



## **NATIONAL ADULT DEVELOPMENT POLICY** **IMPLEMENTATION SELF – ASSESSMENT TOOL**

Province: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Team Members Involved for reporting : \_\_\_\_\_

Date of Submission: \_\_\_\_\_

### **National Adult Development Policy Impact Self- Assessment Tool for Province Level**

A guide to monitor the impact of Nepal Scouts National Adult Development Policy

This Adult Development Impact Self- Assessment Tool is based on WOSM Adults in Scouting Self-Assessment Tool and Capacity Assessment Tool of WAGGGS

### **Implementing the National Adult Development Policy at the Province Level**

Scouting could not exist without the millions of adults, nearly all of them volunteers, who support the Movement by performing a wide range of roles and functions – from camps for Cub Scouts to leading National Scout Organizations. Their dedication and commitment has enabled millions of young people worldwide to experience Scouting and play a constructive role in their communities. They are the backbone of our Movement.

The aim of the Nepal Scouts National Adult Development Policy is to support the Mission and Vision of Nepal Scouts. This is achieved by developing the ways and means by which the quality of leadership at all levels can be improved through providing better support and management for all adults, resulting in the provision of better services for young people.

Adult Development in Scouting is one of the three strategic areas that constitute an effectively functioning NSO, these being Youth programme, Adults in Scouting and Organizational Development. The implementation of Adults Development in Scouting requires each NSO's vision and leadership, and needs to be integrated into the strategic planning of the organization.

### **Adults in Scouting Life Cycle**

The approach set out in the World Adults in Scouting Policy and the WAGGGS Adult Training, Learning and Development document recognize the concept of a Life Cycle in every role or function undertaken by an Adult in Scouting. It is a holistic and systematic approach that gives careful consideration to all aspects of the management of adults in the Movement and includes attracting the adults we need, supporting them in their role or function and assisting them in their development and in their choices for their future. One or multiple iterations of the Life Cycle cover all stages and components in the lifespan of an adult in the Movement.

### **Strengthening the Capacity of the Province through Self-Assessments**

The capacity strengthening of Provinces is an integral aspect of achieving the Vision of Nepal Scouts. The Capacity Strengthening Cycle is adapted and reproduced in the context of Nepal from WOSM



AIS Self-Assessment Tool based on the principles of continuous improvement, where NSOs can assess their capacity, priorities their actions, receive support, and monitor their progress.

The Adults in Scouting Self-Assessment Tool helps your Province to assess the level of development and consistency with the National Adult Development Policy and improve its internal processes for recruiting, training and retaining adult leaders.

By assessing the following criteria, you will be able to identify the Province's level of performance in areas of the Adults in Scouting Life Cycle as suggested in the World Adults in Scouting Policy and reflected in WOSMs Quality Standard – the Global Support Assessment Tool (GSAT). The results are for the benefit of the Province and will help to identify areas for improvement in the area of Adults in Scouting, so that further development or requests for support can be made.

### HOW TO USE THIS TOOL

To achieve a greater awareness and understanding, Provinces should involve all relevant stakeholders such as the Province Council and the Province Executive Committee representatives, Commissioner responsible for Adults in Scouting, Committee Members, Training and other AIS Teams, Youth Programme structures and other relevant Committees or departments in this Self-Assessment process.

Responses to the criteria should be, to the best of your ability, based on evidence which can be provided towards each criterion and be completed by drawing on your Team's knowledge.

The following Self-Assessment criteria encompass international best practices and provide an in-depth look at the recommended standards of WOSM and WAGGGS.

To use this Tool, please go through each of the Self-Assessment criteria and identify your Province's capacity by giving a response of either RED, YELLOW, LIGHT GREEN, or DARK GREEN based on the explanations below.

### ASSESSMENT INDICATORS

STATUS	EXPLANATION	IN OTHER WORDS...
NON COMPLIANT	No evidence at all exists that the PROVINCE has done anything around this criterion.	PROVINCE hasn't done anything around this criterion. It may be time to start!
IN ACCORDANCE WITH FEW ITEMS	Evidence exists that the PROVINCE has done some things (but not all) around this criterion	PROVINCE has done a bit of work on this criterion, but there are so many other things we can still explore
IN ACCORDANCE WITH MOST ITEMS	Evidence exists that the PROVINCE has done most things around this criterion. It is up-to-date and implemented.	PROVINCE is working on many of the items here, but there are some missing parts that we can look into to make them even better.
FULL COMPLIANCE	Evidence exists that the PROVINCE has everything around this criterion. It is up-to-date, implemented, regularly evaluated and refreshed.	PROVINCE has fulfilled this criterion. We will keep up the good work and review it along the way. We could even share it as a best practice.



*Important note: this Tool is not intended to be a scoring exercise, but to be used as a capacity strengthening resource by your Province to identify strategies for improvement.*

#### CRITERIA OF TOOL

AIS Life cycle Areas	Criteria	Status
Assessment of Needs	The Province has clearly defined role descriptions for all key adult positions. These are regularly reviewed and communicated to all concerned parties.	
Assessment of Needs	The Province has implemented the process in place to assess the Province recruitment needs, list of positions and the related competencies every three years.	
Attraction and Selection	The composition of the Province working groups reflects the diversity of its existing and potential members such as age, gender, ethnicity, socioeconomic background, disability, religion or beliefs, experience and competencies.	
Attraction and Selection	The Province implements the Attraction and Selection procedure through actively advertising its adult positions and volunteer opportunities available at least once a year through open call or an on-going or more regular basis or on demand.	
Attraction and Selection	The Province has implemented the procedure of Nepal Scouts for the adult selection procedure. This procedure ensures the implementation of Safe from Harm and Child Protection practices as part of recruitment e.g. appropriate checks are in place and in compliance with local legislation.	
Integration	The Province provides the opportunity for on-the job learning as well as all information related to the content and context of the Scout Movement during the integration process.	
Mutual Agreement	The Province uses a mutual agreement developed by Nepal Scouts that enables both parties to exchange and agree on expectations for its adult positions.	
Appointment	The Province has implemented the appointment process established by Nepal Scouts which outlines those who carry the responsibility to make appointments, duration of said appointments and the process for renewal, reassignment or retirement of Adults in Scouting.	
Induction	The Province has implemented the Induction Process established by Nepal Scouts to ensure all relevant information related to specific Adult positions is provided. This induction could include items such as briefing about the task, introduction to the Team, initial training, personal guidance and support.	



