

# Capacity Development Assessment Tool

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# Capacity for Ecosystem Assessments

SGAN .....

The intention is to promote and facilitate improved capacity for undertaking and using assessments.

# Capacity for Ecosystem Assessments

But .... as we think about the future and outline a vision for the SGAN:

- How can we demonstrate the need for ongoing capacity development?
- How can we demonstrate that the SGAN is improving capacity?
- How do we know what SGAN capacity development priorities should be?

# Capacity for Ecosystem Assessments

## Specifically, for SGAN members ...

- What are the key capacity issues that constrain your ability to conduct ecosystem assessments?
- What is your current level of capacity relative to your target level?
- Which capacity development needs can most easily be addressed?
- Which capacity development needs are the most important to address?

# What do we mean by the capacity to undertake ecosystem assessments?

*I need further training in specific areas of knowledge and skills relating to conducting ecosystem assessments. Once I have this knowledge and these skills, I will be able to effectively participate in ecosystem assessment processes.*

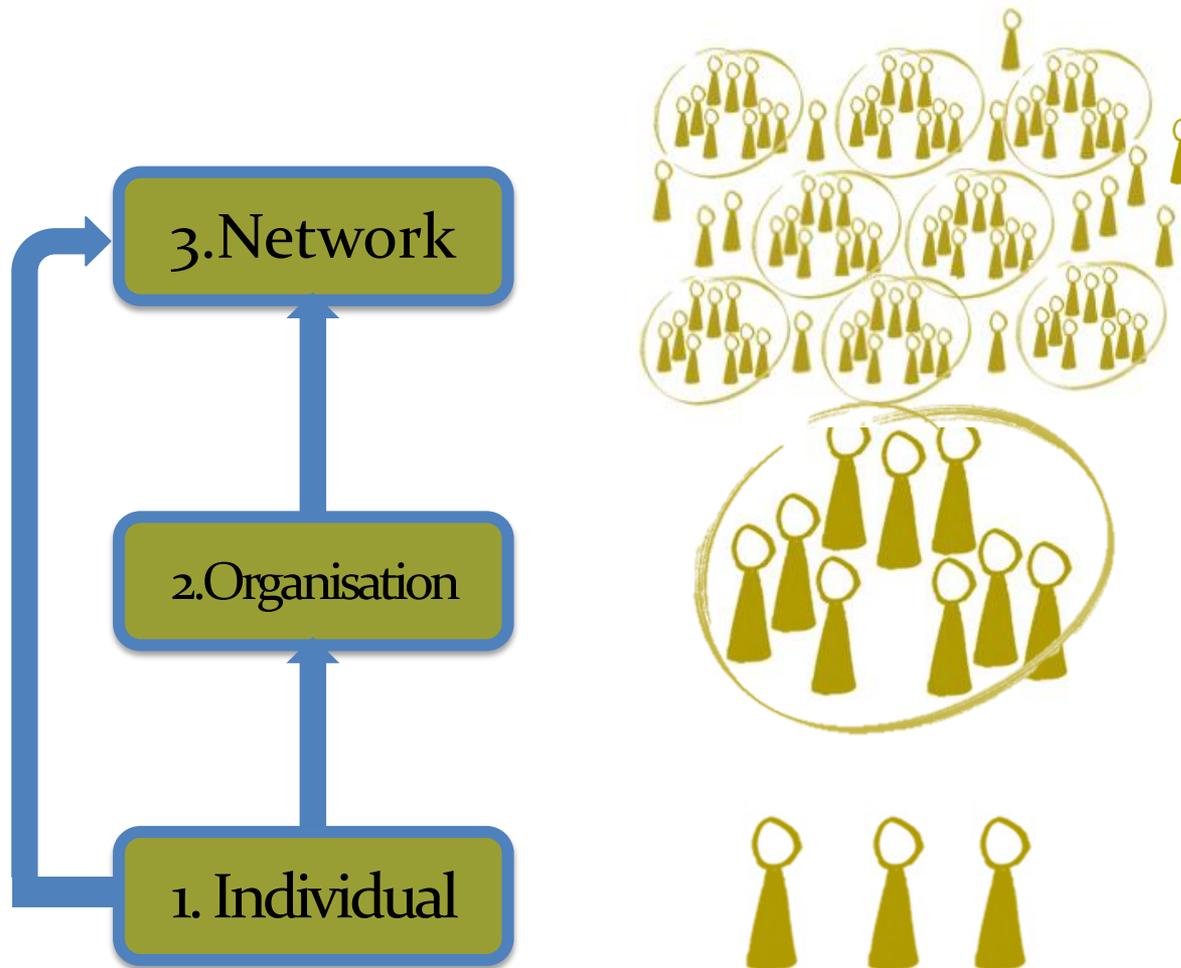
*I feel I have adequate knowledge and skills but I lack access to key resources including data and information, money and partners/collaborators necessary for me to contribute to an ecosystem assessment.*

*I am ready and able to contribute to ecosystem assessments but my expertise is not recognised in my region and the organisation I work for does not sufficiently prioritise engaging in ecosystem assessments.*

# Capacity Development Assessment Tool (CDAT)

- A tool developed by UNEP-WCMC to support capacity development design AND evaluation across the range of UNEP-WCMC projects and programmes.
- A series of Excel worksheets that guide the user/s through a systematic assessment of capacity development needs and priorities.
- Still being tested – feedback is welcome.

