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INSTITUTIONAL DEVELOPMENT SELF-ASSESSMENT TOOL

A self-assessment tool to strengthen the capacity of your National Scout Organization

INTERAMERICA REGION



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Where does your National Scout Organization stand on Institutional Development?

A strong and aligned organization that offers appropriate support to the Scouting, is a necessary condition to any NSO be able to offer value and increase the number of children and young people in more places of their national geography within their own territory.

This strong and aligned organization has many characteristics, all of them of great importance, but it can only be achieved through the constant evaluation of its performance to identify opportunities for improvement and by the implement actions to mitigate or improve the conditions.

WOSM has become more and more aware of this, and for that reason through the WSB-IARSC it has developed tools that allow NSOs to evaluate their performance in different areas, this is how we present this tool which will help them evaluate the quality of their Institutional Development.

Capacity Strengthening Through Self-assessment

Strengthening the capacities of NSOs is an integral aspect of achieving Vision 2023. The capacity building cycle is based on the principles of continuous improvement, where NSOs can assess their capacity, prioritize their actions, receive support and monitor your progress.

The dimensions and criteria of this tool have been formulated to help NSOs to make visible and consider its performance on potentially critical issues, which are not necessarily being treated appropriately. The results obtained through the application of this tool will help you identify issues that require more attention, in which, if you wish, you could receive assistance by requesting the respective services on the platform of the Service Model of WOSM.

What is GSAT?

GSAT is a Quality Standard owned by WOSM that assesses the compliance of an NSO towards international best practices in Good Governance and Quality Scouting.

HOW TO USE THIS TOOL

To achieve a greater awareness and consistent understanding, you should involve relevant stakeholders such as National Board and executive team representatives, National Scout Chiefs, National executive director, national executive team and other relevant committees or departments in this self-assessment process.

Responses to the criteria should be, to the best of your ability, based on evidence which can be provided towards each criterion and completed by drawing on your team's knowledge.

The following self-assessment criteria encompass international best practices and an in-depth look at the recommended standards of WOSM. However, note that not all criteria are applicable to an NSO considering the local cultural and legal contexts..

To use this tool, please go through each of the self-assessment criteria and identify your NSO's capacity by giving a response of either RED, YELLOW, LIGHT GREEN, or DARK GREEN based on the explanations below..

STATUS	EXPLANATION	IN OTHER WORDS...
NON COMPLIANT	No evidence at all exists that the NSO has done anything around this criterion.	My NSO hasn't done anything around this criterion. It may be time to start!
IN ACCORDANCE WITH FEW ITEMS	Evidence exists that the NSO has done some things (but not all) around this criterion.	My NSO has done a bit of work on this criterion, but there are so many other things we can still explore.
IN ACCORDANCE WITH MOST ITEMS	Evidence exists that the NSO has most things around this criterion. It is up-to-date and implemented.	My NSO is working on many of the items here, but there are some missing parts that we can look into to make them even better.
FULL COMPLIANCE	Evidence exists that the NSO has everything around this criterion. It is up-to-date, implemented, regularly evaluated and refreshed.	My NSO has fulfilled this criterion. We will keep up the good work and review it along the way. We could even share it as a best practice.
NOT APPLICABLE	Not applicable due to the local circumstances or in relation to another non compliant criterion.	

LIST OF CRITERIA

No.	Related GSAT Criteria	Institutional Development Policy	Score
1.1	N. A	The NSO has an approved and current national policy on Institutional Development.	
1.2	N. A	The NSO has a National Institutional Development Policy in implementation.	

No.	Related GSAT Criteria	GSAT	Score
2.1	N. A	The NSO has implemented GSAT in one of its 3 versions.	
2.2	N. A	The NSO has developed a Plan of Action based on the results of the GSAT.	
2.3	N. A	The NSO has developed a Plan of Action based on the results of the GSAT.	
2.4	N. A	The NSO is planning to request and implement the next version of GSAT. In the event that the NSO has obtained GSAT SGS certification, it has developed an action Plan to renew its certification where appropriate.	

No.	Related GSAT Criteria	GSAT Strategic Planning	Score
3.1	0310	The NSO implements comprehensive strategic planning cycles that include the phases of formulation, approval, dissemination, formulation of annual operational plans with their respective budgets and evaluation.	
3.2	0904	The NSO's current strategic plan aims to generate sustainable membership growth.	
3.3	N. A	The NSO structure is designed to support the implementation of the current strategic plan.	
3.4	N. A	The NSO regulatory framework allows the implementation of the current strategic plan.	

No.	Related GSAT Criteria	Finance	Score
4.1	N. A	The NSO is financially self-sufficient. * Be understood as self-sufficiency to be able to generate all the resources necessary for its operation by its own, that is, without relying on a third party.	
4.2	N. A	The NSO has a plan to improve its financial sustainability.	
4.3	N. A	The NSO is implementing its improvement plan for financial sustainability	
4.4	N. A	The NSO annually allocates 30% or more of its operating budget to the implementation of the annual operational plans of its strategic Plan.	
4.5	N. A	The NSO creates and supplies resources to bring the Scout movement to low-income areas and vulnerable populations (including refugees).	

No.	Related GSAT Criteria	Institutional and Regional Events and Activities	Score
5.1	107	The NSO supports the participation of its representatives in the World Scout Conference with its own resources.	
5.2	107	The NSO supports the participation of its representatives in the World Scout Conference with its own resources.	
5.3	107	The NSO supports, with its own resources, the participation of its representatives in the following institutional events: Network meetings and other technical activities organized by the Regional Office.	
5.4	107	The NSO has hosted regional events (from 2010 onwards) such as: conferences, summits, JamCam and/or Moot, which have culminated in a positive financial balance and cancelled the corresponding amount for the region.	
5.5	107	The NSO has hosted regional events (from 2010 onwards) such as network meetings, training courses, etc.	

No.	Related GSAT Criteria	Payment of financial obligations and management of official information	Score
6.1	N. A	OSN annually cancels the global quota and regional fee with its own resources.	
6.2	108	The NSO annually sends the census (membership report) and makes it available online on the WOSM platform.	
6.3	108	The NSO annually sends and makes available online on the WOSM platform the financial reports audited by external entity.	
6.4	108	The NSO annually sends the annual activity report to WOSM.	
6.5	108	The NSO responds within the stipulated time to the information requirements of the WOSM world level.	
6.6	108	The NSO responds within the stipulated time to the information requirements of the WOSM world level.	



No.	Related GSAT Criteria	Payment of financial obligations and management of official information	Score
7.1	N. A	The NSO allows its adult members to volunteer without hindrance in the world teams to which they apply or are invited.	
7.2	N. A	The NSO allows its adult members to volunteer without hindrance in the regional teams to which they apply or are invited.	
7.3	N. A	The NSO has requested a service through the service platform of the WOSM.	
7.4	N. A	The NSO has documented at least good practice in the regional documentation mechanism.	

No.	Related GSAT Criteria	Messengers of Peace	Score
8.1	N. A	The NSO has obtained resources to finance projects through the messengers of Peace Fund, fulfilling the sending of reports in form and time.	

No.	Related GSAT Criteria	Risk management	Score
9.1	310	The NSO has implemented risk management processes at all levels of its structure in which it has involved all its young and adult members.	
9.2	310	The NSO has incorporated risk management topic into its adult training processes.	
9.3	310	The NSO has incorporated risk management topic into the organization of mass events.	

No.	Related GSAT Criteria	Diversity and Inclusion Policy	Score
10.1	902	The NSO has a national policy of Diversity and Inclusion approved and in force.	
10.2	902	The NSO has a National Institutional Development Policy in implementation.	

FOLLOW UP

It is important to note that this tool is not intended to be a “scoring” exercise, but to be used as a capacity strengthening resource by your NSO to identify strategies for improvement.

Now that you have gone through the criteria and thought about how your NSO places itself on those points, it is time to think about what those results mean.

Documents have been made available at the WOSM Services Platform, to support you and your NSO in the next steps. You will find them here: <https://services.scout.org/service/10>

Remember that you can always ask for a service to strengthen your capabilities.

NEXT STEPS

Results

After the assessment, share the results with the relevant persons in your NSO. Subsequently, present and discuss it with the National Board after a reflection period. The results should help with discussions to clarify your NSO's situation, raise awareness of human resource and other needs, and find a way forward in building the capacity of your NSO.

Follow-up

Schedule a meeting for action planning. This meeting can consist of a brainstorming session. Don't forget to involve the National Board members to ensure strategic overview.

Prioritise

After reviewing your results, prioritise key actions to take. Link it with your strategic planning to prioritise your actions. If you don't have a strategic plan, examine criteria that would potentially prevent the growth of your organization.

Coordinate

Appoint a leader who will be in charge of the follow-up of the overall process.

Support

Consider reaching out to the WSB Regional Support Centre for support and advice. Having completed this self-assessment should help to provide a clear request for service. You can submit a Service Request through the WOSM Service Platform at services.scout.org.

Resources

At the WOSM Service Platform, you can access all key resources for the 12 WOSM Services. Each of these services includes a wide range of resources. From policies, toolkits, and guidelines to e-learning courses, in-person support (both online and in-person), workshops, and training courses. These include not only resources produced and provided by Scouting at World and Regional levels, but also NSO best practices and relevant external resources.

Continuous assessment

Continuous improvement is important for all organisations. This is achieved through evaluating and monitoring your progress, as well as re-assessing your capacity. Decide if you would like to complete other self-assessment tools or go through the overall GSAT process. You can learn more about GSAT at services.scout.org/service/9.

Get started on improving your Institutional Development area in your NSO today!

If you have any comment or question related to this tool, contact with the World Scout Bureau, Interamerica Support Centre to interamerica@scout.org



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