

XXXX State AIDS Control Society

JAT Assessment Report

**ORGANIZATIONAL CAPACITY SITE ASSESSMENT TOOL**

	<b>Detail</b>	
	STATE NAME	
	DISTRICT NAME	
	JAT members' Name and Designation	1. Name: Designation      2. Name: Designation      3. Name: Designation
<b>A</b>	<b>RESPONDENT PROFILE</b>	
1	Name of Organization	
2	Name of Person Interviewed	
3	Contact Number	
4	Designation of Person Interviewed	
5	Date of Site Assessment	
6	Location of district Site where Assessment took place	
	<b>INSTRUCTION TO INTERVIEWERS:</b>	
	<ol style="list-style-type: none"> <li>1. Before commencing the interview with the head of the organization, interviewers must obtain all supporting documents mentioned in the checklist for physical checking during the course of the interview.</li> <li>2. Please circle only one response for each of the questions. All questions have to be answered.</li> </ol>	
<b>B</b>	<b>ORGANIZATIONAL STRUCTURE</b>	

1		Mission, Vision, Goals			
Questions to be asked to the Organizational Head		Following documents to be physically checked by the Interviewer			
1.1	Does your organization have a Registration Certificate? (4 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	1.1A	Original Registration Certificate physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
			1.1B	Bye-laws of the organization physically checked (2 marks if issue of HIV/ADS mentioned in by laws or 1 mark if health is a priority as per by law)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
2		Senior Management Leadership			
Questions to be asked to the Organizational Head		Following documents to be physically checked by the Interviewer			
2.1	Is the head of the organization from PLHIV Community? (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>			
2.2	How many Board Meetings did you conduct in the last one year? (3 marks if 3 or more meetings conducted, 2 marks if 1-2 meetings and 0 marks for no meetings)	<ul style="list-style-type: none"> <li>▪ 3 and more meetings .....</li> <li>▪ 1-2 meetings.....</li> <li>▪ No meeting.....</li> </ul>	2.1A	Original minutes of the Board meetings for the last one year physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
2.3	Does 1/3 of the governing body members belong to the PLHIV Community. ( 2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	2.2 A	Physically verified details of the Governing Body members and confirms 1/3 of the governing body members belong to PLHIV Community and their presence in the meetings. (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
3		Governance			
Questions to be asked to the Organizational Head		Following documents to be physically checked by the Interviewer			
3.1	Does your organization comply with all Statutory Regulations? (80G, 12A) (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	3.1A	Original 80G certificate physically checked (1 mark)	<p style="text-align: center;"><b>80G Certificate</b></p> <ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>

			3.1B	Original 12A Certificate physically checked (1 mark)	<b>12A Certificate</b> ▪ Yes..... ▪ No.....
3.2	Have you filed IT Returns for last financial year? (2 marks)	▪ Yes..... ▪ No.....	3.2A	Original copy of last IT Returns (2016-17) physically checked (2 marks)	▪ Yes..... ▪ No.....
3.3	Do you have a PAN Card? (2 marks)	▪ Yes..... ▪ No.....	3.3A	Original PAN Card physically checked <b>PAN Card No.</b> _____ (specify) (2 marks)	▪ Yes..... ▪ No.....
<b>C</b>	<b>HR SYSTEMS AND PROCEDURES</b>				
<b>4</b>	<b>HR Policy and Job Descriptions</b>				
<b>Questions to be asked to the Organizational Head</b>			<b>Following documents to be physically checked by the Interviewer</b>		
4.1	Do you select & recruit staff through referrals/ recommendations? (Please note that for the answer NO 2 marks to be given)	▪ Yes..... ▪ No.....			
4.2	Do you select & recruit staff through formal HR procedures? (2 marks)	▪ Yes..... ▪ No.....	4.2A	HR manual with Job Description physically checked (2 marks)	▪ Yes..... ▪ No.....
4.3	Do you have specific job descriptions for different staff positions? (2 marks)	▪ Yes..... ▪ No.....	4.3A	One original Appointment Letter within last 2 years physically checked (2 marks)	▪ Yes..... ▪ No.....
4.4	Do you give preference to PLHIV while recruiting staff for the project? (2 marks)	▪ Yes..... ▪ No.....	4.4A	Physically verified all the staff recruitment details for the last two years. (2marks)	▪ Yes..... ▪ No.....
4.5	Currently, have you employed any PLHIV in your organization? (2 marks)	▪ Yes..... ▪ No.....	4.5A	Physically verified the details of the staff (2marks)	▪ Yes..... ▪ No.....
4.6	Whether the organization is following democratic process	▪ Yes..... ▪ No.....	4.6A	Physically verify selection procedure of Board Members and also the member's details of the last	▪ Yes..... ▪ No.....

	while selecting Board Members? (2 marks)			three years. (2 marks)	
<b>D</b>	<b>FINANCIAL SYSTEMS</b>				
<b>5</b>	<b>Accounting, Audit, Procurement and Reporting</b>				
<b>Questions to be asked to the Organizational Head</b>			<b>Following documents to be physically checked by the Interviewer</b>		
5.1	Do you maintain all books of accounts & update your accounts on a regular basis? (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	5.1A	Updated Cash Book, Bank Book , Ledger book physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
5.2	How do you maintain your Books of Accounts? (2 marks)	<ul style="list-style-type: none"> <li>▪ Computerized.....</li> <li>▪ Manually.....</li> </ul>	5.2A	Ask for printout of day book (computerized), else physically check Cash Book & Bank Book and check for updated data entry (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
5.3	Do you prepare bank reconciliation on regular (monthly) basis? (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	5.3A	Original bank statement/passbook of last month along with bank reconciliation statement physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
5.4	Is your accountant full-time or part-time? (2 marks for full time and 1 mark for part time)	<ul style="list-style-type: none"> <li>▪ Full-time.....</li> <li>▪ Part-time.....</li> </ul>	5.4A	Appointment Letter of Accountant physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
5.5	Do you prepare the Budget annually? (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	5.5A	Copy of Budget physically checked of last one year	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
5.6	Do you prepare Budget vs. actual variance analysis quarterly? (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	5.6A	Copy of Budget vs. Expenses Statement physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
5.7	Is Asset Register maintained and updated regularly by the organization? (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	5.7A	Asset Register physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>

