



"TOGETHER WE ACHIEVE"

MUKONO HAND IN HAND UGANDA

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Mukono Central Div, Ggulu Ward, Agip Zone, Mulyati Rd
P.O.Box 151852, Mukono-Uganda

Website:
<https://mukonohandinhandug.org>

Email:
handinhanduganda2015@gmail.com

ORGANIZATIONAL CAPACITY ASSESSMENT (OCA)

Date: 22nd December, 2025 Assessed by: _____ Version: 1.0

1. Organizational Overview

Name of Organization: Mukono Hand In Hand Uganda

Year Established: 2003

Mission: To support children with special needs, their families, and the wider community through education, rehabilitation, health, and livelihood programs.

Vision: A society where children with disabilities thrive and families are empowered.

2. Governance and Leadership

Assessment Area	Description / Evidence	Rating (High/Medium/Low)	Comments / Gaps
Board of Directors oversight	Active, meets quarterly, provides strategic direction		
Policies & Procedures	Existence of Finance, HR, Procurement, Safeguarding policies		
Strategic Planning	Clear 3-5 year strategic plan aligned with programs		
Accountability & Transparency	Reporting to stakeholders, audits conducted		

3. Human Resources

Assessment Area	Description / Evidence	Rating	Comments / Gaps
Staff Capacity	Number of qualified staff per function		
Financial Management	Experienced finance team managing all operations		
Programme Management	Adequate project managers and coordinators		
Training & Development	Ongoing capacity-building programs		
Staff Retention	Turnover rates and retention strategies		



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4. Financial Management

Assessment Area	Description / Evidence	Rating	Comments / Gaps
Budgeting & Planning	Annual budget prepared, aligned with strategic plan		
Accounting Systems	Accurate record-keeping, financial software, coding system		
Internal Controls	Dual signatories, approval hierarchies, audit trails		
Donor Compliance	Timely reporting, claims, and documentation		
Asset & Inventory Management	Registers maintained, annual verification		

5. Programme and Project Management

Assessment Area	Description / Evidence	Rating	Comments / Gaps
Results-Based Management	Clear objectives, KPIs, measurable outcomes		
Monitoring & Evaluation	Systems for tracking progress and impact		
Beneficiary Feedback	Mechanisms for complaints, suggestions, and surveys		
Reporting	Timely and accurate project reports		
Sustainability	Capacity to scale programs and maintain impact		

6. Operations and Administrative Systems

Assessment Area	Description / Evidence	Rating	Comments / Gaps
IT & Data Management	Systems for secure record-keeping, backups		
Procurement	Clear procedures, competitive bidding, thresholds		
Security	Risk assessment, emergency preparedness		
Communication	Internal and external communication systems		



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7. Partnerships and Networking

Assessment Area	Description / Evidence	Rating	Comments / Gaps
Collaboration with NGOs	Joint projects, resource sharing		
Government Relations	Compliance with regulations, formal engagement		
Community Engagement	Involvement of beneficiaries, parents, and local leaders		

8. Organizational Strengths and Areas for Improvement

Strengths:

- Well-established governance and finance systems
- Experienced program and financial staff
- Strong M&E and results-based management approach

Areas for Improvement:

- IT systems budget needs to be increased
- Bench mark on staff development programs

9. Overall Assessment Summary

Capacity Area	Rating	Key Recommendations
Governance & Leadership		
Human Resources		
Financial Management		
Programme Management		
Operations & Administration		
Partnerships & Networking		

Approval

Director: **TAAKA LOYCE ODWORI** Sign:Date: