

Local/Regional Level Capacity Assessments under the National Capacity Needs Self-Assessment for Global Environmental Management Project

QUESTIONNAIRE

Interview no.

Date:	Name:	Institution:	Position:	Name of town/place:

SECTION A: ACTIVITIES, IMPACTS, and SUCCESSES RELATING TO THE 3 UN CONVENTIONS¹

1. a. Describe the **vision** of your organization/institution. (Does it include Sustainable Development or Environmental management? (see checklist of issues addressed by conventions))

- 1b. Does the organization have a **management plan**? Yes No If Yes, too what extent does it include environmental management)?

Is it available? Yes No

2. a. Describe the **activities/projects** that you/your institution is involved which aim to **prevent or reduce natural resource and land degradation** (see checklist)

2. b. What activities have been most successful in meeting your objectives on **preventing resource and land degradation**. Explain why successful.

¹ For this study environmental management and sustainable development are the general terms used to refer to the obligations of the three conventions(UNCCD, UNCBD AND UNFCCC)

Describe successful activity	What are reasons for Success*

* human resources, organization, resources, policy/management support, teamwork

3. a. Describe the activities/projects that you/ your institution is involved which aim to **prevent loss or restore biodiversity** (checklist)

b. What activities have been most successful in meeting your objectives **on prevent loss of or restore biodiversity**. Explain why successful.

Describe Successful Activity	What are reasons for Success*

*Bear in mind.... human resources, organization, resources, policy/management support, teamwork

3. a. Describe the activities/projects that you/your institution is involved which aim to **prevent and adjust to climate change** (checklist)

- 4 b. What activities have been most successful in meeting your objectives on **preventing and adjusting to climate change**. Explain why successful.

Describe Successful Activity	What are reasons for Success*

*Bear in mind.... human resources, organization, resources, policy/management support, teamwork

SECTION B: POLICY SUPPORT AND IMPLICATIONS FOR SUSTAINABLE RESOURCE MANAGEMENT

4. What national **policies support, monitor, control sustainable natural resource management** in

a. in commercial farming areas

b. In communal areas

c. Other areas e.g towns

6. What are the **gaps/limitations /conflicts of present policy** needed to support

your activities to manage land and resources sustainably (i.e. to avoid land degradation, biodiversity loss and climate change).

6. What **problems/constraints do these gaps/ weaknesses in policy cause** to implementation of your activities (e.g. jurisdiction clashes, lack of resources, lack of expertise...)

SECTION C: CAPACITY WITH REGARD TO ENVIRONMENTAL MANAGEMENT ACTIVITIES (that support 3 UN conventions)

7. Within your organization/community what capacity **exists to address** challenges related to environment and **what is needed**. Rank **the importance of each capacity needed** (1 = least, 5 = most)

Capacity ↓	Existing	Needed	Ranking Need
1. Knowledge and Skill on land/resource use ²			
2. Staffing			
3. Knowledge and skills on human resources management ³			
4. Technology and equipment			

² e.g. managing grazing and bush encroachment, setting quotas for hunting
³ e.g. community or staff organization, participation of different stakeholder groups, family planning, HIV/AIDS prevention and treatment...

5.Vehicles (transport)			
6.Organizational development			
7. Monitoring of activities/projects			
8. Reporting and feedback			
9. Stakeholder/ Linkages/ Cooperation/ Participation			
10.Attitudes and interest in environment/ sustainable development			
11..Finances			
11. Other			

8. How many staff and what positions do you have which deal (full or part time) with at least three (or major) most important challenges relating to environmental management and sustainable development that we have discussed?

Position	No.	Aspect of environmental management covered	FT	PT

9. How would you rate your organization’s staffing to oversee and address the environmental management challenges you have identified? (Check which is appropriate)

Well

Poor

totally inadequate

Other

10. What are the **main reasons for organizational constraints?** (*Check which is appropriate*)

Reason/constraint	Tick
No position established	
Positions not filled	
Frequent staff turn over	
Lack funds	
Lack of knowledge and skill/no appropriate expertise	
Inadequate training	
Too little cooperation/conflict with other sectors	
No/inadequate system for involving all stakeholders	
Other (specify)	

CAPACITY BUILDING STRATEGIES (SOLUTIONS)

11. How can capacity be **further developed in your organization /community etc?**
 What **opportunities** exist?

Capacity Needed ↓	Capacity building Strategies/Opportunities
1. Knowledge and Skill on land/resource use ⁴	
2. Knowledge and skills on human resources management ⁵	
3. Staffing	
4. Technology and equipment	
5. Vehicles (transport)	
6. Organizational development	
7. Monitoring of activities/projects	
8. Reporting and feedback	

⁴ e.g. managing grazing and bush encroachment, setting quotas for hunting

⁵ e.g. community or staff organization, participation of different stakeholder groups, family planning, HIV/AIDS prevention and treatment...

10. Stakeholder/ Linkages/Cooperation/ Participation	
11. Attitudes and interest in environment/sustainable development	
12. Finances	
14. Other	

HIV/AIDS

12a. Do you think **HIV/AIDS is a problem for your organization's** environmental activities? Yes [] or No [] If yes, what is the impact?

12b. How are handling this problem?

12c. What more could be done?

13a. Do you think the problem of **HIV/AIDS affects how people use their land and natural resources?**

If yes, please explain how?

13b. How can these problems be addressed/ solved?

SECTION D: ASSESSMENT OF SERVICE PROVIDERS

14. What agencies (e.g. line ministries, NGOs, CBOs, Private Sector) provide services to address the challenges of environmental management and sustainable development ? What service/advice do they provide?

Agency	Service/Advice

15. How would you rate their service/advice?

Agency	Rating			Explain
	Poor	Adequate	Good	

16. How can this service be further developed by these providers? What opportunities exist?

Agency	Service Needed (what needs to improve)	Capacity building Strategies/Opportunities

COLLABORATION

17. Which organizations/stakeholders do you collaborate with to achieve objectives for sustainable environmental management and how do you collaborate?

Agency/stakeholders Cooperate with	Collaborative activities (what activities do you do together)

18. What mechanisms are in place to ensure that this collaboration is sustained / How can this **collaboration be strengthened** with existing and other agencies/stakeholders?

SECTION C: DECENTRALISATION

19. What has been done to promote decentralization in your area?

20. What organizational structures/forms of communication have been set up/exist?

20a. For **communities to participate in decisions** and planning related to environmental management/sustainable development?

20b. For **different agencies to work together** on environment management/sustainable development?

20c. **Who participates** in these structures and how could they be **strengthened**?

Structures involving:	Who participates?	How to strengthen?
a. communities		
b. agencies		

SECTION E: AWARENESS ABOUT CONVENTIONS

21. Before we contacted you about this NCSA study, **had you heard about the conventions?** Yes No If yes which ones

Conventions	Tick
Convention to Combat Desertification (CCD)	
Convention on Biological Diversity (CBD)	
Framework Convention on Climate Change (UNFCCC)	

22. Where did you get the information from?

- a. Radio
- b. TV
- c. Friends
- d. Official documents
- e. Meetings
- f. Other

23. Is there any specific information about these conventions that you would like?

Yes No

If yes, please indicate what you would like to know.

If no why not!

Thank you for your cooperation!