

QUICK REFERENCE

BUILDING STRONG SUB-PARTNERSHIPS

Follow these steps to successfully identify and work with prime organizations and sub-partners on USAID awards.

1

PREPARE TO PARTNER

Become familiar with relevant USAID regulations and compliance requirements and ensure you have the management systems and personnel in place to receive and properly manage an award.

2

UNDERSTAND THE BENEFITS AND RISKS

Explore partnerships that align with your organization's mission and goals. Carefully consider the benefits and risks of partnering with another organization.

3

COMMUNICATE YOUR READINESS

Create a profile in USAID's Partner Directory at [WorkwithUSAID.org](https://www.workwithusaid.org) to help raise awareness of your work among potential partners. You can input information about your organization, its mission, and the impact it has made in the communities in which you work.

4

UNDERSTAND YOUR ROLE

Familiarize yourself with the different roles of a "prime," or lead, organization and a sub-partner. The prime will lead development of the application or proposal, identify the strategy, and serve as USAID's contact. The sub-partner will provide expertise in a technical area or a service, offer information to support the application or proposal, and contribute to the reporting.

5

DEMONSTRATE YOUR VALUE

Use your capability statement to highlight your core competencies, past performance, the benefits you bring, and relevant company data. Customize your capability statement for each potential partner.

6

MEET THE CRITERIA FOR SUCCESS

Share contact details, including the name and email address of a point person and your organization's address, phone numbers, website address, and social media tags.

7 **FORMALIZE AGREEMENTS**

Develop a legally binding teaming agreement that outlines how the partners will combine resources and the role of each partner. Make sure your teaming agreement does not compromise your organization's project-related and financial information. Do not share any confidential materials with partners before you have a signed agreement.

8 **LEARN AND IMPROVE**

Start small, start smart. As a local, new, or nontraditional organization, you bring specialized knowledge and insights, language skills, trusted relationships, and practical experience to the project. Use a sub-partnership opportunity to learn and grow—and build your profile with USAID.

RESOURCES:

- Research potential partners at the [WorkwithUSAID.org](https://www.workwithusaid.org) Partner Directory and [USASpending.gov](https://www.usaspending.gov)
- Find opportunities at [USAID Business Forecast](https://www.usaid.gov/business-forecast), [SAM.gov](https://www.sam.gov) and [Grants.gov](https://www.grants.gov)
- “[Understanding USAID Awards](#)” training module
- “[Exploring USAID Funding Opportunities](#)” training module
- “[Monitoring, Evaluation, and Learning](#)” training module

For questions related to this resource, contact USAID's Industry Liaison at IndustryLiaison@usaid.gov.