

CAPACITY BUILDING RESOURCES CATALOGUE

Mercy Corps Northwest

SEPTEMBER 2024

Strategy

Main Guidance Document	Included Resources / Templates
Steps for Strategic Planning	Mission & Vision Exercise
	Problem Tree Tool
	Theory of Change [Overview] [Guidance] [Templates] [Examples]
	SWOT Analysis Template
	SWOT Competitor Mapping
	Strategy Template for Programs
	Strategy Template

Stakeholder Strategy

Main Guidance Document	Included Resources / Templates
Stakeholder Strategy – A “How-to” for Stakeholder Mapping	Stakeholder Exercise Template
	Stakeholder Map
	Stakeholder Register

Monitoring & Evaluation

Main Guidance Documents	Resources / Templates
Steps for Establishing a Strong Organizational M&E System	M&E Technology Tools Chart
<ul style="list-style-type: none"> Logical Framework Guidance Part 1 	Logical Framework Format Explanation
<ul style="list-style-type: none"> Logical Framework Guidance Part 2 	Sample Logical Framework
<ul style="list-style-type: none"> Indicator Plan Guidance 	Logical Framework & Indicator Plan Template
<ul style="list-style-type: none"> Steps for Establishing & Using Stakeholder Feedback Loops 	Stakeholder Feedback Loop Channel Identification Chart
	Stakeholder Feedback Loop Identification Discussion Guide
	Stakeholder Feedback Tracking Template
	Suggestion Box Form Template
	Focus Group Discussions Guidance
	Survey Design



Project Management

- [GANTT Chart Templates](#)
- [Annual Implementation Plan Template](#)
- [Annual Implementation Workplan Tool](#)

Finance

Main Guidance	Resources / Templates
Budgeting	Budget Process Checklist
	Budget Creation & Review Schedule
	Budget vs Actuals Template
	Coded Budget Template
	Salary Budget & Forecast Template
Reporting	Reporting Financial Information to the Board
	Example Fiscal Year Financial Presentation
Internal Controls Guidance	Authority Approval Matrix
	Segregation of Duties Matrix
	Purchase Card Usage Guidelines

Partnerships

Main Guidance	Resources / Templates
Donor Acquisition & Retention	Getting Large Individual Donations
	Building Personas Templates
	Corporate Donors Research & Outreach Tracking Matrix
	Potential Large Donor Scorecard
	Donor Register for individuals, organizations & foundations
	Donor Tracking Template
	Gift Table Template
	Ways to Give

Public Relations

Main Guidance	Resources / Templates
Steps for Communications & Marketing Planning	Communication Plan Template
Communication & Marketing Tools	Campaign Project Plan Templates
Digital Messaging Guidance	Campaign Tracker Templates
Storytelling Guidance	Brand at-a-glance example
Website User Experience	Consent to use photos, videos & stories
Safe content gathering guidance	

Human Resources

Main Guidance	Resources / Templates
Resource Management Recommendations & Tools	Ideas for Creating Autonomy, Mastery & Purpose in Your Organization
	Role Profile tool

Information Technology

- [AI 101](#) : Presentation outlining the practical use of artificial intelligence for small organizations.