

**Profile of Organization/Institutions Contributing to Organizational Capacity  
Building of (OCB) of NGOs in Nepal**

**Sep-07**

**AIN NGO Capacity Building Task Force**

### Organization Information Working on OCB

<b>Name of Organization</b>	<b>Abhiyan Nepal</b>
<b>Address</b>	Itahari - 8, Parijat Marg, Sunsari, Nepal; Phone number : 025-583511 Email : <a href="mailto:abhiyan@cyberworld.com.np">abhiyan@cyberworld.com.np</a> ; <a href="mailto:abhiyan@ntc.net.np">abhiyan@ntc.net.np</a>
<b>Contact Person</b>	Keshab Dahal : Chairperson : Itahari - 8, Parijat Marg, Sunsari
<b>Working Since</b>	2001 A.D
<b>Working Districts</b>	Sunsari and Morang
<b>Approaches used to Build Capacity of the Partners</b>	Perspective building about context, Exposure/interaction, Define the Vision/Mission/Goal/ Training as per need, coaching support, Exposure/Interaction, Review and Reflection
<b>Tools used to access and monitor capacity of organization</b>	POCAP (Participatory Capacity Assessment to Partners), Self Reflection, Case and Success Story and meeting.
<b>Implementing Partners</b>	Koshi Blind Association; Bhok Nidan Shikchit Manch; Samajik Bikash Kendra; NLRf, Mushahar Uttan Samitee;
<b>Type of Interventions</b>	POCAP, Training and Coaching Support Facilitation on campaign, Training and Coaching

<b>Name of Materials</b>	<b>Published Date</b>	<b>Target Group</b>	<b>Availability/ price</b>
POCAP guideline and Process reports (SAHAKARYA)		Guideline can get for SAHAKARYA/Just photocopy price for reports	Guideline can get for SAHAKARYA/Just photocopy price for reports
Training reports on proposal writing, reporting, writing, community assessment, RBAD, Strategy planning, Development Journalism, social audit guideline		Just photocopy price	Just photocopy price

### Organization Information Working on OCB

<b>Name of Organization</b>	<b>Organization Development Center (ODC)</b>
<b>Address</b>	ODC : Kupondole, Lalitpur : GPO Box EPC 2637, Kathmandu, Nepal : 977-1-5554063, 5554067, 5551979; URL: <a href="http://www.odcincorp.com">www.odcincorp.com</a>
<b>Contact Person</b>	Basudha Gurung, Deputy CEO, basadhu@odcincorp.com
<b>Working Since</b>	2001 A.D
<b>Working Districts</b>	Kathmandu
<b>Approaches used to Build Capacity of the Partners</b>	Perspective Building about context, Exposure/interaction, Define the Vision/Mission/Goal/ Training as per need, coaching support, Exposure/Interaction, Review and Reflection
<b>Tools used to access and monitor capacity of organization</b>	Behavioral Based Learning and Competency Development, Training, Learning, NGO Management training, LFA Training, Leadership training, report writing, proposal writing, Human and Organization competency Development (HOCD), coaching, personal sharing program for senior executives and leaders.
<b>Implementing Partners</b>	Samaj Utthan Yuwa Kendra (SYUK), Dalit NGO Federation, Dalit Welfare Organization, skill Nepal, NEWAH, LUMANTI,
<b>Type of Interventions</b>	Organizational Assessment, Strategy Development on Organizational Development, Strategic planning of the workshop, Institutional review to assess capacity status and facilitate the strategic planning

<b>Name of Materials</b>	<b>Published Date</b>	<b>Target Group</b>	<b>Availability/ price</b>
Organization Development in the South	2002	Development practitioners	Rs. 250
Effective Management in the South	2002	Development practitioners	Rs. 450
In Conversation with Development Practitioners	2002	Development practitioners	Rs. 175
Making sense of Management in the South	2002	Development practitioners	Rs. 350
I Power: The Power of the Individual and Effectiveness of the Organization	1998	Development practitioners	Rs. 65
Work Stress ; Tired workers and Destruction of Organization	1998	Development practitioners	Rs. 50

