



## Self-Assessment Checklist: Community Capacity-Building

The Code of Good Practice for NGOs Responding to HIV/AIDS (the 'Code') defines community capacity-building as a process that supports communities to become more aware about HIV, to participate in community-based initiatives and to mobilize themselves to develop local responses to HIV and AIDS.

The Code highlights community capacity-building as a cross-cutting issue that underlies effective HIV and AIDS programming. It states that NGOs effectively build community capacity, programmes and activities through the following elements:

- maximising communities' understanding of the consequences of HIV infection;
- informing communities about how HIV is and is not transmitted;
- creating awareness of how gender inequity, including the sexual abuse, exploitation of, and violence against women and young people, drives the HIV epidemic;
- increasing capacity for risk reduction and risk elimination techniques, including how to access and use prevention commodities;
- improving knowledge about and access to voluntary counselling and testing (VCT), treatment, care and support services;
- improving community knowledge about the forms, causes and effects of HIV-related stigma and discrimination;
- encouraging and supporting community leadership and community-led initiatives, and;
- providing communities with opportunities to participate in addressing HIV.



### The Code identifies one key principle on community capacity-building:

- Our HIV programmes raise awareness and build the capacity of communities to respond to HIV.

This self-assessment checklist will help you assess the degree to which your organisation is successfully building the capacity of the communities that you work with. The questions are designed to be thinking points or guidelines to help you identify areas that are already at a 'good practice' level, and areas that need to be developed and strengthened.

### author

This checklist was developed by HealthLink Worldwide.



## Self-Assessment Checklist: Community Capacity-Building

### Self-Assessment Instructions

This checklist should be completed by a group of three to five staff members who are involved with community capacity-building at your organisation.

Please indicate your answer by marking the appropriate box.

- Y** Yes, we undertake this work/activity
- I** Insufficient, in preparation, or is not followed in practice
- N** No, we've not yet tackled this work/activity
- NR** Not relevant to our work

**Please be honest in completing this checklist.** It is expected that your scoring will vary between modules, depending on your area of expertise.

**There is no formalized scoring process for this assessment. Instead, we suggest that you look at the questions that you answered 'no' or 'insufficient' to, and then select areas that are most relevant for your organisation to improve upon in the short-term.**

### Action Plan

We challenge you to use this tool to identify areas that your organisation needs to strengthen in order to reach a 'good practice' level, and then develop a brief Action Plan that highlights examples of HOW you will improve your work on community capacity-building over the next six months. You can use the Action Plan template provided at the end of this module or create your own.

**There are six Key Questions highlighted in the checklist in red.** These questions address fundamental issues that you need to consider first when assessing your organisation's efforts in community capacity-building. As you develop your Action Plan, keep these questions in mind. If you have answered 'no' to any of them, addressing these issues is a good starting point for improving your programmes.

#### How to save the Action Plan:

Complete the self-assessment module and Action Plan electronically, save the file and submit it to the Code Secretariat by email. The Secretariat will credit all NGOs that submit Action Plans as 'Implementing' NGOs and full signatories of the Code. After the period of six months, we will ask you to measure your progress against your Action Plan.

### the Code

The Code of Good Practice for NGOs Responding to HIV/AIDS (the 'Code') was created by a broad consortium of NGOs to provide a shared vision of good practice to which NGOs can commit and be held accountable.

The Code outlines principles and practices that are informed by evidence and underscore successful NGO responses to HIV. It identifies a series of areas that are key to HIV programming and articulates fundamental principles that should be applied to HIV programmes in each of these areas.

These principles are aspirational, setting out examples of good practice that NGOs can work towards over time.

**For more information on the Code, go to [www.hivcode.org](http://www.hivcode.org)**



# Checklist

Please indicate your answer by marking the appropriate box.

**Y** Yes, we undertake this work/activity

**I** Insufficient, in preparation, or being considered

**N** No, we've not yet tackled this work/activity

**NR** Not relevant to our work

## A

### Increasing Community Awareness and Knowledge About HIV

Ensuring that community members have access to accurate and correct information about HIV is key in supporting them to make decisions about their sexual health. This section will help you assess how effectively your organisation is providing information on HIV to the community.

