# Mentorship Tool N°4

## **Template for Mentoring Agreement**

This agreement will cover the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Important note: this Agreement could be modified after a Midway review if needed)*

|  |  |
| --- | --- |
| Mentor’s name |  |
| Mentor’s phone number |  |
| Mentor’s email |  |

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| --- | --- |
| Mentee’s name |  |
| Mentee’s phone number |  |
| Mentee’s email |  |

1. **Describe the work** that will be the focus of the mentoring and the objectives of that work. Briefly describe the work around which mentoring will occur and state its objectives. Do not be overly ambitious - think carefully about a realistic scope of work that fits with the time and resources available to both mentor and mentee. Be aware that government approvals or other external factors that may impact the feasibility of the project.
2. **Describe institutional involvement.** Clarify whether there is institutional involvement for each member of the pair and briefly describe the nature of this involvement, e.g., the institution is simply aware of the mentoring; aware and officially approves; aware and actively supporting through resources such as personnel time, library resources, etc.
3. **Define skills development objectives for the mentee.** Describe the skills that will be emphasized during the mentoring. If possible, try to express these in the form of the competencies as defined in the Laboratory Leadership Competency Framework (available in section Information and Training Resources for Mentors of the GLLP Mentorship Guide). Provide realistic objectives that should be achieved during the duration of the programme.
4. **Provide the mentoring schedule.** Clearly articulate the expectations for contact and exchange during the mentorship. Avoid ambiguous terms and specify the mutual expectations in terms of frequency, duration, and method. Clarify responsibilities for coverage of costs associated with this exchange. Recognize that communication planning is fundamental to the success of mentoring.
5. **Describe planned meetings.** Briefly describe where and when meetings will occur during the mentorship and clarify who will cover the costs associated with these meetings. Meetings can occur face to face, virtually, or a combination of the two depending on the respective situations of the mentor and mentee.
6. **Commitments.** List the commitments that will be made to each other to fulfil the objective of skills development to meet the mentee’s learning plan.
7. **Expectations.** List the types of expectations for mentor and the mentee during the mentorship period. Keep expectations brief and at a general level. For example: expectations of mentor - review of project plans; guidance on overall strategy of project implementation; review of project and capstone project presentations and reports. Expectations of mentee - preparation of all assignments; preparation of project plans; project implementation; securing necessary approvals.
8. **Confidentiality.** List any sensitive issues/data that should be kept confidential.
9. **Outputs.** List the outputs the mentorship is expected to deliver and indicate the time it is expected for these to be finalized. Try and be as specific as possible - this will be an aid to both of you to determine that the mentorship is proceeding as planned. Ideally, specify outputs expected after 6, 12, and 24 months of mentorship.
10. **Resolution of conflict.** This section should specify the procedures and contact person for resolving conflict between mentors and mentees.
11. **Termination of mentorship agreement.** This section should specify the following: official GLLP mentorship is limited to the length of the programme, however individual mentorship can continue if desired by the mentor and the mentee. If either party finds the mentoring relationship unproductive, they may request the relationship be terminated without prejudice.

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| Place: | Date: |
| Signature of mentor: | Signature of mentee: |

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