### Organization Information Working on OCB

<b>Name of Organization</b>	<b>SAHAMATI</b>
<b>Address</b>	Gaidakot - 5, Nawalparasi; Phone 056-502090/502277; <a href="mailto:sahamati@wlink.com.np">sahamati@wlink.com.np</a>
<b>Contact Person</b>	Karuna Sagar Subedi
<b>Working Since</b>	2001 A.D
<b>Working Districts</b>	Kapilbastu, Makwanpur and Nawalparasi
<b>Approaches used to Build Capacity of the Partners</b>	Training ; Onsite coaching ; exposure/knowledge exchange; workshop; organization support facilitation on policy formulation and strategic planning etc.
<b>Tools used to access and monitor capacity of organization</b>	Participatory organizational capacity assessment; participatory review and reflection; regular meeting (monthly, bimonthly, quarterly, half yearly, annually); Program management committee meeting, performance evaluation system; organizational capacity assessment.
<b>Implementing Partners</b>	Kalika self reliance social center (KSSC); Azdharbut Rural Development Center (ARDC); Rural Women Service Center (RWSC); Nari Kalyan Single women Advocacy women Forum (NDSWAF)
<b>Type of Interventions</b>	Policy formulation, strategic planning, organizational capacity assessment; capacity Building training; onsite coaching; exposure; program Partnership ; preparation of training manual and guidelines; backstopping ; human resource development ; partnership support

<b>Name of Materials</b>	<b>Published Date</b>	<b>Target Group</b>	<b>Availability/ price</b>
Guidelines of Strategic Planning of NGOs		NGO, Network Federations	
Institutional Capacity/Governance Assessment Manual		NGO, CBO	
Handbook of NGO Management Training		CBO, NGO	
Social Inclusion Training Guideline		NGO, CBO	
Periodic plan Preparation Guideline		VDC	

### Organization Information Working on OCB

<b>Name of Organization</b>	SHAMUHIK ABHIYAN
<b>Address</b>	Kamalpokhari, Kathmandu, 01-4413166 / 01-4439770
<b>Contact Person</b>	Mr. Shreya Prasad Kafle
<b>Working Since</b>	
<b>Working Districts</b>	Kapilpastu, Nawalparasi, Tansen, Banke, Palpa, Parbat, Baglung, Doti, Syanja and Kanchanpur
<b>Approaches used to Build Capacity of the Partners</b>	Training, Onsite Coaching, Follow-up training, Refresher training and interaction program
<b>Tools used to access and monitor capacity of organization</b>	Monitoring Visit, Review meeting
<b>Implementing Partners</b>	Siddhartha Social Development Centre; Chhahari Samudaik Bikas Kendra, Social Resources Development centre, Dalit welfare organization; Women Welfare Association; Regional Dalit network; Mahila Sashaktikaran Abhiyan, Bhim Pokhara Yuba Club, Khurkot Youth Club; School of Energy and environmental development; Andha Andhi community development centre Samaj Sewa;
<b>Type of Interventions</b>	Organization Capacity Assessment; Strategic plan and policy formulation; training online orientation

<b>Name of Materials</b>	<b>Published Date</b>	<b>Target Group</b>	<b>Availability/ price</b>
Participatory Programme Planning Training Manual	2005	NGO	
Participatory Monitoring and Evaluation Manual	2005	NGO	

<b>Name of Organization</b>	<b>HURDEC (P). Ltd. Human Resource Development Centre</b>
<b>Address</b>	Kathmandu Nepal 01-5550759/ 01-5542065 ; <a href="mailto:hurdec@ntc.net.np">hurdec@ntc.net.np</a> ; <a href="http://www.hurdec.org.np">www.hurdec.org.np</a> ; P.O.Box 158
<b>Contact Person</b>	Mr. Kumar Upadhaya and Parimal Jha
<b>Working Since</b>	1989 A.D.
<b>Working Districts</b>	Planning workshop and consultancy services for project cycle management; organization development; human resources development; good governance; decentralization and strengthening of community organization; organizations of study tours among others and training
<b>Approaches used to Build Capacity of the Partners</b>	Training; process support during change; coaching/mentoring; on the job training and backstopping. The process is participatory to ensure internalization and ownership by the staff which is practical, cost effective and applicable solutions
<b>Tools used to access and monitor capacity of organization</b>	NGOs : BASE(Backward Society for Education); TEWA: SAATHI; WEPCO : INSAN (Institute for sustainable agriculture in Nepal; Kiran Yakthung Chumlung; JWDC (Janakpur Women Development Centre); Nagarik Aawaz; Nepal's Children Organization & INGOs : Government; Bilateral Donors; Multilateral organization; corporate sector and business members.
<b>Implementing Partners</b>	Training; consulting support for the organizational development (OD); institutional strengthening, study to identify organization development options; Organizational Diagnosis, Institutional reorganizing and restructuring ; support for developing human resources and systems and processes; design and piloting monitoring and evaluation system; support to develop strategic plan; support for organizational transformation;
<b>Type of Interventions</b>	HURDEC (P). Ltd. Human Resource Development Centre

