

Capacity Assessment of the Policy Process Institutions

Interview Schedule

This interview will be carried out by the study researcher. Chairpersons and heads of the policy process institutions will be interviewed.

For the purposes of this study, policy process institutions include organizations, committees, councils, boards, task forces, associations, networks, and other similar groups that participate in food and agricultural policymaking processes in the country. They could be formal institutions set up by the public sector such as parliamentary committees, by the private sector such as agribusiness associations, or by civil society organizations such as food security networks or farmer associations. Any informal groups that participate in the policy process should be explored and interviewed as well.

Purpose of the interview: To carry out an assessment of the capacity of the institutions involved in the policy process. This interview is expected to take 1-1.5 hours.

The focus of the interview will be on the core capabilities of the policy process institutions. Each capability is assessed with a select number of indicators. Ask the interviewee to reflect on its organization's strengths and weaknesses in relation to each of the underlined indicators, as of January 1, 2012. Following the assessment of each capability, ask the interviewee to describe where and how support for institutional and individual capacities is needed. Record their responses under *Suggestions for improvement*. Lastly, score their organization based on the scale provided, for each indicator.

General Information			
1.1 Name of the institution/ organization/ committee/ council/ board/ taskforce/ sssociation/ network (Hereonin referred to as your organization):			
1.2 Name of the evaluator:			
1.3 Date and time of the interview:			
1.4 Location of the interview:			
1.5 Name and contact details:			
1.6 What is your function/role/job title in the organization:			
1.7. List below the names /gender/education/current occumetion of the other members of your organization/ committee/ council/ board/ taskforce/ sssociation/ network:			
Name	Gender	Education	Occupation
1.			
2.			
3.			
4.			
6.			
7.			
8.(add more as needed)			
1.8 Since when has your institution participated/supported the policy process in the food and agriculture sector?			
1.9 Since when have you personally been involved with this organization?			
1.10 In general, what are your impressions about the role of this organization in policy process?			
1.11 List the institutions and committees in the country that a play similar role in the policy process in food and agriculture sector (please list ALL those mentioned by the interviewee):			

1. _____
2. _____
3. _____
1.12 List the policies/ strategies that were developed in the last five years with the involvement of your organization, and the corresponding policy strategy/document that was produced.
1. _____
2. _____
3. _____

I. Capability to act and commit - Level of effective leadership in the policy process:

1. Leadership is responsive, inspiring, and sensitive. (How would you describe the political leadership of the food and agricultural sector? This refers to the leadership in government policymaking (Minister of Agriculture, Prime Minister, President, or whoever leads the policy process of the sector. Strong leadership is defined as being goal driven, strategic, and operational.)

Strengths:
Weaknesses:
Suggestions for improvement:
Score: 1. Highly responsive; 2. Responsive; 3. Neutral; 4. Non-responsive; 5. Highly non-responsive

2. Leaders of the policy process organizations provide appropriate strategic guidance (strategic leader and/or operational leader). (To what extent does the leader(s) provide strategic direction to the members of the organization? This refers to all leaders of the political organizations engaged in the policy process – parliamentary committees, food security task forces, and/or policymaking mechanisms and bodies.)

Strengths:
Weaknesses:
How to improve:
Score: 1. Highly strategic; 2. Strategic; 3. Neutral; 4. Non-strategic; 5. Highly non-strategic

3. Member or staff turnover in your organizations is relatively low. (Explain the frequency of membership / staff turnover in the organization that being interviewed, and the reason for its frequency.)

Strengths:
Weaknesses:
How to improve:
Score: 1. Strongly agree; 2. Agree; 3. Neutral; 4. Disagree; 5. Strongly disagree

4. Members and staff of your organization have the necessary skills to use evidence for strategic analysis and other policy related work (Do members/staff have the skills necessary to effectively use the available evidence and knowledge to engage in policy discussions and dialogues? What skills might they need?)

Strengths:
Weaknesses:
How to Improve:
Score: 1. Highly Skilled; 2. Skilled; 3. Average; 4. Low skilled; 5. Very low skilled

5. Appropriate incentives are in place to sustain members’/staff motivation (What makes members/staff want to contribute to common food and agricultural policy goals? Incentives could be financial, non-financial, awards, recognition, gaining prestige, ability to influence policies, etc.)

Strengths:
Weaknesses:
How to improve:
Score: 1. Very high; 2.High; 3. Average; 4. Low; 5.Very low

6. There is adequate funding from multiple sources to cover the cost of operations (How diversified are the funding sources of the organization over time? How has the level of funding changed over time? Does the funding cover all of your organization’s costs?)

Strengths:
Weaknesses:
How to improve:
Score: 1.Highly Adequate; 2.Adequate; 3. Neutral; 4.Low; 5.Very low

II. Capability to adapt, learn, and self-renew - Level of effective application of Monitoring and Evaluation (M&E)

7. Activities, outputs, outcomes, and performance markers are effectively assessed through M&E activities to address the goals of the food and agricultural sector’s programs and policies. (What does the sector level M&E system look at? What type of information does your organization get? At the individual level? Project level? Organizational level?)

