

**GUIDELINES FOR CO-OPERATION  
WITH NON-GOVERNMENTAL  
ORGANISATIONS (NGOs)**



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*(Adopted by the Governing Council at its Fifteenth Annual Meeting on 9 December 2003)*

1. There are three main functional areas in which the Common Fund and NGOs/CSOs could establish cooperation:

### Information sharing, research and analysis:

2. Many NGOs play a role in collection and dissemination of information. NGOs could perform research, analysis and collect data pertinent to the Common Fund's operations and thus could provide valuable inputs or alternative viewpoints into the Common Fund's activities. They can be important partners in disseminating results of Common Fund financed projects.

### Policy dialogue:

3. Some international NGOs play a visible role in policy debate at the international level. NGOs are an instrument by which commodity-dependent communities could voice their opinion. Therefore, they could be particularly important in strengthening participatory approaches in the Common Fund's projects taking into consideration the interests of beneficiaries. NGOs could also enhance the advocacy role of the Common Fund by making the Fund better known to a wider audience.

### Project operations support:

4. NGOs could help identifying and articulating development problems and needs of commodity-dependent communities. NGO involvement could contribute to the responsiveness, accountability and transparency in the project processes. NGOs could develop and enhance public awareness of development efforts and facilitate the participation of affected communities in project design and implementation. As a result, they could build local support to attain the objectives of the Common Fund and increase its effectiveness. A world Bank study showed that a greater involvement of NGOs enhances the sustainability of projects. NGOs could sensitise public opinion and mobilise local resources.

5. The participation of NGOs in the Common Fund's operations could be operationalised by the following means:

- Memoranda of Understanding: NGOs may sign Memoranda of Understanding with the Common Fund in order to establish a formal framework for co-operation;
- Attendance of Workshops: NGOs may be invited to participate in CFC workshops, expert meetings, technical conferences or seminars on subjects which fall within their field of interest. Participation of NGOs are restricted to the technical level meetings which excludes meetings such as Governing Council, Executive Board and Consultative Committee;

- Exchange of Publications: NGOs may exchange with the Common Fund general publications such as technical papers and annual reports;
  - Project Implementation: NGOs may be considered to act as Project Executing Agency (PEA) of Common Fund-financed projects if they fulfil the required prerequisites. NGOs may also participate in project operations as collaborating institutions;
6. The Common Fund would need to take into account the following aspects when considering co-operation with NGOs/CSOs:
- Congruence with the mandate of CFC: partnership activities must be in line with the Common Fund's mandate and enhance the effectiveness of its work;
  - Convergence of objectives and interest: partnership activities would focus on areas and on subjects of mutual interest;
  - Transparency: NGOs wishing to cooperate with CFC must be fully transparent and information on them should be fully available in the public domain. NGOs also must have an established structure and be sufficiently representative of the field of interest in which the NGO operates;
  - Accountability: partnership activities would be determined with a clear and unambiguous set of responsibilities. The rights and obligations of each party shall be clearly spelt out in any agreement entered into;
  - Experience: co-operation in Common Fund's project operations would be restricted to NGOs with a solid knowledge of and demonstrated previous experience in the specific area and region addressed by the project. The NGO must be concerned with matters covering an area of CFC's field of activity and in a position to give practical assistance in that field;
7. Before any form of formal relationship is established with an NGO, such organisation must supply the Common Fund with the information requested by the Managing Director.