

APRM Monitoring and Advocacy Template Pilot Guide (AMAT Pilot Guide)

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AMAT Pilot Guide is a part of the APRM Monitoring Project (AMP), which is a joint initiative by SAIIA, CPS and AfriMAP



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AMAT Pilot Guide

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Introduction

This guide is intended for researchers in civil society and other organisations who wish to track progress with achieving commitments and goals expressed in state's National Programmes of Action (NPoAs). The guide has three aims:

- 1) To outline the specific objectives of the AMAT Pilot (to be implemented as part of Phase 1 of the AMP project)
- 2) To outline the content of the Template (AMAT Stages and Methodology)
- 3) To present preliminary AMAT 'tools' which can be used in the field to gather and analyse data

This Pilot Guide will be used as a source document for the AMAT Training conducted for identified Project Partners (civil society and other organisations that the Project will collaborate with at the country level to implement various aspects of the AMP during Phase 1).

Objectives of the AMAT Pilot

The following are the objectives of the AMAT Pilot or testing that shall be implemented in Phase 1 of the AMP project:

- i) To test the methodology proposed in the AMAT as a series of steps for identifying, collecting, analysing and presenting data (i.e. are the steps proposed for these tasks appropriate and sufficient to achieve the aims of the research?)
- ii) To test the appropriateness and efficiency of specific 'instruments' (that is data collection tools, such as the Interview Schedule) in collecting information from the sources identified
- iii) To verify that the sources identified (proposed in the AMAT) are pertinent and appropriate
- iv) To test the "strategic alliances" of AMP Project Partners, specifically the approaches to using civil society Partners in the execution of the AMP research as proposed for South Africa and Lesotho – and therefore to identify and verify the capacity-based approaches in each country-case
- v) To check whether the training and guidelines used to assist data collection are appropriate and sufficient, and
- vi) To identify where adjustments and revisions need to be made in order to refine the AMAT, the various tools and research approaches associated with it; and to make such adjustments.

The Guide proceeds by outlining the 'Stages and Methodology' of AMAT, including elaboration of the various tasks that the stages would entail, the objectives that are to be achieved by undertaking these steps, identification of key sources of information to be collected, how this is to be done, how the tasks of analysis and presentation of results and recommendations are to be executed; and the questions to be addressed at each of these junctures.

The appendices attached include some of the preliminary 'tools' developed to support the AMAT, including an Interview Schedule/Tool to be used in the collection, recording and preliminary analysis of information.

AMAT Stages

The AMP consists of three parts: M&E, planning and advocacy:

- 1) M&E, which focuses on two important components, viz:
 - a) Describing, analysing and evaluating the progress of the commitments made by the country in the APRM NPoA
 - b) Describing, analysing and evaluating the overall status and prominence of the APRM in that country
- 2) Planning, which utilises this information to identify shortcomings and areas of weakness, and makes recommendations to improve these.
- 3) Advocacy, which relates to the use of the findings of assessment to campaign for voice, to develop implementation strategies and amass the resources and relationships (cooperation) needed to implement recommendations that would address the weaknesses identified.

The steps in the AMAT methodology have been designed to incorporate these three distinct AMP parts as represented in the AMAT methodology below.

AMAT Methodology

The methodology for undertaking APRM implementation assessment using the AMAT consists of a five-stage process as follows:

- 1) Desk Research
- 2) Interviews
- 3) Assessment of the APRM process and APRM NPoA
- 4) Identification of key priority areas
- 5) Creation of a set of recommendations to improve the implementation of the APRM

Stage One: Desk Research

Desk Research will be undertaken primarily by the Project Team, but will also be supplemented and complemented, where necessary, with input from:

- National think-tanks and experts whose work is focused on areas that the APRM covers; and
- National civil society Partners identified as key counterparts for the Project

These may be either requested to provide analyses that will be incorporated into the synthesised Desk Research reports or to provide material that the Project Team may use for the Desk Research activity, or a combination of both.

Objective

To document the overall status of the APRM process in the country, as well as defining the progress of the implementation of the APRM NPoA.

The tasks to be undertaken in conducting the Desk Research will include the following:

1. Identification of action items in the NPoA of the country (summary) and a preliminary selection of specific ones to be addressed in the assessment. This would ideally cover at least two of the four thematic areas plus selected cross-cutting issues that are of particular importance to your country and the specific interests and spheres of expertise to civil society organisations (CSOs) concerned.

