

SEPARATION OF DEVELOPMENT AND NON-DEVELOPMENT ACTIVITIES POLICY

ORGANISATION:	Kokoda Track Foundation
ACN:	103 660 948
POLICY TITLE:	Separation of Development and Non Development Activities
VERSION:	4.0
STATUS:	Final
ALLIED POLICIES / PROCEDURES:	Code of Conduct Program Guidelines Programs Theory of Change Project Documents Partnership Commitment Policy Partnership Management Procedures
OWNER:	Senior Management
APPROVED BY:	CEO
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INTRODUCTION:

Kokoda Track Foundation (KTF) acknowledges that development and welfare (non-development) activities differ. Welfare activities are those that do not contribute to sustainable development outcomes; whereas development activities deliver specific services within a context of increasing local and/or national capacity and enable individuals, families and communities to engage more fully and more effectively in the development process.

PURPOSE:

The purpose of this policy is to outline KTF's commitment to the separation of development and non-development activities and the separation of the solicitation of funds and resources for development and non-development activities.

SCOPE:

This policy applies to all KTF's board directors, staff, volunteers, contractors and representatives, and all KTF programs, projects and fundraising activities. It also extends to KTF's development and downstream partners.

POLICY:

KTF is a development organisation and does not engage in the direct delivery of short-term welfare assistance (unless it is couched within a broader community development program), provide support for any evangelical activities, or engage in or provide support to partisan political activities. KTF's programs and projects must be designed to enhance social and economic conditions and must also enhance individuals', organisations' and government's' capacity over the long term.

KTF ensures that funds and resources raised are not used for any purpose other than development activities that are couched within a broader community development and social impact program. KTF is committed to ensuring that funds and resources are raised only for development purposes and are not to be used for any of the following purposes:

- To exploit people and communities who are vulnerable;
- To place any conditions or obligations on recipients other than outcomes being sought for the purpose of development;
- For non-development or welfare purposes;

- For religious or evangelical purposes; or
- For partisan political purposes.

KTF is committed to ensuring that any funds or resources transferred to partner agencies are also not used for any purposes other than development activities and that partners adhere to this policy. Partner agencies must ensure that these resources are not used for any of the purposes outlined in the bullet points above.

APPROACH TO DEVELOPMENT:

Holistic approach

KTF adopts a holistic approach to aid and development, grounded in principles of empowerment, human rights, inclusion, social justice, self-determination and collective action. All programs, projects, and activities are planned as holistic and interdependent, for example, KTF will not provide educational infrastructure support without investing in pathways for trained teachers, adequate education resourcing and professional support. Projects are not one-off events; they are medium to long-term support in building the capabilities of communities to be empowered to address their own need. However, projects are planned with exit strategies 'front of mind' i.e. sustainable processes and systems and indicators of success that determine KTF's exit and hand-over. Projects have an explicit focus on the redistribution of power to address the causes of inequality and disadvantage away from the most powerful to the most marginalized.

KTF is committed to working towards achieving outcomes in a sustainable and cost effective manner with a priority on community accountability and ownership.

Furthermore, in line with KTF's purpose and values:

- KTF's commitment is to work in a manner that is without discrimination and irrespective of religion, race, gender, sexual orientation, disability, socioeconomic status, background or political affiliation. KTF does not engage in evangelical activities and adopts a non-partisan political approach at all times.
- KTF is committed to the development of sustainable outcomes. While stand-alone welfare or limited focus service delivery projects are not KTF's modus operandi, it does recognise that some projects may require service delivery as an entry point to the longer-term process of capacity building (or to strengthen Government systems and responses to emergencies, pandemics such as COVID-19, and other humanitarian events). Support for direct service delivery assistance activities are phased out as local partners and stakeholders strengthen capacity and these initiatives are only supported where they are couched within a broader community development program.
- KTF works to build capacity, confidence and sustainability in all projects. The degree of capacity building and sustainable outcomes will vary depending upon the strengths, capacities and resources available.
- KTF uses funds only for the purposes for which they are intended. In humanitarian situations (disaster response) there are occasions where KTF may respond with a 'humanitarian approach', but only with funds specifically designated for that purpose; and in accordance with the humanitarian assistance principles of humanity, impartiality, independence and neutrality as defined in the Core Humanitarian Standard

