

Scoring Guidelines

Individuals participating in the self assessment exercise must assess each sub capacity candidly, *impartially*, *independently* and *anonymously* on a scale of 1 to 4. Significance of each score is as below;

- 1** If the organization has very little or no capacity in the sub-capacity area and needs immediate attention
- 2** If the organization has some capacity but not to an acceptable level and needs considerable improvement
- 3** If the organizational capacity is barely adequate and there is room for improvement
- 4** If the organizational capacity is satisfactory

Consolidated Scoring

<i>Capacity Areas</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
A. Identity & Direction				
B. Governance				
C. Management Systems, Practices and Infrastructure				
D. Programme				
E. Human Resource Management				
F. External Relations				
G. Sustainability				
H. Gender Sensitivity				
I. Gender Based Violence and Reproductive Health				

A. Identity and Direction	
1. The organization has clearly articulated mission	① ② ③ ④
2. The mission is understood by;	① ② ③ ④
Staff,	① ② ③ ④
Community/target group/beneficiaries,	① ② ③ ④
Benefactors (donors), and	① ② ③ ④
Public /civil society (NGOs).	① ② ③ ④
3. The organization has strategic plan document	
4. Strategies are aligned with the mission	① ② ③ ④
5. Values of the organization are;	① ② ③ ④
Clearly articulated,	① ② ③ ④
Understood, and	① ② ③ ④
Respected.	① ② ③ ④
6. The scope of the program is clear in terms of:	① ② ③ ④
Geographical boundaries, and	① ② ③ ④
Sectoral Focus.	① ② ③ ④
Specific Sectoral Focus on GBV-RH	① ② ③ ④
7. The organization has made an explicit commitment to gender equity and human rights (ideally in writing)	① ② ③ ④

B. Governance	
1. The Board members are committed to the mission of the organization.	① ② ③ ④
2. Board membership is well diversified and technical expert.	① ② ③ ④
3. Board respects by-laws concerning office terms, quorum, fair elections etc	① ② ③ ④
4. Board contributes competently in the following:	① ② ③ ④
Policy formulation and strategic direction setting	① ② ③ ④
<i>Financial overseeing</i>	① ② ③ ④
Public relationing and advocacy	① ② ③ ④
Accountability	① ② ③ ④
<i>Program overseeing</i>	① ② ③ ④
<i>Resource generation and</i>	① ② ③ ④
Technical support and guidance in programme.	① ② ③ ④
5. Board members are sensitized about gender-based violence as a public health and human rights problem	① ② ③ ④
6. Board members have voiced their support for the effort to address gender-based violence as a public health problem	① ② ③ ④
7. The board members have qualifications, experience and training on GBV-RH	① ② ③ ④

C. Management Systems, Practices and Infrastructure	
1. There is recognition of the community as partners.	① ② ③ ④
2. Mechanisms to find out community needs are in place	① ② ③ ④
3. Findings of community needs are integrated into the planning process.	① ② ③ ④
4. Senior management's relationship with staff is based on the spirit of participation, mutual respect and equity.	① ② ③ ④
5. Staff feel free to contribute and express their views.	① ② ③ ④
6. Information is shared freely among all staff members.	① ② ③ ④
7. Organizational structure with clearly defined lines of authority and responsibility	① ② ③ ④
8. Systems exist to collect, validate, analyze and disseminate data and information.	① ② ③ ④
9. Administrative procedures and operating manuals exist and are followed.	① ② ③ ④
10. Adequate office space is available for the current level of operations.	① ② ③ ④
11. The organization has policies and protocols that address gender-based violence	① ② ③ ④
12. The organization produces written information or audiovisual materials related to the problem of gender-based violence	① ② ③ ④
13. Organization has sufficient telephone lines and communication devices to maintain smooth internal and external communication.	① ② ③ ④