5.8	Does the organization have a procurement system of: a) Collecting at least three quotations b) Making comparative statement of the competitive quotations (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	5.8A	Physically checked quotations floated by the organization of last two years (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
5.9	Are all assets labelled in as per Asset Register (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	5.9A	Physically checked assets (randomly) (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
5.10	Does your organization adhere to accurate and timely submission of Financial Reports (eg. To donors, etc.) (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	5.10A	Financial Report of previous year physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
5.11	Does your organization timely conduct statutory audit by certified auditor. (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	5.11A	Statutory audit report physically checked of last three years. (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
5.12	Does your organization files IT return in time? (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	5.12A	IT return physically checked of last two years (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
<b>E</b>	<b>PROGRAMME MANAGEMENT AND DELIVERY</b>				
<b>6</b>	<b>Programme Management</b>				
6.1	Do you have Programme Planning documents for the last 6 months? (3 marks for all six months, 2 marks for less than 6 months)	<ul style="list-style-type: none"> <li>▪ Available for all 6 months.....</li> <li>▪ Available for &lt; 6 months.....</li> <li>▪ Not available.....</li> </ul>	6.1A	Monthly planning document/ any other Programme Planning documents of last 6 months physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>

6.2	What is the type of Monitoring & Evaluation (M&E) systems followed in your organization? (3 marks for computerized MIS and 2 marks for manual MIS)	<ul style="list-style-type: none"> <li>▪ Computerized MIS.....</li> <li>▪ Manually recorded M&amp;E forms for all separate projects.....</li> <li>▪ No M&amp;E system in place.....</li> </ul>	6.2A	Computerized MIS physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
			6.2B	Manually recorded M&E forms for all separate projects physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
603	How do you implement GIPA principles? (3 marks if a board member is a PLHIV 2 marks if a staff is a PLHIV 1 mark if programme beneficiaries are PLHIV)	<ul style="list-style-type: none"> <li>▪ As decision maker.....</li> <li>▪ As implementer.....</li> <li>▪ As beneficiaries.....</li> </ul>			
<b>7</b>	<b>Programme Delivery</b>				
7.1	Have you had an experience in working in the area of positive prevention including (SRH of PLHIV) and positive living? (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	7.1A	Counselling registers/workshop reports physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
7.2	What is the level of coordination of you organization with Integrated Counselling and Testing Centres (ICTCs)? (3 marks)	<ul style="list-style-type: none"> <li>▪ All ICTC coordination meeting attended in last one year .....</li> <li>▪ Few ICTC coordination meeting attended in last one year.....</li> <li>▪ No ICTC coordination meeting attended in last one year.....</li> </ul>	7.3A	ICTC Referral slips/ ICTC Referral registers meeting minutes/ any other physically checked of last one year. (3 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>

7.3	What is the extent of cross-referrals by your organization with Anti-Retroviral Therapy Centres (ART Centres)? (3 marks)	<ul style="list-style-type: none"> <li>▪ Strong cross-referrals &amp; follow up with ART Centres.....</li> <li>▪ Limited referrals with ART Centres.....</li> <li>▪ No cross-referrals.....</li> </ul>	7.3A	Original ART coordination meeting minutes and referral slips of the last one year physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
7.4	Has your organization provided social protection and access to welfare schemes to PLHIV? (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>	7.4A	Social scheme registers/ any other supporting document physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
7.5	How strong is the community mobilization effort undertaken by your organization? (2 marks)	<ul style="list-style-type: none"> <li>▪ Extensive community mobilization resulting in social empowerment.....</li> <li>▪ Limited community mobilization efforts.....</li> <li>▪ No efforts undertaken.....</li> </ul>	7.5A	Community mobilization activity report/ Campaign/ Outreach activity report physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
7.6	Do you have any advocacy programmes to reduce stigma and discrimination (S&D) faced by PLHIV or other key population? (2 marks)	<ul style="list-style-type: none"> <li>▪ Demonstrated experience in handling S&amp;D.....</li> <li>▪ Organization works on reducing S&amp;D on a case-by-case basis.....</li> <li>▪ No clear strategy in place.....</li> </ul>	7.6A	Advocacy workshop reports conducted on stigma & discrimination/ media documents physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
7.7	What is your organization's association with District AIDS Prevention Control Unit (DAPCU), SACS, ART Centres, Technical Support Units (TSUs)? (3 marks)	<ul style="list-style-type: none"> <li>▪ Regular participation &amp; coordination with all district &amp; state level institutions in last .....</li> <li>▪ Association limited to attending meeting.....</li> <li>▪ No significant association.....</li> </ul>	7.7A	Meeting invitation letters from various institutions/ Minutes of meeting with the aforementioned stakeholders (DAPCU, SACS etc) physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>

7.8	Does your organization have referrals and linkages for PLHIV or other KPs to avail legal aid services in the district (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>		7.8A Referral slips for legal aid physically checked (2 marks)	<ul style="list-style-type: none"> <li>▪ Yes.....</li> <li>▪ No.....</li> </ul>
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