2. A survey of published and official literature covering
 - a. The country's policy-making framework, particularly as it relates to i) engagement with CSOs and their role as policy-making and implementation partners and ii) the integration of APRM NPoA with other policy/planning initiatives aimed at achieving APRM-relevant objectives, and iii) institutionalised government M&E systems
 - b. Reports of the country's progress in implementing the selected NPoA items (including both APRM Progress reports and other existing national planning instruments such as Annual Reports from government departments)
 - c. Analyses (by academics and CSOs) of progress made since the country was reviewed
3. Identification of key experts, CSO contacts, government officials and development partners to be interviewed as sources of information and commentators on APRM implementation in the country

Sources

The primary sources of information here will be:

- The country's APRM NPoA and Country Review Report (CRR)
- NPoA Implementation Reports (if available), as well as other government national policy Monitoring and Evaluation (M&E) reports for the APRM reporting period
- Government policy development, implementation and M&E frameworks (for government example strategic plans)
- Academic papers, particularly those relating to policy processes (and institutions), as well as the APRM and APRM NPoA
- Media reports and analysis concerned with the implementation of the NPoA
- CSO-provided material relating to the country's implementation and monitoring of the NPoA and related policies (particularly in the selected issue/action-item areas)
- Donor agreements and international reports covering issues relevant to the selected NPoA action items

Methodological Approach

The approach will be as follows:

- To draw a broad sweep of the state of APRM in the country, with an emphasis of progress made in implementing the NPoA
- To identify key national priority issues from the NPoA. These would be on the basis of their national significance and specific interests and expertise of the CSOs concerned.

Therefore the investigation would not be comprehensive, but would seek the breadth of view to understand the national policy context (policy development, implementation and M&E, together with an understanding of the place of civil society in these aspects relating to development in the country); and review the progress in addressing the selected NPoA action items identified through the research.

Key Questions for Desk Research

1) APRM profile

- a) The appearance of/reporting on the APRM in general, and the selected NPoA items in particular, in national media (since completion of country review and development/publication of NPoA)

b) Integration of APRM recommendations (and particularly the selected NPoA items) in policy and planning (including the extent and manner that the APRM explicitly and implicitly informs policy initiatives – including key policy statements by national/government leaders)¹

- 2) **APRM institutionalisation**, including the activities and structures of post-review APRM institutions (National Governing Council (NGC), Secretariat, Focal Point etc; have they been retained, restructured or demobilised?) Who drives the APRM in the country? To what extent are other actors (including other government departments and agencies) involved?
- 3) **Popular participation and levels of engagement by citizens in policy-development in general, and in the APRM in particular**, including space and scope created for promoting the APRM to the citizens and legitimising it, grassroots devolution of APRM implementation, policy debates and monitoring, inclusion in CSO work programmes or advocacy schedules etc.
- 4) **APRM implementation progress** (achievements and challenges, particularly on the selected NPoA items), including institutions, priorities, achievements and monitoring and reporting processes

At the completion of the Desk Research, a brief “Issues Report” would be prepared which would summarise and highlight the overall state of the APRM in the country, based on the points above. These would then frame the in-depth investigation (in the form of interviews - fieldwork) that would be continued in Stage 2 of the research.

As part of the preparation for fieldwork, **an additional output of the Desk Research will be a list of key respondents or potential interviewees.**

Stage Two: Interviews

Objective

To complement the Desk Research, interviews will also be conducted with **Key Respondents** who are either directly or indirectly involved with the APRM, policy environment and civil society in the country. This will aim at:

- i) Assessing the traction of the APRM profile in the structures of the state and non-state actors
- ii) Deepening the understanding of the national policy environment, with particular reference to the role of CSOs, popular participation, and the APRM NPoA;
- iii) Obtaining details and opinion of progress, processes employed, and other systems involved in the implementation of the selected NPoA;
- iv) Giving voice to those involved in the various APRM and NPoA processes, sectors and institutions; and
- v) Documenting successes and challenges, in the implementation of the APRM NPoAs.

¹ Specific questions will also include: i) budget allocation for APRM-specific activities ii) parliamentary debates highlighting APRM issues and iii) identification of institutions/initiatives specifically tasked with APRM implementation, M&E and reporting

Sources

These **Key Respondents** will be ‘experts’ identified by virtue of their knowledge and experiences in one or more of the organisations involved in policy, analysis, the APRM and/or civil society; including (but not limited to):

- Government officials;
- Parliamentarians;
- Members of CSOs;
- Academics, and
- Development partners

Approach

The list of **Key Respondents** should include a wide spectrum of stakeholders. These actors should ideally be aware of the APRM and its processes, but for the purposes of this research, it is not a prerequisite. Specific interviewees, who might not know much about the APRM, but have knowledge of the *issues* mentioned in the NPoA should also be targeted. This will be done in order to find out whether there are APRM or APRM-related programmes and activities, information about which is not available to the general public and thus was not found throughout the desktop research process.

An interview schedule (attached as **Appendix 2**) will be used for this purpose.

Stage Three: Analysis

Objective

An assessment on both the overall status of the APRM in the country; and of progress made on the selected NPoA items and Cross-Cutting Issues.

Approach

The investigation will be based on the following topics

- 1) National APRM profile
- 2) Key Issues in the APRM NPoA²
- 3) APRM institutionalisation
- 4) CSOs and participation in policy formulation processes in general, and APRM in particular
- 5) Popular participation by citizens in policy in general, and in APRM particularly
- 6) APRM implementation progress

² These will essentially comprise the selected NPoA items, but may be supplemented with issues identified by respondents as key national issues that need to be addressed. In the Pilot Phase, NPoA items under “Democracy and political Governance” and “Socio-Economic Development” theme, together with “Cross-Cutting Issues” (some of which also appear under the two themes covered) shall be used.

Stage Four: Identification of Priorities

Objective

To identify where and how strategic interventions, initiatives and partnerships that involve CSOs can help improve the visibility/profile of the APRM and, implementation of the APRM NPoA in the country (particularly the selected items).

Approach

The starting point for this exercise will be the analysis of progress made, challenges and successes identified; as well as the strengths and weaknesses of state and non-state structures involved in implementing the NPoA. The approach will be based on seeking to build coalitions and partnerships that harness the strengths of each constituency, and also seeks to promote the use of CSOs as a complement to government action.

Stage Five: Development of Recommendations

Objective

Creation of a set of Recommendations that would help to improve both the overall APRM process as well as the implementation of the NPoA in the country.

Approach

Based on the results of the assessment and identification of priorities in the selected action items, a plan needs to be developed. This would be a plan that helps facilitate:

- Better strategic partnerships and collaboration CSOs and other stakeholders (particularly government);
- Better fundraising for CSO activities –particularly those identified as priorities that link with APRM NPoA implementation;
- Improved policy dialogue with government, through, inter alia, lobbying and advocacy, and
- Better public awareness, participation, monitoring and citizen ownership of the APRM in general, and the implementation of the NPoA in particular

Appendix 1: Suggested Format of Report

The idea is to create a product easily digestible by a wide variety of stakeholders – government, donors, academia, civil society, media and citizenry. The end result of the AMAT thus has to be accessible, without compromising its integrity or thoroughness. The final report has to be concise – describing the main issues, without going into too much detail or case studies. It is recommended that the final product would be a relatively short report that would be structured as below

- 1) Executive Summary (1 page)
- 2) Introduction (2-3 pages)
- 3) Findings (5-7 pages)
 - a. APRM profile
 - b. APRM institutionalisation
 - c. CSOs, Policy and the APRM
 - d. Popular participation in Policy and in APRM
 - e. APRM implementation progress
- 4) Recommendations (2 pages)
- 5) Appendix 1: Summary Plan of Action (2 pages)
- 6) Appendix 2: Summary Advocacy and Partnership Strategy (2pages)

Appendix 2: Proposed AMAT data Collection Instruments

Instrument 1: For information that should be collected as part of background

1. It will be necessary to prompt all interviewees and/or their organisations to provide this information before the actual interview. In addition, this information will be collected through Desk Research in preparation for the interview.
2. This will be information relating to:
 - a. The organisation's profile, including its constituency, mandate, issues of concern, size, funding and history in policy dialogue
 - b. The organisation's involvement in the APRM and/or similar initiatives
 - c. Its relations with government in general
3. This information may be gleaned from official reports (annual reports, commissioned research studies undertaken, policy papers developed, reports of workshops and other activities, etc), which may be obtained from the organisation.

Instrument 2: Interview Preparation, Conduct and Analysis Schedule

Introduction

Note to researchers/interviewers: this schedule is a guide and is meant to help you in the interview, and to ensure that basic questions are asked that are key to the research. You should feel free to probe responses that interviewees provide (to clarify their answers) and your probes may include issues not listed in this guide. In addition, where you feel, based on existing literature on the APRM that you have observed, there are gaps (questions) that need following up through the interview, please do so.

