# **Organisational Development Dialogue Tool**

## **Purpose**

CISU conducts monitoring visits to organisations implementing grants from CISU. The visit is based on dialogue and should be perceived as a learning process for all parties. To support dialogue and learning, this tool provides organisations the opportunity to illustrate and describe organisational structures and assess capacity as well as organisational development needs in regards to different aspects of their work.

Based on the self-assessment, CISU can structure the visit to include learning and information sessions on areas identified by the organisation. The self-assessment will not have any consequences in terms of the intervention and future possibilities of receiving funding from CISU.

The more honest you are about own needs and priorities, the more fruitful the discussions with CISU can become. Hence, this is an opportunity to discuss and learn to support your organisation and provide CISU with insights to consider ahead.

## **Organisation**

This section is for you to illustrate your organisation in terms of roles and responsibilities as well as relational structures.

Organogram:

*Please insert organogram if you have one. Alternatively draw and/or describe how you are organized in terms of roles and responsibilities.*

Bodies of the organisation:

*In the table below, please define who comprises the different bodies of the organisation. Only fill out the bodies represented in the organisation.*

|  |  |
| --- | --- |
| **General Assembly** |  |
| **Board**  |  |
| **Management**  |  |
| **Staff** |  |
| **Members**  |  |
| **Volunteers**  |  |
| **Communities**  |  |
| **Others?** |  |

Roles, relations, and responsibilities:

*In the table below, please illustrate the responsibilities of the different bodies of the organisation and who holds who accountable. Your organisation may be more or less hierarchical, however, the relations between the different bodies of the organisation are important. External relations can in some cases, affect how an organisation works, and therefore, these relations are also important to understand.*

 **INTERNALLY** **EXTERNALLY**

## Self-assessment

This section is for you to describe and assess different organizational areas of capacities.

|  |  |  |
| --- | --- | --- |
| **Organisational development area***Exemplified through good practice statements* | **Self-assessment***Briefly describe your practices and assess the need for strengthening capacities and practices in relation to each area below.*  | **Priority for organisational development***Indicate whether it is low/medium/high priority* |
| **Governance***Our governing body is committed to the work of the organization and take informed decisions and provide direction for the organisation.* |  |  |
| **Strategy***Our strategy is informed by the communities we work with and our members, and it guides the work of management, staff, and volunteers towards the realization of our long-term goals.*  |  |  |
| **Management***Authority and responsibility are delegated in a clear and transparent way.* |  |  |
| **Community involvement***We have systematic ways of involving and receiving feedback from our target groups, and we use it to make changes to our work.* |  |  |
| **Resource mobilization***We succeed in securing resources from different donors and other sources to cover the core costs of the organization and the costs needed to realize the goals set in our strategic plan.*  |  |  |
| **Advocacy** *We successfully engage and/or pressure duty bearers to make changes that support the communities we work with.* |  |  |
| **Project implementation***We have developed procedures and tools to design and implement projects effectively that staff members are familiar with and find useful.*  |  |  |
| **Monitoring, evaluation, and learning***We know what data we need to monitor and evaluate on the changes we create for the communities we work with, and we use our monitoring to learn and make changes to the work we do.*  |  |  |
| **Risk management** *We have a system for continuously assessing and mitigating risks related to our work.*  |  |  |
| **Communication and public engagement***We are known in public for our work and attract people who want to support or work in different ways.*  |  |  |
| **Human resources** *We have the qualified staff that we need to deliver on the goals set in our strategic plan.*  |  |  |
| **Partnership cooperation** *We have continuous dialogue with our partners and agree on roles, responsibilities and decision-making as well as when to engage each other.* |  |  |
| **Other?** |  |  |

## **Actions on prioritized capacity areas**

*Indicate the top three priorities of organizational development and provide ideas and wishes for actions you can take to strengthen your organization. Also indicate whether CISU can assist in this endeavor.*

|  |  |  |
| --- | --- | --- |
| **Priority**  | **What can you do?** | **How can CISU assist?** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |