persons* to arrange the training packages, and whether training must take place *face to face*, or can it be done *via a webinar* or training DVD's, and lastly would the trainers/experts be willing to *travel to local and international* locations?

2. Does your organisation have any resources they would be willing to share with other registered network partners during a crisis such as small aeroplanes or helicopters, trucks, heavy equipment (excavators, backhoe's, bulldozers, graders, etc), agricultural



equipment or expertise, drones, water purification equipment or expertise, lodging/shelters in specific locations, churches/clusters of believers in specific locations whose members can undergo training and drive the response and restoration efforts on the ground, etc. This list is not comprehensive nor limited to the above-mentioned examples. Please add any other resources you wish to make available:

*(Reminder: participation and provision of resources to and through the network is **absolutely voluntary**. Your involvement is highly valued, but it remains your organisation's choice to determine when and to what extent participation can be provided).*

3. COMPLETE CONTACT DETAILS OF THE PERSON/S WHOM THE CRN MAY CONNECT WITH REGARDING THESE RESOURCES (Name, Surname, email and contact telephone numbers):



3. AGREEMENT

The Parties have agreed to establish a collaborative partnership and endeavor to share resources for addressing the needs of a population of concern **before, during** and **after** a crisis.

The Parties have agreed to fully cooperate and act in a consultative manner, as outlined in this Partnership Agreement, and to avail of each other's advisory services during the implementation of this Agreement.

The Parties undertake to jointly develop and maintain a quality partnership based on a shared commitment to:

- a. Alleviate the suffering, due to a crisis, for anybody regardless of race, religion or ethnic background, and to enhance the human dignity and well-being of the persons served.
- b. Abide by the Principles of Partnership endorsed by the Global Humanitarian Platform (See **Annexure A**).

The Parties recognize the unique nature of their partnership and commit to fulfill their respective obligations with competence to achieve the desired results in accordance with the provisions and terms of this Agreement and ultimately to glorify Christ.

The Parties have agreed that participation will always be voluntary.

This Agreement forms the basis of cooperation and defines the expected contributions (Section A and B), roles, responsibilities and obligations of the Parties (Sections 5 and 6) in relation to implementing and achieving the desired results of the partnership.

4. CRISIS RESPONSE NETWORK ROLES AND RESPONSIBILITY

The CRN is committed to its mandate to coordinate a network of Christian partners (volunteers and partner organisations) for a strategic, compassionate and sustainable response to a (potential) crisis*

We aim to achieve this:

- during the three phases of a crisis, namely [(1) Readiness, (2) Relief, (3) Restoration],
- by means of coordinating and connecting our registered volunteers with registered CRN partner organisation's for a response, and
- **through** the network partner/organization's contacts at a specific location where a crisis potentially could happen, is happening or has happened.

The CRN seeks partner organisations who desire to form part of the network in order to achieve the above-mentioned goals.

The CRN will serve its partner organisations to the best of its ability.

5.1 The CRN is a registered not-for-profit entity subject to the laws of the country of its establishment and/or operation and established in accordance with those laws as an autonomous and independent entity. Its activities are defined in its Vision and Mission Statement.



5.2 Regarding fundraising: Fundraising is not the main focus or reason of existence of the CRN. However, during a crisis and in collaboration with the responding/affected/participating partner organization, fundraising efforts could form part of the response. Fundraising activities are strictly conducted with the understanding that there will be mutual and equal responsibility between the participating partner organization/s and the CRN. In other words, the participating partner organizations and the CRN will jointly embark on any fundraising efforts, and send out fundraising alerts to their respective databases, website's and Social Media platforms.

The CRN will only contribute financially towards a project that a network partner undertakes when we receive funding, and/or when donors stipulate financial support for a specific project. All contributions designated for a specific project shall be applied to those projects, and we may assess up to 10 percent to be used for administration of the donation. When contributions received are in excess for a given project than what the CRN can wisely apply, the CRN retains the right to utilize these funds to meet a similar pressing need.

5.3 Regarding expert volunteers from the CRN database:

- (a) The CRN will connect expert volunteers from our database with a network partner for utilization before, during or after a crisis.
- (b) The CRN will not provide funding for a volunteer's deployment trip costs, and/or accommodation at the site of deployment or on route, and/or daily expenses while on deployment or on route, **unless and only** where donor contributions allows or specifies this, in which case it will be channelled accordingly.
- (c) The CRN will connect the volunteer with a registered network partner for deployment purposes, and the volunteer will agree to the terms and conditions of the said network partner for duration of the deployment. The CRN cannot be held liable for any incidents that befall the volunteer while he is under the care of/ part of the deployment team with another registered network partner/organisation.
- (d) The CRN expects the volunteer to attend any pre-departure training (general) and to complete any extra reading before deployment. The volunteer will be expected to complete any additional forms which may require the volunteer to disclose personal information. The CRN will consider this information as private and will only in an emergency make use of the information required to assist the volunteer.
- (e) The CRN will provide the necessary identification card which the volunteer must carry on his/her person at all times during deployment with a network partner, and a bib/jacket which must be worn at all times. The identification card and bib/jacket remains the property of the CRN and must be returned to the CRN upon return and closure of the intervention.



