1.4 SCOPING AND BUILDING

Partnership concept note

USE IT
To set out an early draft of the partnership idea and invite a more structured conversation with key partners

WHEN
Scoping and building, before detailed planning

WHO
The organisation leading the scoping, then partners together

A concept note is an early-stage draft of the partnership idea. Expect its content to be adapted through an iterative process with potential partners. In time it will inform the partnering agreement (tool 1.10).

What to cover

Introduction
- What issue or problem does the partnership address?
- What important context should partners consider?

Justification for action
- Why collaborate? Why is partnership the necessary solution?
- How does the partnership address individual partners' strategic priorities?

Partnership opportunity
- What is the potential overarching goal?
- What are the potential objectives?
- What collaborative activities might partners pursue?

Landscape analysis
- What other partnerships, networks, alliances or platforms work in this space?
- How can the partnership build on, and add value to, what already exists?

Method
- How will the aims be achieved?

Resources
- What financial and in-kind resources might be needed to deliver the partnership?
- What resources might be needed to facilitate the partnering process?

Potential partners, interests and roles

Potential partner	Organisational interest	Potential role

Next steps

Immediate next steps	Who	By when

Adapted from Better together (Tool 3). © The Partnering Initiative. More tools at thepartneringinitiative.org/resources/type/tool/