Capacity Assessment Overview

CORE 1

Community Mobilization

1

STANDARDS

DRR & Management Workshops

DRR & Management Leadership

TOOLS

1 Serving the Wider Community
2 Workshop for Community or Parish Leaders
3 Workshop for Church Leadership
4 Committee Roles & Responsibilities
5 Developing a Committee Work Plan
6 Disaster Coordinator Job Description

CORE 2

Risk Assessment

2

STANDARDS

Risk Assessment

TOOLS

7 Basic Mapping Exercises
8 Comprehensive Mapping Exercises

CORE 3

Disaster Risk Reduction Implementation

3

STANDARDS

Risk Management Plan

Integrating DRR

TOOLS

9 Prioritizing Activities
10 Early Warning System
11 Communication System
12 Evacuation Centers
13 Community Drills
14 Household Preparedness Kits
15 Managing Volunteers
16 Risk Reduction Programming
17 DRR Indicators

CORE 4

Disaster Response

4

STANDARDS

Needs Assessment

Relief Activities

Staff Care

TOOLS

18 Relief Assessment Format
19 Recovery Assessment Format
20 Core Principles
21 Thematic Tip Sheets
22 Risk Reduction in Disaster Relief & Recovery
23 Staff Care Policy
24 Recognizing and Managing Stress

NAME OF COMMUNITY/PARISH: _____

DATE OF ASSESSMENT: _____

COMPLETED BY: _____

SCORING:

Novice	A = **0**
Beginner	B = **+1**
Intermediate	C = **+2**
Advanced	D = **+3**

Capacity Assessment Worksheet

The Worksheet is an assessment monitoring tool to maintain simplicity and connectedness across and between the four competencies. The scores provide benchmarks of capacity and reflect any change in capacity. Tally your scores at the end of the Assessment Worksheet to determine your Core Strength and find recommended Capacity-Building Tools.

CORE COMPETENCY 1: **Community Mobilization**

1 STANDARD 1:

Disaster Risk Reduction & Management Workshops

Have you conducted any workshops?

A. No. **A.** ❍ _____

B. Yes and we discussed what worked, what might have gone better and next steps for improvement. Some of our leaders understand Disaster Risk Reduction (DRR) concepts, such as hazards and vulnerabilities. **B.** ❍ _____

C. Yes, more than one workshop with a parish committee or community board. Most church and workshop leaders understand DRR concepts. **C.** ❍ _____

D. Yes, including workshops with the wider community, Anglican churches and church leadership. Many community and parish members understand DRR concepts. **D.** ❍ _____

CAPACITY-BUILDING TOOL 1: Serving the Wider Community - p. 5.1 **TOOL 2:** Community or Parish Leaders - p. 5.3; **TOOL 3:** Church Leadership - p. 5.5;

CORE COMPETENCY 1: **Community Mobilization**

2 STANDARD 2:

Disaster Risk Reduction & Management Leadership

Have you formed a committee?

A. No. **A.** ❍ _____

B. Yes, we formed a diverse* committee. The committee doesn't meet very often, or has not decided its mission or chosen a coordinator. **B.** ❍ _____

C. Yes, we formed a diverse DRR Committee. All the members have been trained. The committee identified responsibilities for the coordinator and each member. If there is a coordinator, he or she is mainly responsible for coordinating during emergencies. **C.** ❍ _____

D. Yes, DRR Committee members are diverse, have been trained and know their roles and responsibilities. The committee meets monthly to review and enhance the DRR plan. A full-time committee coordinator helps the committee do its work. **D.** ❍ _____

CAPACITY-BUILDING TOOL 4: Committee Roles & Responsibilities - p. 5.7; **TOOL 5:** Committee Work Plan - p. 5.9; **TOOL 6:** Disaster Coordinator Job Description - p. 5.11

*Diverse = represents the community through inclusion of different ethnic groups, tribes, religions, etc.

CORE COMPETENCY 2: **Risk Assessment**

3 STANDARD 3:
Risk Assessment

Have you conducted a risk assessment?

A. No. **A.** ❍ _____

B. Yes, the DRR Committee conducted a basic workshop to identify hazards, vulnerabilities and capacities. **B.** ❍ _____

C. Yes, the DRR committee conducted a basic workshop to identify hazards, capacities and vulnerabilities. Community members were invited and attended the workshop. **C.** ❍ _____

D. Yes, an extensive workshop was held to identify hazards, capacities and vulnerabilities. Attendees were diverse. **D.** ❍ _____

CAPACITY-BUILDING TOOL 7: Basic Mapping - p. 5.13; **TOOL 8:** Comprehensive Mapping - p. 5.17

CORE COMPETENCY 3: **Disaster Risk Reduction Implementation**

4 STANDARD 4:
Risk Management Plan

Have you conducted a community risk analysis?

