



SUSTAIN Projects - Myanmar

POLICY ON NON-DEVELOPMENT ACTIVITY

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10.1. Introduction

SUSTAIN Projects – Myanmar (SPM) is an organisation that is partners with local organizations in Myanmar to empower local communities and see them benefit from sustainable development projects.

The development of this policy is in line with our commitment to excellence in which we endeavour to provide our partners, supporters and colleagues with an excellent quality of service in a professional manner. We pursue improvement in all that we do by encouraging creativity and innovation. We are accountable for the use of our time and resources. We are accountable to our partners, board of directors, and supporters; being honest, trustworthy, and transparent in all we do. We are dedicated to making what we do consistent with what we say.

10.2. Purpose

The purpose of this policy is to guide SUSTAIN Projects – Myanmar (SPM) and our partners to make a clear separation between aid and development and non-aid and development objectives and activities. This policy addresses our ACFID compliance obligations when communicating with or soliciting donations from private donors and the public, including fundraising for restricted and unrestricted purposes from aid agencies, sponsors and supporters, and fundraising from the general public.

10.3. Scope of Policy

This Policy is intended to apply to all SPM activities. The policy is applicable to all SPM employees and volunteers. The policy also extends to SPM partners and associated implementing organisations.

10.4. Background

SPM is a Christian faith based agency whose philosophy of development is derived from biblical and theological reflection. Development is understood as a process of transformation that leads to improvement in the whole of human life – materially, socially and spiritually. As part of its compliance with the ACFID Code of Conduct, SPM has committed to ensure that funds and other resources designated for the purpose of aid and development will be used only for those purposes and will not be used to promote a particular religious adherence or to support a political party, or to

promote a candidate or organisation affiliated to a political party.

10.5. Definition of Aid and Development

SPM is committed to ensuring that funds and other resources designated for the purpose of aid and development are used only for those purposes. The concept of aid and development activities can be distinguished by the following principles:

- a. Strengths based approaches which encourage people and communities to create solutions for themselves.
- b. Processes that seek to address the causes of poverty.
- c. Processes that seek to empower rights holders to claim their rights and ensure that duty bearers exercise their duties.
- d. Supporting systems and structures which enable people to move out of poverty.
- e. Emergency relief, disaster recovery and meeting the immediate needs of refugees and internally displaced people.

10.6. Definition of Non-Development Activities

Non-Development Activity includes any activity undertaken to promote a particular religious adherence or to support a particular party, candidate or organization affiliated to a political party.

SPM take a holistic approach to development and this includes support for the spiritual aspects of human transformation. For the purposes of making a distinction between aid and development and non-aid and development activities as required by the ACFID Code of Conduct, any activity whose objectives include the promotion of religious activities or adherence will be considered as a non-aid and development activity and will be managed and accounted for separately.

SPM does not provide support for partisan political activities which are those that are associated with facilitating or supporting specific political individuals to gain power.

10.7. Definition of Promoting a Particular Religious Adherence

Activities undertaken with the intention of converting individuals or groups from one faith and/or denominational affiliation to another.

10.8. Compliance

This policy provides a framework for SPMs compliance with the ACFID Code Commitment to accountability, in particular Compliance Indicator 7.3.2 which states that Members development initiatives constantly demonstrate the separation of development activities from non-development activities.

To be compliant with this indicator, Members are required to have in place:

- Policy, statement or guidance document that addresses the separation of development activities from non-development activities in:
 - Programming
 - Expenditure reporting.
 - Fundraising.
 - Advocacy campaigns.
 - Communications.
 - Choice for donors.
 - Partners.

- Development initiatives that consistently show evidence of the separation of development and non-development activities.

Members are required to extend this requirement for separation of development and non-development activities to partners through MOUs or similar.

10.9. Guiding Principles

SPM supports and is committed to abiding by the following principles:

- to ensure accurate representation of our activities to the people we work with, donors and the public
- to ensure that funds raised for aid and development purposes are not used to exploit people and communities who are vulnerable and do not place any conditions or obligations on recipients in terms of non-development, religious or political outcomes that would affect their access to services being offered

Where there are components of partner programs which involve evangelical or partisan political activities, these will be promoted and accounted for separately.

10.10. Control Procedures

SPM ensures that we and our partners can differentiate between development and non-development activity and communicate this appropriately to stakeholders, donors and

the public.

Separation of development and humanitarian and non-development in programs and projects

Procedures:

1. The Member will appraise all project proposals to determine whether they include non-aid and development components.
2. Appraisers will record any issues, which must then be followed up to ensure that the policy requirements are satisfied before the project is approved.
3. Appraisers record any aspects of the project that should be closely monitored over the life of the project to ensure compliance with this policy.
4. Partner capacity assessment processes require the Member to identify whether the partner is engaged in non-development activities, and if so, how it is able to manage and account for them separately to aid and development activity.
5. Components of projects that represent non-development activity will be managed, reported and accounted for separately to aid and development components.
6. In-country project monitoring will include, where relevant, monitoring of the separation of non-development activities from aid and development activities.

Separation of development and humanitarian and non-development in communications including advocacy materials and annual reports.

Procedures:

1. Guidelines are in place that address appropriate reporting in organisational promotional materials.
2. All articles written by overseas project partners or photos supplied by partners for reporting materials are reviewed for differentiation between development and non-development activities.
3. Communications materials are reviewed prior to publication to ensure separation of reporting and fundraising for aid and development and non-development activities.

Separation of development and humanitarian and non-development in fundraising and

provision of choice for donors.

Procedures:

1. Fundraising materials will be reviewed prior to publication to ensure that solicitations make a clear distinction between aid and development and non-development activities.
2. Where fundraising solicitations include references to both development and humanitarian and non-development activities, they will be reviewed to ensure that donors are provided with the choice of contributing to aid and development activity only.
3. Funds raised non-development activity will be tracked, managed, reported and accounted for separately to those raised for development and humanitarian components.

Extending the separation of development and humanitarian and non-development activities to partners.

Procedures;

1. Communication with new partners will state the Members position on support for non-development activity.
2. Members partners will receive a copy of this policy
3. The partner agreement Memorandum of Understanding (MoU) or equivalent will include clear definitions of aid and development activity and non-development activity
4. The partners MoU or equivalent will require the partner to agree that the Members funds designated for aid and development purposes will not be used to fund any non-development activity.
5. Ongoing dialogue between the Member and its partners will reinforce the definition of development and non-development activity and then need to report and account for them separately

10.11. Policy Implementation and Review

Procedures:

1. The Member will review this policy on a regular basis, at least every two years.
2. Confirmation of internal compliance with this policy will be undertaken at least once annually.

3. Introduction of the policy will be included in the induction process, to be read by all new staff
4. 4. A workshop will be regularly organised to present the policy to staff and keep them updated on any changes.

Resources, Acknowledgements & Contact Details

ACFID Code of Conduct Compliance Indicator 7.3.2

Member organisation's Development Philosophy

AusAID OAGDS Guidelines

ACFID Code of Conduct Practitioners' Handbook: Definitions