

TOOL **2A** Building a Successful Resource Team

1. Complete an assessment for each current or proposed team member.
2. Compile results using the dashboard and discuss.
3. Make a plan for adding new members.

STEP 1: CLASSIFY TEAM MEMBERS

Complete 1 sheet for each current or proposed team member.

NAME: CURRENT MEMBER PROPOSED MEMBER

1. WHAT SECTOR IS REPRESENTED?
 What sector does this person represent? *Check one.*

FUNDER / DONOR (INTERNATIONAL) OTHER
 GOVERNMENT (NATIONAL)
 GOVERNMENT (LOCAL)
 PRIVATE SECTOR
 CIVIL SOCIETY ORGANIZATION
 PARTNER ORGANIZATION (INGO)

2. WHAT AREAS OF RESPONSIBILITY DOES THIS PERSON / ORGANIZATION BRING TO SCALE UP?
 What areas of responsibility does this person or their organization fulfill on the team? *Check One.*

ADVOCACY / POLICY OTHER (*for example, facilitation*)
 TECHNICAL ADVISOR / TECHNICAL KNOWLEDGE
 TRAINING / SUPERVISION
 PROCUREMENT / LOGISTICS
 MONITORING, EVALUATION & LEARNING
 IMPLEMENTATION

3. IN WHICH TECHNICAL DOMAIN(S) DOES THIS PERSON WORK?
 What kinds of technical expertise does this person bring to the team? Which of the INSPIRE strategies are in their area of expertise? Do they have knowledge in cross-sectoral areas such as gender or human rights? *Check all that apply.*

IMPLEMENTATION AND ENFORCEMENT OF LAWS OTHER (*for example, gender, human rights*)
 NORMS AND VALUES
 SAFE ENVIRONMENTS
 PARENT AND CAREGIVER SUPPORT
 INCOME AND ECONOMIC STRENGTHENING
 RESPONSE AND SUPPORT SERVICES
 EDUCATION AND LIFE SKILLS

STEP 2: ASSESS SECTOR REPRESENTATION

1. Think about the ideal distribution of sectors within the team. What percentage of members do you want/ need from each sector? Write these as a percentage in the left column. Make sure your column adds up to exactly 100.
2. Using the data collected in step 1, total up the actual number of people in each sector and then find the actual percentage represented by that sector. Write this in the right column. Make sure your column adds up to exactly 100.

	IDEAL DISTRIBUTION (%)	ACTUAL NUMBER / TOTAL NUMBER	=	ACTUAL DISTRIBUTION (%)
Funder / donor (International)	_____	_____/_____ -----		_____
Government	_____	_____/_____ -----		_____
Government (Local-level)	_____	_____/_____ -----		_____
Private sector	_____	_____/_____ -----		_____
Civil society organization	_____	_____/_____ -----		_____
Partner organization (NGO)	_____	_____/_____ -----		_____
OTHER	_____	_____/_____ -----		_____

