



HEART فريق الإغاثة والتعزيز الإنساني
Humanitarian Empowerment and Relief Team



HEART's Institutional Governance and Partnerships Policy

(Official Internal Policy Document)

Version	1.0
Dated	March 18, 2026
Approved by	Board of Directors

This policy establishes HEART's institutional governance and partnerships framework governing decision-making structures, organizational oversight, accountability mechanisms, and engagement with partners.

It ensures transparency, accountability, strategic alignment, and effective collaboration while maintaining compliance with organizational, donor, and regulatory requirements.



HEART's Institutional Governance and Partnerships Policy

Document Code: HEART/POL/GOV/PART/2026/002 - Version: 1.0 - Dated: March 18, 2026

1) Document Control

Document Title	HEART's Institutional Governance and Partnerships Policy
Document Code	HEART/POL/GOV/PART/2026/002
Version	1.0
Designated Responsible Unit	Governance & Executive Office
Approved by	Board of Directors (BoDs)
Oversight by	Oversight & Audit Committee
Effective Date	March 18, 2026
Review Date	Before: March 17, 2028

Controlling Notes:

Review Cycle

This policy shall be reviewed every two years or earlier if required due to governance, operational, or regulatory changes.

Document Classification

Internal – Controlled Document

Related Policies and Documents

This policy establishes HEART's institutional governance and partnerships framework governing decision-making structures, organizational oversight, accountability mechanisms, and engagement with partners across all operations. It shall be read in conjunction with the following documents:

1. HEART's Financial Regulations Policy ([HEART/POL/FIN/FINREG/2026/004](#)).
2. HEART's Procurement and Financial Compliance Policy ([HEART/POL/PRC/PROC/2026/005](#)).
3. HEART's Organizational Coding and Reference System Policy ([HEART/POL/GOV/DC/2026/011](#)).
4. HEART's Human Resources Policy ([HEART/POL/HR/HRM/2026/009](#)).
5. HEART's Asset and Inventory Management Policy ([HEART/POL/ADM/AST/2026/006](#)).
6. HEART's Code of Conduct Policy ([HEART/POL/GOV/COC/2026/001](#)).



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7. HEART's Anti-Corruption and Anti-Fraud Policy ([HEART/POL/FIN/AC-AF/2026/003](#)).
8. HEART's Safeguarding Policy ([HEART/POL/SAFE/SG/2026/007](#)).
9. HEART's Programme Management and Emergency Response Policy ([HEART/POL/PRG/ERP/2026/010](#)).
10. HEART's Master Register System
11. Relevant financial and operational procedures.

Article One: Purpose

This policy establishes HEART's institutional governance and partnerships framework to ensure effective leadership, accountability, and structured collaboration with internal and external stakeholders.

It aims to:

1. Strengthen governance structures and decision-making processes.
2. Promote transparency and accountability.
3. Ensure alignment with HEART's mission and strategic objectives.
4. Establish clear standards for partnerships and collaboration.

Article Two: Scope of Application

This policy applies to:

1. Board of Directors
2. Executive Management
3. Staff and associated personnel
4. Partner organizations
5. Donors and stakeholders engaged with HEART

Compliance is mandatory for all individuals and entities engaged in HEART governance and partnerships.

Article Three: Governance Structure

HEART operates through a structured governance system to ensure accountability and strategic oversight.

3.1 Board of Directors: The Board provides strategic direction, oversight, and accountability.

3.2 Executive Management: Responsible for operational implementation and organizational performance.



3.3 Committees: Specialized committees (e.g., Audit, Risk, Safeguarding) support governance functions.

Article Four: Principles of Governance

HEART adheres to the following governance principles:

1. Transparency
2. Accountability
3. Integrity
4. Participation
5. Inclusiveness
6. Effectiveness

These principles guide all organizational decisions and actions.

Article Five: Roles and Responsibilities

Board of Directors

1. Approve policies and strategic plans
2. Provide oversight and governance
3. Ensure accountability mechanisms

Executive Management

1. Implement strategies and policies
2. Manage operations and resources

Committees

1. Provide specialized oversight and technical guidance

All Staff

1. Comply with governance standards
2. Support organizational accountability

Article Six: Partnerships Framework

HEART engages with partners to enhance impact and resource mobilization.

Partnerships may include:

1. Local NGOs
2. International organizations
3. Government entities
4. Community-based organizations

All partnerships must align with HEART's values and strategic objectives.



Article Seven: Partner Selection and Due Diligence

HEART shall conduct due diligence prior to engaging with partners.

This includes:

1. Legal and organizational verification
2. Assessment of capacity and experience
3. Review of safeguarding and compliance standards
4. Conflict of interest screening shall be conducted for all potential partners
5. Partner due diligence shall be conducted using the Partnership Due Diligence Form (Annex 1)
6. Conflict of interest declarations shall be completed using the Conflict of Interest Declaration Form (Annex 4)

Article Eight: Partnership Agreements

All partnerships shall be formalized through written agreements, including:

1. Scope of collaboration
2. Roles and responsibilities
3. Financial and reporting requirements
4. Compliance and safeguarding obligations
5. All partnership agreements shall be formalized using the standard Partnership Agreement Template (MoU) (Annex 2).

Article Nine: Monitoring and Accountability

HEART shall monitor partnerships to ensure:

1. Compliance with agreements
2. Achievement of objectives
3. Proper use of resources
4. Adherence to safeguarding and ethical standards
5. Partner performance shall be monitored and documented using the Partner Performance Monitoring Template (Annex 3).

Article Ten: Risk Management in Partnerships

HEART shall identify and manage risks related to partnerships, including:

1. Financial risks
2. Operational risks
3. Reputational risks
4. Safeguarding risks
5. Legal and compliance risks

Mitigation measures shall be documented and monitored.



Article Eleven: Documentation and Record Keeping

All governance and partnership records shall:

1. Be properly documented
2. Be assigned unique reference codes in accordance with HEART’s Coding System
3. Be recorded in the Master Register
4. Be maintained for audit and compliance purposes
5. Partnership documentation shall be maintained in accordance with the Partnership File Checklist (Annex 5).

All records shall be retained in accordance with HEART’s Records Retention requirements.

Article Twelve: Compliance and Internal Control

All governance and partnership activities shall comply with:

1. Organizational policies
2. Donor requirements
3. Applicable laws and regulations

Non-compliance may result in disciplinary or contractual action.

Article Thirteen: Review and Continuous Improvement

This policy shall be reviewed every two years or earlier to:

1. Improve governance effectiveness
2. Strengthen partnerships
3. Align with evolving organizational needs

Article Fourteen: Approval and Promulgation

This policy is hereby approved and enters into force on the date indicated below.

Approved by:

HEART’s Board of Directors

Signed by:

Dr. Mohamed Mahdi – The Chairman, HEART

Signature:



Date: March 18, 2026



Annexes and Operational Tools

Annexes and Operational Tools (Independently Coded):

Annex	Code
Annex 1: Partnership Due Diligence Form	HEART/FOR/GOV/DD/2026/001
Annex 2: Partnership Agreement Template (MoU)	HEART/AGR/GOV/MOU/2026/002
Annex 3: Partner Performance Monitoring Template	HEART/TMP/GOV/PPM/2026/003
Annex 4: Conflict of Interest Declaration (Partnership)	HEART/FOR/GOV/COI/2026/004
Annex 5: Partnership File Checklist	HEART/CHK/GOV/PART/2026/005



Annex 1: Partnership Due Diligence Form

Annex Code: **HEART/FOR/GOV/DD/2026/001**

Related Policy: **HEART/POL/GOV/PART/2026/002**

Partner Name:

Legal Registration Number:

Country of Registration:

Contact Person:

Email / Phone:

Verification Checklist:

- Legal registration verified
- Governance structure reviewed
- Financial capacity assessed
- Safeguarding policy in place
- No conflict of interest identified

Verified by:

Date:



Annex 2: Partnership Agreement Template (MoU)

Annex Code: HEART/AGR/GOV/MOU/2026/002

Related Policy: HEART/POL/GOV/PART/2026/002

**This Memorandum of Understanding (MoU) is made between HEART and [-----
-----].**

Scope of Collaboration: -----

Roles and Responsibilities: -----

Financial Arrangements: -----

Reporting Requirements: -----

Compliance and Safeguarding: -----

Duration: -----



Annex 3: Partner Performance Monitoring Template

Annex Code: **HEART/TMP/GOV/PPM/2026/003**

Related Policy: **HEART/POL/GOV/PART/2026/002**

Partner Name:

Project:

Reporting Period:

Performance Indicators:

Achievements:

Challenges:

Compliance Status:



Annex 4: Conflict of Interest Declaration (Partnership)

Annex Code: **HEART/FOR/GOV/COI/2026/004**

Related Policy: **HEART/POL/GOV/PART/2026/002**

I declare no conflict of interest with the partner organization.

Name:

Position:

Signature:

Date:



Annex 5: Partnership File Checklist

Annex Code: **HEART/CHK/GOV/PART/2026/005**

Related Policy: **HEART/POL/GOV/PART/2026/002**

Required Documents:

- Signed MoU

- Due Diligence Form

- Financial Assessment

- Safeguarding Compliance

- Reports

