



FAQ: The Research and Evaluation Capacity Assessment Tool and Resource Package (RECAP)

What is RECAP?

RECAP was designed to support local organizations with identifying areas that need strengthening or further development and creating actionable plans for institutional growth. It helps organizations rapidly assess their technical and management capacity for conducting research and evaluations.

Who is the audience for RECAP?

RECAP was designed for research and evaluation organizations seeking to assess their current capacity, plan for institutional strengthening, and review progress over time. The user guide is designed for anyone planning, leading, or participating in the assessment and planning process.

What does the package include?

A user guide, assessment tool, Excel workbook, facilitation PowerPoint presentation, and a resource guide for institutional strengthening.

What is the assessment tool?

The tool provides research and evaluation organization leadership and staff with a systematic approach to assess their own performance. It is organized by six domains aligned to what is needed organizationally to undertake an evaluation or other research activity. The domains are: research and evaluation design, fieldwork, data management, data analysis, information sharing, and organizational capacity.

What is the purpose of the assessment scoring?

The tool includes a measurement scale that can be used to identify gaps between an organization's current and desired capacity for each subdomain: Level 1 (Nascent), Level 2 (Emerging), Level 3 (Advancing), and Level 4 (Expert). Scores are designed to prioritize action planning and are not designed for funders to judge performance or compare organizations. Participants will use the scores to visualize their capacity strengths and gaps and set priorities for action planning.

How is the assessment implemented?

The assessment tool should be implemented by a leadership team to guide the assessment, get support from the organization's management and technical leaders, and

determine which staff will participate in the assessment. Although it is highly recommended that the self-assessment be conducted as an in-person workshop, virtual implementation is possible.

Who should lead implementation of the assessment?

The assessment workshop should be led by one or more facilitators selected by the assessment leadership team. The facilitator does not need to be an expert but should have basic knowledge of the domains being assessed, understand the tool, be skilled in leading group discussions, and have excellent time management.

When should the assessment be completed?

The assessment can be completed by an organization at any time, but an ideal time to implement the assessment would be in preparation for a strategic planning process, a funding application, or a large research or evaluation activity.

Do individuals or organizations need funding to access the resources in the Institutional Strengthening Resource Guide?

No. The extensive list of resources in the guide are either free or low-cost.

What does the RECAP Facilitation PowerPoint include?

The PowerPoint presentation provides an overview of RECAP, including the background, purpose, and process; introduces the assessment framework, domains, and scoring process; and details the steps needed to develop an institutional strengthening plan. The presentation helps with introducing the assessment tool and planning for institutional strengthening.

Is gender addressed in RECAP?

Yes. Gender is a cross-cutting theme for the tool, as gender is a feature of all health interventions. Various resources related to gender are also included in the resource guide.

How do I seek D4I's technical assistance if I have questions about RECAP?

For questions or requests for technical assistance, contact the D4I project at D4I@unc.edu.