



ASSOCIATION FOR  
STIMULATING KNOW HOW

## CAPACITY BUILDING DOMAIN

**Association for Stimulating Know how (ASK)** established in 1993, is a non-profit organization committed to the cause of socio-economic development for the marginalized sections of the society. It has chosen to fulfill a catalytic role in stimulating the process of development with a focus on promoting the self-help ethic. As a capacity building organization, ASK has been engaging with grassroots communities, NGOs, Government and Corporate to enhance thinking, reflection, learning and action to achieve equitable development and social justice.

**Capacity Building Domain** draws its existence from the mission of the organization i.e. "to be a capacity building institution which enables CBO's, intermediary organizations and corporate to achieve and sustain visible socio-economic development" and its core belief is that it "believes in the vast latent human potential which it endeavors to develop through its capacity building efforts" We engage with CBOs, NGOs, INGOs, Donors & Corporate foundations and assist them in bridging the gaps which constraints them in achieving their goal and objectives. We strive to minimize this gap by providing expertise and hand holding support in developing and implementing methods of effective programme management with a results-based orientation, and in equipping partners with the knowledge and skills necessary to deal with a wide array of socio-economic development issues across the country and internationally.

## APPROACH TO CAPACITY BUILDING

### **Result oriented**

We promote result orientation in development interventions. Thus, all of the Capacity Building inputs facilitated by the CB Domain are methodically designed and executed in a result oriented manner thereby creating an environment of bringing positive change.

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### **Process oriented**

Process is a critical phenomenon in achievement of results and ASK believes in adopting process oriented approach in all its interventions. This is being practiced while designing and implementing the CB interventions.

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### **Participatory**

The CB domain engages with the partner in analyzing, planning, executing CB interventions and on the other hand, the trainings & workshops are also highly participatory in nature which is based on the principles of adult learning.

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### **Institutionalization of learning**

From our experience we've learnt that for a sustainable change it is important that the learning gets institutionalized and thus our methodology and the process of engagement focuses on the same.

### **Utilization focused**

The CB inputs are being designed and executed with emphasis on its utilization by making it more practical, examples used are as per the issue level of participants and their context. The emphasis is on how the inputs can be utilized in their day to day functioning.

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## WHAT WE DO

### **STRENGTHENING ORGANIZATIONAL RELEVANCE, EFFECTIVENESS, AND EFFICIENCY & SUSTAINABILITY OF ORGANIZATION**

In this competitive world, if an organization has to sustain, it has to be relevant, effective, efficient and self-reliant. Through this domain assists organizations in realizing these milestones by facilitating following need based Organizational Development Processes in a strategic & professional manner.

- Conducting Participatory Organizational Assessment and Context Analysis
- Facilitating Strategic Planning
- Developing relevant systems i.e. Policies, procedures etc. (Human Resource Development, Gender, Finance, Planning, Monitoring & Evaluation, HIV/AIDS)
- Assisting Change Management

### **FACILITATING CHANGE FOCUSED PROJECT CYCLE MANAGEMENT**

Delivering change has become the parameter for successful projects in the present context and NGOs are being accounted based on their performances on delivering results. However, non-profit sector lack the desired capacities which are essential to manage & deliver results. The domain provides assistance to the NGOs in streamlining their project management systems which focuses on bringing change in the lives of communities. The domain facilitates following trainings and workshops:

- Training on situational analysis
- Training on Result based planning and proposal development
- Training on Result based Monitoring
- Training Result based Reporting and documentation
- Workshops for result based proposal development
- Workshops for Result based Monitoring System Development

### **SKILL DEVELOPMENT OF HUMAN RESOURCE FOR PERFORMING EFFICIENTLY & EFFECTIVELY**

Efficiency & effectiveness is directly proportionate to skill and getting skilled personnel is a serious challenge in the non-profit sector. Skill building is thus an inherent need in the non-profit sector and thus ASK's CB domain facilitates various skill development and behavioral change capacity building programs which are focused in developing the required skills and bringing behavioral change among the organization staff. Some of the key types of skill development & behavioral capacity building interventions facilitated by the domain includes:

- Training of Trainers
  - Generic
  - Subject specific (TOTs are being facilitated in all the subjects enlisted in this profile)
- Training on Facilitation skills
- Training on Supervisory/Managerial skills
- Training on Communication skills
- Training on Leadership skills
- Training on Team building & Interpersonal Relationship

## WHAT WE DO

### **FACILITATING PARTICIPATORY DEVELOPMENT PROCESSES TO ENHANCE THE PROGRAM EFFECTIVENESS AND ENSURING THEIR SUSTAINABILITY**

Helping organizations create conceptual clarity and understanding on the process of development, importance of participation, including methods of PRA, group formation, micro planning, participatory monitoring, among others. Formation and Capacity Building of Community Based Organizations. NGOs are assisted to decide and review models of community based organizations. Training on capacity building of CBOs is aimed at developing their knowhow and skills to understand and perform their roles effectively.

