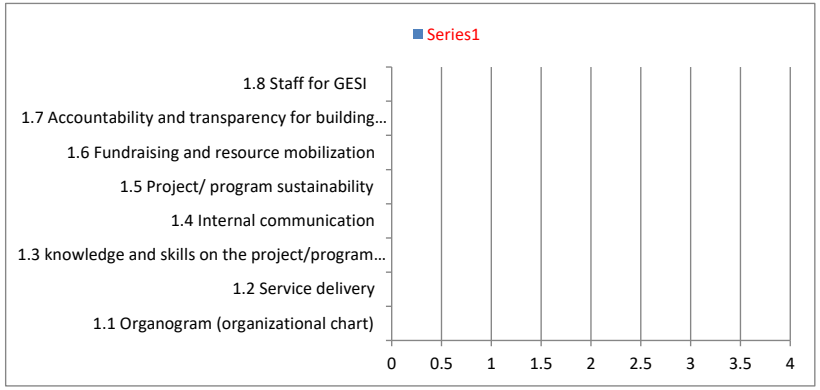
I. Program and Project Management

	1. Clear need for capacity	2. Basic level of capacity in place	3. Moderate level of capacity in place	4. High level of capacity in place	Score/Sept 2025	Justificaion	
						Strength	Areas need improvement
1.1 Organogram (organizational chart)	There is an informal idea of an organogram which is nothing formally agreed upon.	There is written organogram but not supported with clear reporting lines and supervisory relationships.	There is a written organogram, but reporting lines and supervisory relationships lucks clarity and partly functional	There is an organogram with clearly defined reporting lines and supervisory relationships of staff and it is functional.			
1.2 Service delivery	Quality standards for service delivery do not exist.	Quality standards for service delivery exist only informally Organization often falls short and beneficiaries are mostly dissatisfied with quality of service delivery.	Written quality standards exist for some aspects of service delivery but not all. They are not entirely clear and are not monitored regularly. Project beneficiaries somehow satisfied about the quality of service delivery	Written quality standards exist for most aspects of service delivery. Organization monitors its projects/programs against quality standards. Beneficiaries are satisfied with service delivery			
1.3 knowledge and skills on the project/program thematic Issue	There are no mechanisms to access new information on the project/program thematic issue	The thematic issue is occasionally discussed internally. No written material for consultation and has limited access for none-project team members.	Knowledge and skills about thematic issue is discussed internally and some written materials are available. Inconsistently applied the learning for project/program improvement	Knowledge and skills on thematic issue is regularly discussed internally. Written information is available from a range of sources and applied consistently for project/program improvement			
1.4 Internal communication	Organization has no internal communication system.	Organization has a basic internal communication system which is not understood and accessible to every staffs. No staff meeting.	Organization in places internal communication system. It is not regularly used and no consequence attached to it. Interactions between individuals, units and programs pivots on personal relationships and voluntary based. When top leadership has a need, staff meeting held with or without agenda and minutes.	Organization has a functional internal communication system. Individuals, units and programs function effectively together and share information and resources. There are regular staff meetings with written agendas and minutes.			
1.5 Project/ program sustainability	No completed or existing projects/programs secured community ownership. No efforts are made to	Communities feel limited ownership towards programs and may make a minimal commitment/contribution.	Organization is starting to initiate skills transfer/capacity building activities. Communities feel some ownership of programs and express commitment/make contributions.	Organization is taking relevant steps to build community capacity to sustain projects and programs. Communities feel strong ownership of project/programs and demonstrated their commitment.			
1.6 Fundraising and resource mobilization	Generally weak fundraising skills and lack of expertise. The organization is at risk, downsizing recent years, dependent on volunteers, and is already at risk.	Main fundraising needs covered by few internal skills and expertise. It is not a team work and all depends on the one or two experts in the organization. Resource to survive the organization for 1 more year without new funding is secured.	Regular fundraising needs adequately covered by well-developed internal fundraising skills and expertise. No supporting policy to use external experts it the required skill is not internally available. Resource to survive the organization at least for 3 more years without new funding is secured.	Highly developed internal fundraising skills and expertise in relevant funding source types to cover all regular organizational needs. There is supporting policy to use external expertise if the required skill is not internally available. Resource to survive the organization at least for 5 more years without new funding is secured.			
1.7 Accountability and transparency for building trust	There is no accountability and transparency mechanism that can build on the	There is some level of accountability and transparency tools/mechanisms. But not known by majority of staff and regularly practiced.	Accountability and transparency mechanism are in place; constituencies and selected stakeholders are informed on critical project/program stuffs by selected personnel irregularly. Project and program staff luck	Accountable and transparent management with staff and external stakeholders to both program and finance systems and process. Project/program team are equally aware on relevant stuffs and practicing			
1.8 Staff for GESI	The organization don't have any skilled staff working on GESI and focal person assigned	The organization assigns a focal person for GESI with some basic skills on gender mainstreaming supporting.	The organization has one full time skilled staff working on gender equalities and social inclusion mainstreaming organizationally. The expert supports project/programs to maintain GESI factors from design, through implementation to evaluation, but not to the expected quality and depth.	The organization has gender and social inclusion team that provides support in mainstreaming gender equality and social inclusion factors from project design, through implementation to evaluation. The team consistently works across the projects/programs.			
Average Score					**#DIV/0!**		


Series1
1.8 Staff for GESI
1.7 Accountability and transparency for building...
1.6 Fundraising and resource mobilization
1.5 Project/ program sustainability
1.4 Internal communication
1.3 knowledge and skills on the project/program...
1.2 Service delivery
1.1 Organogram (organizational chart)
0
0.5
1
1.5
2
2.5
3
3.5
4