### Organization Information Working on OCB

<b>Name of Organization</b>	<b>Siddhartha Social Development Centre (SSDC)</b>
<b>Address</b>	Gajehada 7, Siddhartha Chowk; Kapilbastu /076-550116; ssdc@ntc.net.np
<b>Contact Person</b>	Pom Narayan & Guna Nidhi Bhusal
<b>Working Since</b>	
<b>Working Districts</b>	Arghakhanchi and Kapilbastu
<b>Services</b>	Organization Assessment, Issues Identification and Planning, SWOT Analysis, Spider Web Analysis; PRA Tools training; Workshop; interaction; Participatory; Inclusion and Adult Learning methods, linkages and coordination; Networking; backstopping; Onsite coaching; regular follow-up; interaction and campaigning; exposure visit; peer review and reflection; program auditing; impact study (External and Internal)
<b>Approaches used to build capacity of the partners</b>	Capacity assessment of Human Resources annually; 3R tools; OCB- meeting-bimonthly & half yearly & yearly QMC (Quarterly Monitoring Chart); OCB Workshop for issue identification.
<b>Working Clients</b>	Sahakarya Nepal; Adharbhut Gramin Bikas Sewa; Sahayogi Nepal; Mirmire Kapilvastu; Siddhartha Saving and Credit cooperative; Muslim Jagharuk Manch and Mukti Ka Lagi Pairabi Munch;
<b>Type of Interventions</b>	Constitution Development; Rules and Regulation; Human Resources Development Policy; and Sustainable Resource Management

<b>Name of Materials</b>	<b>Published Date</b>	<b>Target Group</b>	<b>Availability/ price</b>
Manuals on Organizational Capacity Building Approach and Procedure	Mar-00	Local NGOs and CBOs	250/-
Manual on 3R-Assessment of People organization	Feb-01	CBOs, Cooperatives and users group	150/-
Manual on 7R-Framework for sustainable organization	Sep-01	NGOs and others	150/-
Manual on Self-help Promotion approach and steps	Dec-02	NGO and others	400/-
Manual on Social mobilization approaches and practices	Apr-03	NGO and others	300/-

### Organization Information Working on OCB

<b>Name of Organization</b>	Nepal Participatory Action Network (NEPAN)
<b>Address</b>	NEPAN : Setodewaimarg, Kopundole Lalitpur; P.O.Box 13791 Phone : 01-2003550; Fax : 5525088, 9851075984
<b>Contact Person</b>	Bhola Prasad Dahal; Chairperson; NEPAN; Dal Bahadur GC Network Coordinator; NEPAN
<b>Working Since</b>	
<b>Working Districts</b>	Biratnagar; Pokhara; FORCE and through out Nepal with NEPAN Members
<b>Approaches used to build capacity of the partners</b>	Training; workshops; Action research; publications; communications; interactions(Monthly sharing and radio interactions)
<b>Tools used to access and monitor capacity of organization</b>	Capacity assessment of Human Resources annually; 3R tools; OCB- meeting-bimonthly & half yearly & yearly QMC (Quarterly Monitoring Chart); OCB Workshop for issue identification.
<b>Implementation Partners</b>	ERPAN; P-PAN; FORCE and NEPAN Member Organizations
<b>Type of Interventions</b>	Training; workshops; Material Sharing; Information sharing

<b>Name of Materials</b>	<b>Published Date</b>	<b>Target Group</b>	<b>Availability/ price</b>
Participation Manual	2005	Development Partners	Sahakarya Office
Pathways to Participation - Case Study	2000	Development Practioners	Sahakarya Office
Participation Magazine	2006 (Annual)	NEPAN Members/development workers and policy makers	Sahakarya Office and Market
Gender Sensitive Monitoring and Evaluation Manual	2005	Development Partners	Sahakarya Office
PRA manual	1998	PRA Trainers	

