



IVS Partnerships Guide: List of Documents

	Doc name	Purpose	Completed by	Period of use	Done?
2	Introductory Checklist	Points to consider for initial discussions	IVS - to use simply as a guide for discussion	Set-up phase	
3	Brief Partner Responsibilities	Brief description of generic partner responsibilities, for instigating discussions	IVS to give to partner	Set-up phase	
4	Lead Partner Description Form	Description of the placement objectives, practical info on the locality, cultural aspects, & travel logistics. For provision of info for IVS and the volunteer, and for baseline M&E data.	Partner	Set-up phase	
5	Host Organisation Description Form	More detail (if necessary) of each place of work. Detail for purpose of volunteer and IVS info. Also to use as an agreement to gain commitment from placement providers. Also for baseline M&E data.	Partner & placement provider	Set-up phase	
6	Risk Assessment	To identify potential risks, and approaches for mitigation, including safeguarding. Generic template must be reviewed, adapted, and added to for each project. Also to use for discussions on health and safety and safeguarding with partners.	IVS, following discussions and input from partner	Set-up phase	
7	Partnership Agreement	In-depth description of all partners' responsibilities, for use both as a 'work plan' and a project agreement - should be modified with the partner ideally so they have as much input as possible.	IVS and Partner - to edit together and both sign. Should volunteer also read this and sign this, or other doc?	Set-up phase	
8	Person Spec	For recruitment of appropriate volunteer - simply serves as an example, rather than template. Ideally the Partner organisation will write first draft.	Partner & IVS	Recruitment	

	Volunteer application	Volunteer recruitment, and to gather essential information including e.g. emergency contacts, health info etc. Also for baseline M&E data.	Volunteer and IVS	Recruitment	
9	Safeguarding Policy agreement?	To ensure volunteer, partner organisation and IVS share understanding and agree to the same principles in order to keep people free from harm;	Partner? Volunteer? not sure...	Set-up phase	
10	Code of Conduct? Volunteer policy / agreement?	For ensuring volunteer understands and agrees to essential elements of volunteering with IVS. Safeguarding could be combined with this?	Volunteer	Post-recruitment, pre-departure	
11	Pre departure information sheet for Partner	From IVS to inform Partner Org of relevant details of volunteer, arrival times, emergency contacts etc.	Volunteer & IVS	Pre-departure e.g. 2 weeks before	
15	Pre-departure training materials	To brief volunteer of pre-departure essentials. This is the current Volunteer Pack?	IVS with volunteer	Pre-departure	
16	Mid placement evaluation (X3)	To check with volunteer, partner and host organisations (if relevant) whether project is on track, and any changes/input needed from IVS	Volunteer, partners and host organisations	Mid-project	
17	End of placement evaluation (X3)	For M&E purposes, to inform of project impact and of any recommendations for future changes	Volunteer, partners and host organisations	Post-project	
18	Report	Analysis of evaluations and recommendations for improving future projects	IVS and Partners	Post-project	