



## **P4 in partnership agreements**

### **Cover letter and P4-specific wording to include in all Partnership Agreements and Memoranda of Understanding with partners**

The following wordings must be included in all partnership agreements and MoUs with partner organisations.

1. \_\_\_\_\_ Confirms that he has read and understands the terms of Concern Programme Participant Protection Policy and agrees that all employees, officers, sub-contractors and agents of \_\_\_\_\_ will abide by and promote the terms of this policy at all times in all of its activities under this agreement.

2. \_\_\_\_\_ shall bear responsibility and be liable in respect of any and all claims, losses, damages, liabilities and expenses of any nature howsoever arising from or in connection with any breach of Concern's Programme Participant Protection Policy by \_\_\_\_\_ or by its employees, officers, sub-contractors or agents.

\_\_\_\_\_ shall indemnify and hold harmless Concern. Its officers, employees and agents, in respect of any and all such claims, losses, damages, liabilities and expenses arising from or in connection with any such breach.

3. \_\_\_\_\_ shall be responsible for the use of information, assets and resources to which \_\_\_\_\_ has access by reason of its partnership with Concern, and will use all project goods and services resulting from this relationship, including those provided by/property of a third party<sup>1</sup>, in an appropriate manner.

4. \_\_\_\_\_ will ensure that the conduct of \_\_\_\_\_ staff is, and is seen to be, of the highest standard.

The following **cover letter** must be added to the copy of the P4 attached to any Partnership Agreement or MoU with partners.

---

<sup>1</sup> Examples of projects, goods, and services provided by a third party include food aid from WFP, vehicles lent by an Alliance 2015 member or another organisation, etc.

**SHACDO’s Programme Participant Protection Policy**

As Owner of \_\_\_\_\_, I hereby confirm that I have read Concern Programme Participant Protection Policy and that I commit \_\_\_\_\_ and its employees, officers, sub-contractors and agents to adhere to the Programme Participant Protection Policy.

Name \_\_\_\_\_ Job title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_