

**BNTF ORGANIZATIONAL NEEDS ASSESSMENT**

**A. ORGANIZATION INFORMATION**

- 1. Name of organization:**
- 2. Address:**
- 3. Location:**
- 4. A brief history of the organization (include year established, mandate and main activities and areas of work)**
- 5. Is the organization affiliated with government (i.e. government agency)?**
- 6. Is the organization registered with the appropriate government ministry?**
- 7. Type of organization: (e.g. non-profit, charitable, membership, etc.)**
- 8. What is the management structure? Is there a volunteer Board of Directors?**

**B. KEY PERSONNEL—STAFF and VOLUNTEERS**

Staff

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\* Please note if any of the staff members are related to each other? If so, state relationships.

Board Members & Key Volunteers

| <b>Name*</b> | <b>Title/Agency or Ministry Representative</b> | <b>Gender</b> |
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\* Are any of the Board Members or Key Volunteers related to each other or any of the staff members? If so, state relationships.

**C. CLIENT GROUPS:**

- 1. Who are the main client groups of the organization? (men, women, youth, children, families, disabled, elderly, people in a certain area/location)**
  
- 2. How do client groups have input into the organization? (For example: Is there an advisory committee? Are they represented on the Board of Directors? Are there general membership/client group meetings? )**
  
- 3. How does the organization ensure that it is meeting the needs of the members and or client groups? (surveys, interviews, informal discussions)**
  
- 4. Are the needs of men and women/boys and girls met by the organization? What mechanisms are in place to conduct gender analysis? To collect sex-disaggregated data?**

**D. ENVIRONMENTAL ISSUES**

- 1. Are there significant environmental issues that relate to the work of the organization, its location, properties, activities, etc.?**

**E. RESOURCES and ASSETS**

- 1. What are the organization's main sources of funding? How secure are these sources?**

2. **Are recent audited financial statements available? If not, why not?**
3. **How are shortfalls funded?**
4. **What assets are owned by the organization (computers and office equipment, property/buildings, vehicles, other equipment)? Does the organization use assets owned by individuals (e.g. staff, members or clients?)**

**F. GOVERNANCE STRUCTURES**

1. **How are decisions made (by staff, by the Board, jointly, by one individual or a small group)? Are men/women youth represented?)**
2. **Are regular meetings of staff and the Board held? Are records of the minutes of meetings, especially major decisions, kept?**
3. **What is the capacity of the Board to oversee the management of the organization—in terms of programs, relations with members, staff oversight, financial controls, etc.**
4. **Has the organization undergone a strategic planning exercise? When?**
5. **Are policies in place to govern the organization?**
6. **What is the overall assessment of the organization and its management and decision-making processes? (i.e. its strengths and weaknesses)**

**ANALYSIS OF THE ORGANIZATIONAL NEEDS ASSESSMENT**

**A. ONA METHODOLOGY**

**B. CLO'S ANALYSIS**

1. **In your view, what are the organization's greatest strengths/weaknesses?**

2. **Why was this sub-project selected by this organization? What other options were considered?**
3. **What are the key challenges facing the organization: internally (within the organization) and externally (with members/client groups)? Is there consensus in the organization on these challenges?**
4. **Do you have a sense that you heard a cross-section of views from within the organization?**
5. **In your opinion, what are the main challenges that may arise in the process of implementing the BNTF sub-project?**
6. **In your view, will the sub-project enhance the organization's ability to address the challenges facing the organization/its members/client group? What, if any, additional support could BNTF provide to build the long-term capacity of the organization?**