Implementation Principles

The following core principles underpin the theory, logic and implementation of KTF's activities:

- Sustainability: Projects and approaches facilitate local-level sustainability through increased community ownership and responsibility for shared, project outcomes, as well as moving within the capacity of the

Government of PNG, other partners, communities and primary stakeholders.

- Partnership approach (Co-delivery): Ensure leadership and ownership of local partners and primary stakeholders is respected and strengthened in delivering education, health, and equality programs, including the Government of PNG. KTF will complement and strategically align with partners and stakeholders including government and non-government stakeholders, in all project and program level planning, implementation and monitoring and evaluation. Co-delivery and partner models will be used depending on the capacity of in-country partners, especially financial capacity.
- Shared development outcomes: Projects are led by primary stakeholders, partners and community members at every stage – from deciding on issues to selecting and implementing actions, and monitoring and evaluation.
- Promote equity and gender equality: KTF will always incorporate strategies that address disparity between females and males, and the inequitable participation of people with a disability.

FRAMEWORK AND STANDARDS:

As a signatory to the ACFID Code of Conduct, KTF is committed to having its funds or any other resources designated for the purpose of aid and development activities only and not to be used to promote a particular religious adherence to support a particular political party or promote an individual or organisation affiliated to a particular party, nor to undertake welfare activities (B.1.5 of the Code – Non-development activity).

PROCEDURES:

Project appraisals

KTF will appraise all project proposals to determine whether they include any non-development components. KTF will record any issues, which must then be followed up to ensure that the policy requirements are satisfied before the project is approved. KTF will record any aspects of the project that should be closely monitored over the life of the project to ensure compliance with this policy. The PME Committee is responsible for this appraisal and monitoring.

Partner appraisals

KTF will appraise all partner organisations and 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 activities.

Components of projects that represent non-development activities will be managed, reported and accounted for separately to aid and development components. In-country project monitoring will include, where relevant, monitoring of the separation of non-development activities from aid and development activities.

Communication and training with new partners will state KTF's position on lack of support for non-development activities. Partner agreements will include clear definitions of development activities vs. non-development activities. Partners will agree that funds designated for development purposes will not be used for non-development activities. Ongoing dialogue with the partner will monitor this agreement.

Fundraising

KTF will review all fundraising materials prior to publication to ensure that solicitations made a clear distinction between development and non-development activities.

DEFINITIONS

Aid and development

Aid and development refers to the activities undertaken in order to reduce poverty and address global justice issues via direct engagement through community projects, emergency management, community education, advocacy, volunteer sending, provision of technical and professional services and resources, environmental protection and restoration, and promotion and protection of human rights.

Non-development activities

Non-development activities include welfare, evangelical activities and partisan political activities. Evangelical activities are those activities that promote a particular religious adherence or are undertaken with the intention of converting individuals or groups from one faith and/or denominational affiliation to another.

Partisan political activities are those that are associated with facilitating or supporting specific political individuals to gain power. This does not include advocacy, which is aimed at persuading and influencing decision makers and opinion leaders, and is not aimed at promoting partisan political objectives.

Welfare Assistance

A government (or other) program that provides financial or material aid to individuals, families or groups who are not able to support themselves for a variety of reasons. Welfare programs are designed to provide short-term support to individuals, families or groups in crisis and address the root cause for the presenting crisis. Elements of social welfare support may be provided through not-for-profit organisations to support individuals, families or groups in crisis short term, however should always be done so with collaboration and oversight of the community or nationally mandated body for welfare.

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