<u>QUESTIONNAIRE</u>

ASSESSING THE POLICY CAPACITY OF THE PUBLIC SERVICE FOR BETTER SERVICE DELIVERY

Agenda Setting

Monitoring & Evaluation

Policy Formulation
(research, consultation, development and analysis of options)

Continuous Process

Implementation & Communications Planning
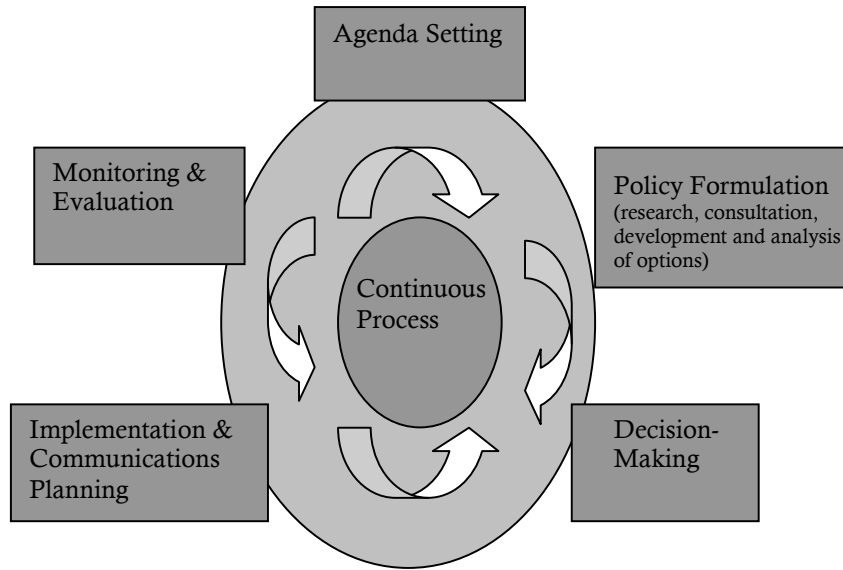
Decision-Making

<u>Issue Identification, Development, Decision-Making, Implementation, Monitoring and Evaluation</u>

POLICY AGENDA

1.   Do you have a clearly defined policy agenda in your Ministry? Yes/No

a)   How was it developed and who contributed to its development?

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b)   How is it used?

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c)   Who uses it?

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d)   How is it updated? Who updates it?

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e)   How is it communicated to and supported by staff and stakeholders?

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f)   Who is responsible for this communication?

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POLICY DECISION-MAKING STRUCTURES

2.   What structures are in place to support policy development in the Ministry e. g Directorate of Policy and Planning; Department of Planning or of Policy e. t. c; Top Management Meeting (TMM)

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3.   Do you have a Policy Analysis Unit? Yes/No

a) What is its role?

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b)   What is its staff composition in terms of numbers and qualifications?

Job Title	No.	Qualifications

c)   What is its budget in comparison to other operating costs of the Ministry?

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d)   How does it relate with the rest of your Ministry?

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4.   Do you have a Policy Advisory Committee?

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a) What if its role?

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b) What is its composition?

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c) How often does it meet?

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d) What resources are assigned to it?

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POLICY DEVELOPMENT

5.   How do policy issues come to you Ministry's attention?

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a) Who is responsible for bringing them forward to Decision Makers?

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b) Who is responsible for policy initiation, development and implementation respectively, in your Ministry?

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6.   What kind of research information does your Ministry collect and use to support policy development?

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a) How much of this research is conducted or contracted by your Ministry?

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b) Do you have partnerships with other institutions (universities, NGOs etc) to provide or exchange research?

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7. How are policy decisions made in your Ministry?

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a) Who is responsible for making policy decisions?

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8. How do stakeholders make input into policy development and implementation in your Ministry?

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a) Who leads stakeholder engagement processes?

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POLICY IMPLEMENTATION

9. What processes/structures/tools do you have in place to ensure that policy decisions are implemented (e. g monitoring/evaluation framework)?

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a) Who creates and uses these tools?

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10.   Do you have Policy Communications Plans?

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a) Who is responsible for creating them and communicating policy decisions across government, stakeholders and the general public?

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<u>Staff Competencies</u>

11.   What competencies are required for policy development in your Ministry?

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12.   Is Training provided to your policy staff?

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a) In what areas?

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b) Who provides it?

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Connection to Government mandate

13. What is the connection between the National Development Plan, the Manifesto of the elected Government and other Priorities identified by the Government and the Policy Development and Implementation Processes in your Ministry?

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14. How do you ensure that the policy initiatives in your Ministry support the overall Government Agenda?

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15. How do you involve you Minister in the development of policy initiatives?

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16. How do you involve other political leadership in the development of policy initiatives under your Ministry?

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17. How do you involve other Ministries/Agencies (e. g the Ministry of Finance, Planning and Economic Development, Ministry of Justice and Constitutional Affairs, Ministry of Public Service, National Planning Authority e.t.c in the development of your Ministerial policies?

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18.   How does your Policy Analysis Unit work with the Cabinet Secretariat?

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19.   Ho do you work with Local Governments in the development of policy initiatives?

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20.   Is your Ministry constituted into a Sector? Yes/No

        Do you develop Sector-Wide Policy Initiatives? Yes/No

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        What structures (e.g. Sector Working Group) support the development and implementation of Sector-Wide Policy Initiatives?

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a)   How effective are they?

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b) Why or why not?

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Successes

21.   Give examples of successful policy development and implementation – in your Ministry.

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22.   What factors contributed to this success?

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<u>Challenges</u>

23.   What are the key challenges to policy development in the Public Sector?

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24.   What improvements should be made to the policy development and implementation process?

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    a) What would it take to make those changes?

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    b) Who should lead the change process?

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25.   What do you consider as the key factors in improving policy development in your Ministry?

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26.   What do you consider as the key factors in improving the implementation of policy initiatives in the Public Sector?

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