

Identifying partners' roles and responsibilities

By completing the following table the roles and responsible of all the partners involved in the collaboration can be mapped against the delivery requirements of the tender. Any gaps will need to be considered and addressed by the partners in order to submit their tender and deliver the contract.

Management or delivery need		What are you proposing?	Which partner is best suited to take this role and why?	Resources What funding or resource is <i>in place</i> to deliver this role?	What funding or resource is <i>required</i> to deliver this role?
Lead partner					
Accountable body role					
Management of partnership					
Quality assurance					
Delivery mechanisms	Staff recruitment				
	<i>HR support</i>				
	<i>Payroll</i>				
	<i>Staff management</i>				
	<i>Premises</i>				
	<i>Equipment</i>				
	<i>Marketing</i>				
	<i>Stakeholder liaison</i>				
	<i>Monitoring</i>				
	<i>Reporting</i>				
<i>Evaluation</i>					
Service delivery	Outreach needs				
	<i>Engagement with clients</i>				
	<i>Advice</i>				
	<i>Training</i>				
	<i>Signposting</i>				
	<i>Other areas</i>				

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