<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	1. Has your organisation mapped the information needs of people living with HIV (PLHIV) and affected communities (including women and men, girls and boys), and people from key populations (for example sex workers, men who have sex with men, drug users, migrant workers)?
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	2. Has your organisation assessed the preferred ways of accessing information by PLHIV, members of key populations and affected communities?
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	3. Does your organisation analyse the social and cultural issues in your local context that affect HIV transmission?
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	4. Does your organisation provide access to information about HIV and AIDS to all people equally, regardless of age, gender, sexuality or lifestyle choices?
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	5. Does your organisation provide information on HIV prevention in a way that is appropriately packaged and targeted for women and girls, men and boys, and members of key populations?
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	6. Do your organisation's communication messages include a focus on living with HIV?
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	7. Does your organisation have a good relationship with the media and work with them to raise awareness about HIV and AIDS?
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	8. Does your organisation develop communication resources and activities on the following issues:
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	• HIV prevention, including ways HIV is transmitted and means of preventing transmission?
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	• treatment for HIV, including antiretroviral therapy?
<input type="radio"/> <b>Y</b> <input type="radio"/> <b>I</b> <input type="radio"/> <b>N</b> <input type="radio"/> <b>NR</b>	• treatment for opportunistic infections, including tuberculosis?



## Checklist

Y  I  N  NR

• nutrition?

Y  I  N  NR

• positive living?

Y  I  N  NR

• sexual and reproductive health (SRH)?

Y  I  N  NR

• rights of PLHIV and advice about what to do if rights are violated?

Y  I  N  NR

• links between gender-related inequity and violence, and HIV?

Y  I  N  NR

9. Are HIV education, materials and communication activities regularly monitored and evaluated with the involvement of PLHIV (including men, women and youth), people from key populations and affected communities?

**Actions needed to support Section A:**



## Checklist

# B

## Strengthening Community-Based HIV Prevention

HIV prevention encompasses a wide range of activities from social marketing to participatory activities at community level. This section will help your organisation analyse your organisation's prevention messages and how effectively you are reaching your target audience.

<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	1. Does your organisation provide clear and correct information about the transmission of HIV?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	2. Do your organisation's prevention activities address cultural norms and practices and their impact on HIV prevention?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	3. Does your organisation provide information on all possible strategies for preventing HIV, including:
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	• condom use?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	• limiting number of sexual partners?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	• postponing or abstaining from sexual intercourse?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	• sexual techniques other than intercourse?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	• use of clean needles and syringes (in the case of injecting drug use)?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	4. Does your organisation utilize a positive and empowering approach to sexuality and sexual behaviour in your prevention activities?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	5. Does your organisation involve people living with HIV (including women, men and young people) in the design, implementation and evaluation of prevention strategies, in order to address their distinct prevention needs?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	6. Does your organisation provide free male condoms with clear and correct information and advice about how to use them?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	7. Does your organisation provide free female condoms with clear and correct information and advice about how to use them?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	8. Do your organisation's HIV prevention activities promote gender equality, and address gender norms and relations to reduce the vulnerability of women and girls?



## Checklist

Y  I  N  NR

9. Do your organisation's HIV prevention activities clearly explain safer sex and good sexual health, and promote links with sexual and reproductive health services?

Y  I  N  NR

10. Does your organisation provide or link to comprehensive HIV prevention services, including VCT services, the prevention of mother to child transmission, sexual health and reproductive health services, and other treatment, care and support services?

Y  I  N  NR

11. Does your organisation identify and develop appropriate and targeted HIV prevention activities for the following key populations:

• sex workers?

Y  I  N  NR

• men who have sex with men?

Y  I  N  NR

• drug users?

Y  I  N  NR

• women and girls?

Y  I  N  NR

• men?

Y  I  N  NR

• young people?

Y  I  N  NR

• prisoners?

Y  I  N  NR

• migrants?

Y  I  N  NR

• refugees and internally displaced populations?

Y  I  N  NR

• people with disabilities?

**Actions needed to support Section B:**



# Checklist

## C

### Communicating with Communities

This section will help your organisation go beyond thinking about the nature and content of information your organisation provides to assessing how effectively your communication activities are developed.

