

3.4.1

SERIES 3
Building Resilience



Capacity Assessment

Activity 3.4.1

Assessments can be used to determine what knowledge, skills, and abilities a city and its citizens have, how those can contribute in a meaningful way to resilience goals, and where local capacity gaps will need to be filled from outside the community. In this activity, you will develop the foundation for a capacity assessment.

IN THIS ACTIVITY, YOU WILL:

- ✓ Identify core capacities your city needs to deliver climate intervention projects;
- ✓ Discuss whether these skills might be available locally, and if so where that capacity is located;
- ✓ Develop a rating system to indicate the depth of that capacity; and
- ✓ Develop an initial capacity assessment matrix for one of your proposed resilience projects.

ACTIVITY 3.4.1: DEVELOPING RESILIENCE OPTIONS

INSTRUCTIONS

Step 1: Begin by creating a list of the most important skills needed to complete medium to large projects in your city. For this example, focus on listing the core skills and knowledge needed to complete projects, regardless of whether they are for city resilience efforts. List as many specific skills or areas of knowledge as necessary.

In order to successfully complete a city resilience project, we must have an organization or individual who can:

Example: Monitor project progress, and report budget and timeline variances to the project coordinator in a timely and efficient manner.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Step 2: Develop a draft capacity rating system for your city. Choose a rating system that will convey a range of capabilities from higher to lower and then provide a simple, regular definition for each level to ensure consistent application.

Capacity Rating System	
Rating	Definition

Step 3: Finally, select one of your proposed resilience intervention projects. Using your list of core capacities created in Step 1 and your draft rating system created in Step 2, create an initial matrix for this project. In this example exercise, use an existing list, or create a list from memory, of city departments and local non-governmental organizations and assess their capacity to contribute to this project's objectives. Just list about five organizations or departments that you feel could be particularly useful and proceed with the assessment. However, if you choose to use this exercise

as the basis of a more complete capacity assessment, you will want to expand on this initial analysis by listing as many organizations or departments as possible and considering each one's capacities as they related to the skills you have identified as necessary.

An example table format has been provided below, and a blank matrix has been provided on the next page on which you can complete the exercise. You may choose to redesign the matrix to fit your own needs.

Project Goal:						
Departments and Local Organizations	Core Skills					
		Skill 1	Skill 2	Skill 3	Skill 4	Etc.
	Dept. A					
	Dept. B					
	Dept. C					
	Org. A					
	Org. B					
	Etc.					

Project:

Core Skills