Tool: Asses your organization's for capacity climate action

What is a capacity assessment on climate action?

You assess your organization's capacity on climate action to identify where and how your organization can strengthen its climate efforts. An assessment can focus on three domains:

1. **Goals and strategy:** Is climate action a priority in your organization's mission, mandate and objectives? This can ensure ownership and commit your leadership to engage in climate action.

2. **Relations and competences:** Do your volunteers and/or staff have enough knowledge, or would they need capacity-building on climate action?

3. **Learning and communication:** Do you have systems for capturing the results of your climate efforts, and are you strong on communicating about your climate actions?

Why?

Use this tool to get a better understanding of your organization's capacity for taking climate action and to identify strategies to improve it.

Who?

This tool is for staff, leadership and volunteers in an organization. It can be used within your part-nership and your project, but also by individual organizations. It may require a specific mandate to implement the actions identified.

Therefore, sit down in your group, whether you are a team of staff, management, or a project group of volunteers and discuss and clarify your mandate before you start. If you are far from the decision-making, you can use the exercise to highlight areas that your organization can improve on and show your findings to your leadership.

When?

This tool is a good starting point for your climate action journey and can be a fruitful exercise during a preparatory study or a part-nership development. It can be used once to kick-off your greening journey or be repeated on a periodic basis to measure changes in your organizational capacity over time to understand whether your climate efforts have been effective.

How?

The tool consists of two steps:

1. A **capacity scoring table** with three capacity domains and different characteristics which help you determine the level of capacity.

2. An **action sheet**, in which you indicate which actions should be taken to improve the organization's capacity for climate action.

The tool works best when someone facilitates the process. This could be a volunteer in your organization, a board member or staff.

Preparation

1. Find your participants and clarify with your group what is your mandate and scope for action.

2. Before you start, it is important that you as a facilitator familiarize yourself with the tool and the characteristics for each capacity domain.

You may want to collect supporting documents prior to the assessment, for example your organization's mission and vision documents, strategic plans, and/or organigram.

The time required for this exercise, in addition to the time for preparation, is minimum 2 hours. You may want to add more to have enough time to discuss the next steps.

Start the exercise by going through **Step 1**, *the capacity scoring table*, and discuss each domain. Give your organization a score from 1-3 based on your discussion. Remember that a low score is not indicative of a failure, rather you can see it as a potential growth area to strengthen your climate efforts.

Once you have finished scoring yourself. Go to **Step 2**, *the action sheet,* and fill in the score in the areas you have chose to work on. Discuss with help from the guiding questions, what you can do to improve your organization's capacity and write down action points.

Now, you have an action plan to start capacity building your organization on climate action!

Please note, that some of the questions may not be relevant to you or need to be tailored to your organization. Feel free to skip tho-se that are not applicable to your organization or context.

Disclaimer:
If there are any climate terms in the tool that you are not familiar with, please see the List of Climate Terms

STEP 1 ➤ ## Capacity scoring table

This table helps you determine the level of capacity and scoring on climate action within the the domains:

1 Goals and strategy
2 Relations and competences
3 Learning and communication

Goals and strategy	Beginner capacity Score 1	Intermediate capacity Score 2	Advanced capacity Score 3	Score
Mission/ mandate	Our organization's mission and mandate have no objectives on climate action.	Our organization's mission and mandate have some but not very clear objectives on climate action and they are not well-known by volunteers and staff.	Our organization's mission and mandate have clear and actionable goals for climate action, which are well-known and accepted (internally and externally).	
Strategic planning	No strategy document or action plan for addressing climate change.	Strategy document/action plan exists for addressing climate change, but it is largely inadequate, i.e. it might not be available to all volunteers and staff, the period might not be specified, and the objectives are not fully suited to the context.	Strategy document/action plan exists and outlines clear objectives and short-medium term plans for addressing climate change, and the leadership is committed to implement the strategy/action plan.	
Leader-ship	No or limited knowledge among leadership or key volunteers and staff on climate change, and low commitment towards directing climate action.	Some knowledge among leadership or key volunteers and staff on climate change, i.e. informal training previous experience, and some commitment towards directing climate action.	Solid knowledge among leadership or key volunteers and staff on climate change and commitment to provide direction and support on climate action.	

