



Building the Capacity of Civil Society Organizations in TB Control - An Approach

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1.0 Selecting Countries and Organizations

Which Organizations

To be able to build the capacity of civil society organization we need:

- Civil Society Organizations (CSOs) that have the potential to grow and want to invest in the organization's performance
- Mentoring organizations that have time, commitment and skills to mentor the mentee organizations
- An organization that can implement, monitor and evaluate the project and that can give moral and technical support to the mentoring organizations
- National Tuberculosis Program that is willing to collaborate with civil society organizations

Clear selection criteria are needed for a transparent selection process. The selection criteria here below can be adjusted to country context.

Selection Criteria

To select countries

- NTP has a positive attitude towards improving community involvement in TB control
- Lack of strong leading civil society organizations in TB control
- Strong civil society organizations available in the field of Health/Community development
- Implementing organization available

To select mentoring organizations

- Local civil society organizations in the field of TB, HIV/AIDS or Community Development
- Good reputation
- Successful activities
- Successful in sourcing funds
- Strong network at national/regional and local level
- Experience with Global Fund mechanism
- Willingness, time and capability to mentor more junior organization

To select mentee organizations

- Civil society organizations motivated to partner with NTP and other organizations to fight TB.
- Potential and willingness to strengthen their capacity
- Potential to work together with stakeholders at national, regional and local level
- Committed to send staff for training
- Openness for mentoring
- Committed to implement the work plan that they develop in the training
- Have resources to invest in activities for TB control.

2.0 Guidance on using the Learning Needs Assessments

2.1 Why learning needs assessment

The learning needs assessment aims to have optimal inputs from the different stakeholders on the “learning needs” of mentee organizations and mentoring organizations. These inputs will be used to fine tune the training curricula. More-over the learning process and the collaboration process already start when discussing learning needs.

2.2 Two learning needs assessments

There are 2 learning needs assessment:

1. Assessing the learning needs of the mentee organizations, to be addressed in the 4 days workshop
2. Assessing the learning needs of the mentoring organizations, to be addressed in the mentoring workshop

2.3 How to assess the learning needs of the mentee organizations

To assess the learning needs of the mentee organizations, you ask for the perspectives of (1) the mentee organizations (2) the mentoring organizations (3) the National TB program. This will give a full picture of the competency gaps that needs to be addressed.

2.3.1 Discussions with Mentee Organizations

- Facilitate a group discussion per mentee organization, 3 - 5 people. Use the questionnaire to discuss the different topics
- Questionnaire to be used: A. Mentee organization’s learning needs assessment, filled out by mentee organizations
- Result: A form filled out per mentee organization.

2.3.2 Discussions with mentoring organizations and NTP

- Facilitate a group discussion (6-8 people) with representatives of the mentoring organizations and the NTP to assess, from their perspectives, the learning needs of each mentee organization
- Questionnaire to be used: B. Mentee organization’s learning needs assessment to be filled out by mentoring organizations and NTP
- Result: A form filled out per civil society organization.

2.4 Assessing the learning needs of the mentoring organizations

The mentoring organizations identify their leaning needs to mentor junior organizations in TB control.

- Facilitate a group discussion, with representatives of the mentoring organization and the NTP
- Questionnaire to be used: C. Mentoring organization Learning Needs Assessment
- Result: A form filled out per mentoring organization.

2.5 How to facilitate the discussion on learning needs

The Learning Needs Assessment (a checklist) is a tool to facilitate the discussion on Mentees’ and Mentors’ learning needs. Who will participate in this discussion, how you will facilitate this discussion, depends of the country context and your professional preference. The simplest way is to ask the organizations to fill the forms in by themselves. Facilitating group discussions will be more time consuming, but gives more quality results.

2.6 Summary

Form	Identify learning needs of	Filled in by
A. Mentee Organization's learning needs assessment	Mentee Organizations	Mentee Organizations
B. Mentee Organization's learning needs assessment	Mentee Organizations	Mentor organizations and NTP
C. Mentoring organization Learning Needs Assessment	Mentoring organizations	Mentor organizations and NTP

3.0 Questionnaires for Learning Needs Assessment

A. Mentee Organization's Learning Needs Assessment

To be filled out by the mentee organizations

Purpose of the learning needs assessment

The four days training for civil society organizations aims to "Strengthen participants' competencies to build their organizations' capacity contributing to TB control activities in their region."

With this learning needs assessment we would like to get more insight in your learning needs as members of the civil society organizations and the organization as a whole. Your learning needs will be used to fine-tune the training to your specific learning needs.

How to use this questionnaire

We suggest that you form a team of three to five people, discuss the different questions and fill out one form for your organization.

Questionnaire

1. Background information

Name & Address

Name of Organization	
Address	
E-mail Address	

Name of all the people who have contributed to filling out this form, their function in the organization and when they started working at the organization

Name	Function	When did you start working at the organization?	Which training did you do in the field of TB control?
1.			
2.			
3.			
4.			
5.			

2. Presenting your Organization

Question	Answer
When is your organization funded?	
What are the organization's key activities in the past 2 years?	
What are the organization's activities in the field of TB control?	
Which are the 3 main bottlenecks your organization faces?	1. 2. 3.

3. Your Staffs' Learning Needs

1. Could you prioritize the topics your staff need to learn more about during this training. Indicate this with X for every topic and add your own suggestions if needed.

