

This tool is published by INTRAC in conjunction with the [Partner Capacity Strengthening toolkit for small charities](http://www.intrac.org/ba-pcs-toolkit)authored by Catherine Squire – part of a collection of [five toolkits](http://www.intrac.org/ba-toolkits) produced as part of the [*Strengthening Small Organisations with Big Ambitions*](https://www.intrac.org/projects/strengthening-small-organisations-with-big-ambitions/)programme (2021-2022). This programme was funded by the UK Foreign, Commonwealth & Development Office (FCDO) through a Small Charities Challenge Fund (SCCF) Capacity Development Grant.

# **PCS tool - Sample Capacity Strengthening Plan template**

This sample capacity strengthening template is released as part of the INTRAC Partner Capacity Strengthening toolkit for small charities, which we advise you to read in full before using this tool, adapting it to your needs.

**STEP 1: LIST CAPACITIES TO BE DEVELOPED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Capacity to be developed** | **Organizational Performance Management** | | |
| **Key domain** | **Current situation** | **Desired situation** | **Progress marker:** |
| 1. E.g. Being effective in meeting the needs of our members | e.g. We track our activities against our objectives. However, the process of reviewing and improving performance is not regular or systematic. | e.g. We are regularly evaluating our performance and taking action to improve. We also regularly survey our members’ to understand their satisfaction with the services we are providing. | We consult our members for feedback on our services and we have implemented improvements in the services we provide to members. |
| 2. | Add more rows as needed |  |  |
| 3. |  |  |  |

**STEP 2: COMPLETE FOR EACH CAPACITY / DOMAIN TO BE DEVELOPED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Capacity** | **With whom?**  (Ourselves, peers or external expertise?) | **Action to be implemented**  (what will you do to accomplish the change in this area?) | **Date**  (when will this take place?) | **Resources**  (who will be involved?) who will be responsible? |
| Capacity  #1 | e.g. *Ourselves + Peers* | **e.g. *Peer support:*** *ask other organizations how they communicate with, get feedback and involve members in their work.* | e.g. *by May 2022* | e.g. *named person* |
| e.g. *Ourselves* | *e.g. Design feedback questionnaire and test with a few members* | By December 2022 | e.g. *named person* |
|  | add more rows as needed |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Capacity #2 |  |  |  |  |
|  |  |  |  |
|  | add more rows as needed |  |  |
|  |  |  |  |

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| Capacity #3 |  |  |  |  |
|  |  |  |  |
|  | add more rows as needed |  |  |
|  |  |  |  |