### Organization Information Working on OCB

<b>Name of Organization</b>	<b>METCON</b>
<b>Address</b>	43/15 Dandibaba Marg, Tangal, Kathmandu; Phone :01-4412901; info@metconnepal.com
<b>Contact Person</b>	Dr. Madan K Manandhar
<b>Working Since</b>	
<b>Working Districts</b>	Dhankutta; Bhojpur; Terathum; Sankhuwasabha; Kaski; Baglung; Parbat; Myagdi; Dadeldhura; Doti; Achham;
<b>Approaches used to build capacity of the partners</b>	On the spot training; workshop; group discussions
<b>Tools used to access and monitor capacity of organization</b>	Central level workshop; regional level workshop; regular supervision; periodic survey with regard to change in income; discussion and meeting among the stakeholders
<b>Implementation Partners</b>	Seed production groups and other NGOs partners working on livelihood
<b>Type of Interventions</b>	Training; workshop; visit tours

<b>Name of Materials</b>	<b>Published Date</b>	<b>Target Group</b>	<b>Availability/ price</b>
Training materials on capacity building	2005	Community Group	

### Organization Information Working on OCB

<b>Name of Organization</b>	<b>Kalika Self-reliance Center (KSSC-Nepal)</b>
<b>Address</b>	Kalika path, Kapilvastu Municipality-4, Taulihawa, Kapilvastu
<b>Contact Person</b>	Mr.Sanjay Lamsal (Coordinator Human Resource Development Unit)
<b>Working Since</b>	Kapilbastu
<b>Working Districts</b>	Training; Planning; Exposure visit; Facilitate to formulate policies; feedback support; organizational Support
<b>Approaches used to build capacity of the partners</b>	SWOT Analysis; Quarterly monitoring chart(QMC); format for monitoring and evaluation; annual impact review (AIR); participatory sharing progress on organizational capacity building (OCB); regular field visit and back up support
<b>Tools used to access and monitor capacity of organization</b>	Sunshine social development organization (SSDO); SARAL Nepal; Jansewa Social Development Center; Siswa Community Development Center; JASC;
<b>Implementation Partners</b>	
	Training; planning; monitoring; human resource development
<b>Type of Interventions</b>	Kalika Self-reliance Center (KSSC-Nepal)

<b>Name of Materials</b>	<b>Published Date</b>	<b>Target Group</b>	<b>Availability/ price</b>
Case Studies : Hamro Prayash	Monthly published in local newspaper in Kapilbastu	Partner agencies; stakeholders and community	

### Organization Information Working on OCB

<b>Name of Organization</b>	<b>The Nepal Administrative Staff college (NASC)</b>
<b>Address</b>	Jawalakhel; Lalitpur; Nepal Phone: 01-5527632/5523514
<b>Contact Person</b>	Dr. Madan Manandhar; Director; consulting Service department
<b>Working Since</b>	1982
<b>Working Districts</b>	Kathmandu
<b>Approaches used to build capacity of the partners</b>	Organizational Assessment and Strengthening (management development in participatory meetings, delegation, problem solving and empowerment); The search and DACUM in courses design and participatory training methods; auto diagnosis method
<b>Tools used to access and monitor capacity of organization</b>	Training; workshop; onsite coaching; strategies formulation; organizational planning and development skills; participatory needs analysis; facilitation process and meeting skills; analytical and creative problem solving and decision making
<b>Implementation Partners</b>	Sunshine social development organization (SSDO); SARAL Nepal; Jansewa Social Development Center; Siswa Community Development Center; JASC;
<b>Type of Interventions</b>	Training; planning; monitoring; human resource development

<b>Name of Materials</b>	<b>Published Date</b>	<b>Target Group</b>	<b>Availability/ price</b>
Team Building; Training programme	2006	Community Organization; NGO	Consulting report
Good governance training program	2005 and 2006	NGO and CBO	Consulting report
Reorienting service delivery putting the people first	2007	NGO and CBO	Consulting report
Leadership development	2002	Community Organization	Consulting report
Community Development Manuals	2003	NGO and CBO	Consulting report