# Three Scales of Capacity Development



# Capacity Components and Capacity Elements (Individual Scale)



# What do we want you to do?

- Self-selection: Based on whether or not one of your primary reasons for being a member of the SGAN is to develop your capacity to conduct ecosystem assessments.
- Complete an assessment of your own capacity development needs and priorities using the CDAT.
- Send this back to us at [assessment@unep-wcmc.org](mailto:assessment@unep-wcmc.org).

# What do you need to do this?

## On the memory stick, you have ...

- A CDAT Excel spreadsheet for an Individual Scale assessment (*CDAT Individual Scale 141021*).
- Instructions for using the CDAT (*CDAT Instructions 141021*).
- Definitions and Guidelines for all Capacity Elements (*CDAT Individual Scale Definitions and Guidelines 141016*).
- A summary of the assessment scales you will use to conduct the assessment (*CDAT Scales and Keys 141016*).

# Completing the CDAT

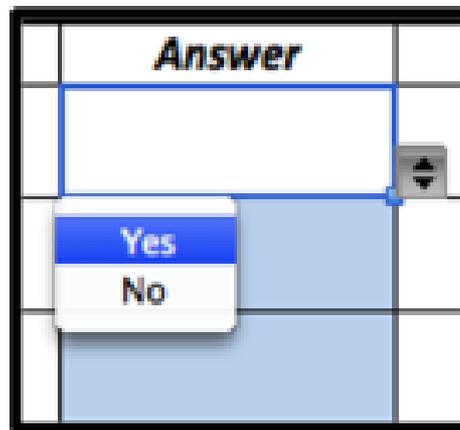
## Eight worksheets (only five require your input)

- **Worksheet 1: Assessment Scales** (A summary of the assessment scales FYI).
- **Worksheet 2: Users Data** (basic personal and contact details, so we know who you are).
- **Worksheet 3: Objectives** (to help you define your capacity objectives – optional).
- **Worksheet 4: Competencies** (assessment of your individual competencies).
- **Worksheet 5: Resources** (assessment of your access to resources).
- **Worksheet 6: Enabling Environment** (assessment of your enabling environment).
- **Worksheet 7: Priority by Components** (automatically generated summary of results).
- **Worksheet 8: Overall Priority** (automatically generated summary of results).

<input type="button" value="▼"/>			
<b>A. COMPETENCIES</b>			
<b>A1. Knowledge and Awareness</b>			
	<i>Element</i>	<i>Question</i>	<i>Answer</i>
<b>A1.</b>	Knowledge and Awareness <i>If the answer is NO for Include?,            move on to A2.</i>	Include?	Yes
		Capacity	5
		Feasibility	8
		Priority	8
<b>A2. Skills</b>			
	<i>Element</i>	<i>Question</i>	<i>Answer</i>
<b>A2.</b>	Skills <i>If the answer is NO for Include?,            move on to A3.</i>	Include?	Yes
		Capacity	4
		Feasibility	6
		Priority	9

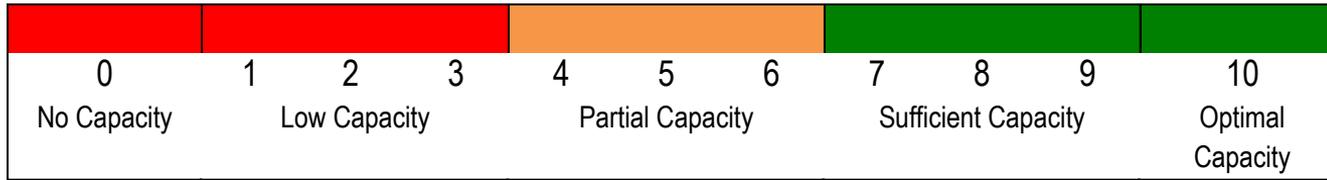
# Is the Capacity Element relevant to your situation and achieving the desired objective?

- Users should choose YES or NO (from the drop down list) to indicate whether or not the capacity is relevant to achieving the desired objective.
- If the answer is YES, the user should continue to enter scores for Capacity, Feasibility and Priority and text in the relevant Remarks cells as appropriate.
- If the answer is NO, the user should move on to the next capacity element.



The image shows a screenshot of a web form. The form is a table with a header row containing the word "Answer" in bold. Below the header, there is a large empty text input field. To the right of this field is a small grey button with a downward-pointing arrow. A dropdown menu is open, showing two options: "Yes" (highlighted in blue) and "No". The form is enclosed in a black border.

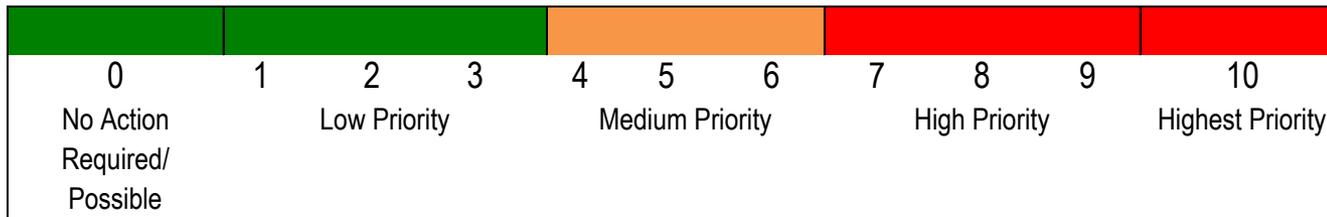
### 1. Capacity



### 2. Feasibility



### 3. Priority



# Worksheet 7: Priority by Components

## PRIORITY BY COMPONENTS SUMMARY REVIEW

<b>A. Competencies</b>	<b>Capacity</b>	<b>Feasibility</b>	<b>Priority</b>
A2. Skills	4	6	9
A1. Knowledge and Awareness	5	8	8
A3. Attitudes and Values	8	4	4
A4. Goals	9	4	2
<b>B. Resources</b>	<b>Capacity</b>	<b>Feasibility</b>	<b>Priority</b>
B1. Data and Information	3	8	9
B2. Finance	5	6	9
B3.2 Software	5	6	8
B4. Partners	5	7	7
B5. Infrastructure	7	4	5
B3.1 Equipment	9	8	3
<b>C. Enabling Environment</b>	<b>Capacity</b>	<b>Feasibility</b>	<b>Priority</b>
C1.2 Credibility	6	8	7
C7.1 Knowledge Base	4	6	7
C7.2 Methodology Base	5	6	7
C4. Legal and Policy Framework	5	4	7
C5. External Demands	5	5	6
C6.2 Organisation Procedures	7	5	3
C6.1 Organisation Structure	7	5	3
C1.1 Authority	8	4	3
C2. Incentives	9	9	2
C3. Cultural Norms	8	3	1

# Worksheet 8: Overall Priority

## OVERALL PRIORITY SUMMARY REVIEW

Element	Capacity	Feasibility	Priority
B1. Data and Information	3	8	9
A2. Skills	4	6	9
B2. Finance	5	6	9
A1. Knowledge and Awareness	5	8	8
B3.2 Software	5	6	8
C1.2 Credibility	6	8	7
B4. Partners	5	7	7
C7.1 Knowledge Base	4	6	7
C7.2 Methodology Base	5	6	7
C4. Legal and Policy Framework	5	4	7
C5. External Demands	5	5	6
B5. Infrastructure	7	4	5
A3. Attitudes and Values	8	4	4
B3.1 Equipment	9	8	3
C6.2 Organisation Procedures	7	5	3
C6.1 Organisation Structure	7	5	3
C1.1 Authority	8	4	3
C2. Incentives	9	9	2
A4. Goals	9	4	2
C3. Cultural Norms	8	3	1

# Final thoughts ...

- How long will it take?
  - It depends: ‘quick and dirty’ versus ‘long and considered’.
- Not everything will be relevant
  - Don’t include all Capacity Elements if you think they are not relevant.
- Not just numbers
  - Written comments will add to our understanding.
- The importance of 7 when assessing Capacity
  - Think about this threshold and your target level.
- Don’t forget to enable the macros
  - I always do!

## Final thoughts ...

- Thank you – for listening and (hopefully) sending us a completed assessment.
- Hopefully the exercise will be useful for you in thinking about and clarifying your own needs and priorities.
- Your responses will be analysed and this will help us to understand your needs and priorities and take this into account in shaping the future of the SGAN.
- Potential for future assessments digging deeper into the priority capacity development needs.

# Questions

## Come and find me ...

- Day 1: 15.30 - 16.00 (coffee break)
- Day 1: 17.30 - 18.00 (before drinks reception)
- Day 2: 08.15 - 09.00 (before start of meeting)
- Day 2: 10.30 - 11.00 (coffee break)
- Day 2: 13.30 - 14.00 (lunch break)
- Day 2: 15.15 - 15.45 (coffee break)
- Day 2: 17.30 - 19.00 (before banquet)
- Day 3: 08.15 - 09.00 (before start of meeting)
- Day 3: 11.00 - 11.30 (coffee break)
- Day 3: 13.30 - 14.100 (lunch break)
- Day 3: 15.30 - 16.00 (coffee break)

