**Tool 1.** Capacity analysis framework (adapted from FAO 2015).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Level** | **Capacity area** | **Existing situation – where are we now?****(BASELINE for M&E)** | **Desired situation – where do we want to be?** | **Capacity development needs** | **Interventions – what is the best way to get there? (see Tool 2)** | **Responsibilities – who needs to do what?** | **Priority****(1 = high, 4 = low)** |
| **Individual** | Tactical skills (project-specific, technical) |  |  |  |  |  |  |
|  | Strategic skills (e.g. broader research skills) |  |  |  |  |  |  |
|  | Professional confidence and motivation |  |  |  |  |  |  |
| **Organisational** | Strategic leadership |  |  |  |  |  |  |
|  | Organisation/ management capacity |  |  |  |  |  |  |
|  | Operational capacity |  |  |  |  |  |  |
|  | Human and financial resources |  |  |  |  |  |  |
|  | Infrastructure |  |  |  |  |  |  |
| **Enabling environment** | Policy and regulatory framework |  |  |  |  |  |  |
|  | Economic framework |  |  |  |  |  |  |
|  | Governance and power structure |  |  |  |  |  |  |