Topic	High priority	Important	Low priority
1. TB and TB Control			
The TB disease			
TB prevention			
TB treatment			
The link between TB and HIV			
Recording and reporting			
Supervision			
Other priority topics :			

2. Organizational Assessment			
Assess the strengths and weaknesses of your organization's performance			
Develop a plan to develop the capacity of your organization			
Other priority topics :			
3. Planning for TB control			
Assess your organization's current activities in TB control			
Assess your organization's strengths and weaknesses as a partner in TB control			
Develop a TB activity plan for 2011 - 2012			
Other priority topics :			
4. Stakeholders in TB Control			
Map the stakeholders involved in TB control			
Role of Civil Society in TB control			
Your organization's current roles and responsibilities in TB control			
Define your organization's future roles and responsibilities in TB control in relation to other players in this field			
Develop a plan how to improve the collaboration with other stakeholders in TB control			
Communication and collaboration between volunteers/non-health staff and health care professionals			
Other priority topics :			

5. Donors for TB control in your country			
Overview of existent donors in TB control			
Global Fund mechanism and how to contribute in this			
Negotiating within the CCM			
Other priority topics :			
6. Advocacy for TB Control			
Develop an advocacy plan			
How to advocate for patient rights and negotiate for adequate (TB) services seen from the point of view of the patient			
Other priority topics :			
7. Community Mobilization			
Assess your potential allies at community level			
How to organize allies to team up in the fight to TB			
How to sustain community involvement			
Other priority topics :			

2. What other topics do you suggest?

4. Mentoring Program

Building the capacity of your organization is a long term process, and training alone is not enough. Therefore you have the opportunity to be mentored by an experienced Civil Society Organization. Please answer the following questions:

- 1. In what areas this mentoring organization can support your organization?**
- 2. How do you envision the mentoring organization's key roles and responsibilities?**
- 3. How do you envision the profile of an excellent mentoring organization?**
- 4. What are your questions related to the mentoring program?**

B. Mentee Organization's Learning Needs Assessment

To be filled out by the mentoring organizations and the National Tuberculosis Program

Purpose of the learning needs assessment

The 4 days training for civil society organizations aims to "Strengthen participants' competencies to build their organizations' capacity contributing to TB control activities in their region." The Civil Society Organizations that will participate in this training are: (Fill in the names of the CSOs)

This learning needs assessment aims to assess learning needs of the civil society organizations whose capacity will be built. Civil society organizations, mentoring organizations and the NTP are requested to assess, from their perspective, the learning needs of these civil society organizations. These learning needs will be used to fine-tune the existing training to participants' needs.

How to use this questionnaire

You are requested as mentoring organization and NTP to assess the civil society organization's learning needs, based on your experiences with the civil society organizations.

Questionnaire

1. Background information

Name, organization and position of the respondent:

Name	
Organization	
Position	

Which civil society organization participating in the training, do you know? and how do you know them? (indicate this with an X in the appropriate column)

Name of the CSO you know	How do you know this organization?			
	We have met them	We have worked with them in the past	We work with them on a regular basis	Other

2. Mentee organization's Learning Needs

Could you prioritize the topics the civil society organizations that will participate in this project, need to learn more about, during this training. Indicate this with X for every topic and add your own suggestions if needed.

Topic	High priority	Important	Low priority
1. TB and TB Control			
The TB disease			
TB prevention			
TB treatment			
The link between TB and HIV			
Recording and Reporting			

Supervision			
Other priority topics :			
2. Organizational Assessment			
Assess the strengths and weaknesses of your organization's performance			
Develop a plan to develop the capacity of your organization			
Other priority topics :			
3. Planning for TB control			
Assess your organization's current activities in TB control			
Assess your organization's strengths and weaknesses as a partner in TB control			
Develop a TB activity plan for 2011 - 2012			
Other priority topics :			
4. Stakeholders in TB control			
Map the stakeholders involved in TB control			
Role of Civil Society in TB control			
Your organization's current roles and responsibilities in TB control			
Define your organization's future roles and responsibilities in TB control in relation to other players in this field			
Develop a plan how to improve the collaboration with other stakeholders in TB control			
Communication and collaboration between volunteers/non-health staff and health care professionals			
Other priority topics :			

5. Donors for TB Control in your country			
Overview of existent donors in TB control			
Global Fund mechanism and how to contribute in this			
Negotiating within the CCM			
Other priority topics :			
6. Advocacy for TB Control			
Develop an advocacy plan			
How to advocate for patient rights and negotiate for adequate (TB) services seen from the point of view of the patient			
Other priority topics :			
7. Community Mobilization			
Assess your potential allies at community level			
How to organize allies to team up in the fight to TB			
How to sustain community involvement			
Other priority topics :			

What other topics do you suggest?

C. Mentoring Organization Learning Needs Assessment

Discussion guide to be completed with the mentoring organizations and the National Tuberculosis Program

Purpose of this learning needs assessment

This learning profile and assessment is being conducted in order to identify resources, knowledge and competency needs of the mentoring organizations that will mentor the CSOs in the process of building their capacity during this project.

1. Background information

Name of Respondent	
Organization of Respondent	
Position of Respondent	

2. The Mentoring Program

Building the capacity of an organization is a long term process, in which the mentoring organization plays an intervening role in coaching mentoring organizations by providing some level of structure, guidance and assistance to the mentee organizations.

I. What is your definition of mentoring?

II. What are your experiences with mentoring individuals and organizations?

III. What do you envision as your key roles and responsibilities?

IV. How would you approach mentoring a CSO to build their capacity to engage in TB control activities?

V. On what key issues do you expect to mentor the mentee organizations?

VI. What resources are available to support the mentoring program - staff, equipment, volunteers, and other in-kind resources?

VII. To make the one-day mentorship workshop most useful for you, what else should we consider? (topics, needs, timeframe, etc.)