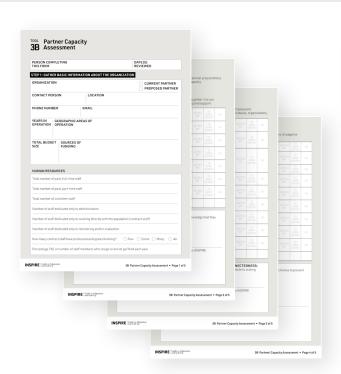*A tool to identify how well the capacity of potential Implementing Partners meets the needs of the national action plan and whether—and where—that capacity will need strengthening.*
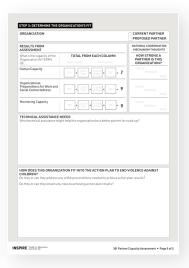
Organizational Capacity Assessment

An assessment for partner organizations to understand their strengths and resources.

SOURCE: Syntegral , Assessing partner capacity for behavior change activities

Choosing Implementing Partners with good organizational capacity is as important as the careful selection of activities for scale up. Finding, matching, and strengthening partners is an important part of mobilizing resources and working your action plan to end violence against children.

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

INSPIRE | Tools for Adaptation and Scale Up

How to use this tool

1 Fill out the assessment as an interview or self-assessment. Seek supporting information for answers.

2 Total the selections for each column. Transfer these subtotals for each section to Step 3 of the tool (Determine the Organization's Fit).

3 The National Coordination Mechanism + Resource Team reviews any comments on technical training, support, capacity-building, or adjustments that you foresee to strengthen this partnership. This may be done in collaboration with the organization being assessed.

THINGS TO KEEP IN MIND

○ Consult your Environmental Assessment: Actor Analysis (tool 1D) for who to involve.

○ Emphasize to organizations there are no "right" answers. The National Coordination Mechanism is seeking ways to create the best fit and to support partners.

○ Look for patterns across organizations for big-picture decision-making.

○ The National Coordination Mechanism + Resource Team should keep organizations' responses confidential, and only share them with the organization itself.

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

PERSON COMPLETING THIS FORM	DATE(S) REVIEWED

STEP 1: GATHER BASIC INFORMATION ABOUT THE ORGANIZATION

ORGANIZATION

☐ CURRENT PARTNER
☐ PROPOSED PARTNER

CONTACT PERSON

LOCATION

PHONE NUMBER

EMAIL

YEARS IN OPERATION

GEOGRAPHIC AREAS OF OPERATION

TOTAL BUDGET SIZE

SOURCES OF FUNDING

HUMAN RESOURCES

Total number of paid, full-time staff

Total number of paid, part-time staff

Total number of volunteer staff

Number of staff dedicated only to administration

Number of staff dedicated only to working directly with the population (contract staff)

Number of staff dedicated only to monitoring and/or evaluation

How many contract staff have professional degrees/training? ○ Few ○ Some ○ Many ○ All

Percentage (%) or number of staff members who resign or are let go/fired each year

Assess the organization on each factor. There are 3 sections: human capacity, organizational preparedness for work and social connectedness to end violence against children, and monitoring capacity.

Human Capacity

All projects rely on people with the right skills, knowledge, and experiences working together. It is not necessary that people have previous experience, but that they have ability with training and support.

	YES	QUITE A BIT	TO SOME EXTENT	NO
H1. Are there people in the organization with experience setting project goals and planning projects to meet those goals?	YES	QUITE A BIT	TO SOME EXTENT	NO
H2. Are there people in the organization with experience in educational or behavior-change projects?	YES	QUITE A BIT	TO SOME EXTENT	NO
H3. Are there people in the organization skilled at outreach, facilitation, motivation, or teaching?	YES	QUITE A BIT	TO SOME EXTENT	NO
H4. Are there people in the organization with experience developing and implementing simple monitoring and reporting systems?	YES	QUITE A BIT	TO SOME EXTENT	NO
H5. Are there people in the organization with the experience needed to implement proposed project activities?	YES	QUITE A BIT	TO SOME EXTENT	NO
H6. Does the organization have processes for attracting, hiring, and training new staff and volunteers?	YES	QUITE A BIT	TO SOME EXTENT	NO
H7. Does the organization regularly invest in training and other professional development of their staff and volunteers?	YES	QUITE A BIT	TO SOME EXTENT	NO
SUBTOTAL				

DETAILS ABOUT THIS ORGANIZATION'S HUMAN CAPACITY:
What can be said about the organization's people and the skills, experiences, and knowledge that they bring to scaling up violence against children prevention activities?

Is there any training or technical assistance this organization would benefit from as an INSPIRE Implementing Partner?

Organizational Preparedness for Work and Social Connectedness to End Violence Against Children

An organization's mission, values, and goals should align or overlap with the INSPIRE Framework. Additionally, organizations do not operate in isolation, they have relationships with individuals, organizations, and other entities.

	YES	QUITE A BIT	TO SOME EXTENT	NO
S1. Overall, does the mission of the organization align with the INSPIRE framework and mission?				
S2. Has the organization worked with and/or experience coordinating with those involved in preventing or responding to ending violence against children ?				
S3. Is the organization connected to ending violence against children implementers in different INSPIRE strategy areas (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)?				
S4. Is the organization affiliated with any sub-communities, such as those based on geography, religion, profession, or political interests?				
S5. Are there any indications or evidence that the organization has a good reputation among the people it serves?				
S6. Is the reach of the organization extensive enough to reach the necessary number of people with project activities?				
S7. Does the organization have good relationships with local decision makers, organizations, and relevant government agencies?				
S8. Does the organization have experience working with the target population of the proposed activity?				
S9. Does the organization have existing activities that could be enhanced to meet INSPIRE project goals?				
SUBTOTAL				

DETAILS ABOUT THIS ORGANIZATION'S PREPAREDNESS AND SOCIAL CONNECTEDNESS:

What can be said about the organization's social connectedness and how it can contribute to scaling activities to prevent violence against children?

Is there any training or technical assistance this organization would benefit from as an INSPIRE implementing partner?

Monitoring Capacity

The ability to monitor and report on project activity and progress is an important feature of adaptive management, effectiveness, and accountability.

	YES	QUITE A BIT	TO SOME EXTENT	NO
M1. Has the organization monitored a project before?				
M2. Does the staff understand the basic principles of, and rationales for, monitoring?				
M3. Do they have a system for collecting and entering data?				
M4. Is the organization willing to commit itself to developing and implementing a system for monitoring and reporting progress?				
M5. Does the organization have experience developing and implementing a monitoring system?				
M6. Does the organization have computers or some other way of recording monitoring data?				
M7. Does the organization have staff members who understand the basic principles of monitoring or someone who seems capable of learning this?				
M8. Is the organization willing to develop a simple system for monitoring and reporting progress?				
M9. Overall, does the organization have the capacity to monitor project activities?				
SUBTOTAL				

DETAILS ABOUT THIS ORGANIZATION'S MONITORING CAPACITY:
What can be said about the organization's monitoring capacity in support of scaling activities to prevent violence against children?

Is there any training or technical assistance this organization would benefit from as an INSPIRE implementing partner?

STEP 3: DETERMINE THE ORGANIZATION'S FIT

ORGANIZATION	☐ CURRENT PARTNER
	☐ PROPOSED PARTNER

RESULTS FROM ASSESSMENT

What is the capacity of the Organization IN TERMS OF....	TOTAL FROM EACH COLUMN				
	Higher capacity		*Lower capacity*		
Human Capacity	YES +	QUITE A BIT +	TO SOME EXTENT +	NO =	**7**
Organizational Preparedness for Work and Social Connectedness	YES +	QUITE A BIT +	TO SOME EXTENT +	NO =	**9**
Monitoring Capacity	YES +	QUITE A BIT +	TO SOME EXTENT +	NO =	**9**

NATIONAL COORDINATION MECHANISM THOUGHTS

HOW STRONG A PARTNER IS THIS ORGANIZATION?

STRONG
   MODERATE
         WEAK

STRONG
   MODERATE
         WEAK

STRONG
   MODERATE
         WEAK

TECHNICAL ASSISTANCE NEEDS
What technical assistance might help this organization be a better partner for scale up?

HOW DOES THIS ORGANIZATION FIT INTO THE ACTION PLAN TO END VIOLENCE AGAINST CHILDREN?
Do they or can they address any of the preconditions needed to achieve action plan results?

Do they or can they lessen any risks to achieving action plan results?

Now What?

YOU SHOULD NOW HAVE...

○ An assessment of an activity's current or potential Implementing Partner

○ Insight into the individual and collective capacity of available partners that highlights specific areas of strengths and weaknesses

○ Thoughts on how to support partners to achieve successful scale up

Act and apply

Does the action plan consider the importance of implementing partner capacity in sustainable scale up? Should it?

If several analyses of partner capacity have been conducted, are there areas of weakness among partners that frequently arise? If so, can the National Coordination Mechanism identify a solution that works for multiple partners?

RELATED TOOLS:

○ *Tool 1C*: Environmental Assessment: Domains

○ *Tool 1D*: Environmental Assessment: Actor Analysis

○ *Tool 3A*: Context of Implementation Analysis

○ *Tool 4A*: Core and Peripheral Elements of a Violence Against Children Prevention Activity