1. This schedule is divided in three parts:
 - a. Questions/issues that the Interviewer would need to have prepared BEFORE the interview (so that there is a clear understanding and vision of what is needed to be gathered from the interview). These issues include, for example, that the key informant in the organisation is the correct person to be targeting for the interview. .i.e. has knowledge about the APRM in and if applicable has detailed knowledge of the APRM-related project that the organisation is running.
 - b. Questions/issues to be discussed with the **Key Respondents** (to guide the conversation and ensure that all the pertinent information is covered); and
 - c. Issues/question that the Interviewer will need to check after the interview in order to
 - i. Verify that all the core issues were covered in the interview (and therefore provide opportunity to call back for those that are missing or unclear) and
 - ii. Summarise the main points/findings from the interviews.

These are presented in the table below.

2. In addition, there are going to be three (3) categories of questions to be covered in the interviews, namely:

- d. “knowledge and informational” questions that give information about specific matters that we want to know from the **Key Respondents**,
- e. “level of involvement questions”, that asks the **Key Respondents** to give a narration from (mainly) first-hand experience (as individual or as per the position held), and
- f. “Perception” questions, where the **Key Respondents** are requested to evaluate/assess/comment on or otherwise give an opinion of something.

Therefore the Schedule is also categorised according to these three

3. The schedule also identifies groups of **Key Respondents**, based on categories such as government/donor/CSO, etc. This is intended to target **Key Respondents** in terms of their strategic relationship with the material (subject matter) of the research. **Therefore they will need to be asked in terms of who the Key Respondent is in relation to the significant/key groups of Informants we have identified in the research.**
4. **As a result of the above, therefore, this part is presented in a series of TARGETED RESPONDENT-GROUP “Interview Questionnaires”**

2 i): Government officials

Name of respondent: _____

Ministry/Department: _____

Unit: _____

Position/job title: _____

PART A: Knowledge and Awareness Questions		
Interview preparation (guidance)	Interview Questions	Post-Interview Checklist
The overall objective of investigation here will be threefold: i) To confirm/verify and fill in gaps in the background information collected about the organisation and/or Key Respondent ii) To establish the level of knowledge by the Key Respondents and their organisations of the APRM iii) To detail the involvement of the Key Respondents and their organisations in policy and the APRM	1) What government planning and performance monitoring platforms/initiatives are you aware of/familiar with that exist in your country? a. If you are aware of any, please briefly describe each one in turn IF THE APRM IS NOT MENTIONED ABOVE, 2) Are you aware of/familiar with the APRM? If yes, ask (a) If no, end the interview a. Please describe it 3) Are you aware of an institutional link between the APRM and other government planning platforms that you have already mentioned? a) If you are aware of any linkages, what are these (describe them)? 4) The APRM has produced a National Programme of Action. Do you know/are you aware of its contents? <i>[Probe: if respondent is aware of it contents, ask to describe its contents in one or two sentences?]</i> 5) Has your office/department/ministry been involved in the APRM at any stage? a. Please describe the involvement	• Respondent knows about APRM: yes/no • Relates APRM to other planning platforms (PRSP, MDGs, Vision, etc) • Describes APRM by reference to AU-NEPAD/Voluntary membership, national dialogue or other key attribute • Respondent/organisation involved in APRM ○ NGC membership ○ Input into CSAR/CRR ○ CRM consultations/meetings ○ NPoA development ○ CRR validation ○ NPoA implementation ○ NPoA M&E ○ Other involvement

