



## **Partnership Contract**

between

**Idunda, Madihani, the Women department (ELCT, South Central Diocese)**

and

**Martin Luther Kirchengemeinde Wentorf (Germany)**

### **1. [Pre-amble ] Purpose of the partnership**

The foundation of the partnership is our common faith in the Lord, his Son Jesus Christ and the Holy Spirit. Purpose of the partnership is the religious and cultural exchange between Wentorf (Germany) and the parishes Idunda and Madihani and the Women Department of the South Central Diocese in Tanzania. An important element of the partnership work is the financial support provided by sponsors in Wentorf, which should enable the Tanzanian partners to increase their independence from external sponsorship. The aim of any support is to help people to help themselves. Humanitarian aid within the partnership is possible but should be the exception. Preference should be given to sustainable projects which a larger group of people or community can benefit from. For support of individuals and projects, the criteria are defined in Annex 1+2.

### **2. Principles of the partnership**

The overall principles of partnership are openness, transparency and trust from all partners. These attributes are essential for sustainable partnership work. In order to establish these principles in practice, the partners implement this contract in the love of Jesus Christ.

### **3. Partnership work**

The most important aspect of the partnership work is the religious and cultural exchange. All partners agree to promote the partnership by including it in the spiritual work of their parishes.

The partners in Idunda, Madihani, the Women Department and Wentorf commit to host at least one partnership service per year, preferably on Pentecost. Furthermore, the partners agree to include each other in their intercessions regularly. Regular partnership visits to Tanzania and Wentorf are seen as an important aim of the partnership work and are pursued in all sincerity on both sides.

The partners in Wentorf commit to use the collections of 2 divine services per year for the partnership work. During the annual "Congregation Day", the Tanzania Group of Wentorf will have a stand where congregation members are informed about the partnership work and where handmade products of the Group members are sold for the benefit of the partnership work.

The Tanzania Group in Wentorf regularly informs the members of their congregation about the partnership work, e.g. in personal presentations or speeches, via the webpage of the church, flyers or other information in writing. The aim is to promote the spirit of the partnership and to acquire sponsors, who build the foundation for any financial support within the partnership work.

#### **4. Communication**

The partnership work follows democratic structures. Everyone in Wentorf and Tanzania has the right to communicate within the partnership via letter, phone, e-mail etc. Personal contact between individuals is appreciated.

Official matters must be communicated via the partnership coordinator who can also help with translations. Any translated documents will be sent to the partners also in the original version/language. The partnership committee of the diocese should receive a copy of official communications. However, the responsibility and authority regarding partnership matters are with the partners in Idunda, Madihani, the Women Department and Wentorf. The partners organize themselves in local groups or committees where they mutually discuss and agree partnership matters.

#### **5. Partnership coordinator**

5.1. A partnership coordinator is established on the side of the Tanzanian partners. The coordinator is the main contact person for the Tanzania Group in Wentorf and supports the partnership work. He/she is established for 2 years by the Tanzanian partners. Thereafter, he will be reconfirmed in his position.

The main tasks of this role are:

- Provide all necessary information to the partners in Wentorf
- Distribute money from the partnership account according to the instructions of the sponsors
- Collect signatures for given support and provide these to the sponsors in Wentorf
- Support people in SCD who seek support (e.g. advise which documents are needed)
- Coordinate the partnership work with all relevant committees/functions in SCD (e.g. orphans committee, district pastor, church elders...). This includes to inform the committees/functions about the given support and to forward their requests/advice to the German partners. The partnership coordinator must not interfere in contacts

between the partners, but his advice shall be sought by the Tanzanian partners before sending official letters to the partners in Wentorf.

5.2. The partnership coordinator is informed about any support given within the partnership. No individuals are supported without official notice to the coordinator.

5.3. The partnership coordinator receives a salary for his work which is covered by the SCD. The partners in Wentorf contribute to this by paying the lumpsum amount of 300 € per year as a recognition for his work. This amount is transferred directly to the partnership coordinator in 2 payments of 150 € per year. Specific additional expenses (e.g. travel costs, bank fees) can be reimbursed separately by the partners in Wentorf as long as these expenses remain within reasonable limits.

5.4. The partners in Wentorf provide a laptop for the partnership coordinator to ensure efficient communication via e-mail.

## **6. Sponsorship + partnership account**

Private sponsors in Germany give financial support under the premise that the money is used for a dedicated purpose within the partnership. Martin Luther Kirchengemeinde Wentorf is accountable, also towards German Law and German Authorities, to ensure the correct allocation of sponsored money. Credibility towards the sponsors is of highest importance. Trust from the sponsors is vital to acquire the means for financial support within the partnership. In order to ensure transparency about the allocation of sponsored money, the following is agreed:

### *6.1. Partnership account*

For financial transactions within the partnership, a partnership account is established. The bank details of this account are:

Name of the bank: xxx  
Address of the bank: xxx  
IBAN: xxx  
Swift Code: xxx

Transactions from this account can be made in the presence of 2 authorized persons. The authorized persons are:

- The partnership coordinator
- The pastors of Idunda and Madihani
- The leader of the Women Department in Makete
- The Pastor of Martin Luther Kirchengemeinde Wentorf

Significant changes to this account (e.g. changes of bank details, changes of authorities, closure of the account etc.) may only be made in agreement with the partners in Wentorf which shall be proven by a written confirmation.

