



Organisational Self-Assessment Tool for Partners

Dear EWA partners,

In order to be able to continuously develop and improve our organisation and our work, we believe it is important to think about how we work and act as an organisation. Only by learning what our strong points and bottlenecks are and what we would like to see changed, we will be able to develop and grow as an organisation. Therefore we developed a questionnaire which is a tool to gain a general impression of how you think your organisation is doing. This organisational self-assessment is part of our partner capacity building strategy. It is important to know that this assessment is not a tool to assess the quality of your organisation and staff, or to look at 'what goes wrong'. It is rather a tool to get insight in the current situation, what kind of support (maybe) is needed to improve certain points, and to get the opportunity to develop and improve the organisation and ultimately the lives of its final beneficiaries. By asking these questions again at a later stage, changes can be analysed and lessons learned can be drawn. These lessons learned can then be applied in future proposals, projects and policies.

All involved staff members of organisations working in the EWA project are asked to fill in the questionnaire honestly and separately from one another. Therefore we ask you to reply as frankly as possible. The results will be dealt with confidently and will only be discussed between WECF and your organization.

Part 1: Organisational Capacity

Finance	Not applicable	Very small degree	Small degree	Moderate degree	Good degree	Great degree	Short explanation
1.1. There is enough money in the organisation to do the things we promised to do (with regard to EWA project).							
1.2. The accounts are checked at least once a year by an external auditor or another independent person.							
1.3. We have enough reserve/liquidity to pay staff on a regular base.							



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Project Management and Monitoring	Not applicable	Very small degree	Small degree	Moderate degree	Good degree	Great degree	Short explanation
1.4. There are action plans for each project including a detailed time planning.							
1.5. For each project, indicators are set to measure the outputs and results of the projects.							
1.6. Project indicators are systematically and regularly used to measure outputs and outcomes.							
1.7. The project team meets regularly to discuss progress on the action plan. Where necessary plans are changed.							
1.8. Projects are monitored regularly and evaluated together with the target group.							
1.9. Feedback and results of projects are systematically shared internally and externally.							
1.10. When evaluating and discussing progress there is an open atmosphere and I feel free to talk about what went wrong/well and why.							
1.11. Lessons learned (good and bad!) are systematically put into practice e.g. in new proposals, projects and policies.							



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Human Resources and Organisational Management	Not applicable	Very small degree	Small degree	Moderate degree	Good degree	Great degree	Short explanation
1.12. All staff members have an up to date job description in order to be clear about who is responsible for what.							
1.13. The organisation has an up to date organisational chart.							
1.14. The organisation has a clear and transparent salary structure.							
1.15. I have regular progress meetings with my boss where we discuss my tasks and progress.							
1.16. The organisation has an electronic system or database which stores all of its projects documents, finances, specific expertise, literature etc. and this is easily accessible to all staff.							
1.17. The organisation publishes an annual report.							

Strategies and Policies	Not applicable	Very small degree	Small degree	Moderate degree	Good degree	Great degree	Short explanation
1.18. There is a strategy document that describes the overall goals of the organization.							
1.19. Staff is aware of its content (strategy document) and it is part of every day's work.							



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1.20. The organisation has a board with decision-making power that meets regularly.							
1.21. Financial and personnel/HRM procedures are described in a manual which is accessible to all.							
1.22. The organisation has a safety policy describing on how best to take care of its employees. (this describes e.g. the use of safety equipment when working with chemicals, rules for using cars, traveling to dangerous areas etc).							

Part 2. Gender and Participatory Processes

Gender and Participatory Processes	Not applicable	Very small degree	Small degree	Moderate degree	Good degree	Great degree	Comments
2.1. Our organisation has a gender policy in place.							
2.2. Man and women are paid according to the same criteria.							
2.3. The organisation of our work (working hours, working from home, travel etc.) is family friendly.							
2.4. The staff of our organisation is gender sensitive, using gender sensitive methods/tools when planning, implementing and evaluating projects and programmes.							
2.5. Our staff is trained on gender issues.							
2.6. Participatory processes are used within different stages of the project implementation (from planning to monitoring and evaluation).							



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Part 3. Networking and Advocacy

Networking and Advocacy (besides communication and networking with WECF- and WECF project partner)	Yes	No		Comments
3.1. Our organisation is a member of national and regional network(s).			Name(s) networks:	
3.2. Our organisation has a leading role in at least one network.			Name network:	
3.3. Staff of our organisation have regularly exchange of knowledge with other national institutions or NGOs.			Name inst./NGO:	
3.4. Our organisation has its own webpage.			Name website:	
3.5. Within our organisation we have English speaking key persons.				
3.6. Our organisation uses social media like twitter, facebook.			Name social media:	
3.7. Our organisation is involved in national policy processes.			Indicate which:	
3.8. Our organisation is involved in international policy processes.			Indicate which:	



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Part 4. The Organisation's Expertise and Knowledge:

Expertise within the organisation	Yes	No	Indicate the kind of expertise and which tools (e.g.: expert persons, trainers, trainings, manuals, documentation etc.).	Comments
4.1. Agriculture				
4.2. Animal breeding				
4.3. Horticulture				
4.4. Energy				
4.5. Water				
4.6. Sanitation				
4.7. Small scale businesses				
4.8. Credit schemes / micro credit				
4.9. Saving schemes				
5.10. Gender and national/ international advocacy work				



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5.11. Technical innovative solutions (in implementation, operation and maintenance)				
5.12. Other				

Part 5. Strong points and areas of improvement of your organisation (please give 3 short answers)

5.1. Which are the strongest points of your organisation?	1. 2. 3.
5.2. Where does your organisation may need improvement?	1. 2. 3.
5.3. In which areas do you see the best opportunities for further development for your organisation in the future?	1. 2. 3.

Thank you very much for your time!