



A tool to ensure the Resource Team has the right experience and expertise to help ensure the National Coordination Mechanism's success.

TOOL 2A Building a Successful Resource Team

A profile of who is on your team and what viewpoints, backgrounds, and expertise they bring.

Inspired by: ExpandNet; Nine steps for developing a scale-up strategy

Scaling up a national effort requires skill, continuity, resources, and effective collaboration across sectors. The makeup of the team directly affects scale-up efforts and success. Mapping the existing team will help identify imbalances—or representation that may be needed, but is missing. Afterward, you can plan how to find members to meet the team's needs.

TOOL 2A Building a Successful Resource Team

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

STEP 1: CLASSIFY TEAM MEMBERS

Complete 1 label 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.

FUNDING (DONOR/INTERNATIONAL) OTHER

GOVERNMENT (NATIONAL)

GOVERNMENT (LOCAL)

PRIVATE SECTOR

CIVIL SOCIETY ORGANIZATION

PARTNER ORGANIZATION (NGO)

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 3-5.

ADVOCACY / POLICY

TECHNICAL ADVISOR / TECHNICAL KNOWLEDGE

TRAINING / SUPERVISION

PROCUREMENT / LOGISTICS

MONITORING, EVALUATION & LEARNING

IMPLEMENTATION

3. IN WHICH TECHNICAL DOMAINS DOES THIS PERSON WORK?
What kinds of technical expertise does this person bring to the team? Which of the INSPIRE strategies are in this 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

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STEP 2: ASSESS SECTOR REPRESENTATION

- 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.
- 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.

	What % do you want/need from each sector?	Actual % of people on your team
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?

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STEP 3: ASSESS COVERAGE ACROSS AREAS OF RESPONSIBILITY

- 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).
- Draw each spoke's market, connect the dots.

EXAMPLE

HOW WILL YOU ENSURE COVERAGE ACROSS AREAS OF RESPONSIBILITY ON THE TEAM?
What coverage is needed? Who can you recruit with these capacities?

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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)
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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?

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AVAILABLE FORMATS: The worksheets included here are meant for printing at A4 size. Visit the Guide's website for downloadable interactive (fillable) PDF worksheets, alternate languages and alternative formats.

inspire-strategies.org/adaptationandscale

How to use this tool

- 1 Mark down what each team member brings to the table (team-member snapshot).
- 2 Identify the ideal make-up of the team by sector. Compile the team-member snapshots to compare this ideal to the current distribution among the team.
- 3 Using team-member snapshots, map coverage of areas of responsibility using the number of people identified in each area.
- 4 Chart the technical areas covered by team-members' expertise.
- 5 For each section, discuss the results. Consider what is strong and what is missing. Make plans for new-member recruitment, if needed.

THINGS TO KEEP IN MIND

- Pay as much attention to who is not a member of the current team as to who is.
- Remember philosophies/perspectives such as gender equity and human rights are unique types of expertise.
- One person can play several roles within the team and bring multiple perspectives.
- This tool can also be used to assess the team's needs when members of the team leave.

**REMINDER...FEEL FREE TO ADAPT THIS
TOOL IN ANY WAY THAT WORKS FOR
YOUR TEAM AND YOUR CONTEXT!**

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?

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	_____	_____/_____ -----		_____

