

Capacity Development for Agricultural Innovation Systems (CDAIS)

Capacity Scoring Questionnaire

Background (to be filled by project manager / facilitator)

Name of partnership with which the participant is affiliated?		Level at which the participant is generally working?	<input type="checkbox"/> NATIONAL <input type="checkbox"/> LOCAL
Participant ID		Data recorded by	
Date		Reviewed by	

Participant information (to be filled by participant directly or in an interview conducted by project manager / facilitator)

Name?		Highest education level?	NO FORMAL EDUCATION <input type="checkbox"/> (1)
Gender?	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE		PRIMARY SCHOOL <input type="checkbox"/> (2)
		SECONDARY SCHOOL <input type="checkbox"/> (3)	TECHNICAL COLLEGE <input type="checkbox"/> (4)
		UNIVERSITY <input type="checkbox"/> (5)	
Profession?		Expertise related to the topic of the partnership?	
Years of experience related to the topic of the partnership?	LESS THAN 3 YEARS <input type="checkbox"/> (1) 3 TO 6 YEARS <input type="checkbox"/> (2) 7 TO 10 YEARS <input type="checkbox"/> (3) ABOVE 10 YEARS <input type="checkbox"/> (4)	Age?	LESS THAN 25 YEARS <input type="checkbox"/> (1) 40 TO 55 YEARS <input type="checkbox"/> (2) 25 TO 39 YEARS <input type="checkbox"/> (3) ABOVE 55 YEARS <input type="checkbox"/> (4)
Role in partnership?	EDUCATION & RESEARCH <input type="checkbox"/> (1) EXTENSION & ADVISORY S. <input type="checkbox"/> (2) FINANCIAL SERVICES <input type="checkbox"/> (3) POLICY MAKER <input type="checkbox"/> (4) PROCESSOR <input type="checkbox"/> (5) PRODUCER <input type="checkbox"/> (6) PRODUCER ORG. <input type="checkbox"/> (7) SUPPLIER/TRADER <input type="checkbox"/> (8) OTHER <input type="checkbox"/> (9) _____	Sector?	PRIVATE <input type="checkbox"/> (1) PUBLIC <input type="checkbox"/> (2) CIVIL SOCIETY <input type="checkbox"/> (3) INT. ORG. / DONOR <input type="checkbox"/> (4) OTHER _____ <input type="checkbox"/> (5)
		Interested in project?	<input type="checkbox"/> YES <input type="checkbox"/> NO
		Interested to participate in capacity development activities?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Important Notes:

- *Format: Facilitated self-assessment in small groups, individual scoring by participants (no group consensus needed);*
- *Introduction: Facilitators to explain purpose and format of the assessment and clarify that answers will be kept confidential and are not for commercial use;*
- *Besides the actual scores, facilitators need to capture any possible discussions that might emerge around contextual issues and scoring choices.*
- *Respondents need to be instructed to assess the partnership as a whole and not their individual capacity;*
- *Indicators marked with an asterisk (*) are compulsory (need to be used in all assessments), other indicators can be considered optional, if resources are very limited (for comprehensive assessments it is recommended to use all indicators);*
- *DK/NO (Don't Know / No Opinion) option should only be ticked by respondents if strictly necessary (after facilitators have sufficiently explained the question).*

TOPIC 1: Capacity to navigate complexity

Indicator 1.1* – Availability of skills to understand and solve problems (seeing the bigger picture; understanding relationships and interactions among value chain actors, etc.):						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
1	Are the required skills to understand and solve problems available?	0	1	2	3	<input type="radio"/>
2	Are these skills being applied and kept up to date?	0	1	2	3	<input type="radio"/>

Indicator 1.2 – Availability of management skills						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
3	Are the required skills to successfully manage a business/organization/group available?	0	1	2	3	<input type="radio"/>
4	Are these skills being applied and kept up to date?	0	1	2	3	<input type="radio"/>

Indicator 1.3 – Access to and mobilization of resources by partnership:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
5	Has the partnership identified potential sources for funding?	0	1	2	3	<input type="radio"/>
6	Can it mobilize sufficient resources? (Ability to formulate proposals, etc.)	0	1	2	3	<input type="radio"/>

Indicator 1.4* – Access to and sharing of information by stakeholders <u>within the partnership</u>:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
7	Do the actors in the partnership know what information is needed/relevant to advance their cause?	0	1	2	3	<input type="radio"/>
8	Is relevant information shared?	0	1	2	3	<input type="radio"/>
9	Is this information used?	0	1	2	3	<input type="radio"/>

Indicator 1.5 – Access to and sharing of information by stakeholders <u>with outside actors (officials, businesses, etc.)</u>:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
10	Do the actors in the group/partnership know what information is needed by actors outside the partnership?	0	1	2	3	<input type="radio"/>
11	Is relevant information shared with actors outside the partnership?	0	1	2	3	<input type="radio"/>
12	Is this information used by actors outside the partnership?	0	1	2	3	<input type="radio"/>

Indicator 1.6 – Extent to which value of local knowledge is recognized in decision-making:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
13	Is local knowledge considered important and collected?	0	1	2	3	<input type="radio"/>
14	Is local knowledge taken into account for decision-making processes?	0	1	2	3	<input type="radio"/>

Indicator 1.7* – Extent of informed decision-making in the partnership:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
15	Is past experience and/or other evidence considered important for decision-making and collected?	0	1	2	3	<input type="radio"/>
16	Does past experience and/or other evidence actually inform decision-making processes?	0	1	2	3	<input type="radio"/>

