



Assessing institutionalisation of PID

A(self-)assessment tool

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Tool part 1: Scoring sheet

Assessment questions: examples	Level of Inst. Score 1 - 4	Analysis; Why or why not; examples
Institutionalization in the structures and administration of the organization		
• To what extent are LI and FLJR part and parcel of the regular planning?	1	
• To what extent does the organization facilitate training and learning opportunities related to LI and FLJR for staff?	3	
Institutionalization into decision making, influence sharing and motivation within the organization		
• To what extent are staffs rewarded or motivated for promoting LI and FLJR?	2	
Institutionalization into the culture of the organization and values of the staff		
• To what extent does the organizational culture encourage LI and FLJR?	1	



Tool 2: Levels of institutionalization

Assessment questions: examples	Institutionalization level 1	Institutionalization level 2	Institutionalization level 3	Institutionalization level 4
To what extent are LI and FLJR part and parcel of the regular planning	There is very little reference to LI and FLJR in planning documents	Planning documents refer to LI and FLJR but with little emphasis on implementation	Promotion of LI and FLJR is well planned annually with implicit procedures a	LI and FLJR explicitly planned with detailed strategies and procedures
To what extent does the organization facilitate training and learning opportunities related to LI and FLJR for staffs?	Trainings on LI and FLJR are only organized by other organizations.	Training and experience sharing on LI and FLJR takes place depending on the availability of funds and support from other organizations	The organization facilitates staff training and experience sharing on LI and FLJR by collaborating with other organizations on regular basis	Training and experience sharing on LI and FLJR are well planned and budgeted on annual basis.
To what extent are staffs rewarded or motivated for promoting LI and FLJR	Staffs are discouraged to be involved in LI and FLJR as it overlaps with their other activities at the organization and is perceived to reduce their performance.	Staffs are neither encouraged nor discouraged for actively promoting and using LI and FLJR.	There are some rewards for staff members using LI and FLJR, e.g. involvement in training, travel opportunities to other region/countries, per diem.	Involvement in LI and FLJR is an important criterion for salary increment and promotion. There is also annual reward for staffs actively involved in LI and FLJR.

ANALYSIS

1. Total score between 15 – 60
2. Detailed analysis using spider web

