

Capacity Assessment Checklist (CACHE) For CSO/NGO

Topic	Areas of Inquiry Please Attach Supporting Documentation for Each Question	Response
1. Funding Sources	- Who are the CSO/NGO's key donors? - How much percentage share was contributed by each donor during the last 2 years? - How many projects has each donor funded since the CSO/NGO's inception? - How much cumulative financial contribution was provided for each project by each donor? - How is the CSO/NGO's management cost funded?	
2. Audit	- Did the CSO/NGO have an audit within the last two years? - Are the audits conducted by an officially accredited independent entity? If yes, provide name.	
3. Leadership and Governance Capacities	- What is the structure of the CSO/NGO's governing body? Please provide Organigramme. - Does the CSO/NGO have a formal oversight mechanism in place? - Does the CSO/NGO have formally established internal procedures in the area of: - Project Planning and Budgeting - Financial Management and Internal Control Framework - Procurement - Human Resources - Reporting - Monitoring and Evaluation - Asset and Inventory Management - Other - What is the CSO/NGO's mechanism for handling legal affairs? - Ability to work (prepare proposals) and report in English	
4. Personnel Capacities	- What are the positions in the CSO/NGO that are empowered to make key corporate decisions? Please provide CVs of these staff. - Which positions in the CSO/NGO lead the areas of project management, finance, procurement, and human resources? Please provide CVs of these staff.	
5. Infrastructure and Equipment Capacities	- Where does the CSO/NGO have an official presence? Please provide details on duration and type of presence (e.g. field offices, laboratories, equipment, software, technical data bases, etc.) - What resources and mechanisms are available by the CSO/NGO for transporting people and materials?	
6. Quality Assurance	Please provide references who may be contacted for feedback on the CSO/NGO's performance regarding: - Delivery compared to original planning - Expenditure compared to budget - Timeliness of implementation - Timeliness and quality of reports - Quality of Results	