



USAID Forward's  
Local Capacity Development (LCD)  
Toolkit

January 2012

## **A. USAID Tools for LCD Incorporation (internal)**

### **I. Getting Started**

- a. Introduction to USAID Forward, IPR & LCD
- b. Statutory and Policy Requirements
- c. Accessing LCD OU and Field Support
- d. Constructing an LCD Team

### **II. Strategy**

- a. Incorporating LCD into CSCD
- b. Incorporating LCD into DOAG
- c. Missions Orders

### **III. Opportunity Assessment**

- a. Identifying and Prioritizing Potential Partners
- b. LCD Overarching Assessments and Analysis Framework
  - i. Environmental Scan
  - ii. Mapping Tools
  - iii. Market Analysis
  - iv. SWOT
- c. Sector Guides & LCD
- d. Introducing USAID and Meeting Potential LCD Partners

### **IV. Program & Project Design**

- a. LCD Implementation Models
- b. Integrating LCD in Monitoring and Evaluation
- c. Sector Guides

### **V. Procurement**

- a. Integrating LCD into Solicitations e.g. RFPs, RFAs, and APSs
- b. Pre-award survey
- c. Contracting Officer Tools
  - i. Notices on Authorities & Policies
  - ii. ADS guidance on FOGs
  - iii. PEB

### **VI. Management**

- a. Program Management Oversight & Risk Mitigation
- b. Integrating LCD M&E in program implementation
- c. Relationship Management

### **VII. Reporting and Outreach**

- a. Communicating about LCD Work
- b. Reporting Guidelines

## **B. Tools & Resources for Local Capacity Development (external)**

- I. Introductory Concepts of Capacity Development**
- II. Theory**
  - a. Theory of Change
  - b. Change Facilitation
- III. Macro - External Environment**
  - a. Administrative/Legal
  - b. Political
  - c. Social/Cultural (including gender)
  - d. Economic
  - e. Technological
  - f. Ecological
- IV. Meso – Cohorts, Alliances, Networks**
- V. Meso - Organizational Assessment**
  - a. Measurement Tools
  - b. Resource Sites
- VI. Meso - Organizational Motivation**
  - a. Mission
  - b. Institutional Culture
  - c. Incentives
- VII. Meso - Organizational Capacity Development**
  - a. Governance & Strategic Leadership
  - b. Organizational Management & Structure
  - c. Financial Management Systems
  - d. Human Resource Systems
  - e. Infrastructure & Administration
  - f. Program Management
  - g. Process Management including M&E
  - h. Project Performance Management
  - i. Fundraising & Resource Mobilization & Sustainability
  - j. Communication & Marketing
  - k. Advocacy
  - l. Inter-organizational Linkages
- VIII. Meso - Organizational Performance**
  - a. Effectiveness, Efficiency & Relevance
  - b. Financial Viability
  - c. Constituency engagement & accountability
- IX. Micro – Individual Capacities**
- X. Linking Research, Policy, and Practice**
- XI. Context – System Thinking**
- XII. Multi-Actor Engagement**
- XIII. Continued Learning and Professionalism in the Field**
- XIV. Innovation, Social Change, and Social Entrepreneurship**
- XV. Overarching Tools**
- XVI. Useful Websites**

USAID Tools for LCD Incorporation  
[communities.usaid.gov/ipr](https://communities.usaid.gov/ipr)

Local Capacity Development Toolkit  
[forward.usaid.gov/ipr](https://forward.usaid.gov/ipr)  
(under construction)



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