A. No. **A.** ❍ _____

B. The DRR Committee conducted a community risk assessment. **B.** ❍ _____

C. The DRR Committee led a risk analysis in each community and the participant group is diverse. **C.** ❍ _____

D. DRR Committee led a risk analysis in each community, the participant group is diverse and the committee checked with each segment of the community more than once to see if they are using the plan and to help update the plan. **D.** ❍ _____

CAPACITY-BUILDING TOOL 9: Prioritizing Activities - p. 5.21; **TOOL 10:** Early Warning System - p. 5.25; **TOOL 11:** Communication System - p. 5.27; **TOOL 12:** Evacuation Centers - p. 5.29; **TOOL 13:** Community Drills - p. 5.31; **TOOL 14:** Household Preparedness Kits - p. 5.33; **TOOL 15:** Managing Volunteers - p. 5.35

CORE COMPETENCY 3: **Disaster Risk Reduction Implementation**

5 STANDARD 5:
Disaster Risk Reduction Integration

Do community development projects integrate DRR activites?

A. No. **A.** ❍ _____

B. Yes, when planning for development projects the community considers vulnerabilities that might be limited or weakened during a disaster. **B.** ❍ _____

C. Yes, planning for all development projects includes risk analysis and budgeting for DRR projects. **C.** ❍ _____

D. Yes, not only does planning for all community projects include risk analysis and budgeting for DRR projects, but DRR integration also includes tracking indicators to assess the impact of DRR projects. **D.** ❍ _____

CAPACITY-BUILDING TOOL 16: Risk Reduction Programming - p. 5.37; **TOOL 17:** Disaster Risk Reduction Indicators - p. 5.39

CORE COMPETENCY 4: **Disaster Response**

6 STANDARD 6:
Disaster Response Needs Assessment

Have you conducted a needs assessment?

A. No. **A.** ❍ _____
B. Yes, communities carried out one or more needs assessments for affected community members. Assessment included providing priority for vulnerable** populations. **B.** ❍ _____
C. Yes, needs were assessed using this workbook. And the assessment data was reviewed in the context of the community's existing strengths and capacities. **C.** ❍ _____
D. Yes, not only were needs assessed using this workbook, but also the community worked with other organizations to develop a response plan that addresses vulnerabilities and vulnerable populations. **D.** ❍ _____

CAPACITY-BUILDING TOOL 18: Relief Assessment Format - p. 5.41; **TOOL 19:** Recovery Assessment Format - p. 5.43

CORE COMPETENCY 4: **Disaster Response**

7 STANDARD 7:
Disaster Response Relief Activities

Have you developed a response plan?

A. No. **A.** ❍ _____
B. Yes, we developed a plan that addresses basic and urgent survival needs in the immediate aftermath of a disaster. **B.** ❍ _____
C. Yes, not only was a plan developed based on immediate community needs after a disaster, but the plan follows "minimum standards" for essential needs, such as water, sanitation, shelter and food. **C.** ❍ _____
D. Yes, in addition to addressing immediate community needs post-disaster and following "minimum standards" for essential needs, the plan covers early recovery, reducing risk and enhancing the community's ability to prevent and minimize future hazards. **D.** ❍ _____

CAPACITY-BUILDING TOOL 20: Core Principles - p. 5.47; **TOOL 21:** Thematic Tip Sheets - p. 5.49; **TOOL 22:** Risk Reduction in Disaster Relief & Recovery - p. 5.53

CORE COMPETENCY 4: **Disaster Response**

8 STANDARD 8:
Disaster Response Staff Care

Have you developed practices and guidelines to ensure staff care?

A. No. **A.** ❍ _____
B. Yes, staff and volunteers are provided counseling support as needed. **B.** ❍ _____
C. Yes, and also guidelines are in place for pastoral and professional counseling. **C.** ❍ _____
D. Yes, in addition to guidelines that allow for counseling support, staff were trained to identify psychosocial symptoms. **D.** ❍ _____

CAPACITY-BUILDING TOOL 23: Staff Care Policy - p. 5.55; **TOOL 24:** Recognizing and Managing Stress - p. 5.57

**Vulnerable = Women, children, elderly and the infirm.