



One Health for Human, Environment,  
Animals and Livelihood

# Institutional Capacity Assessment Tool (ICAT)

For Community Rangeland Management Institutions (RMIs)

Version – 3.1

HEAL Team | November 14, 2022 | Addis Ababa | Ethiopia



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Swiss Agency for Development  
and Cooperation SDC

## Tool Review Process

Version #	Date	Brief Description of Changes	Authors	
			Name	Position
1.0	July 29, 2022	First draft	Jason Sircely	Senior Scientist, ILRI   CGIAR
2.0	August 23, 2022	The draft tool reviewed and enhanced	Metalign Ayehu	HEAL Regional MEAL Lead, VSF-Suisse
2.1	August 25, 2022	Second review by senior leaders, VSF-Suisse	Esther Schelling Kebadu S. Belay Temesgen Abebe	HEAL Partnership Board Member HEAL Partnership Board Member HEAL Regional Manager, VSF-Suisse
2.2	August 26, 2022	Tool refined as per the input of senior leaders	Metalign Ayehu	Regional MEAL Lead, VSF-Suisse
3.0	November 4, 2022	Third review and refinement	Jason Sircely Fiona Flintan	Senior Scientist, ILRI   CGIAR Senior Scientist, ILRI   CGIAR
3.1	November 14, 2022	Tool finalized and made read for data collection	Metalign Ayehu	HEAL Regional MEAL Lead, VSF-Suisse

Country: \_\_\_\_\_ Region | County: \_\_\_\_\_ Woreda, Kebele: \_\_\_\_\_ Rangeland Management Unit: \_\_\_\_\_

Parameters		Level - 1   Latent	Level - 2   Emerging	Level - 3   Established	Level - 4   Advanced	Level Chosen	Remark (Brief description of evidence that supports the level chosen)
Governance	Existence of Institution	There is no designated rangeland management institution (RMI) for the rangeland management unit (RMU).	A RMI for the RMU is in process of being established or re-established	A RMI has been recently established, or has been established for some time.	A RMI has existed for more than 10 years.		
	Functionality of RMI	There is no RMI	A RMI is process of being established or re-established	A RMI is established but rangeland users state that it is not functioning well	A RMI is established and rangeland users state that it is functioning well		
	Knowledge of RMI among RMI users	There is no RMI.	RMI is being established or re-established, and communities are not aware of this	RMI is established but minority of community know about it.	RMI is established and majority of community know about it.		
	Existence of constitution	There is no RMI.	RMI is being established or re-established with plans for a constitution.	RMI is established and has a constitution, but not revised.	RMI is established and has a constitution that has been through process of revision.		
	Existence of By-Law	No by-laws for rangeland management of the RMU exist	By-laws for the RMU are in the process of being established or re-established.	By-laws exist but are not being enforced	By-laws exist, are known and respected by the community and other stakeholders and are being enforced.		

Parameters		Level - 1   Latent	Level - 2   Emerging	Level - 3   Established	Level - 4   Advanced	Level Chosen	Remark (Brief description of evidence that supports the level chosen)
Governance	Conducting Meetings	No community-level meeting about the RMU has been held in the last two years.	Community-level meeting(s) about the RMU have been held in the last two years but are not regular.	The RMI holds regular meetings about the RMU but are not inclusive.	The RMI holds regular meetings about the RMU and they are inclusive of all major stakeholders.		
	Legal Status	There is no RMI.	An RMI is being established or re-established and has no legal status.	A RMI is established but has no legal status.	A RMI is established and has legal status.		
Engagement	Inclusion of women in RMI	There is no RMI.	A RMI is being established or re-established with plans to include women in the RMI.	A RMI is established and less than 30% of members holding positions in the RMI are women.	A RMI is established and more than 30% of members holding positions in the RMI are women.		
	Inclusion of women in RMI meetings	There is no RMI	A RMI is being established or re-established with plans to include women in meetings.	A RMI is established and less than 30% of RMI meeting participants are women	A RMI is established and more than 30% of RMI meeting participants are women		

