

figure 7: example of a group assessment checklist: (Score: 1 is lowest achievement and 4 is highest; If items are not applicable don't fill in anything)

TOPIC:	SCORE:	1	2	3	4
GENERAL GROUP CHARACTERISTICS					
1. group name	no name	no clear name	clear, but not appropriate name	well defined and appropriate	
2. objectives of the group are	not really understood	understood by some members	understood by most members	understood by all members	
3. long term group vision	no vision exists	existing but not clear	clear but not shared by all	clear and shared by all	
4. physical working area of the group	not specified	specified but not clear	clear but not detailed	well defined in detail	
5. requirements to become a member are	not specified	not clear and not detailed	detailed, not clear to everyone	detailed and clear to everyone	
6. official registration of the group	no official registration	only informally registered	official but not appropriate	official and appropriate	
7. constitution or by-laws	no such basis exists	some procedures agreed upon	some written rules exist	detailed and adequate	
8. members receive training	no training is received	every 6-12 months	every 3-6 months	every 1-3 months	
9. planning of activities	no plan exists	not realistic not detailed	realistic but not detailed	realistic and detailed	
10. interactions with outside organizations	non existent	very few interactions	some interactions	a lot of interactions exist	
PARTICIPATION OF MEMBERS					
11. average frequency of member meetings	no regular member meetings	on average every 2 months	at least monthly	weekly & whenever needed	
12. number of members at meetings	less then majority: under 50%	a majority: 50-70%	most members: 70-90%	almost all: over 90%	
13. group decision are made	not in a regular way	by leaders only	by majority vote of members	by a consensus of all members	
14. the activities of the group are done by	very few members	some members	most members	all members	
15. participation of women	women do not participate	women participate sometimes	women participate often	women participate as men	
LEADERSHIP AND FINANCE					
16. average frequency of leader meetings	less than every month	every month	every 2 weeks	every week	
17. tasks of leaders	not clear	some tasks are defined	most tasks are defined	tasks are clearly defined	
18. leaders receive training	never	seldom	sometimes	regularly	
19. rotation of leaders	never	only if not performing well	not regularly	leaders change after fixed term	
20. contribution of members to the group	none	seldom and not sufficient	regular but not sufficient	regular and fully sufficient	
21. savings: funds built up by members	none	seldom, not sufficient	regular, not sufficient	regular and fully sufficient	
22. financial reports	never	once a year	every 3-6 months	every month	
23. reserve fund	no reserve fund	minor reserve funds	some funds but not sufficient	fully sufficient reserves	
24. full and prompt repayments of loans	by very few / no members	by some members	by most of the members	by (almost) all members	
RECORD KEEPING					
25. financial record keeping	no financial records	some financial records	reasonably accurate records	accurate & up to date records	
26. minutes of meetings	no minutes kept	some minutes & not detailed	detailed but not every meeting	complete record	
27. progress reports of the group	do not exist	occasionally	quarterly or less frequent	every month	
28. group membership cards	no membership cards	some, not detailed	all members but not detailed	detailed membership cards	
29. list of group members	no list exists	out of date, no details	detailed but out of date	detailed and up-to-date	