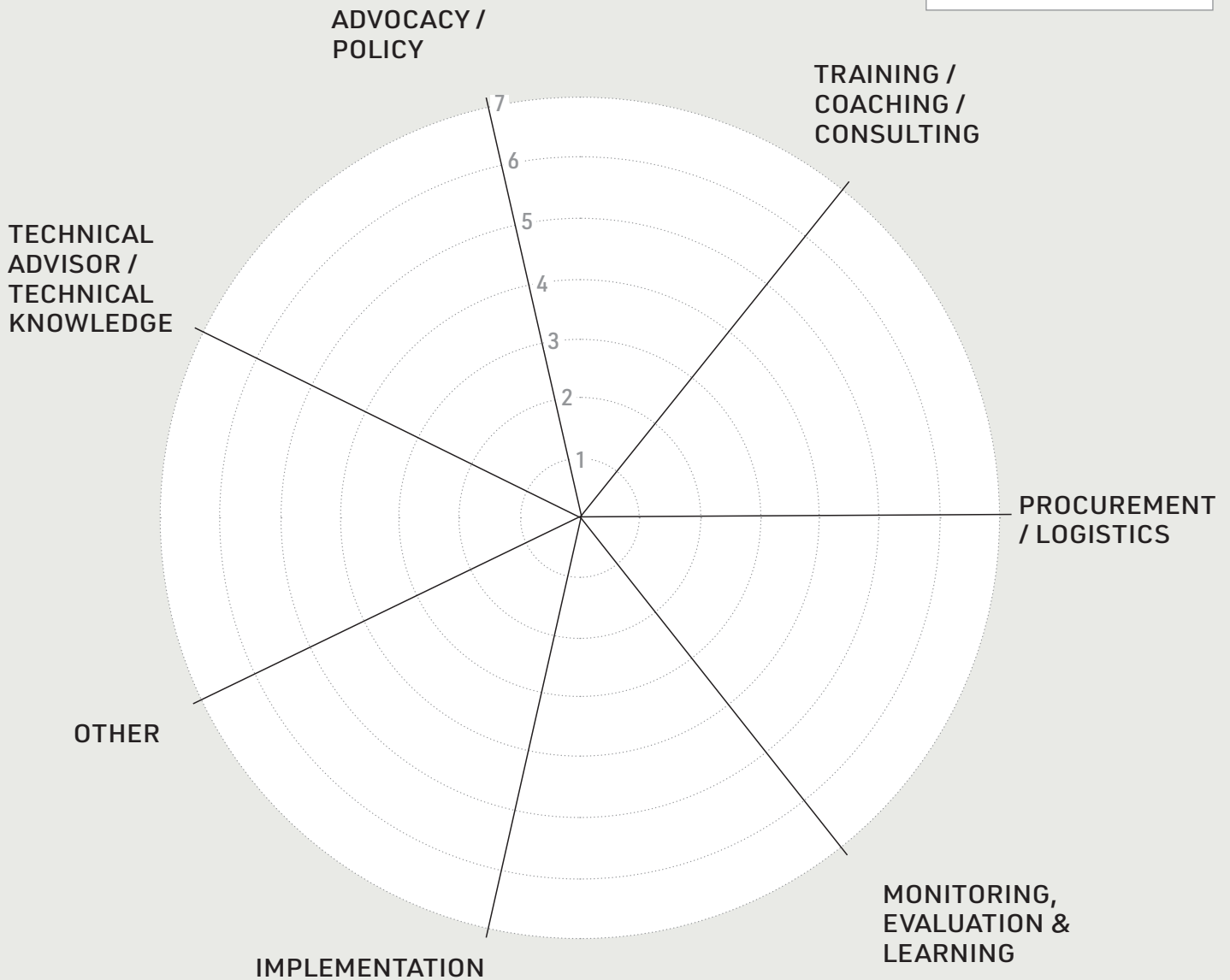
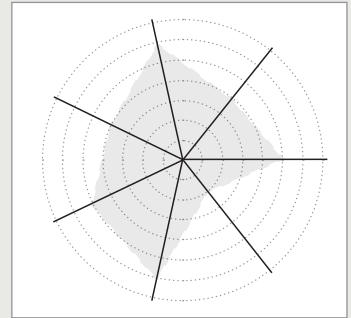
HOW WILL YOU BALANCE SECTOR REPRESENTATION?

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											
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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?

Now What?

YOU SHOULD NOW HAVE...

- Clarity on who is on the team and who is not
- A plan for building the strongest team possible

Act and apply

Does the action plan mention gaps in knowledge or skills that have been filled by adding people with needed abilities to either the National Coordination Mechanism or the broader Resource Team? Should it?

Make a plan to identify and invite people who fill the gaps onto the Resource Team.

RELATED TOOLS:

- *Tool 1D*: Environmental Assessment: Actor Analysis
- *Tool 2B*: Ending Violence Against Children Activity Implementation and Evidence Profile
- *Tool 3B*: Organizational Capacity Assessment

