

Template: Capacity assessment for project follow-up

List in the 1st column of the table the technical, managerial and financial requirements to take over follow-up after project completion. List in the 2nd column of the table the persons/institutions responsible for each task and list their capacities and capacity gaps in the following columns. List in the 5th column of the table the needed training and support activities. Summarize the feedback from the responsible in the table and list the concrete actions to be undertaken in the last two columns of the table. Refer to the info sheet for further explanations, guiding questions and examples.

Task/responsibility	Identified person/institution	Capacities	Capacity need	Needed training & support activities	Feedback from the responsible person/institution	Action to be undertaken
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