



Tool 13: Institutionalization Tracker

Institutionalization Tracker							
System Building Block	Element	Question	Low Institutionalization	Emerging Institutionalization	Significant Institutionalization	Full Institutionalization	Explanation of Score Selected
			Score = 1	Score = 2	Score = 3	Score = 4	
Governance	Leadership		No prominent champions at senior levels within the government	One or more prominent champion(s) at senior levels within the government, but champion(s) are not yet engaged in active advocacy	Prominent champions at both political and technical levels in the government who are advocating actively for the intervention	Expressed interest by government in institutionalizing the intervention and personnel assigned to oversee it	
	Policy		Intervention not mandated or implied in any major policy document	Intervention mandated in one or more major policy documents, but without implementation guidelines, regulations, standards or consequences for noncompliance	Intervention mandated in one or more major policy documents and implementation/regulatory requirements	Intervention mandated and implementation required	
Governance (cont'd)	Coordination		No temporary or permanent structure, person or process assigned responsibility to coordinate rollout and compliance	Temporary or permanent structure, person or process assigned responsibility to coordinate rollout and compliance, but with minimal authority, limited resources and no integrated information system	Temporary or permanent structure, person or process with authority, resources and information to coordinate rollout and compliance	Effective system for coordination firmly established or no longer required	
Planning, Budgeting and Finance	Planning		Intervention not included in national or subnational plans	Intervention included in national and/or subnational plans, but without clear metrics, milestones or timetables	Intervention included in national and subnational plans and metrics	Intervention fully integrated into government programming and no longer viewed as a stand-alone intervention	
	Budgeting and Finance		Funding exclusively from Originating Organization and/or donors	Credible estimates for costs of implementing the intervention on a pilot basis, but no credible estimates of the investment and recurrent costs to implement the intervention at scale	Credible estimates of investment and recurrent costs to implement the intervention at scale and some of the relevant costs included in budget of the Adopting Organization	Full funding for (phased) implementation and sustained operation of the intervention provided in approved budgets or have other reliable income sources	



Human Resources	Staffing	No credible estimates of the additional staffing and skills required to deliver and manage the intervention at scale	Credible estimates of the additional staffing and skills required to deliver the intervention at scale, but no allocation or retraining of permanent staff	Deployment of staff from Adopting Organization on a time-limited or partial basis	Plan for full staffing with permanent employees completed or under active implementation
	Training and Supervision	No plan for sustainable in-service or pre-service training of personnel needed to implement the intervention	Plan in place for sustainable in-service and/or pre-service training of the needed personnel and for their supervision	Staff benefit from regular supervision by either the Originating or Adopting Organization	Permanent arrangements under active implementation for training and supervising at scale and over time
Infrastructure and Materials	Physical Infrastructure	Key infrastructure unavailable, borrowed or donor funded	Credible estimates for the additional infrastructure needed to implement the intervention at scale	Approved plan for providing and maintaining the needed infrastructure	Needed infrastructure available and operational
	Procurement and Distribution	Originating Organization fully responsible for development, purchasing and distribution of materials and supplies needed to support the intervention	Credible plans for development, procurement and distribution of materials and supplies needed to implement the intervention at scale	Procurement systems and budgets of Adopting Organization include provision of some of the materials and supplies needed to implement the intervention	Responsibility for development, funding, procurement and distribution of materials and supplies fully mainstreamed within Adopting Organization
Accountability and Learning	Standards	No officially approved standards	Approved standards exist, but with no positive or negative performance incentives	M&E and human resources systems incorporate approved standards as rating criteria	Standardized quality control and quality improvement systems in place and operational
	Monitoring, Evaluation and Learning (MEL)	Originating Organization maintains responsibility for monitoring, evaluation and data management related to the intervention	Adopting Organization conducts or participates in MEL activities related to the intervention	Adopting Organization takes concrete action to integrate monitoring, evaluation and data management of the intervention into established systems	MEL activities fully integrated into established systems of Adopting Organization

