Organisational Capacity Analysis Tool (OCAT)

Program Advisor Pre-Site Visit Reflection

Prior to your on-site visit with the organisation, use this worksheet to prepare your thoughts on the partner’s performance within each dimension, based on your previous knowledge of or experience with the organisation. This worksheet is **NOT** mandatory and will not be collected by FF-HQ. It should only be used if it helps you prepare for your in-person meeting with the organisation.

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| **DIMENSION** | **PRE-SITE VISIT REFLECTION** |
| Theme 1: Program |  |
| **Dimension 1.1 : Program Development and Implementation**  Are Projects designed and implemented to a high standard? |  |
| **Dimension 1.2 : Monitoring Evaluation and Learning**  Are projects effectively assessed to understand their achievements and impact and is there evidence that the organization uses this information to improve its work? |  |
| **Dimension 1.3 : Accountability to participants**  Does the organization promote ownership among participants and take account of their feedback? |  |
| Theme 2: Operations |  |
| **Dimension 2.1: Human Resources**  Does the organisation have systems and processes in place for recruitment, retention, professional development, and performance management of the staff? |  |
| **Dimension 2.2: Organizational Policies (Please mention the name of organization policies which is operational)**  Does the organization have effective policies and do this support effective functioning of the organization and reduce risk related to programmatic, administrative and governance? |  |
| **Dimension 2.3: Financial Operation and Management**  Does the organization have a system in place to manage financial operations following key principles of transparency? |  |
| Theme 3: Organizational Structure and Sustainability |  |
| **Dimension 3.1: Governance**  Does the organization have well-established governance and administrative structures in place, making it a transparent and sustainable institution? |  |
| **Dimension 3.2: Leadership and Values**  Does the organization have shared values that it lives out in practice, with accountable leadership at multiple levels of the organisation? |  |
| **Dimension 3.3: Fund Raising**  Does the organization have an effective fund-raising strategy, engaging with diverse funding sources? |  |
| **Dimension 3.4: External Relationships**  Does the organisation actively communicate and collaborate with stakeholders and groups of people that help to reach the organizational goals? |  |

**EOD**