

ANNEX 3: SELF-ASSESSMENT QUESTIONNAIRE

PART A: INSTITUTIONAL ASSESSMENT

SECTION A: STAKEHOLDER BACKGROUND

1.1 NAME OF INSTITUTION (including address):				
Official mandate	On going activities/projects addressing Biodiversity, Desertification and/or Climate Change	Completed & Planned Activities	Factors driving success to implement these activities	Major constraints faced to implement these activities

1.2 Is there a clear employment/organisational structure for this institution?

If YES, provide details?

If NO, why not?

1.3 Are functions and responsibilities clearly allocated according to this structure?

1.4 What are the priority issues that your institution has to address in order to effectively implement the work projects/programs/activities?

1.5 What constraints do you experience relating to your organisational structure in implementing your activities?

1.6 (a) Which field of operation (regarding the conventions or environmental management) does your organisation perform the best?

(b) What activities do you feel **most** comfortable with their implementation?

SECTION B: INSTITUTIONAL INFORMATION

2.1 What is the level of understanding and awareness in you institution regarding CBD, UNCCD & UNFCCC?

CONVENTION	Level of understanding Rank: Good, Moderate, Poor	Institutions effort to create awareness Yes or No
		If yes, explain these efforts:
CBD		
UNCCD		
UNFCCC		

2.2 What are the capacity development programs in your institutions?

CAPACITY DEVELOPMENT PROGRAMS	Level of training In-service, tertiary, technical, etc.
Current programs:	
Past (completed) programs (1995 – 2004):	
Planned (2004 -):	

2.3 What relevant technical capacities do exist in your institution?

TECHNICAL CAPACITY	Description of position	Field of expertise:

			Qualifications/ period in a certain position	
	Male	Female	Male	Female
Ordinary staff (number and level of position)				
E.g. 2 x assistant administrator				
Technical/ professional staff				
E.g. 1 x biologist				

2.4 Do you consider your current technical staff adequate to address goals and objectives of CBD, UNCCD, UNFCCC? (Challenges facing institutions to maintain and develop capacity)

2.5 List other institutions that collaborate with you and mention type of collaboration.

How can collaboration be improved?

ACTIVITY	Nature of collaboration (research, financial, training, facilitation etc.)
Biodiversity	
Desertification / Land Degradation	
Climate Change	

2.6 What type of information do you have frequent access to, for the implementation of your activities?

ACTIVITY	Type of information (database, membership to research organisation etc.)

2.7 What type of information would you like to have access to effectively implement activities?

ACTIVITY	Type of information (database, membership to research organisation etc.)

2.8 Do you consider current infrastructure and equipment needs such as buildings, offices, vehicles, and computers sufficient to effectively implement your activities?

ACTIVITY	Type of materials (buildings, offices, vehicles, computers etc.)

2.9 How are these infrastructure and equipment allocated for specific activities?

(a) How is planning of activities done in your institution and how effective is it?

(b) What mechanisms are in place to perform monitoring and evaluation of activities?

(c) How do you ensure quality management of activities?

2.10 How effective are these processes?

Processes:	Effectiveness:
Planning	
Monitoring and evaluation	
Quality Management	

* Rank: good, moderate, poor

2.11 Do you consider financial allocations (allocated budget votes) sufficient to enable effective operation for Biodiversity, Desertification / Land Degradation, or Climate Change activities?

SECTION C: SWOT ANALYSIS

3.1 What are the strengths of your institution to successfully achieve your mandate?

3.2 What weaknesses are faced that hinder the progress of your institution with regard to environmental management?

3.3 What are the external factors that create an enabling environment?

3.4 What are the external factors that may threaten the accomplishment of your mandate insofar as environmental management is concerned?

PART B: ASSESSMENT AT SYSTEMIC LEVEL

4.1 What legal instruments (Policy, Bill, Act) or other mechanisms do you apply for activities (list activities).

ACTIVITY	Legal instrument Policy, Act, Bill, Action Plan, Strategy Plan, NDP2, Vision 2030, Millennium Development Goals, Master Plans, etc.

4.2 What are your experiences with these legal instruments?

4.3 What challenges (overlaps, inconsistencies or gaps) do you encounter from these legal instruments?

ACTIVITY	Challenges

PART C: CROSSCUTTING ISSUES

5.1 Could you identify issues cutting across the conventions and how such issues could be addressed?

5.2 Do you have a decentralisation implementation plan for your institution?

5.2.1 To what extent are environmental management functions decentralised to regions in your institution?

5.2.2 What difficulties do you experience when *deconcentrating* functions, *delegating* responsibilities or *devolution* of functions and rights to the regions?

- (a) Difficulties related to policy
- (b) Difficulties related to human resources
- (c) Difficulties related to financial matters
- (d) Other difficulties

5.2.3 How effective is the decentralisation process (implementing institutions e.g. ALAN/ARC, MRLGH)

1	2	3	4	5
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- (a) Obstacles experienced by the institution
- (b) Enabling factors that ensured efficient process of implementation of decentralisation

HIV/AIDS awareness

5.3 Is HIV/AIDS regarded as a challenge to individual and institutional capacity?

5.4 Is HIV/AIDS a challenge for environmental management in the country? Justify with concrete examples.

5.5 (a) What HIV/AIDS awareness and prevention program activities are you promoting in your institution? Do you have any campaigns going on?

(b) If no, what type of awareness and prevention programs are you planning for your employees?

THANK YOU FOR YOUR COOPERATION