

# **Capacity Assessment**

Presentation of Grant Facility Focus and  
Selection Process to CCTT members

12 January 2015

# Procedures & Objectives

- To assess the financial and administrative management capacity
- The assessment has to be completed prior to the signature of the agreement between the Trust Fund and the Applicant Organization.
- The objective of the exercise is:
  - To verify if the procedures and tools used by the Applicant Organization are compatible with the Trust Fund requirements for financial and administrative management, and confirm applicable procedures (applicant procedures or CCCA procedures)
  - To confirm payment modalities and schedule, and monitoring arrangements
  - To confirm if staffing and partnership arrangements are appropriate
- Any serious gaps will need to be addressed prior to signature of the LoA
- This review is also an opportunity to identify possible areas for capacity building or support from CCD

# **Contents of capacity assessment**

- **Staffing arrangements, staff experience**
- **Finance procedures and manual**
- **Accounting practices**
- **Internal controls**
- **Financial monitoring and reporting capacities**
- **Fixed assets management**
- **Procurement procedures and track record**
- **Human Resources management procedures**
- **Monitoring and Reporting**

# Contacts

# Thank you!

Contacts:

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