5. PARTNER ROLES AND RESPONSIBILITIES

- 5.1 In line with this agreement, the partner shall strive to maintain the spirit of partnership with both the CRN and other network partners when collaboration is required.
- 5.2 The partner shall avail itself to fully cooperate and engage in mutual consultations with the CRN in order to support the other network partners in the implementation of a project.
- 5.3 The partner shall engage and encourage the active participation of the population of concern in activities related to the readiness, implementation, and restoration phases of any project, consistent with inclusionary practices.
- 5.4 Maintain and manage its contribution directly and ensure complementarity with CRN provided resources, when applicable, towards a project.
- 5.5 Be financially responsible for the provisioning of the resources/funds as well as for the delivery thereof to another network partner at the location where needed. When the CRN receives donations for a specific project, the CRN will consult with the network partner who is providing the service and contribute towards it to the extent that donations allows, or donors stipulate.
- 5.6 Ensure that any expert volunteers provided by the CRN will undertake their own agreement and terms and conditions with said volunteer. The CRN cannot be held liable for any claims or damages that occurs while a volunteer is under the care of a network partner – not from the volunteer and neither from the network partner.
- 5.7 Comply with UNHCR's global SGBV strategy ("Action Against Sexual and Gender-Based Violence", <http://www.unhcr.org/4e1d5aba9.html>) and always ensure that any preventive program or response program will include women, girls, men and boys at risk of SGBV. The partner will, when delivering these responses, also give specific consideration to the protection of children, persons with disabilities, older persons, LGBTI persons and persons engaged in survival sex.
- 5.8 The principles of confidentiality, informed consent, and respect for the wishes of survivors in all phases of the response.
- 5.9 Comply with the policies, principles and objectives set out by the UNCHR for the Protection of Children (<http://www.unhcr.org/50f6cf0b9.html>), and be guided by the principles and standards in the Minimum Standards for Child Protection in Humanitarian Action (https://alliancecpha.org/en/system/tdf/library/attachments/cpms_2019_final_en.pdf?file=1&type=node&id=35094).
- 5.10 During a response inform the CRN of all decisions and actions taken, as well as compile a report after completion of a project (due within 10 days after completion of a project).
- 5.11 Where financial support was provided by the CRN, submit a budget to the CRN as well as a final account of how funds were spent (with necessary proof).
- 5.12 The network partner undertakes not to share login details to the CRN website in order to give others access to country profiles and library sources.



By entering this agreement, you will be provided with **log-in credentials** for the CRN website which will give you **access to sensitive information**, namely the *detailed country profiles, the library and a list of partners*. We kindly, yet urgently, request under **no circumstances** you share the log-in details with anyone. If you are aware of someone who would like access to/could benefit from having access to the sensitive information on the website, please send us an email at inbox@crisisresponsenetwork.net with the necessary details (name and email).

I, the undersigned, acknowledge that I have read and understand this agreement.

Name & Surname

Date

Signature



6. ANNEXURE A: Principles of Partnership

A Statement of Commitment

Endorsed by the Global Humanitarian Platform, 12 July 2007

The Global Humanitarian Platform, created in July 2006, brings together UN and non-UN humanitarian organizations on an equal footing.

- Striving to enhance the effectiveness of humanitarian action, based on an ethical obligation and accountability to the populations we serve,
- Acknowledging diversity as an asset of the humanitarian community and recognizing the interdependence among humanitarian organizations,
- Committed to building and nurturing an effective partnership.

The organizations participating in the Global Humanitarian Platform agree to base their partnership on the following principles:

• **Equality**

Equality requires mutual respect between members of the partnership irrespective of size and power. The participants must respect each other's mandates, obligations and independence and recognize each other's constraints and commitments. Mutual respect must not preclude organizations from engaging in constructive dissent.

• **Transparency**

Transparency is achieved through dialogue (on equal footing), with an emphasis on early consultations and early sharing of information. Communications and transparency, including financial transparency, increase the level of trust among organizations.

• **Result-oriented approach**

Effective humanitarian action must be reality-based and action-oriented. This requires result-oriented coordination based on effective capabilities and concrete operational capacities.

• **Responsibility**

Humanitarian organizations have an ethical obligation to each other to accomplish their tasks responsibly, with integrity and in a relevant and appropriate way. They must make sure they commit to activities only when they have the means, competencies, skills, and capacity to deliver on their commitments. Decisive and robust prevention of abuses committed by humanitarians must also be a constant effort.

• **Complementarity**

The diversity of the humanitarian community is an asset if we build on our comparative advantages and complement each other's contributions. Local capacity is one of the main assets to enhance and on which to build. Whenever possible, humanitarian organizations should strive to make it an integral part in emergency response. Language and cultural barriers must be overcome.

www.globalhumanitarianplatform.org