Strengths:
Weaknesses:
How to improve:

Score: 1.Highly effective; 2.Effective; 3.Neutral; 4.Ineffective; 5.Very ineffective
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8. Sector reviews are performed and other research evidence is collected to effectively assess the effects of delivered products and services (outcomes) for future strategy making. (What type of information does the organization seek and use to make decisions? Does it come from your own reviews or from commissioned research? Does M&E information influence strategic planning and modification of policies and programs?)

Strengths:
Weaknesses:
How to Improve:
Score: 1.Highly effective; 2.Effective; 3.Neutral; 4.Ineffective; 5.Very ineffective

9. Internal management and evaluation of your organizations stimulates frequent critical reflection that results in learning from mistakes. (Do members/staff talk formally about changes to the policies and programs in the food and agriculture sector? If so, how frequent are these meetings? Are members/staff comfortable raising issues that reflect poorly on the government?)

Strengths:
Weaknesses:
How to improve:
Score: Score: 1.Highly effective; 2.Effective; 3.Neutral; 4.Ineffective; 5.Very ineffective

10. Members/staff of your organization feel free to come up with ideas for implementation of agricultural policy objectives. (Do members/staff feel that ideas that they bring for implementation of the program are welcomed, discussed, and effectively used in the policy making process?)

Strengths:
Weaknesses:
How to improve:
Score: 1.Highly effective; 2.Effective; 3.Neutral; 4.Ineffective; 5.Very ineffective

11. Your organization has an effective system to stay in touch with general trends and developments in the food and agricultural sector.(How does your organization know what is happening in the sector and how does your organization respond to this information?)

Strengths:
Weaknesses:

How to improve:
Score: 1.Highly effective; 2.Effective; 3.Neutral; 4.Ineffective; 5.Very ineffective

12. Your organization is effective in being open and responsive to its stakeholders and the general public. (What mechanisms does your organization have to obtain input from their stakeholders? How is such information processed and what does your organization do with that input?)

Strengths:
Weaknesses:
How to improve:
Score: 1.Highly effective; 2.Effective; 3.Neutral; 4.Ineffective; 5.Very ineffective

III. Capability to deliver on mandate and development objectives - Extent to which your organization delivers on planned objectives and mandates

13. Your organization has clear operational plans to carry out its mandate and objectives which all members/staff fully understand. (Does each mandate and objective have an operational work plan and budget? Do members/staff apply this plan in their day-to-day operations?)

Strengths:
Weaknesses:
How to improve:
Score: 1.Strongly agree; 2.Agree; 3. Neutral; 4. Disagree; 5. Strongly disagree

14. Your organization delivers its planned outputs in a timely fashion. (Are staff able to carry out your organization's operational plans? Why or why not?)

Strengths:
Weaknesses:
How to improve:
Score: 1.Strongly agree; 2.Agree; 3. Neutral; 4. Disagree; 5. Strongly disagree

15. Your organization has mechanisms in place to verify that its services meet client, stakeholder, or beneficiary needs. (How does your organization know that its services are meeting client, stakeholder, or beneficiary needs?)

Strengths:
Weaknesses:
How to improve:

Score: 1.Strongly agree; 2.Agree; 3. Neutral; 4. Disagree; 5. Strongly disagree

IV. Capability to coordinate and relate - Level of engagement of your organization in networks, alliances, and collaborative efforts

16. Your organization maintains effective coordination of its partner organizations and stakeholder groups for the benefit of the food and agriculture sector. (Does your organization engage external groups in developing their policies and strategies? If so, how? Does your organization effectively coordinate all members' roles and make them accountable through continuous interactions?)

Strengths:

Weaknesses:

How to improve:

Score: 1.Strongly agree; 2.Agree; 3. Neutral; 4. Disagree; 5. Strongly disagree

17. Your organization effectively maintains relationships with existing networks/alliances/partnerships. (What networks/alliances/partnerships does your organization engage in and why? Are they domestic or international? What do they do together, and how do they do it?)

Strengths:

Weaknesses:

How to improve:

Score: 1.Highly effective; 2.Effective; 3.Neutral; 4.Ineffective; 5.Very ineffective

V. Capability to achieve policy and strategy coherence – Existence of mechanisms for coherence in the food and agricultural sector

18. Vision, mission, and strategies are regularly discussed within your organization. (Is there a vision, missions and strategy for the functioning of your organization? How often does your organization discuss/revise its vision, mission, and strategies? Who is involved in this process?)

Strengths:

Weaknesses:

How to improve:

Score: 1.Strongly agree; 2.Agree; 3. Neutral; 4. Disagree; 5. Strongly disagree

19. Operational guidelines to achieve policy and strategy coherence in the food and agriculture sector are in place and the organization effectively follows them to achieve coherence by working with the members and stakeholders. (Are there operational guidelines? What are they? How are they used?)

Strengths:

Weaknesses:

How to improve:
Score: 1.Strongly agree; 2.Agree; 3. Neutral; 4. Disagree; 5. Strongly disagree

Any other issues that come up:

Thank you very much for your cooperation!