

## SHAPE TWINNING PROGRAM PLUS

### Role and responsibilities of the ACBAR and NNGOs under MOU.

#### ACBAR Role

- Providing Trainings based on Needs (through the Organization Capacity Assessment (OCA))
- Mentoring (Two times per month for a minimum of two Hours) by ACBAR Remote Managers. The mentoring meetings cover topics such as:
  - **Policy review** which is one of the keys to mentoring an NNGO into being fundable. As such, ACBAR review policy documents, provide templates and/or list of topics for each policy, provide comments and if necessary, edit NNGO policy documents
- Facilitate Field Visits and Assessment
  - ACBAR review proposal for field visit or assessment, and provide comment for fine tuning before the NNGO can submit for approval for fund

#### NNGOs Role

- Attending Mandatory trainings providing by ACBAR
- Attending Mentoring sessions with ACBAR's Remote Manager
  - NNGOs are responsible to develop their own policies with guidance from ACBAR and Advisor by acting on comments from ACBAR and/or Advisor
- Attending Technical and Director monthly/Quarterly meetings
  - Ensure to book Director's meeting at least 2 weeks in advance.
- Participating at Humanitarian Cluster and AAHF, and report activities to Cluster via Report-hub (5Ws) on monthly basis.
- Participation in field visit/Assessment

#### Advisor Role:

- Advisor Mentoring through Twinning (technical) and Director Meetings
  - Review policies, provide strategic planning advice and capacity building support
  - Invite NNGOs to participate in internal office training & job shadowing
  - Hold Director meeting with NNGO Director for 2 hours each quarter to discuss strategic issues relevant for NNGO partner sustainability
- Committed to facilitating connection, advice and providing opportunities for capacity building and mentoring
  - Provide annual feedback on the program to include SHAPE TPP Plus survey
  - Providing feedback to the NNGOs on their proposal and key documents
- Advisor support for field visit
- Provide additional support when necessary, including training
- Review NNGO documents and provide guidance on how to go about