D. Programme	
1. Operating plans are developed, reviewed and updated.	① ② ③ ④
2. Operating plans reflect organization's strategic plan.	① ② ③ ④
3. Program priorities and services are defined in collaboration with community.	① ② ③ ④
4. Staff is involved in program design, implementation and evaluation.	① ② ③ ④
5. An M&E system exists that defines and tracks indicators of success and allows for program modifications during implementation.	① ② ③ ④
6. Community perceives that the services of the organization are of good quality.	① ② ③ ④
7. Community perceives that organisation's programmes are being managed cost effectively	① ② ③ ④
8. Baseline data measurements are monitored and regularly analyzed.	① ② ③ ④
9. Organization publish and disseminate reports on lessons learned.	① ② ③ ④
10. Organization has experience of working on issues related to any type of gender-based violence	① ② ③ ④
11. Organization gather baseline information on community knowledge, attitudes, and practices on GBV-RH	① ② ③ ④
12. It gathered baseline information on the resources available in the district/province/country on GBV-RH such as referral directories/places, IEC materials?	① ② ③ ④
13. Organization has involved relevant stakeholders in the prevalence of gender-based violence and reproductive health	① ② ③ ④
14. Organization has human and financial resources available for addressing the issue of gender based violence	① ② ③ ④

E. Human Resource Management	
1. Recruitment, employment and personnel practices are clearly defined and followed.	① ② ③ ④
2. Relevant sectoral expertise exists within organization.	① ② ③ ④
3. Human resource development planning takes places.	① ② ③ ④
4. HRD plan is based on our programmatic needs and strategic objectives.	① ② ③ ④
5. Opportunities exist to integrate skills acquired in training into our organizational work.	① ② ③ ④
6. Job descriptions are well defined, documented, updated and respected.	① ② ③ ④
7. There is a reasonable level of staff continuity and stability.	① ② ③ ④
8. Staff meetings are regularly held and they directly contribute to organizational learning and mission achievement.	① ② ③ ④
9. Staff participates in management decisions.	① ② ③ ④
10. Teamwork is encouraged.	① ② ③ ④
11. Staff is encouraged to take initiative and to be self-driven.	① ② ③ ④
12. Grievance and conflict resolution procedures are in place and practiced.	① ② ③ ④
13. Personnel policies and practices conform to the applicable laws and regulations e.g. tax laws, labor regulations etc.	① ② ③ ④
14. Staff conduct (code of conduct, personal policies regarding GBV-RH) monitoring and sanctions	① ② ③ ④
15. All staff in the organization have participated in sensitization workshops that explore gender-based violence as a public health problem and violation of human rights	① ② ③ ④
16. Mechanism to sensitize (GBV) and train new staff members soon after they are hired is in place	① ② ③ ④
17. Regular mechanism is in place to provide ongoing and repeated training concerning both general and specific issues related to gender-based violence	① ② ③ ④
18. Organization has information about staff members' attitudes, beliefs and knowledge about gender-based violence and reproductive health?	① ② ③ ④

F. External Relations	
1. We are always able to attract adequate volunteer support for our activities.	① ② ③ ④
2. Our relationship with our community is that of equal partners serving a common purpose.	① ② ③ ④
3. We network and share resources with national and international NGOs	① ② ③ ④
4. We play leadership role in promoting coalitions, networks and fora for advocacy.	① ② ③ ④
5. We have contacts with policy makers and routinely engage them in dialogues.	① ② ③ ④
6. We have diversified contacts within the donor community.	① ② ③ ④
7. We have the requisite knowledge and skills to conduct and engage in public relations.	① ② ③ ④
8. The image and identity of our organization is clear to our various stakeholders and public at large.	① ② ③ ④
9. Information about our organization and its programmes is easily accessible.	① ② ③ ④
10. We have relations with private business sector for technical expertise, material and human resources (such as Board members and/or other).	① ② ③ ④
11. We have the requisite knowledge and skills to work collaboratively with media.	① ② ③ ④
12. We routinely use media as means to inform public about its work and/or mounting public education campaigns.	① ② ③ ④
13. We met with representatives from other organizations working in the area of gender-based violence to identify how we can collaborate.	① ② ③ ④
14. We are part of a network or coalition of organizations that works on issues related to gender-based violence.	① ② ③ ④
15. We have a directory of referral services in the community that can help women who experience gender-based violence	① ② ③ ④
16. Directories include specific information about what kinds of services are available, how to access them (e.g. phone numbers, procedures, costs, etc.), and a contact name	① ② ③ ④
17. These directories are being updated regularly	① ② ③ ④
18. Feedback mechanisms is in place from providers about the directories	① ② ③ ④
19. Organization has developed a way (either formal or informal) to monitor the quality of referral services in the community	① ② ③ ④
20. Organization has identified individuals and/or organizations in district/province that could support efforts to sensitize and train staff on issues related to violence against women	① ② ③ ④
21. Organization has identified individuals and/or organizations in your district/province/ country that could assist your organization with the legal issues related to gender-based violence	① ② ③ ④
22. Organization has formal collaborated with other institutions that provide services for women who experience any form of gender-based violence?	

