

## Organizational Capacity Assessment for Community-Based Organizations

The **Organizational Capacity Assessment (OCA)** is a structured tool for a facilitated self-assessment of an **organization's capacity** followed by action planning for **capacity** improvements. The OCA format helps the **organization** reflect on its processes and functions, and score itself against benchmarks. At the end of this assessment you will learn how to involve your staff and board in your discussions as you question the mission, goals and programs of the organization.

**Organizational Capacity Assessment for Community-Based Organizations Goal:** The goal of this tool is to assist organizations in assessing the critical elements for effective organizational management, and identifying those areas that need strengthening or further development. **Purpose:** The OCA tool was designed to enable organizations to define a capacity-building improvement plan, based on self-assessed need. This Organizational Capacity Assessment (OCA) was initially designed to measure overall capacity of organizations funded by President's Emergency Plan for AIDS Relief (PEPFAR) under the New Partners Initiative (NPI). This OCA tool provides organizations with a set of criteria to assess their current management capacity to implement quality health programs, to identify key areas that need strengthening. Although many capacity assessments exist, the structure and process of this tool distinguishes it from others. Multi-level and multi-department involvement fosters team building and organizational learning. Inclusion of management, compliance, and program components ensure a holistic understanding of the organization's strengths and challenges and the guided self-assessment by skilled facilitators instills ownership on the part of the organization for its improvement plan.

The OCA tool assesses technical capacity in seven domains, and each domain has a number of sub-areas.

OCA Domains:

1. Governance
2. Administration
3. Human Resources
4. Financial Management
5. Organizational Management
6. Program Management
7. Project Performance Management