Introducing the

Organizational Capacity Assessment (OCA)

and

Monitoring, Evaluation, and Learning (MEL) Capacity Assessment

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Agenda

1. Overview of the Organizational Capacity Assessment (OCA)

2. Overview of the MEL Capacity Assessment

3. Purpose of Undertaking Capacity Assessments

4. Who Should Undertake Capacity Assessments

5. How to submit Capacity Assessments online

6. Scoring System

7. Outputs of Capacity Assessments

8. Format for an Assessment Action Plan

9. Next Steps and Timeframe

Organizational Capacity Assessment (OCA)

Aims to understand your organizational capacity in the following areas:
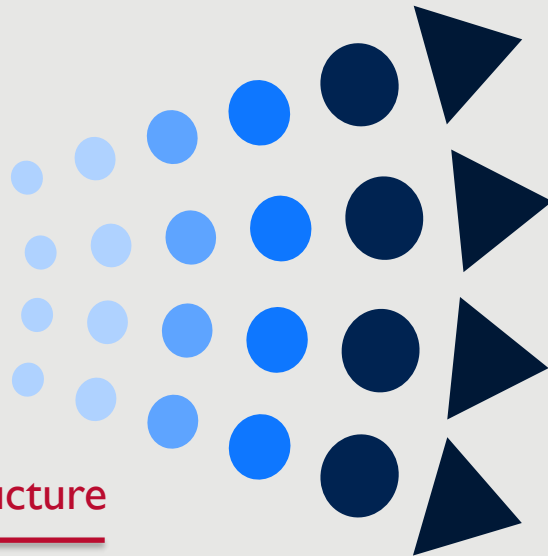
1. Governance and Legal Structure
2. Financial Management and Internal Control Systems
3. Administration and Procurement Systems
4. Human Resource Systems
5. Program Management
6. Project Performance Management

OCA Tool Overview

Aims to identify **technical assistance needs** when building the **organizational** capacity of NGOs and other partners.

2009-12
Revised **multiple times** to standardize capacity statements at each stage, include guiding questions for facilitators, and to mainstream disability issues.

2008
Developed for NGOs receiving **direct funding** from USAID, CDC and HRSA as part of the New Partners Initiatives (NPI) program.

2013
Became the **USAID** recommended OCA tool with slight variations.

JSI

Organizational Capacity Assessment (OCA)
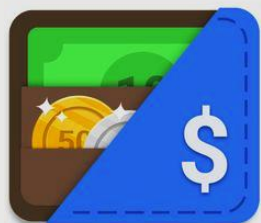
1. Governance & Legal Structure

Vision and Mission

Legal Requirements and Status

Organizational Structure
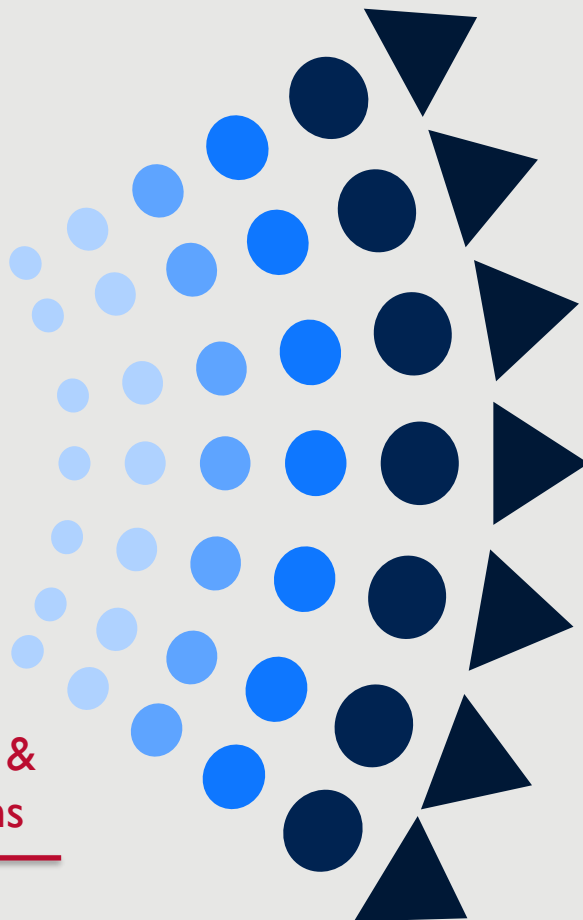
Board Composition and Responsibility