G. Sustainability	
1. Communities contribute time and resources to support our program activities.	① ② ③ ④
2. Our program activities can continue due to behavioral changes in community.	① ② ③ ④
3. We have developed systems for short and long-term continuity.	① ② ③ ④
4. Local institutions have been identified to provide continuing support.	① ② ③ ④
5. Our resource base is sufficiently diversified.	① ② ③ ④
6. Number of donors in each of the following categories is increasing:	① ② ③ ④
Private individuals	① ② ③ ④
Corporate sector	① ② ③ ④
Foundations	① ② ③ ④
Govt./public sector	① ② ③ ④
Multilaterals /Bilaterals	① ② ③ ④
Others	① ② ③ ④
7. Proposal writing and fund raising capacity exists.	① ② ③ ④
8. Funding and resources for GBV-RH is in place	① ② ③ ④

H. Gender Sensitivity	
1. Our project implementation strategies and plans take into account existing gender roles and interests of both men and women.	① ② ③ ④
2. We have developed the capacity to recognize and handle resistance to addressing gender issues in our programmes.	① ② ③ ④
3. Gender impact of projects and programmes is monitored and evaluated.	① ② ③ ④
4. We routinely collect gender segregated data for monitoring and evaluation of our programmes and projects.	① ② ③ ④
5. Commitment to gender equity is a criterion in our selection of partners or CBOs/NGO affiliates.	① ② ③ ④
6. Organization has a written gender policy that affirms a commitment to gender equity.	① ② ③ ④
7. Management takes responsibility for the development and implementation of gender policy.	① ② ③ ④
8. There are flexible work arrangements especially for women in timing, working hours and leave (maternity leave etc).	① ② ③ ④
9. Gender sensitivity is included in all job specifications and performance appraisals.	① ② ③ ④
10. Adequate financial resources are budgeted for gender integration in our work.	① ② ③ ④
11. Staff is trained in gender planning and analysis.	① ② ③ ④
12. There has been an increase in the representation of women in organisation's board and senior management in the past few years.	① ② ③ ④
13. Women are proactively recruited and promoted into senior management positions.	① ② ③ ④
14. Gender sensitivity of organisation's culture and environment is demonstrated in both formal and informal, written and verbal communications, staff interaction etc.	① ② ③ ④
15. Meetings in the organization are not dominated by male staff.	① ② ③ ④
16. Organization has a zero tolerance policy on sexual harassment by staff that includes procedures for reporting cases of sexual harassment	① ② ③ ④

I. Gender Based Violence and Reproductive Health	
1. Policy/mandate/protocols for the provision of counseling, advocacy, and referral for survivors of GBV-RH addressing:	① ② ③ ④
sexual assault, harassment	① ② ③ ④
physical assault	① ② ③ ④
domestic violence	① ② ③ ④
Psychological and emotional violence	① ② ③ ④
survivor of child sex abuse	① ② ③ ④
other forms of GBV (e.g., FGC, forced marriage, kidnapping, prostitution, etc.)	① ② ③ ④
2. Policy/mandate/protocol for information, education, and communication (IEC) related to GBV-RH	① ② ③ ④
3. GBV sensitization curriculum for training of health, media and CBOs available	① ② ③ ④
4. Directory of organizations providing GBV-related services (maintained and up-to-date?)	① ② ③ ④
5. Standard documentation of GBV incidents and standard flow of documentation	① ② ③ ④
6. Use of GBV incident report information for coordination of prevention and response activities	① ② ③ ④
7. Community meetings on GBV issues regularly held for purposes of information-gathering and education	① ② ③ ④