

INSTITUTIONAL CAPACITY BUILDING



GENTEX[®]
TRAINING CENTER



Introduction

Strong institutions perform consistently, even when leadership changes or funding shifts. The Institutional Capacity Building Training Course teaches professionals how to strengthen the systems, people, and processes behind that performance. Participants learn to assess organisational capacity, identify gaps, and design interventions across governance, staffing, systems, and service delivery. Furthermore, the programme covers change management, donor requirements, and how to measure capacity gains credibly. Delivered by Gentex Training Center over five days, this programme suits public sector leaders, NGO managers, and development professionals. As a result, participants build organisations that deliver reliably and adapt over time.

Institutional Capacity Building Course Objectives

- Explain institutional capacity, its dimensions, and its link to performance.
- Apply capacity assessment frameworks including the UNDP Capacity Assessment methodology.
- Analyse organisational systems across governance, people, processes, and resources.
- Conduct stakeholder and institutional analysis with the five capabilities model.
- Design capacity development plans with clear objectives and sequencing.
- Apply competency frameworks and workforce planning to staffing gaps.
- Strengthen institutional governance: mandates, policies, and accountability structures.
- Build monitoring, evaluation, and learning (MEL) systems with indicators and baselines.
- Apply change management practice to institutional reform initiatives.
- Comply with donor capacity development requirements and reporting frameworks.

Course Methodology

- Interactive sessions grounded in capacity development practice and standards.

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- Capacity assessment workshops using real institutional cases.
- Diagnostic exercises with capability and gap analysis tools.
- Planning workshops producing capacity development roadmaps.
- Case studies from public sector reform and civil society strengthening.
- Action planning that converts diagnosis into a funded intervention plan.

Who Should Take This Course

- Public sector managers and institutional leaders.
- NGO, civil society, and development programme managers.
- Donor agency and development cooperation officers.
- Human resources and organisational development professionals.
- Governance, policy, and reform advisers.
- Programme officers managing capacity development grants.
- Consultants supporting institutional strengthening projects.

Institutional Capacity Building Course Outlines

Day 1: Understanding Institutional Capacity

- Defining capacity, capability, and institutional development.
- Capacity dimensions: individual, organisational, and enabling environment.
- The UNDP Capacity Assessment framework explained.
- The five capabilities model: engage, deliver, adapt, relate, and sustain.
- Capacity gaps and their root causes.
- The difference between capacity building and capacity substitution.
- Self-assessment: current institutional capacity profile.





Day 2: Assessment and Diagnostics

- Institutional analysis methods and data collection.
- Stakeholder and institutional mapping.
- Capability assessment tools and scoring approaches.
- Governance review: mandates, structures, and accountability.
- Systems review: processes, information, and internal control.
- Workforce and competency gap analysis.
- Workshop: conducting a capacity assessment.

Day 3: Designing Capacity Development Plans

- Setting capacity development objectives and results chains.
- Sequencing interventions across short, medium, and long horizons.
- Institutional reform: policy, structure, and process change.
- Competency frameworks and workforce planning.
- Knowledge management and learning systems.
- Costing and resourcing capacity development.
- Workshop: building a capacity development roadmap.

Day 4: Governance, MEL, and Change Management

- Strengthening governance and accountability structures.
- Monitoring, evaluation, and learning systems design.
- Indicators, baselines, and targets for capacity results.
- Change management for institutional reform.
- Managing resistance to institutional change.

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- Donor requirements and reporting frameworks.
- Practice: designing a MEL framework for a capacity programme.

Day 5: Sustainability, Partnerships, and Action Planning

- Sustainability planning and local ownership.
- Partnership and network development for capacity.
- South-South cooperation and knowledge exchange.
- Institutional risk and resilience planning.
- Measuring and communicating capacity gains credibly.
- Building a 90-day institutional capacity improvement plan.
- Final presentations, peer review, and course consolidation.

Conclusion

By successfully completing the Institutional Capacity Building Training Course, participants will have acquired practical knowledge of capacity assessment frameworks, the five capabilities model, institutional diagnostics, capacity development planning, MEL system design, and change management for reform. In addition, they will strengthen institutions that deliver reliably over time. Gentex Training Center delivers this programme through live assessment workshops and planning exercises, so participants apply their new knowledge immediately.

FAQs





Q1 What is the "Institutional Capacity Building" course about?

The course teaches how to strengthen the systems, people, and processes that make organisations effective. It covers capacity assessment, institutional diagnostics, capacity development planning, governance strengthening, MEL systems, and change management for reform.

Q2 What are the key benefits of the "Institutional Capacity Building" course?

Participants identify real capacity gaps instead of symptoms, and design interventions that hold after the project ends. Furthermore, they improve governance, staff capability, and service delivery, while meeting donor requirements more convincingly. As a result, institutions perform reliably and adapt to change.

Q3 What skills will I gain from the "Institutional Capacity Building" course?

Participants gain capacity assessment and institutional analysis, capacity development planning and design, governance strengthening and change management, and monitoring, evaluation and learning systems design. These four skills combine to build durable institutional performance.



Q4 What tools, methods, or standards are covered in the "Institutional Capacity Building" course?

The programme covers the UNDP Capacity Assessment methodology, the five capabilities model, stakeholder and institutional mapping, results chains and logical frameworks, competency frameworks and workforce planning, governance and accountability reviews, MEL indicator and baseline design, donor reporting frameworks, and sustainability and risk planning tools.

Q5 How is the "Institutional Capacity Building" course applied in real-world practice?

Professionals apply it when designing a public sector reform programme, strengthening a partner organisation's systems, preparing a donor-funded capacity grant, restructuring mandates and accountability, and building staff competency frameworks. In addition, they use it to evaluate whether previous capacity investments produced lasting change.