PART B: Level of involvement Questions [If respondent or organisation did/does not participate directly or indirectly in any APRM-related activity or process, skip to Part C (Perceptions)]		
<i>Pre-Interview Issues and Notes (guidance)</i>	<i>Interview Questions</i>	<i>Post-Interview Checklist</i>
Here we shall be looking for “what the Respondents and their organisations DID and/or SAW” in their involvement with the APRM in particular and policy in general	IF INVOLVED IN APRM [If not involved, move to Part C] 6) Please describe briefly how you and/or your Department participated in the APRM. Prompt if necessary for their participation in the following activities: ○ NGC membership ○ Input into CSAR/CRR ○ CRM consultations/meetings ○ NPoA development ○ CRR validation ○ NPoA implementation ○ NPoA M&E ○ Other involvement (specify)	Respondent was involved and gives details Respondent was not involved but is able to provide information and contact details of another respondent in the organisation who has knowledge on this subject. In this case the contact details of this person should be acquired for a follow-up interview
PART C: Perceptions of the APRM		
<i>Pre-Interview Issues and Notes (guidance)</i>	<i>Interview Questions</i>	<i>Post-Interview Checklist</i>
Here we wish to explore 3 broad areas: i) Evaluation of perceived importance of APRM in country, public awareness, etc ii) Evaluation (how people feel) about their involvement/participation in the APRM where applicable iii) Evaluation of the performance of NPoA implementation	7) Do you feel that the APRM contributes towards promoting good governance in your country? [Probe: Give reasons for your answer] 8) In your view, what impact has the APRM had in your country? Is it central or peripheral to policy? [Probe: give reasons for your answer] 9) If you or your department has participated in the APRM process, do you feel you/your department’s participation in the APRM was useful or not? [Probe: say why you feel this way?] a. Were there any challenges in your participation? b. If there were challenges, can you briefly describe what these were? 10) With particular reference to the implementation of the NPoA, what is your opinion of: a. Its success b. The challenges c. Think about the people (the public) your department serves, do you think they are aware of the APRM? [Probe: if they are aware, how are they aware, and if they are not aware, why is this so?]	Respondent was involved and gives details First respondent is not involved but is able to provide information and contact details of another respondent in the organisation who has knowledge on this subject. In this case the contact details of this person should be acquired for a follow-up interview

2 ii): Parliamentarians

Name of respondent: _____

Party: _____

Position/job title/Parliamentary committee serve on: _____

PART A: Knowledge and Awareness Questions		
Interview preparation (guidance)	Interview Questions	Post-Interview Checklist
The overall objective of investigation here will be threefold: i) To confirm/verify and fill in gaps in the background information collected about the organisation and/or Key Respondent ii) To establish the level of knowledge by the Key Respondents and their organisations of the APRM iii) To detail the involvement of the Key Respondents and their organisations in policy and the APRM	- What government planning and performance monitoring platforms/initiatives are you aware/familiar with that exist in your country? - If you are aware of any, please describe briefly each one in turn IF APRM IS NOT MENTIONED ABOVE, - Are you aware of/familiar with the APRM? If yes, ask (a) If no, end the interview - Please describe it - Are you aware of an institutional link between the APRM and other government planning platforms that you have already mentioned? - If you are aware of any linkages, what are these (describe them)? - The APRM has produced a National Programme of Action. Do you know/are you aware of its contents? [<i>Probe: if respondent is aware of its contents, in one or two sentences can you tell me about its contents?</i>] - Has the Parliament been involved in the APRM at any stage? - Please describe the involvement and key developments so far - Have you been involved in the APRM at any stage? - Please describe your involvement? - To what extent is the APRM discussed in Parliament? - Did the Parliament have APRM committees (during assessment), and do they still meet? - What APRM activities have taken place in Parliament since [THE LAST SIGNIFICANT STAGE/EVENT OF the APRM]?	- Respondent knows about APRM: yes/no - Relates APRM to other planning platforms (PRSP, MDGs, Vision, etc - Describes APRM by reference to AU-NEPAR/Voluntary membership, national dialogue or other key attribute - Respondent/organisation involved in APRM - NGC membership - Input into CSAR/CRR - CRM consultations/meetings - NPoA development - CRR validation - NPoA implementation - NPoA M&E - Other involvement

