Dear [Partner Name],

Greetings from the Freedom Fund!

The Freedom Fund is committed to supporting your organisational capacity and development. We highly value the strengthening of local organisations as a key strategy to effectively combat slavery and trafficking. Therefore, we are requesting that all partners participate in an Organizational Capacity Analysis to mutually identify organisational strengths and opportunities for growth that the Freedom Fund can invest in. The process is designed to facilitate a discussion in which we will develop a plan for addressing keys areas for growth. The process will focus on your organisation, not solely projects funded by the Freedom Fund. This process is **not** an evaluation of your organisation and will **not** have any impact on current or future grant agreements between the Freedom Fund and your organisation.

**The Organizational Capacity Analysis will consist of a six- to eight-hour visit to your organisation in which we will work with you and your staff to complete the attached Organizational Capacity Analysis Tool (OCAT)**. A maximum of 4-7 staff should participate in the meeting, such as the organisation director, a member of your program staff, finance/operations staff, and field staff. We recommend familiarising yourself with the tool before the visit so we can have more meaningful conversation during the Analysis. In addition, prior to the visit, please complete the attached pre-reflection on the strengths and areas for growth you have identified within your organisation as well as a document checklist that will be used to inform the on-site Analysis. This document will help you to start thinking about some areas of organisational development that you and your staff have identified and would like to strengthen. **We ask that you complete the pre-reflection and document checklist documents and return them to us at least one week prior to our on-site visit.** Please also share this completed document with all staff participating in the on-site visit prior to our meeting.

You will notice there is a score at the bottom of each dimension in the OCAT. During the visit, we will work together to determine a score for your organisation for each dimension. It is important to know that we are not using this score to rate your organisation, but rather to understand your organisation’s baseline and mutually determine what additional organisational development support may be needed. By the end of the day, we will complete the tool together and identify a list of key capacity building areas that your organisation would like to work on.

Following the on-site Analysis, we will ask you to develop a capacity building plan in which your organisation will prioritise a list of capacity building needs, develop a plan to address those needs, including a timeline for implementing the plan and a proposed budget. Once the capacity building needs are identified and a plan is developed then we discuss with you on the funding intended to carry out your capacity building plan. The Freedom Fund will monitor the progress made toward implementing the plan through our existing monitoring and reporting processes, and a follow-up Analysis will be conducted within 18 months of completing the first Analysis.

Please do not hesitate to reach out to me with any questions. We appreciate your willingness to participate in this process and hope that it is a beneficial learning experience for you and your organisation.

All the best,

[Program Advisor]