### *6.2. Correct allocation of money*

For any transfers on the partnership account, a specific purpose is indicated (name of student/project, intended use, amount). This is submitted to the partnership coordinator in writing, normally in advance. The money may only be used for the intended purpose, otherwise this is considered as mis-use of money or corruption (see Annex 3+4).

For all transfers of money, the recipient has to confirm by signature that the money was received and used for the intended purpose. The signature list is compiled by the partnership coordinator in the first quarter of the following year.

### *6.3. Mis-use of money/corruption*

All partners have the duty to behave within the partnership in a responsible manner to avoid the mis-use of money or corruption. In Annex 3+4 examples are given what is considered as mis-use of money or corruption. All partners agree to behave accordingly.

An atmosphere of openness and trust is the basis of the partnership work. If any cases of mis-use or corruption get known, this should be reported to the partners in Wentorf so that the cases can be discussed in good faith and trust. The aim should be to develop a solution or to agree on possible consequences together with the partners in Wentorf and Tanzania.

## **7. Obligations of individuals supported within the partnership**

Individuals, who were supported within the partnership, have the obligation to support the partnership work as much as they realistically can. This can be by coaching of other students, writing small reports to improve the “publicity work” towards the sponsors or to support the partnership with specific knowledge they obtained during the education they received through the partnership.

## **8. Partnership website**

The partners in Wentorf maintain an Internet Webpage in order to promote the partnership work and to acquire sponsors. All individuals supported within the partnership agree that general information and photos related to the partnership work (including photos of individuals) may be shared on that webpage. The information is kept on general level and may not violate the privacy rights of individuals.

## **9. Documentation**

The partnership coordinator maintains all documents about the partnership. In case the holder of this position changes, the documents and the laptop are handed over to the successor. The partnership coordinator ensures that the partnership committee is well informed about all partnership matters, so that in case of unexpected absence or illness the continuity of the partnership is given.

**10. Duration of the contract**

The aim of this contract is to establish a long term partnership without expiry date. In order to reconfirm that the partners are still in agreement with the content of this contract, the document shall be reconfirmed and signed again at minimum every 2 years. .

**11. Signatures**

We agree and confirm before God that we have understood the contract and will follow the agreed principles. We will give this partnership our full support and do our utmost to make it an integral part of the religious work in or parishes, so that many people can benefit from it.

<u>Function</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Bishop SCD		_____	
District Pastor		_____	
Pastor of Idunda		_____	
Pastor of Madihani		_____	
Head of Women Department		_____	
Partnership coordinator		_____	
Pastor of Wentorf Parish		_____	



### **Annex 1a: Criteria for the support of individuals**

- Individual belongs to partnership parishes
- Support should bring the individual at minimum in the position to earn own money (e.g. school visit, other education)
- No support of people who already have a job/education which enables them to earn money

### **Annex 1b: Criteria for the support of projects**

- Projects should be proposed by the Tanzanian partners to ensure local needs are met
- Projects should enable the Tanzanian partners to help themselves
- Dedicated and clearly defined purpose to be agreed among the partners
- Clearly defined timeframe, in case of larger projects including important milestones
- A detailed estimate of the costs is needed before the project starts
- During the project, the Tanzania partners provide regular reports about the progress of the project and the money already spent / still needed. Transparency is of utmost importance for the sponsors.
- In case any changes are needed within the project (e.g. scope of the project to be changed, any difficulties occur, more/less money is needed, changes in timeline, ...), the partners in Wentorf shall be informed and a solution shall be agreed between the partners.
- The partners in Tanzania contribute to the success of the project

### **Annex 2: Documents needed for the support of individuals**

#### **➔ In advance:**

- *Last school certificate*
- *official paper from the future school which contains the title of the studies, the duration and the detailed cost listing*

#### **➔ Yearly:**

- *School certificate*
- *written confirmation that the money was received (signature list)*

### **Annex 3: Examples for mis-use of money**

- Money is given for a specific project, but used for a different project without agreement of the sponsors
- Money is given for a specific project, but only a part of the money is used for this project. The rest is used for a different project, without agreement of the sponsors.
- Money which was submitted for a specific purpose remains on the bank account and is not used at all over a longer period of time (without informing the sponsors)
- Money dedicated for a specific project/purpose is not needed anymore, but the sponsors are not informed.
- Money is submitted and cannot be found anymore
- Money from the partnership account is used to make own profit before using it for the agreed purpose, e.g. by giving loans against interest rates, by currency exchange etc.

- Using money from the partnership account as private loan before submitting it to the indicated purpose

#### **Annex 4: Examples for corruption**

- The full amount of money provided for a project/purpose is not needed, and the rest is used for own, private purposes.
- Money dedicated for school fees is used for other private purposes without agreement of the sponsors