<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	1. Does your organisation have a communication strategy that outlines your organisation's target audience(s), what information they need and their preferred ways of accessing information?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	2. Does your organisation meaningfully involve PLHIV, key populations and members of affected communities in the development of materials, resources and activities at all stages of the process?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	3. Does your organisation develop materials, resources and activities on HIV that are in the local language(s) and which are appropriate for use with low-literacy groups?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	4. Does your organisation pre-test all materials and resources with PLHIV, people from key populations and members of affected communities?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	5. Do your organisation's prevention activities, resources and materials use language that is non-discriminatory and promotes the rights of all PLHIV?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	6. Does your organisation involve PLHIV, people from key populations and members of affected communities in planning the production of resources?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	7. Do your organisation's programmes use a variety of media to communicate with PLHIV, key populations and affected communities, including print and electronic resources, participatory media such as radio, drama, dance, music and peer education?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	8. Do your organisation's activities and resources portray positive and dignified representations of women/girls and men/boys living with HIV?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	9. Do your organisation's activities and resources encourage discussion and analysis of gender roles?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	10. Do PLHIV and members of affected communities (including men and women, girls and boys) and people from key populations take an active role in monitoring and evaluation?

**Actions needed to support Section C:**



## Checklist

# D

## Community Mobilisation, Action and Leadership

Community mobilisation is a capacity-building process through which individuals or groups plan, implement and evaluate activities to improve their own health. Community mobilisation is recognised as a key component of the prevention to care continuum of a successful HIV response. This section will help your organisation assess the depth and nature of your community capacity-building activities.

<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	1. Have the communities your organisation works with identified the factors that make them vulnerable to HIV infection?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	2. <b>Does your organisation help community members define their own priorities for addressing HIV and develop their own responses to these priorities?</b>
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	3. Does your organisation encourage the development of community structures for the prevention and mitigation of HIV and AIDS?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	4. Does your organisation support community members to plan and implement their own activities?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	5. Does your organisation support community members to identify and allocate their own resources (including financial, human and other assets)?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	6. Does your organisation identify potential obstacles to meaningful community participation and develop strategies to overcome them?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	7. Does your organisation ensure that participation in community-led activities is representative and meaningful and includes women, PLHIV and key populations?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	8. Have you identified potential community mobilisers with good communication skills and experience using participatory approaches?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	9. Does your organisation promote the development and involvement of community leadership (including religious and traditional institutions) in decision-making, programmes and activities?
<input type="radio"/> Y <input type="radio"/> I <input type="radio"/> N <input type="radio"/> NR	10. Do staff and volunteers at your organisation receive regular training in participatory approaches for working with community groups?



## Checklist

Y  I  N  NR

11. Does your organisation encourage and support PLHIV and community members (including men and women, girls and boys, and people from key populations) to identify issues for potential advocacy and develop strategies to achieve their advocacy goals?

Y  I  N  NR

12. Does your organisation help put in place community-based monitoring and evaluation systems and tools?

Y  I  N  NR

13. Does your organisation support PLHIV and community members (including men and women, girls and boys), and people from key populations to reflect on their own learning and experiences and incorporate lessons learned into their ongoing activities?

Y  I  N  NR

14. Does your organisation facilitate the use of participatory methods (for example, participatory rural appraisal) by communities in project planning, monitoring and evaluation?

**Actions needed to support Section D:**



## Action Plan: Community Capacity-Building

In completing this self-assessment checklist, you are likely to have identified some areas that are in need of improvement and some that are already at a 'good practice' level.

Please complete the Action Plan table on the next page and highlight examples of how you

will improve your organisation's work on CCB over the next six months, thinking first about the Key Questions below. If you answer 'no' to any of these eight questions, it would be important for you to start here in improving your work!

### Key Questions

1. Has your organisation mapped the information needs of PLHIV, key populations and members of affected communities?
2. Does your organisation have a communication strategy that outlines your organisation's target audience(s), what information they need and their preferred ways of accessing information?
3. Does your organisation meaningfully involve PLHIV, key populations and members of affected communities in the development of materials, resources and activities at all stages of the process?
4. Does your organisation pre-test all materials and resources with PLHIV, people from key populations and members of affected communities?
5. Does your organisation help community members define their own priorities for addressing HIV and develop their own responses to these priorities?
6. Does your organisation facilitate the use of participatory methods by communities in project planning, monitoring and evaluation?

Please remember to save your completed action plan and email it to **info@hivcode.org** or send it to **PO Box 372, 1211 Geneva 19, Switzerland.**

Name of Organisation	Contact Person	Email Address
Signed		Date



## Action Plan: Community Capacity-Building

**Expected Outcomes**  
(What do we want to achieve?)

**Key Activities**  
(What do we need to do?)

**Action Points**  
(What kind of support do we need to do it?)

**Resources**  
(What kind of support do we need to do it?)

**Timeframe**  
(When will we do it?)