- Training on Participatory Rural Appraisal
- Training of SHG/CBO formation & its management
- Training on approaches & process to development
- Training on Micro level Planning
- Training on Participatory Monitoring



### **ENABLING DEVELOPMENT ACTORS FOR EFFECTIVE FACILITATION OF PROCESSES OF LOCAL SELF GOVERNANCE**

Panchayat Raj Institutions are a key pillar of Indian democratic system has been progressively developing, however due to capacity gaps at different levels at times aren't able to perform effectively. ASK CB Domain thus, facilitates various trainings for both NGOs as well as PRI members for making the local self governments function effectively. Few trainings include

- Training on Panchayat Raj Institution (power, functions, roles & responsibilities of leaders & members, gram sabha)
- Training on good governance
- Training on leadership for PRI members
- Trainings on various government flagship schemes & programs
- Training on MGNREGA
- Training on RTE

### **ENABLING NGOS & COMMUNITIES IN FACILITATING COMMUNITY MANAGED DISASTER RISK REDUCTION PROCESSES**

Disasters acts as a big obstacle for the development of a nation and in last couple of decades, the nature, intensity, frequency of natural hazards have taken a sharp rise. The modern approach of Community Managed Disaster risk reduction has been considered a successful means to minimize the effects of disaster. ASK in past one decade had developed expertise on facilitating CMDRR and has supported NGOs in various ways. Some of the key inputs we facilitate under this theme include

- Training & field facilitation of Disaster Risk Analysis
- Training & field facilitation on Disaster Risk Reduction Planning & Contingency planning
- Training & field facilitation on facilitating Community based Monitoring mechanism
- Facilitation for mainstreaming DRR in

## WHAT WE DO

### ENABLING DEVELOPMENT ACTORS ON EFFECTIVE USE OF RIGHTS BASED APPROACH TO DEVELOPMENT

One of the most prominent and widely used approach for ensuring development of all is the 'Rights Based Approach', however many development actors lack the know-how and skills. Through the domain we assist the NGOs & CBOs in conceptualizing and using the Rights Based Approach and its various processes, methods and tools. The key inputs we facilitate includes

- Training on Rights Based Approach to Development
- Training on Advocacy & Lobbying
- Training on Right To Information

### BUILDING CAPACITIES OF DEVELOPMENT WORKERS/ORGANIZATIONS ON VARIOUS THEMATIC ISSUES

The domain also has the expertise on facilitating capacity building inputs on the following themes

- Training on Gender & Development
- Facilitating Gender Mainstreaming
- Training on HIV/AIDS
- Training on Micro Enterprise Development

### LIVELIHOOD ENHANCEMENT

**Institutionalizing Business Development Service within the organization:** ASK helps organizations and CBOs in institutionalizing the Business Development Service mechanism within the institution. It focuses on building the knowledge base of the staff and enhancing their capability, developing systems of providing BDS and taking it to a logical end. ASK has the following expertise in the area of business development services:

- Market sensing
- Trade and livelihood mapping
- Entrepreneur profiling
- Skill development
- Business planning and launching
- Credit linkage
- Market linkage



**Staff capability building:** ASK also engages with organizations to build the existing capability of the staffs in strengthening existing credit or BDS system. ASK facilitators engage with the staff and works along with them in their respective fields, identify gaps, provides inputs. Demonstrations are carried out for the staffs and staffs are facilitated to carry out the process.

**Institutional strengthening:** The Capacity Building domain also works and supports organization in strengthening the institution from operational as well as financial point of view. The Capacity Building domain works along with the various institutions in setting up operational systems and also revenue model mechanisms. Institutions vary from Cooperatives to federations to Producer Companies.

## HOW WE DO CAPACITY BUILDING

### **We adopt following means for the Capacity Building**

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#### **I. Facilitating Trainings**

We facilitate trainings on all the above subjects which specifically focus in bringing knowledge, skill & practice level changes. The trainings are highly participatory, activity oriented and thought provoking.

#### **II. Facilitating Workshops**

When the need is to evolve or develop something by end like strategic plans, project plans, monitoring systems, operational plans, policies etc., we facilitate a workshop setting wherein we create an enabling environment for the participants to come up with their thoughts/ideas, discuss & deliberate on issues and reach to conclusions & decisions.

#### **III. Facilitating Exposures**

We facilitate exposure/exchange visits which include field exposure trips as well as in house deliberations. This has been a very successful means of facilitating learning.

#### **IV. Facilitating Consultations/ Discussions/ Meetings**

We facilitate issue based consultations/meetings/discussions wherein our role is to keep the discussion on track, facilitate discussions & reach to conclusions/decisions.

#### **V. Development of training manuals/field guides/guidelines and other IEC**

We assist in developing need based & customized IEC & facilitative documents like training manuals, field guides or guidelines on all the above subjects.

#### **VI. Field Accompaniment & Handholding**

This is a very unique means used by ASK's CB Domain for capacity building wherein the approach is of facilitating on job/hands learning by way of demonstration, practice, input & feedback.

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Capacity Building interventions are being decided in discussion with the partner and either or a combination of above means is being strategically selected depending on the result envisaged by the partners, their need and capacities.

## WHOME DO WE WORK WITH

**Non-Government Organizations (NGO)**

**Funding/Donor Organizations**

**Corporate Foundations**

**Community Based  
Organizations/People's Organizations  
(CBO/PO)**

**International Non-Government  
Organizations (INGO)**



## FOR FURTHER INFORMATION

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