Indicator 1.8 – Development and identification of a vision where the partnership wants to be in the future (vision/dream of what it should be like):						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
17	Is a vision where the partnership wants to be in the future considered important?	0	1	2	3	<input type="radio"/>
18	Has such a vision been developed?	0	1	2	3	<input type="radio"/>
19	Has the vision been widely shared and is it followed?	0	1	2	3	<input type="radio"/>

Indicator 1.9 – Development and identification of strategy (plan of action designed to achieve the vision for the future):						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
20	Has a strategy to achieve the vision been developed?	0	1	2	3	<input type="radio"/>
21	Has the strategy been widely shared and is it used for action?	0	1	2	3	<input type="radio"/>

TOPIC 2: Capacity to collaborate

Indicator 2.1* – Existence of cooperation among actors in the partnership:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
22	Do actors in the partnership work together?	0	1	2	3	<input type="radio"/>
23	Does the cooperation lead to better results than working on your own?	0	1	2	3	<input type="radio"/>

Indicator 2.2* – Extent of representation of different actors in group/partnership coordination:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
24	Does a coordination mechanism (i.e. process) for the partnership exist?	0	1	2	3	<input type="radio"/>
25	Does the coordination mechanism represent all stakeholders?	0	1	2	3	<input type="radio"/>

Indicator 2.3* – Existence of incentives for networking, partnering, multi-stakeholder interaction:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
26	Are there incentives (financial, access to information, visibility, etc.) for networking/partnering/interaction in place?	0	1	2	3	<input type="radio"/>
27	Have formal incentive schemes for this been established?	0	1	2	3	<input type="radio"/>

TOPIC 3: Capacity to reflect and learn

Indicator 3.1* – Existence of environment that encourages reflection, joint learning and experimentation:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
28	Are partnership members encouraged to learn jointly and try out new things together?	0	1	2	3	<input type="radio"/>
29	Are there opportunities (meetings, etc.) for joint learning and reflection?	0	1	2	3	<input type="radio"/>

Indicator 3.2 – Participation in training programmes that cover multi-stakeholder innovation processes (facilitation, networking, team building, etc):						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
30	Do the actors in the partnership participate in training programmes?	0	1	2	3	<input type="radio"/>
31	Do these programmes cover topics related to multi-stakeholder innovation processes (e.g. facilitation, networking, team building)?	0	1	2	3	<input type="radio"/>

Indicator 3.3* – Understanding of knowledge flows (understanding origin and transfer of knowledge):						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
32	Do the actors in the partnership have an understanding of where knowledge comes from?	0	1	2	3	<input type="radio"/>
33	Do they know how knowledge is transferred from one actor to another?	0	1	2	3	<input type="radio"/>

Indicator 3.4* – Documentation and monitoring processes:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
34	Is an effective system in place to monitor changes in the partnership? (information produced in a timely, regular, participatory, accurate manner)	0	1	2	3	<input type="radio"/>
35	Are monitoring results used to learn and make adjustments?	0	1	2	3	<input type="radio"/>

TOPIC 4: Capacity to engage in strategic and political processes

Indicator 4.1: Role and responsibilities of group/partnership leadership:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
36	Are organizational responsibilities for the leadership of the partnership clearly defined?	0	1	2	3	<input type="radio"/>
37	Is the authority of the leadership recognized by stakeholders?	0	1	2	3	<input type="radio"/>

Indicator 4.2: Degree of awareness of agricultural development issues among stakeholders:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
38	Are the actors in the partnership aware of crucial agricultural development issues and trends (climate change, sustainable land use, land tenure, market access, etc.)?	0	1	2	3	<input type="radio"/>
39	Are they working to find and implement solutions that relate to these issues and trends?	0	1	2	3	<input type="radio"/>

Indicator 4.3* – Degree of awareness of opportunities for policy change:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
40	Are the actors in the partnership aware of opportunities to influence decision-making?	0	1	2	3	<input type="radio"/>
41	Are they able to seize these opportunities and influence decision-making?	0	1	2	3	<input type="radio"/>

Indicator 4.4* – Extent to which decision/policy-making processes are influenced by stakeholders:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
42	Are the actors in the partnership linked to decision-makers?	0	1	2	3	<input type="radio"/>
43	Do they know the agenda/goals of the decision-makers in order to influence them?	0	1	2	3	<input type="radio"/>

Indicator 4.5* – Effectiveness of communication channels:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
44	Do actors in the partnership understand which channels to use to communicate messages/goals/ effectively?	0	1	2	3	<input type="radio"/>
45	Do they have the ability and time to communicate messages effectively, including preparing good material?	0	1	2	3	<input type="radio"/>

TOPIC 5: Technical skills

Indicator 5.1*: Availability of required technical skills:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
46	Are the required technical skills available?	0	1	2	3	<input type="radio"/>
47	Are these skills being applied and kept up to date?	0	1	2	3	<input type="radio"/>

What are these technical skills? (List most important technical skills here)

TOPIC 6: Enabling environment

Indicator 6.5 – Favourable socio-economic circumstances for linking producers to markets:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
48	Does rural development provide for chances to increase access to markets and incomes?	0	1	2	3	<input type="radio"/>

Indicator 6.6 – Efficiency of registration/certification processes in agriculture:						
ID	Questions	Very little or none	Partially	Mainly	Very much or fully	N/A
49	Are certification/registration processes straightforward and take short time?	0	1	2	3	<input type="radio"/>
50	Are the costs of the certification/registration processes reasonable?	0	1	2	3	<input type="radio"/>