Organizational Capacity Assessment (OCA)

Budgeting

Accounting System

Internal Controls

Bank Account Management

Financial Documentation

Financial Statements and Reporting

Audit Experience

2. Financial Management & Internal Control Systems

Organizational Capacity Assessment (OCA)

3. Administration & Procurement Systems

- Operating Policies, Procedures, and Systems
- Travel Policies and Procedures
- Procurement
- Branding and Marking

Organizational Capacity Assessment (OCA)

4. Human Resource Systems

Personnel Policies

Staff Time Management and Payrolls

Staff and Consultant History

Staff Salaries and Benefits

Organizational Capacity Assessment (OCA)

5. Program Management

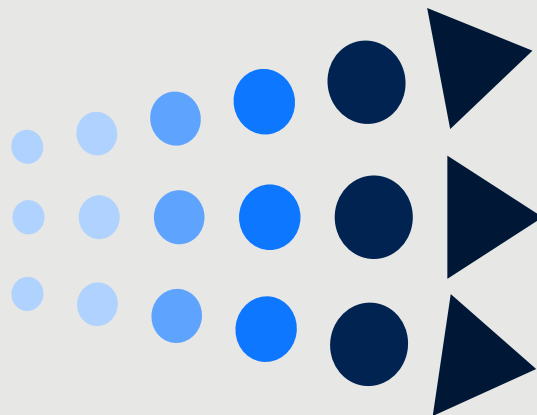Donor Compliance Requirements

Sub-Award Management

Technical Reporting

Culture and Gender Issues

Organizational Capacity Assessment (OCA)

6. Project Performance Management

Monitoring and Quality Assurance

Project and Program Evaluation

Field Support, Operations, and Oversight

MEL Capacity Assessment

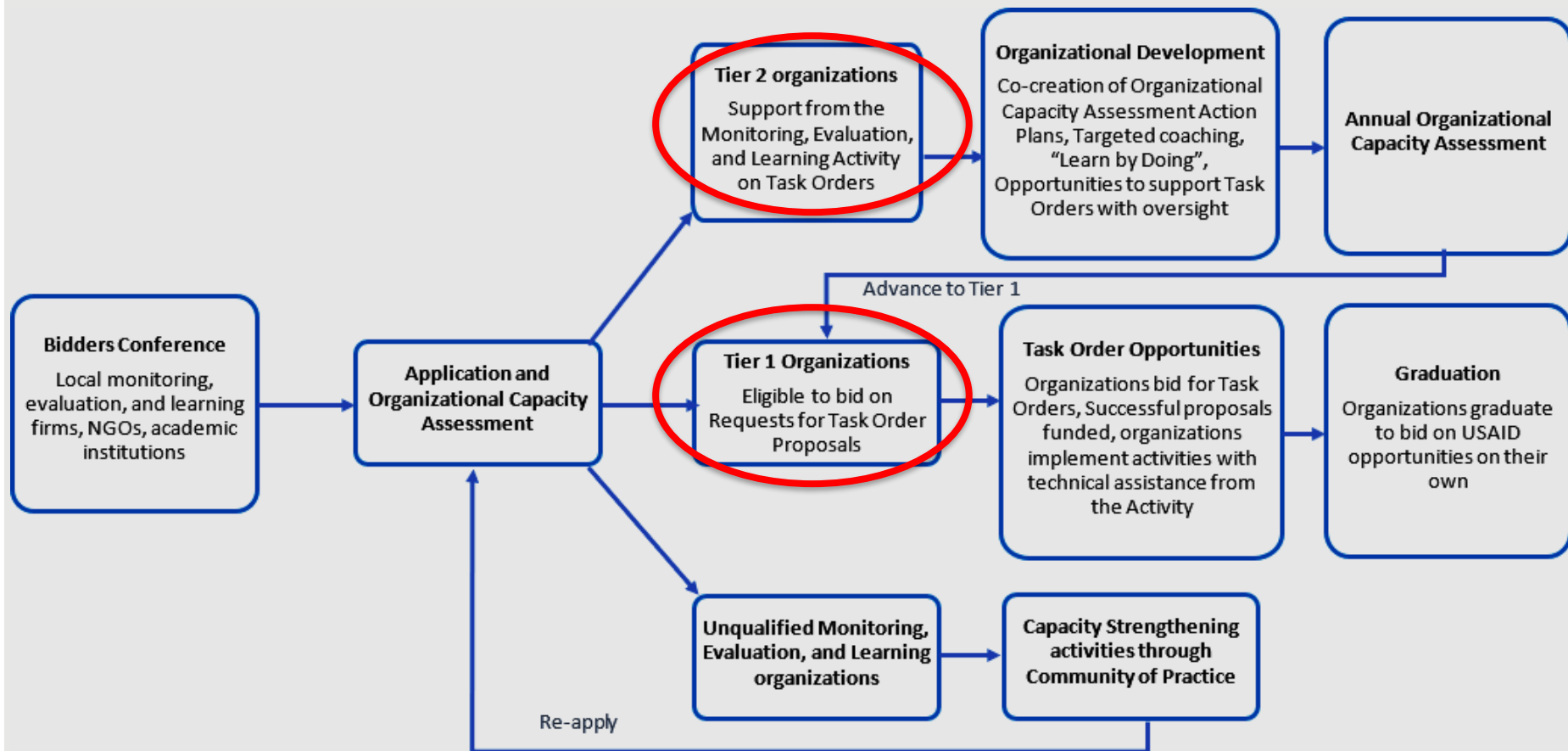Aims to understand your technical capacity in the following areas:

1. MEL Human Resources

2. MEL Technical Resources

3. Evaluation Management

4. Data and Information Management

5. MEL Reporting

Purpose of Undertaking Capacity Assessments

- The Capacity Assessment is a structured tool for a facilitated self-assessment of an organization's capacity followed by action planning for capacity improvements.

- The self-assessment approach increases ownership of the action plan.

- The format helps the organization reflect on its processes and functions, and score itself against benchmarks.

- Based on the discussions and the scoring, the organization shapes and sets priorities for actions it can take to strengthen its capacity.

Who Should Undertake Capacity Assessments

How to Submit Capacity Assessments Online

1. Follow accelerator platform links to the [Organizational Capacity Assessment (OCA)](#) and [MEL Capacity Assessment](#) and sign into your account.

2. Bring together relevant team members to complete the assessment.

3. Independently fill out scoring per section with explanations in English.

4. Upload supporting documents in English (if possible).

5. Assessment facilitator validates results based on supporting documents.

6. Assessment facilitator shares assessment results identifying strengths and gaps.

7. Discuss milestones and co-design an Action Plan with your facilitator.

Scoring System

Organizational Capacity Assessment

- Based on capacity score with scale from:

  – Strong Capacity

  – Moderate Capacity

  – Basic Capacity

  – Low capacity

MEL Capacity Assessment

- Yes / No questions with scale from:

  – Completely

  – Mostly

  – Partly

  – Not at all

  – N/A

Outputs of Capacity Assessments

- Richer understanding of strengths and gaps

- Action Plan to bridge identified gaps

- Tailored capacity building support

Format for an Assessment Action Plan

Sub-section	Action	Initial Priority Score	Final Priority Score	Planned Start Date	Expected End Date	Internal Lead	Other Internal Participants	Resources and Technical Assistance Needed	Status

Scale for priorities (1 to 5): 1 = High, 5 = Low

Next Steps and Timeframe

Questions due from Organizations	February 25, 2021
Answers/clarifications provided in response to questions	March 4, 2021
Organizations submit the Organizational and MEL Capacity Assessments online	April 8, 2021
MELA validates submitted applications	June 30, 2021
Organizations and MELA prepare Action Plans	July 31, 2021
MELA designs tailored Capacity Building Support	August 1, 2021 onwards

Thank You!