

# Organisational Capacity (Self-) Assessment (OCA)



Strategy	Yes	No	Comments
The vision and mission of your organisation is clear and attractive to your beneficiaries, to authorities and other stakeholders	<input type="radio"/>	<input type="radio"/>	
During implementation of your project you overcome some obstacles by asking authorities for their assistance, funds or regulations	<input type="radio"/>	<input type="radio"/>	
Your organisation has an up-to-date Strategic Plan / Theory of Change which will lead to improvement of the situation of the beneficiaries	<input type="radio"/>	<input type="radio"/>	
Your organisation has a strategy to use policies and government stakeholders to make your project sustainable (it goes on after the project is finished)	<input type="radio"/>	<input type="radio"/>	
Your organisation has a diversified Fundraising Strategy to make your project financially sustainable	<input type="radio"/>	<input type="radio"/>	
Leadership (CLASP indicators)	Yes	No	Comments
Most beneficiaries trust leaders, board and staff of your organisation to do the right things	<input type="radio"/>	<input type="radio"/>	
Beneficiaries ask your organisation to represent them in dialogue with authorities and/or are participating in 'support mobilising' activities and strategies	<input type="radio"/>	<input type="radio"/>	
Beneficiaries are in dialogue with authorities and/or are participating in 'mobilising support' activities and strategies	<input type="radio"/>	<input type="radio"/>	
Your organisation's commitment to 'mobilise support' for changes is authentic and not only suggested by donors, or other stakeholders	<input type="radio"/>	<input type="radio"/>	
Your organisation is recognised as a reliable and trustworthy organisation	<input type="radio"/>	<input type="radio"/>	
Structure	Yes	No	Comments
Your organisation has different staff/teams for management, mobilising support and financial resources management	<input type="radio"/>	<input type="radio"/>	
Everyone in the organisation has clear descriptions of his/her competencies, tasks and responsibilities, and knows the tasks of others	<input type="radio"/>	<input type="radio"/>	
Your organisation has working relations with other organisations, officials and political parties and companies	<input type="radio"/>	<input type="radio"/>	
Your organisation has a system and clear agreements on how to manage relationships with others	<input type="radio"/>	<input type="radio"/>	

Your organisation allocates staff time and resources to the strengthening of its Mobilising Support and Fundraising capacities	<input type="radio"/>	<input type="radio"/>	
<b>Processes &amp; systems (management)</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Your organisation has frequent and well functioning systems (reports, meetings) to share information inside the organisation	<input type="radio"/>	<input type="radio"/>	
Your organisation shares clear information frequently with many partners and beneficiaries on of project goals, actions and progress	<input type="radio"/>	<input type="radio"/>	
Your organisation leadership monitors results on the short term objectives and keeps track of progress towards long-term objectives	<input type="radio"/>	<input type="radio"/>	
Some staff members can conduct evaluations of advocacy programmes of other organisations?	<input type="radio"/>	<input type="radio"/>	
Your organisation informs donors and partners and beneficiaries of the progress and the results of the initiatives you undertake	<input type="radio"/>	<input type="radio"/>	
<b>Staff technical capacity - MS capacity</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Your organisation knows the laws, the regulations and the relevant institutions that are important for your project	<input type="radio"/>	<input type="radio"/>	
Some staff have good technical knowledge about the issue you work on	<input type="radio"/>	<input type="radio"/>	
In your organisation, you know very well how laws, decisions and when policies are decided, and you monitors the political agenda closely	<input type="radio"/>	<input type="radio"/>	
Your organisation analyses the main stakeholders affecting the situation of your beneficiaries, and keep that analysis up to date	<input type="radio"/>	<input type="radio"/>	
Staff is involved in the dialogue with authorities, media and other stakeholders	<input type="radio"/>	<input type="radio"/>	
<b>Staff technical capacity - MS capacity specific</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Your organisation has a long experience in mobilising civil society groups	<input type="radio"/>	<input type="radio"/>	
Your organisation has a strong experience in bringing cases to courts	<input type="radio"/>	<input type="radio"/>	
Your organisation has a strong experience in talking to parliamentarians & local politicians	<input type="radio"/>	<input type="radio"/>	
Your organisation has launched many media campaigns and knows how to reach many persons through social media	<input type="radio"/>	<input type="radio"/>	
Your organisation has a lot of experience with organising public events	<input type="radio"/>	<input type="radio"/>	

<b>Staff technical capacity - local fundraising (LFR) capacity</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Your organisation has a specialist in charge of finances; Some staff members have strong fundraising skills	<input type="radio"/>	<input type="radio"/>	
Your organisation has built connections with different types and levels of donors	<input type="radio"/>	<input type="radio"/>	
Your organisation has developed good means of communication (brochures, web-site, radio or oral ways of communicating about your work)	<input type="radio"/>	<input type="radio"/>	
Your organisation informs donors and partners and beneficiaries of the progress and the results of the initiatives you undertake	<input type="radio"/>	<input type="radio"/>	
The staff dealing with leaders, donors and other stakeholders have good interpersonal skills	<input type="radio"/>	<input type="radio"/>	
<b>Organisation culture</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
The staff members of your organisation have a sense of belonging together	<input type="radio"/>	<input type="radio"/>	
Your organisation is driven by effective teams	<input type="radio"/>	<input type="radio"/>	
Management is committed to MS and LFR, and create space for staff to become better on MS and LFR	<input type="radio"/>	<input type="radio"/>	
Your organisation easily adapts its objectives, collaboration partners and donating partners when circumstances change inside and outside your organisation	<input type="radio"/>	<input type="radio"/>	
Your organisation celebrates its successes, also with beneficiaries	<input type="radio"/>	<input type="radio"/>	
Your organisation dares to take some risks from time to time	<input type="radio"/>	<input type="radio"/>	