Parameters		Level - 1   Latent	Level - 2   Emerging	Level - 3   Established	Level - 4   Advanced	Level Chosen	Remark (Brief description of evidence that supports the level chosen)
Engagement	Inclusion of youth in RMI	There is no RMI.	A RMI is being established or re-established with plans to include youth in the RMI.	A RMI is established and less than 20% of members holding positions in the RMI are youth.	A RMI is established and more than 20% of members holding positions in the RMI are youth.		
	Inclusions of youth in RMI meetings	There is no RMI	A RMI is being established or re-established with plans to include youth in meetings.	A RMI is established and less than 20% of RMI meeting participants are youth	A RMI is established and more than 20% of RMI meeting participants are youth		
	Other land user engagement	There is no RMI.	A RMI is being established or re-established with plans to engage with other (non-rangeland) users	A RMI is established but does not have regular engagement with other (non-rangeland) users	A RMI is established and has regular engagement with other (non-rangeland) users		
	Government engagement	There is no RMI.	A RMI is being established or re-established with plans to engage with government	A RMI is established but does not have regular engagement with government.	A RMI is established and has regular engagement with government.		

Parameters		Level - 1   Latent	Level - 2   Emerging	Level - 3   Established	Level - 4   Advanced	Level Chosen	Remark (Brief description of evidence that supports the level chosen)
Engagement	NGO engagement	There is no RMI.	A RMI is being established or re-established with plans to engage with NGOs	A RMI is established but does not have regular engagement with NGOs.	A RMI is established and has regular engagement with NGOs.		
	Neighbouring community engagement	There is no RMI.	A RMI is being established or re-established with plans to engage with Neighbouring communities	A RMI is established but does not have regular engagement with Neighbouring communities.	A RMI is established and has regular engagement with Neighbouring communities.		
Planning	Rangeland Mgt Plan	There is no RMI.	A RMI is being established or re-established with aim to develop a rangeland management plan	A RMI is established but has not developed a rangeland management plan	A RMI is established and has developed a rangeland management plan		
	Level of Participation	There is no RMI.	The RMI is being established or re-established and has plans to develop a plan in a participatory way	The RMI developed a rangeland management plan with low participation of rangeland users.	The RMI developed a rangeland management plan with high participation of rangeland users.		

Parameters		Level - 1   Latent	Level - 2   Emerging	Level - 3   Established	Level - 4   Advanced	Level Chosen	Remark (Brief description of evidence that supports the level chosen)
Implementation	Implementation Status	There is no RMI	The RMI is being established or re-established	The RMI is established and has implemented less than 25% of a RMP.	The RMI is established and has implemented more than 25% of a RMP.		
	Relation with Neighbours	There is no RMI	The RMI is being established and there is a plan to engage with neighbouring communities	Neighbouring communities do not engage in the implementation of the RMP	Neighbouring communities engage in the implementation of the RMP		
Financial Competency	Budgeting & Funding	There is no RMMI	The RMI is being established and there is a plan to raise funds for implementation of the RMP	The RMI is established but has not raised funds for implementation of the RMP	The RMI is established and has raised funds for implementation of the RMP		
	Bank account	There is no RMI	The RMI is being established and there is a plan to open a bank account for the RMI	The RMI is established but has no bank account	The RMI is established and has a bank account		

Parameters		Level - 1   Latent	Level - 2   Emerging	Level - 3   Established	Level - 4   Advanced	Level Chosen	Remark (Brief description of evidence that supports the level chosen)
Monitoring	Institutionalizing Monitoring	There is no RMI	The RMI is being established or re-established and has plans to monitor its progress	The RMI is established but does not monitor its progress	The RMI is established and monitors its progress		
	Adaptive management	There is no RMI	The RMI is being established or re-established and has plans to practice adaptive management	The RMI is established but does not practice adaptive management	The RMI is established and practices adaptive management		
	Monitoring Reporting	There is no RMI	The RMI is being established or re-established and has plans to write regular reports	The RMI is established but does not write regular reports	The RMI is established and writes regular reports		

### How to administer the tool?

Rangeland health experts administer the tool employing Focus Group Discussion (FGDs). They will play a facilitative role by igniting discussion points on each sub-parameter. The facilitator will take note of the discussion and put it on the remark column for each sub-parameter. This will then be used as an input to assign a score of 1 to 4, where 1 is the lowest (Latent), 2 is Emerging, 3 is Established and 4 is the highest (Advanced).