

The Adolescent Girls Programming Assessment Tool is designed to assess a grantee-partner's capacity in programming for adolescent girls, with a focus on nine key areas:

1. Girls and the Organization
2. Beliefs and Values
3. Keeping Girls Safe
4. Designing Girls Programming
5. Investing in Girls
6. Transforming Girls' Lives
7. External Relationships
8. Families and Communities
9. Monitoring and Review.

Each area consists of 5-7 items that together create a vision of good practice in adolescent girls programming. Based on your observation of the organization's practice in relation to the described items, rate the organization on a scale of 1 – 5 next to each description. Your rating should take into account both the degree to which the organization is practicing just some or all of what is described, as well as how consistently and with what level of quality.

The rating of each item is used to calculate an average rating for the area. Then the average of all the areas is used to calculate the organization's overall score.

Please note that the purpose for scoring an organization on the tool is to assess their capacity in order to inform capacity building support, rather than to simply make judgment on the organization. The tool is most valuable when the assessor and the organization engage in a reflective dialogue to more deeply understand the strengths and challenges as well as the factors that affect the organization's capacity. Shared understanding developed through that dialogue will inform a partnership to facilitate collaborative action on supporting the organization's programming.

QUICK TIPS FOR USING THE TOOL

1. Disregard any hypotheses about a grantee partner's overall level of programming for girls prior to using the tool, so that it will be less likely to affect their score in individual categories or items.
2. In each category there are a range of components that contribute to defining level of programming. Each item is scored on a scale of 1 – 5. Read the Rating Scale definitions to help you get an understanding of the meaning associated with each number.
3. Use the 'notes' fields to the right of each item and at the bottom of each page to list any special considerations that were taken into account in choosing this score (Notes may be useful when comparing a group that was scored by two or more individuals, and there are differences in the score).
4. You should try your best to rate all items, but if you lack sufficient information to make an accurate determination, the item can be left blank. If you skip any items, be sure to enter the number skipped at the bottom of the table.
5. Only write or type in the boxes that are colored (or grey if printed in black and white).
6. Please fill in your information on the Intro page, noting date, name of organization, and name of person completing the tool.

More detailed scoring instructions can be found starting on page 3.

ASSESSMENT TOOL: ADOLESCENT GIRLS PROGRAMMING

GETTING INFORMATION TO SCORE THE TOOL

1. Conduct a site visit to the organization:
 - Use the suggested questions to engage in dialogue for surfacing information about the organization's programming for adolescent girls. You do not have to ask every question in exactly the way it is presented. You can restate the question in the way that works for you. What is important is that you gather information on the organization's practices and perspectives.
 - When asking for information, ask for specific examples. Engage with more than one person. Encourage diverse voices to contribute to the information shared so that you have perspective from different angles of the organization.
 - When possible, speak to girls. Ask them about their experiences and perspectives on the organization.
 - When possible, review systems and observe program implementation to understand if what is described is what is actually practiced. Organizations can sometimes describe what they aspire to do rather than what they are actually doing. Carefully observe the environment, interactions, and behaviors.
 - Also look for consistency in that behavior. If an organization only does certain things some of the time, then maybe they have not yet fully developed that competency. In these cases it is more likely that they are in the lower score category.
 - Also look for quality. Is the organization concerned with high quality – that is, doing things well, not just doing things?
 - If you have recently visited the organization, use the information that you have gathered to score the organization. If there is an area where you have insufficient information, you can reach out to the organization to ask them for information. When asking for information, ask the organization to give you specific example of how they do the thing that you are asking so that it is not about what they wish they could do but rather what they are doing.
 - If you have observations to the contrary, feel free to say to the organization, "When I visited you last month, my observation was that your organization is doing X. That is different from what you are describing. Can you explain?"
2. After your site visits, reflect on the information gathered. Consider your observations from the experience of the organization's programs, and use the information to rate each item in the tool. Add your notes from your visit to help provide documentation for the basis of your rating.
3. Based on your scoring, make notes at the bottom of the page about what capacity building the organization needs in this area. Add notes to this during your discussion with the organization.
4. Send a blank copy of the tool to the organization. Ask them to score themselves. Encourage them to have a diverse group participate in the process.

ASSESSMENT TOOL: ADOLESCENT GIRLS PROGRAMMING

5. Plan a follow-up conversation where you and the organization review and discuss the tool. You can ask the organization to send their scores ahead of time so you have a chance to review them before you meet and talk. On reviewing them, you can prioritize the areas where there are differences that you need to focus on.
6. The conversation can be done in person or by phone, but preferably in person with the full team that participated in the scoring process. As they share what they have scored themselves, ask them to provide evidence of this level of capacity or describe how their claim actually works within the organization. Engage in a reflective dialogue that helps the organization to understand its own capacity. Through the discussion, come to agreement on the scores.
7. Once the tool has been scored, identify areas of strength and areas of challenge. Use this to encourage the organization to engage in efforts to build their capacity. Also work with them on a plan on what areas will be a priority for capacity building. Discuss strategies that they can engage on their own as well as those that they can receive support for.
8. Final scoring should be shared with Firelight Foundation. Organization should be scored again within 12 to 18 months.

STEP-BY-STEP SCORING INSTRUCTIONS

1. Fill in the information on page 1, regarding the name of the organization, your name and the conditions of the scoring.
2. Review the instructions on page 2 and review the meaning associated with each score.
3. Beginning on page 3, first review all of the items for the area being scored.
4. For each individual item, read the description carefully. Write notes on what you observed in the organization that leads you to score the group at a particular rating. Be specific so that this is useful when the organization receives your rating. Use the combined information to score the organization on this area. The score should be between 1 and 5 **.
5. You should try your best to rate every item, but if you lack sufficient information to make an accurate determination, the item can be left blank. At the bottom of each sheet, note the number of items left blank. This will ensure that the skipped items don't adversely affect the area score.
6. Use the box at the bottom of each section to highlight recommendations for capacity building in this area.
7. Repeat the process with each set of items in the remaining 8 areas.
8. After scoring all 9 areas, go to the ASSESSMENT SUMMARY page. Each area score should automatically appear in the column next to its category.
9. The final score should appear in the box next to the 'Average Rating' field. It will be a rounded average of the 9 area scores.
10. Based on the average rating, click on the appropriate level of program capacity.

ASSESSMENT TOOL: ADOLESCENT GIRLS PROGRAMMING

11. After the scoring has been completed, go to the CAPACITY BUILDING PLANNING PAGE. List the summary of strengths as well as summary of key challenges. Also summarize your overall impressions or reaction to the score of the group: what is surprising, striking or troubling? In addition, you can provide some contextual understanding of why the group may be at the particular level of the category or underlying reasons for the categorization.
12. Finally, use the suggested technical assistance area to list key priorities and to suggest the year when they should be addressed.

****** *On rare occasions, you may choose to score an item with a zero. A zero score indicates that the group does not show any development in the area OR that they are in fact showing negative characteristics. This should be used only for extreme circumstances, and notes should be made explaining the rationale behind the zero score. In general, most organizations should not receive any zero scores.*