

## HAPA Capacity Assessment tools

The following capacity assessment tools mainly in Use to assess the HAPA capacity that can cope with the implementation of multi-faceted humanitarian and development activities.

- Organizational structure

According to the organizational structure HAPA has expertise in many sectors equipped with sound background, knowledge, and experiences capacitated the NGO to undertake multi-faceted humanitarian and developmental activities that certainly ultimately produce quality out puts that can cope with the desire, objective and aims of the donors and beneficiaries.

- Established Administrative and financial procedures

HAPA has standard convincing administrative and financial procures and its use in its day today routine administrative and financial activities. HAPA maintained stern financial control rules and regulation and HR procedures which can add immense value to the agency consistent capacity.

- Main office and sub-offices set-ups

HAPA has reliable, well equipped main office and consistent contact address in Kandahar and sub-offices in Helmand, Zabul, Uruzgan and Nimroz provinces which can conveniently with strong assurance can handle humanitarian and developmental activities from the mentioned operational bases.

- Tools and equipment's

During the period of it establishment HAPA has stored spare tools in its warehouses to make its immediate use till the new procurements of the tools effected. HAPA has also the capacity and storage of the equipment's to make its use in emergencies prior the fresh procurements.

- Communication and transportation means

All HAPA staff is equipped with cell phones and HAPA has its own vehicle's, tractors , trucks and damp trucks forth cliffs in its communication and transportation capacity.

- Warehousing capacity

In order to cope with the warehousing requirements HAPA maintained standard warehouses services and administrate warehousing activities for the goods and items of UNHCR, IOM, UNICEF, WFP and other donors in southern region.

- Access to resources

HAPA maintained access to enough in cash and in kind resources it its disposal to make its use prior the donor contribution acquired.

- Sound background and Reputation

Most importantly HAPA executing all humanitarian and developmental activities in close coordination with other humanitarian communities as well with community based entities in southern region. Relaying on the coordination efforts and support of the recipient communities added immense quality to the HAPA capacity.