

Partner Organizational Capacity Assessment

A Tool for Assessing and Building Capacities of Twinning Partnerships for High Quality Responses to HIV/AIDS

Facilitator's Workbook

Draft (June 12, 2006)

2 Organizational Profile Details

1. When organization was established (month/year)

2. Location where organization works

3. Staff and structure

Who manages the organization? How many full-time staff, part-time staff, and volunteers? What are their roles? Does it have a technical advisor? If so, who?

4. Overview of organization's work

With whom does the organization work? What are its target populations? What activities does it conduct? How many people is it reaching?

5. Key achievements and main challenges

Key highlights/successes of the organization's work; main problems/issues it faces

6. Sources of funding

Financial, material, or in-kind support received from a) within the community, b) outside the community

7. Future plans

What are immediate needs/priorities? Does the organization have any plans to scale up?

If the organization received more funding, how would it use it?

3 Leadership, Governance, and Strategy

Question		Capacity score given	Notes
1. Constitution	Do you have a written constitution accepted and approved by all the members of the organization?		
2. Governing committee / board	Do you have a committee/board that meets and makes decisions that guide your organization's development?		
3. Mission and values	Do you have a mission and set of values which are clearly understood, agreed and approved by all the members of the organization? If so, how are they used?		
4. Suggestions for technical support:			

4 Finances

How does the organization plan and manage its finances and budget?

Question		Capacity score given	Notes
1. Finances	Does your organization keep accounts of money that can be presented on demand?		
2. Bank account	Does your organization have a bank account to hold its funds?		
3. Budget and cash flow planning	Does your organization prepare, monitor, and review a budget?		
4. Reporting requirement	Do you provide accurate financial reports on time to donors?		
5. Suggestions for technical support:			

5 Planning, project design and management

How do you develop, manage and evaluate your projects?

Question		Capacity score given	Notes
1. Strategic planning	Does the organization have a long-term strategic plan that was developed with participation of all or most staff and/or stakeholders?		
2. Action plans	Does the organization plan the implementation of its activities, involving all people concerned?		
3. Project and proposal development	Are you satisfied with the quality of the projects you develop?		
4. Monitoring and evaluation	Does your organization have a functioning M&E system?		
5. Suggestions for technical support:			

6 Networking and Advocacy

What relationship does your organization have with other local, national, and international players in HIV/AIDS, and how do you work together to influence others?

Question		Capacity score given	Notes
1. Advocacy	Do you carry out advocacy activities to influence those in power to change conditions or policies that form barriers to your work in HIV/AIDS?		
2. Broader context and potential partnerships	Does your organization work with local government, private, or community organizations?		
3. Suggestions for technical support:			

7 Technical capacity

What experience does the organization already have in HIV work?

Question		Capacity score given	Notes
1. Experience working in HIV/AIDS	How extensive is your organization's experience in HIV/AIDS?		
2. HIV/AIDS knowledge and skills	Does the organization train all its staff and volunteers in general HIV/AIDS knowledge and the technical skills necessary to do their job?		
3. Information, Education and Communication (IEC) development and utilization	How do you create messages to raise awareness or change people's thinking?		
4. Access to new HIV/AIDS information	How do you encourage and enable members to learn and develop their knowledge about HIV/AIDS?		
5. Suggestions for technical support:			