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Goals and strategy	Beginner capacity Score 1	Intermediate capacity Score 2	Advanced capacity Score 3	Score
Funding	No access to or a dedicated budget for supporting climate action.	Some, but not sufficient, access to financial resources for supporting climate action, for example a dedicated budget but not stable and reliable funding sources.	Substantial access to financial resources for supporting climate action such as an earmarked budget and stable and reliable funding sources.	
Partner- ships / networking	No or limited number of strategic partners within the climate change arena in our context.	Strategic partners within the climate change arena exist, but we have limited communication and the scope for common actions is low.	Many relevant strategic partners within the clima- te achange arena, with regular communication and joint actions.	
Policy engage- ment and influence	No influence on policy- making on climate change and our organization does not know about inter- national commitments and national priorities on climate action.	We know of international com- mitments and national priorities on climate action and have some recognized policy engagement and a moderate scope for influ- encing policy formulation and decisions on climate change.	Our organization has well- recognized policy en- gagement and the policy environment is enabling youth to influencing policy formulation and decisions on climate change.	
Relations and competences				
Climate change position(s)	No dedicated volunteer/ staff position(s) for working with climate change/ climate action.	Dedicated volunteer / staff po- sitions for working with climate change/climate action exists but are not fully filled and not able to fulfil our organization's objectives on climate change.	Dedicated volunteer / staff positions for working with climate change/ climate action exists and are always filled.	
Knowledge and experience	Volunteers and staff do not have training, knowledge or experience on climate action and climate advocacy.	Volunteers and staff engaged in climate action and advocacy have some training, knowled- ge, and experience, but the organization-wide knowledge on climate action and advocacy is limited.	Volunteers and staff enga- ged in climate action and advocacy have the necessary training (or it is available for them to seek out), know- ledge and experience, and there is organization-wide knowledge on climate acti- on and advocacy.	
Context knowledge	No or limited knowledge of relevant climate actors, and of the local context for climate change and its impact on children and youth.	Some knowledge of relevant cli- mate actors, and of the local con- text for climate change and its impact on children and youth (or our organization has the capacity to analyse the context for it).	Solid knowledge of relevant climate actors, and of the local context for climate change and its impact on children and youth.	
Learning and communication				
Learning manage- ment	No established systems in place for capturing and documenting results and/ or best practices for climate change actions.	Some systems and procedures in place for capturing results (i.e. we have measurable and realistic targets for climate action) and best practices for climate action, but we do not use it for guiding future actions.	Solid systems and procedures for capturing results, and best practices for climate action, which are widely used for guiding future actions.	
Communi- cation	No established communica- tion systems (i.e. website, social media, or publications) in place for communicating our organization's climate change results to relevant stakeholders.	Some communication systems exist for communicating climate change results, but they are not widely used and well targeted at relevant stakeholders.	A diversity of communi- cation systems exist that are used strategically for communicating climate change results and best practices to relevant stake- holders and also used internally to inform the wider organization.	

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Actions to improve organizational capacity

In the table below, go to the areas that you want to focus on. Fill in with your score and discuss with help from the guiding questions what and how you can improve your organization. Write down your action points in the matrix.

Be mindful about your scope of action and how realistic it is that you can push for a change in your organization; small steps may pave the way. Think of starting with actions that have the highest impact and are easiest for you to implement.

Goals and strategies	Score	Action points
Mission and mandate *What can be done to have a mission and mandate with clear and actionable goals for climate action, that is well-known and accepted in the organization and by external stakeholders?*		
Strategic planning *What can be done to have a strategy or an action plan that achieve organizational objectives for climate action, that is well-known and accepted in the organization and by external stakeholders?*		
Leadership/key volunteers and staff *What can be done to improve expertise and knowledge on climate change in the leadership, or among key volunteers and staff, and how can the leadership's commitment provide stronger direction on climate action?*		
Funding *What can be done to improve access to financial resources and earmarked funding for climate actions?*		
Partnerships *What can be done to build stronger strategic partnerships, i.e. reaching out to new partners, ensuring regular communication and organize joint action?*		
Policy and influence *What can be done to increase our organization's possibilities for engaging in policy formulation and decisions on climate change, and how can our organization be better recognized for our work?*		

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Relations and competences	Score	Action points
Climate change position(s) *What can be done to ensure that there are volunteers or employees dedicated to work with climate change and climate action?*		
Knowledge and experience *What can be done to build knowledge and experience on climate action and climate advocacy among volunteers and staff?*		
Context knowledge *What can be done to increase skills to analyse the climate context, including for relevant other stakeholders working on climate, and for the climate change impact on children and youth?*		
Learning and communication		
Learning management *What can be done to strengthen the systems for capturing results and best practices on climate action. How can we be better at using these to guide future actions?*		
Communication *What can be done to improve systems for strategically communicating climate action results and best practices to relevant stakeholders and to internal use in the organization?*		

More inspiration

See DUFs climate toolbox for more tools on climate action and going green for organizations and volunteers.

CARE International offers a free 1 hour online course on becoming a climate-smart organization. The course introduces you to the need for cutting emissions and takes you through which areas to focus your greening efforts on as an organization.

Ecorasmus has developed a greening guide for international youth projects on 7 topics to green your projects and organization. The topics cover venue, food, materials etc., and you'll also find best practices from youth projects across Europe.

The tool is developed drawing on elements and ideas from similar tools already in practice, including but not limited to, Capacity Assessment Tool for Climate Action Transparency (CAT4CAT) and the USAID's Global Climate Change (GCC) Institutional Capacity Assessment.

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