

Further reading and resources

USEFUL WEBSITE ADDRESSES

Accountability: www.accountability.org.uk

Action Aid: www.actionaid.org/resources

Charities Commission for England and Wales:

www.charity-commission.gov.uk/supportingcharities

CIIR: www.ciir.org

CIVICUS (World Alliance for Citizen Participation): www.civicus.org

International IDEA: www.idea.int

INTRAC (International NGO Training and Research Centre):

www.intrac.org/Intrac

NOVIB (OXFAM Netherlands): www.novib.nl/

OXFAM (GB): www.oxfam.org.uk

OXFAM International: www.oxfam.org

World Bank – Civil Society:

<http://web.worldbank.org/WBSITE/EXTERNAL/TOPICS/CSO>

TOOLKITS AND TRAINING MANUALS

Accountability

- Accountability Primer: Social and Ethical Accounting
- Accountability Primer: Governance and Accountability
- Accountability Primer: Sustainability

CIVICUS

The following toolkits are available in MS Word and PDF formats on the CIVICUS website.

- Action Planning
- Budgeting: Part 1 and Part 2
- Developing a Financing Strategy
- Financial Controls and Accountability
- Handling the Media
- Monitoring and Evaluation
- Planning Overview
- Producing Your Own Media
- Promoting Your Organisation
- Strategic Planning
- Writing a Funding Proposal
- Writing Effectively and Powerfully

International IDEA

Democracy at the Local Level: The International IDEA Handbook on Participation, Representation, Conflict Management and Governance

NOVIB

Citizens' Participation in Local Governance Toolkit (under development)

OXFAM

Williams, Suzanne, Seed, Janet and Mwau, Adelina (1995) *The Oxfam Gender Training Manual*

Macdonald, Mandy, Sprenger, Ellen and Dubel, Irene (1997) *Gender and Organisational Change*, Kit Publishers with Novib & Hivos.

Valk, Minke, van Dam, Henk and Khadar, Angela (2001) *Institutionalising Gender Equality: Commitment, Policy and Practice: A Global Sourcebook*, Kit Publishers with Oxfam GB.

PUBLICATIONS (by organisation/publisher)

Action Aid

Braden, Su (April 2003) *Participation – a promise unfulfilled? Building alliance between people and government: Action research for participatory representation.*

Chapman, Jennifer and Wameyo, Amboka (January 2001) *Monitoring and evaluating advocacy: a scoping study.*

ActionAid (2000) *ALPS – accountability, learning and planning system.*

Goyder, Hugh, Davies, Rick and Williamson, Winkie (1998) *Participatory impact assessment.*

Charity Commission for England and Wales

CC1 – <i>Charity Commission Publications</i>	August 2003
CC3 – <i>Responsibilities of Charity Trustees</i>	March 2002
CC3a – <i>Responsibilities of Charity Trustees: A Summary</i>	January 2002
CC8 – <i>Internal Financial Controls for Charities</i>	May 2001
CC20a – <i>Charities and Fundraising – A summary</i>	March 2002
CC22 – <i>Choosing and Preparing a Governing Document</i>	August 2002
CC24 – <i>Users on Board: Beneficiaries who become trustees</i>	March 2000
CC48 – <i>Charities and Meetings</i>	May 2003
CC 60 – <i>The Hallmarks of a Well-Run Charity</i>	January 2002
CC 61 – <i>Charity Accounts: The framework</i>	October 2002
CC64 – <i>Receipts And Payments Accounts Pack 2001</i>	November 2001
CC65 – <i>Accruals Accounts Pack</i>	August 2001
RS1 – <i>Trustee Recruitment, Selection and Induction</i>	March 2002
VA 5/01– <i>Internal Financial Controls: Self Checklist for Charities</i>	

CIVICUS

'Olive Publications'

Ideas for a Change: Part 1: How are you managing organisational change? July 1997

Ideas for a Change: Part 2: Organisation diagnosis? December 1997

Planning for Implementation, 2001

Planning for Monitoring and Evaluation, 2002

Project Planning for Development, 1998

Evaluation: Judgement Day or Management Tool? 1996

INTRAC

- Jones, Carolyn (1997) *PRA in Central Asia: Coping with Change*, SBS No.1, 1997.
- Bakewell, Oliver, with Adams, Jerry and Pratt, Brian *Sharpening the Development Process: A Practical Guide to Monitoring and Evaluation*, Praxis Series No.1.
- Smillie, Ian and Hailey, John (2000) *Managing for Change: Leadership, Strategy and Management in Asian NGOs*.
- Fowler, Alan (2000) *The Virtuous Spiral: A Guide to Sustainability for NGOs in International Development*.
- (1997) *Striking a Balance: A Guide to Enhancing the Effectiveness of NGOs in International Development*.
- NGOMPS No. 16, November 2003 *Changing Expectations? The Concept and Practice of Civil Society in International Development*.
- NGOMPS No. 15, June 2002, *People and Change: Exploring Capacity Building in African NGOs*.
- NGOMPS No. 14, February 2002, *Knowledge, Power and Development Agendas: NGOs North and South*.
- NGOMPS No. 13, December 2001, *Evaluating Empowerment: Reviewing the Concept and Practice*.
- NGOMPS No. 12, January 2001, *Power and Partnership? Experiences of NGO Capacity Building*.
- NGOMPS No. 10, 1999, *Financial Management for Development: Accounting and Finance for the Non-Specialist in Development Organisations*.
- NGOMPS No. 7, 1998, *Demystifying Organisational Development: Practical Capacity-Building Experiences from African NGOs*.
- NGOMPS No. 6, 1998, *Outcomes and Impact: Understanding Social Development*.
- NGOMPS No. 5, 1996, Andrew Clayton (ed.) *NGOs, Civil Society and the State: Building Democracies in Transitional Countries*.

ONTRAC Newsletter (published by INTRAC)

- Ontrac No. 25, August 2003, Special Edition: *Communication and Information Flows*.
- Ontrac No. 24, May 2003, *NGOs as Part of Civil Society in Central Asia*.
- Ontrac No. 23, January 2003, *The Rights-Based Approach to Development: Fashion or Future?*
- Ontrac No. 22, September 2002, *Evaluation, Accountability and Inclusion*.
- Ontrac No. 21, May 2002, *NGO Autonomy or Dependence?*
- Ontrac No. 20, January 2002, Special Edition: *The Concept and Practice of Civil Society Strengthening*.
- Ontrac No. 19, September 2001, *Advocacy from the Grassroots*.
- Ontrac No. 18, May 2001, *Civil Society Strengthening*.

Occasional papers series (published by INTRAC)

- OPS No.43, 2003, *Leaders Changing Inside-Out: What Makes Leaders Change?*
- OPS No.41, 2004, *NGOs and the Implications of Adopting a Rights-Based Approach*.
- OPS No.38, 2002, *What makes CSO Coalitions Effective? Lessons from Malawi*.
- OPS No.36, 2001, *Practical Guidelines for the Monitoring and Evaluation of Capacity Building: Experiences from Africa*.

OXFAM (GB)

Abu-Habib, Lina (1997) *Gender and Disability: Women's Experiences in the Middle East*.

Eade, Deborah (ed) (2002) 'Development and Advocacy', *Development in Practice Readers*, 2002.

— (2000) 'Development, NGOs and Civil Society', *Development in Practice Readers*, 2000.

— (1999) 'Development and Social Action', *Development in Practice Readers*, 1999.

— (1997) *Capacity Building: An Approach to People-Centred Development*.

Nichols, Paul (1991) *Social Survey Methods: A Guide for Development Workers*.

Pratt, Brian and Loizos, Peter (1992) *Choosing Research Methods: Data Collection for Development Workers*.

Roche, Chris (1999) *Impact Assessment for Development Agencies: Learning to Value Change*.

Rubin, Frances (1995) *A Basic Guide to Evaluation for Development Workers*.