Training	The Province has implemented the training system of Nepal Scouts, which enables the personal development of adults and the acquisition of additional skills and knowledge to facilitate the transfer from one role and function to another (reassignment). In addition, the Adult Training Framework provides opportunities for all leaders to develop their leadership and role modelling in line with the WAGGGS leadership model.	
Training	The Province has prepared and implemented a Provincial Training calendar in compliance with the National training calendar, which ensures easy access to training opportunities in terms of their frequency, proximity, previous experiences and conditions for registration of all adults (i.e. taking into account equal accessibility for the diversity and inclusion of its members).	
Training	The Province involves a diverse training team, including adults from all the structures of the organization, in the training processes to improve the collective competencies.	
Recognition	The Province has maintained the Log Book and Personal record including all the training experiences for each adult, and the development of the competencies obtained from them.	
In-Service Support	The Province provides direct and adequate in-service support for their Adults (professional staff and volunteers) e.g. regular meetings with support person(s), coaching or visiting training and events. The support enables adults to feel comfortable with their roles and successfully implement the activities for which they are responsible.	
Performance Management	In implementing the Nepal Scouts performance management procedures, the annual evaluation focuses on planning and supporting the adults within the agreed framework of goals setting and expectations. Results of such evaluations are recorded and acted upon.	
Decisions for the Future	The Province has in place fixed terms of appointment for all volunteer adult positions to ensure mobility and flexibility across all positions.	
Recognition	The Province has implemented the Adult Recognition System of Nepal Scouts for recognizing the contribution of adults (professional staff and volunteers).	
Recognition	The Province has made all the process of recognition transparent to all its members and reviewed every two years.	
Growth	The Province has prioritized and implemented the Membership Growth Strategy of Nepal Scouts.	



Retention	The Province has implemented a system for volunteer management which includes strategies for retention such as strong integration and induction, making training relevant and accessible, having a support system in place for the volunteers including recognition of their achievements, giving them a feeling of belonging and knowledge of the usefulness of what they are doing etc.	
Youth Programme and Adults in Scouting	The Province has established links between the Adults in Scouting committee and the Youth Programme Committee to support cross-team functions.	
Complaints and Appeals	The Province has a mechanism to receive, manage and resolve complaints from Unit Leaders received from the Scout Master Gathering. The process is transparent and documented.	
Data Management	The Province has implemented a Membership Registration System developed by Nepal Scouts that allows for the registration of adults.	
ICT support	The Province has incorporated online solutions to support adults in all stages of the AIS Life Cycle.	

### ANALYSE THE RESULTS

The answers, which were given, need to be analyzed after the Assessment. From your answers, identify where the Province is placed.

Non-Compliant	You should consider planning the necessary steps to implement the suggested adult management elements of the Nepal Scouts National Adult Development Policy immediately.
In accordance with a few items	You should consider finding out if your plan of action to achieve compliance is feasible and that you have all the resources needed for its implementation.
In accordance with most items	You should consider conducting a mid-term monitoring/evaluation, assessing your current progress, and making necessary changes to align with the Nepal Scouts National Adult Development Policy
Full Compliance	You should consider analyzing how you can achieve the standards set, determine if there is room for improvement, and find out how you can maintain the current standard.

After the Assessment, share your results with the National Headquarters. Subsequently, present and discuss with the Province Council after a reflection period. The results should help with discussions to clarify your Province's situation, raise awareness of human resource requirements and other needs, and find a way forward in building the capacity of your Province.

Make sure you have a system of continuous follow-up and updates to assess the current and potential needs of the Province with regard to the National Adult Development Policy.



## NEXT STEPS TO CAPACITY STRENGTHENING

After completing a Self-Assessment and analyzing the results, schedule a meeting for Action Planning. This should involve relevant stakeholders such as: the Province Council and Executive Team representatives, Commissioner responsible for Adults in Scouting, Committee Members, Training and other AiS Teams, Youth Programme structures and other relevant Committees or departments. Various possibilities for follow-up include:

### Priorities

After reviewing your results, priorities Key Actions to take. In addition, prepare your Action Plan and link them accordingly.

### Coordinate

Establish Province structure and appoint a Leader who will be in charge of follow-up of the overall process.

### Join/Create a Network

Participate in the National and International Adults in Scouting Network. Prepare a common Project and apply for external funds. Alternatively network with other Provinces who have resolved challenges similar to yours to gain ideas of best practice.

### Find resources

Provinces can access a wide range of resources ranging from policy and position papers, toolkits and guidelines to e-learning courses, in-person support (both online and in-person), workshops, and training courses through [www.nepalscouts.org](http://www.nepalscouts.org).

### Ask for Support

You can always ask for support from the National Headquarters, Nepal Scouts.

### Work on Continuous Assessment

Continuous Improvement is important for all organizations. This is achieved through evaluating and monitoring your progress, as well as reassessing your capacity.