

ADROIT SNAPSOLUTIONS SERVICE PACKAGE

Snap Organizational Capacity Assessment (OCA)

Rapid Organizational Capacity Assessment provides a fast, rigorous check of governance, HR, finance/admin, procurement, programs/MEL, and safety/IT. It maps strengths, risks, and priority gaps, compares against donor/industry standards, and delivers a practical action plan with quick wins and longer-term fixes—built for speed without losing depth.

What You Gain

- Clear, data-driven snapshot of capacity and performance
- Identification of critical gaps affecting effectiveness
- Prioritized, actionable recommendations for capacity development
- A baseline to measure progress over time

Service Category	Monitoring, Evaluation, and Learning (MEL)
Delivery Format	On-site, Remote, Hybrid
Ideal Use Cases	<ul style="list-style-type: none"> • Pre-award due diligence/readiness for donors or partners • Leadership transitions, restructuring, expansion, or strategic planning • Donor compliance or accreditation • Rapid diagnostic before major grants/scale-up • Targeted turnarounds after audits or incidents
Scope of Work	<ul style="list-style-type: none"> • Assessment Design: Customized tools tailored to organizational context • Data Collection: Interviews, surveys, document review, and observation • Capacity Analysis: Governance, leadership, systems, HR, finance, program management, M&E • Stakeholder Engagement: Inclusive consultations with staff, management, beneficiaries, partners • Reporting & Recommendations: Clear, strategic capacity development roadmap
Tools Used	<ul style="list-style-type: none"> • Standardized capacity assessment tools (e.g., OCA Framework) • KoboToolbox/ODK for digital data collection • Stakeholder survey software and interview guides • Analytical frameworks and data visualization tools

Delivery Process	<ol style="list-style-type: none"> 1. Initial scoping and tool customization 2. Field/remote data collection 3. Rapid data analysis and stakeholder feedback sessions 4. Presentation of findings and facilitated discussions 5. Final report with actionable recommendations
Deliverables	<ul style="list-style-type: none"> • Organizational Capacity Assessment report with gap analysis • Visual dashboards summarizing key capacity dimensions • Capacity strengthening roadmap tailored to priorities • Presentation slide deck for internal or donor use
Add-On Services	<ul style="list-style-type: none"> • Deep-dive diagnostics into high-priority domains (e.g., Finance, M&E) • Donor-friendly summary brief for proposals/reports • Follow-up action planning workshops
Sample Size	Suitable for organizations of all sizes
Duration	2–4 weeks (rapid turnaround, depending on scope)
Staff Time	—
Geographic Coverage	
Pricing Structure (Individual)	
Pricing Structure (Organization)	Base Cost: Starts from USD 2,200 (includes assessment and reporting)
Pricing Logic	Tiered pricing based on organization size and complexity
Team Composition	<ul style="list-style-type: none"> • Capacity Building Specialist • M&E Consultant • Data Analyst • Field Researchers
Key Considerations	<ul style="list-style-type: none"> • Confidentiality of organizational data is paramount • Participatory approach ensures buy-in • Language & cultural alignment (Dari/Pashto/English) • Donor-specific requirements • Safeguarding and Do No Harm principles
Lead Consultant Profile	Led by a capacity development expert with 12+ years' experience in institutional assessments, organizational diagnostics, and strategic capacity building interventions; experienced with INGOs, NNGOs, and development organizations.

Snapshot Solutions © 2020 | Snapshot Solutions | adroitassociates.org

Adroit Associates 655 Metro Place South, Suite 600, Dublin, OH 43017, United States

Central Asia Regional Office, Kazakhstan

House 59, Street 06, Qala-e-Fathullah, Kabul, Afghanistan

Office number 403, Street A2, Senper Building, Gurd Shola, Addis Ababa, Ethiopia

Contact

Email	snapsolutions@adroitassociates.org; info@adroitassociates.org; centralasia@adroitassociates.org; sfeleke@adroitassociates.org
Phone	+1 314 885 2555; +1 647 562 2441; +93 78 784 8998; +25 192 2590 728

SnapSolutions