

Britain Nepal Medical Trust Organizational Assessment Checklist

Name of District:

Date:

A. Organisation

Yes	No	Areas	
		Originally registered in the working district	
		Branch unit registered in the working district	
		Originally registered by DAG members	
		Originally registered by ethnic groups	
		Originally registered by higher castes	

B. Diversity in the general assembly

No. of male members	
No. of female members	
No. of members from DAG	

C. Planning

Yes	No	Areas	
		Current strategic plan	
		Fundraising / Development plan	
		Board and committee work plans (with objectives and timelines)	
		Yearly operations plan, including staff work plans	
		(Other items :)	

D. Major program achievement of organization to date

S.N .	Name of major program	Starting year	Completed year	Location	Benefited pop.	Cost involved		
						Grant	NGO	Community

E. Personnel

Yes	No	Areas	
		Executive Board-adopted personnel policies	
		All personnel policies are available	
		Performance appraisal system	
		Professional development plans	
		Recruitment and orientation systems	
		Job descriptions	

F. Professional staff (paid staff)

No	Name	Sex	Designation	Major responsibility	Years of experience	Training received

G. Finances

Yes	No	Areas	
		Board-approved fiscal year budget	
		Financial procedures / internal controls manual	
		Inventory system	
		Yearly audit or outside review	
		Tax and other reporting schedules	
		Payroll record system	
		(Other items :)	

H. Communication

Yes	No	Areas	
		Annual reports	
		Regular communications channel to stakeholders	
		Agency brochures / videos	

I. Physical facilities

Yes	No	Areas	
		Own office room	
		Availability of table/chair/cupboard etc	
		Availability of computer	
		Availability of printer	
		Availability of Telephone	
		Availability of Fax	
		Others	

J. Others

Yes	No	Areas	

NGO Assessment by:

Date:

