

Important Aspects for Coordination with Partners

Disclaimer

This document is an attachment to the service offer ***Construction/Rehabilitation of WASH Infrastructure in Faith-Based Institutions (FBIs)***, developed by the global programme *Sanitation for Millions*. The service offer is based on implementation experiences gathered by the programme in Jordan, Pakistan, and Uganda. Its development is part of the commission through the Federal Ministry for Economic Cooperation and Development (BMZ) in 2022. Purpose of this specific service offer is to give an overview of relevant background information, important minimum standards, and necessary working steps related to construction and rehabilitation of water, sanitation, and hygiene (WASH) infrastructure in FBIs.

Important Aspects for Coordination with Partners

Effective coordination with partners is crucial for the success of any collaborative effort.

Following steps and aspects must be considered in the process of coordinating with partners:

- 1) Assess and understand the needs of the partners you want to collaborate with. Understand goals, expectations, and potential contributions of each partner. Depending on the local conditions, it might be required to send an official letter to the main partners (the competent ministry, construction authorities, etc.) and to hold an official meeting with them to introduce the project objectives, Project activities and expected results.
- 2) Develop a clear communication plan. This includes the establishment of clear communication channels and protocols to ensure smooth information flow among partners. Clearly articulate objectives, timelines, and expected outcomes of the collaboration. Involve and coordinate with all relevant partners that can enrich the project outputs.
- 3) Align goals and objectives among all partners to ensure a shared vision for the collaboration and establish ground to work towards collective success.
- 4) Define and communicate roles and responsibilities of each partner and ensure that expectations regarding contributions, tasks, and deliverables are transparent and agreed upon. It might be necessary to form a steering committee to provide support, guidance, and oversight of the progress.
- 5) Develop a formal partnership agreement outlining terms, conditions, and expectations of the collaboration and clearly define the scope of work, resource contributions, and any shared responsibilities.
- 6) Prepare a work plan and schedule of activities and conduct regular meetings, whether virtual or in-person, to discuss progress, challenges, and updates and use technology to facilitate communication, collaboration, and document sharing.
- 7) Foster a culture of adaptability to address unforeseen challenges or changes in circumstances.
- 8) Prepare and implement a joint monitoring and evaluation system to track the progress of the collaboration. Regularly assess the effectiveness of the partnership and adjust as necessary.
- 9) Agree with the partners on formats to get their continuous feedback for improvements and innovations.