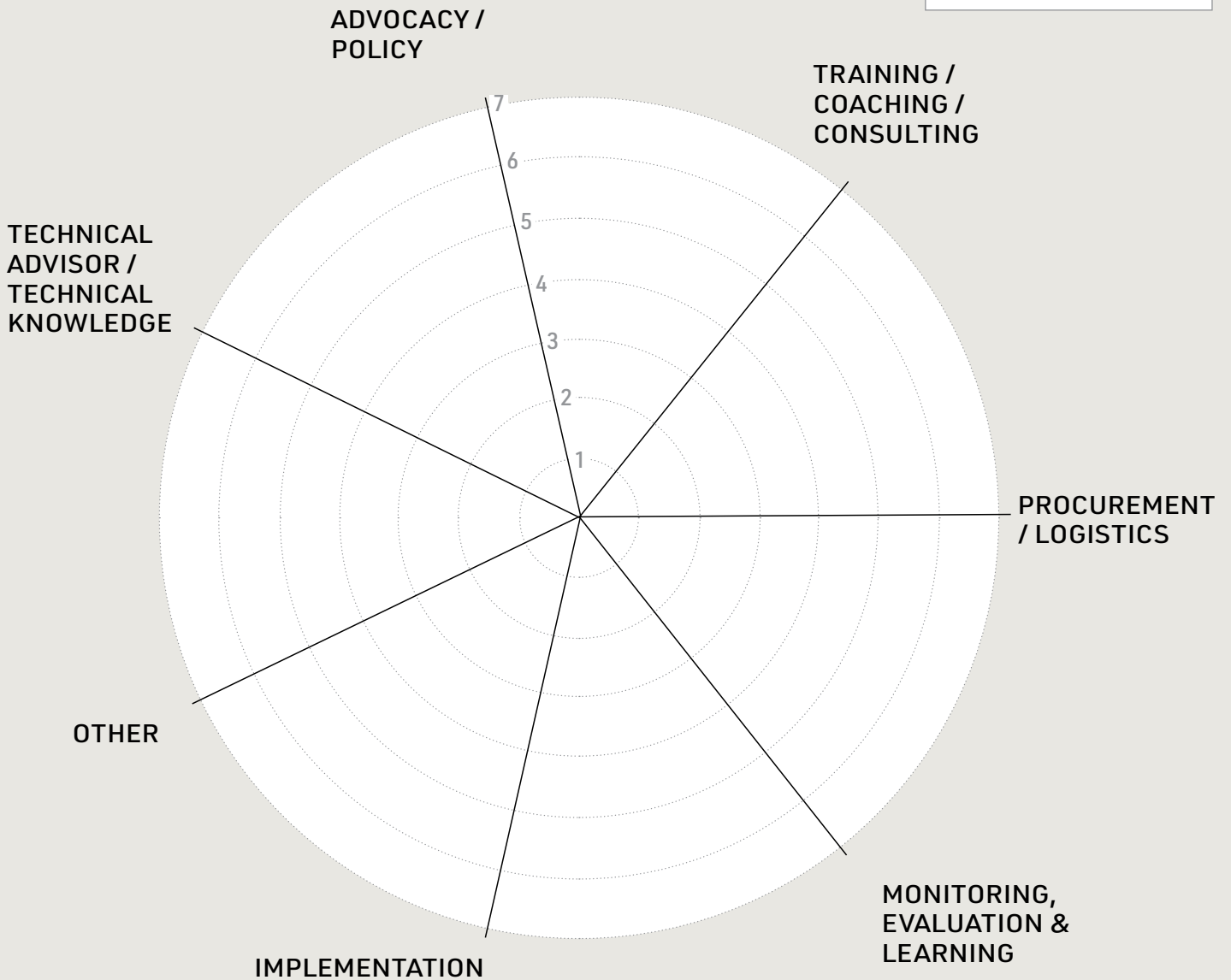
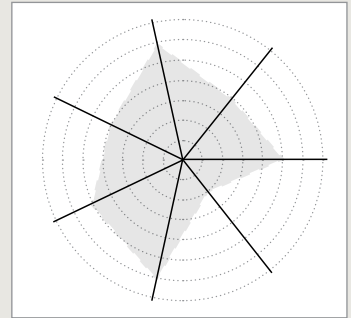
HOW WILL YOU BALANCE SECTOR REPRESENTATION?

What sector representation is needed? Who can you recruit for these sectors?

STEP 3: ASSESS COVERAGE ACROSS AREAS OF RESPONSIBILITY

EXAMPLE

1. Starting at the center, use the rings to find the number of people with this area of responsibility on the team, mark the total number for each skill on each corresponding spoke (line).
2. Once each spoke is marked, connect the dots.










HOW WILL YOU ENSURE COVERAGE ACROSS AREAS OF RESPONSIBILITY ON THE TEAM?

What coverage is needed? Who can you recruit with these capacities?

STEP 4: ASSESS TECHNICAL EXPERTISE ON THE TEAM

Check 1 box for each person who has this expertise on the team. *You can have more boxes filled in than there are people, as people may represent more than 1 area.*

IMPLEMENTATION AND ENFORCEMENT OF LAWS											
NORMS AND VALUES											
SAFE ENVIRONMENTS											
PARENT AND CAREGIVER SUPPORT											
INCOME AND ECONOMIC STRENGTHENING											
RESPONSE AND SUPPORT SERVICES											
EDUCATION AND LIFE SKILLS											
OTHER: (for example, gender, human rights)											

HOW WILL YOU BALANCE TECHNICAL EXPERTISE?

What technical expertise is needed? Do you have people on the team with gender and human rights perspectives? Who else can you recruit with this technical expertise?