PART B: Level of involvement Questions [if respondent or organisation did/does not participate directly or indirectly in any APRM-related activity or process, skip to Part C (Perceptions)]		
Pre-Interview Issues and Notes(guidance)	Interview Questions	Post-Interview Checklist
Here we shall be looking for “what the Respondents and their organisations DID and/or SAW” in their involvement with the APRM in particular and policy in general	IF INVOLVED IN APRM [If not involved, move to Part C] 10) Please describe briefly how Parliament participated in the APRM. Prompt if necessary for their participation in the following activities: ○ NGC membership ○ Input into CSAR/CRR ○ CRM consultations/meetings ○ NPoA development ○ CRR validation ○ NPoA implementation ○ NPoA M&E ○ Other involvement (specify)	Respondent was involved and gives details First respondent is not involved but is able to provide information and contact details of another respondent in the organisation who has knowledge on this subject. In this case the contact details of this person should be acquired for a follow-up interview
PART C: Perceptions of the APRM		
Pre-Interview Issues and Notes(guidance)	Interview Questions	Post-Interview Checklist
Here we wish to explore 3 broad areas: i) Evaluation of perceived importance of APRM in country, public awareness, etc ii) Evaluation (how people feel) about their involvement/ participation in the APRM where applicable iii) Evaluation of the performance of NPoA implementation	11) Do you feel that the APRM contributes towards promoting good governance in your country? [Probe: Give reasons for your answer] 12) What impact has the APRM had in your country? Is it central or peripheral to policy? [Probe: give reasons for your answer] 13) If you or parliament has participated in the APRM process, do you feel that participation was useful or not useful? [Probe: say why you feel this way] a. Were there any challenges in your participation? b. If there were challenges, can you briefly describe what these were? 14) With particular reference to the implementation of the NPoA, what is your opinion of a. Its success b. The challenges c. Think about the people (the public) that parliament serves, do you think they are aware of the APRM? [Probe: if they are aware, how are they aware, and if they are not aware, why is this so]	Respondent was involved and gives details First respondent is not involved but is able to provide information and contact details of another respondent in the organisation who has knowledge on this subject. In this case the contact details of this person should be acquired for a follow-up interview
Also we need to identify solutions and innovations to address the difficulties identified.	15) If you have indicated some challenges facing the APRM. Can you suggest how the following aspects could be improved: a. Implementation of NPoA (probe if necessary: for example through CSOs and government working together to achieve goals; other reasons based on your experiences) b. Creating/improving popular awareness and ownership of the APRM (probe if necessary: based on your experiences and knowledge of the APRM, how can awareness be improved?) c. For both implementation of NPoA and improving awareness, do you think parliament could play a role in this regard? [Probe: how?]	

2 iii): CSO Office Bearers

Name of respondent:

Name of CSO:

Department/branch/programme:

Unit:

Position/job title:

PART A: Knowledge and Awareness Questions		
Interview preparation (guidance)	Interview Questions	Post-Interview Checklist
The overall objective of investigation here will be threefold: i) To confirm/verify and fill in gaps in the background information collected about the organisation and/or Key Respondent ii) To establish the level of knowledge by the Key Respondents and their organisations of the APRM iii) To detail the involvement of the Key Respondents and their organisations in policy and the APRM	1) What government planning and performance monitoring platforms/initiatives are you aware/familiar with that exist in your country? a. If you are aware of any, please describe briefly each one in turn IF APRM IS NOT MENTIONED ABOVE, 2) Are you aware of/familiar with the APRM? <i>If yes, ask (a) If no, end the interview</i> a. Please describe it 3) Are you aware of an institutional link between the APRM and other government planning platforms that you have already mentioned? c. If you are aware of any linkages, what are these (describe them)? 4) The APRM has produced a National Programme of Action. Do you know/are you aware of its contents? <i>[Probe: in one or two sentences you tell me about its contents?]</i> 5) Are you aware of an institutional link between the APRM and other government planning platforms that you have already mentioned? a. If you are aware of any linkages, what are these (describe them)? b. Which key thematic areas of the NPoA is your organisation involved in? [Probe: Describe the involvement and developments so far?]]	- Respondent knows about APRM: yes/no - Relates APRM to other planning platforms (PRSP, MDGs, Vision, etc) - Describes APRM by reference to AU-NEPAR/Voluntary membership, national dialogue or other key attribute - Respondent/organisation involved in APRM - NGC membership - Input into CSAR/CRR - CRM consultations/meetings - NPoA development - CRR validation - NPoA implementation - NPoA M&E - Other involvement

PART B: Level of involvement Questions [if respondent or organisation did/does not participate directly or indirectly in any APRM-related activity or process, skip to Part C (Opinions)]		
Pre-Interview Issues and Notes(guidance)	Interview Questions	Post-Interview Checklist
Here we shall be looking for “what the Respondents and their organisations DID and/or SAW” in their involvement with the APRM in particular and policy in general	IF INVOLVED IN APRM [If not involved, move to Part C] 6) Please describe briefly how you and/or your organisation participated in the APRM. Prompt if necessary for their participation in the following activities: - o NGC membership - o Input into CSAR/CRR - o CRM consultations/meetings - o NPoA development - o CRR validation - o NPoA implementation - o NPoA M&E - o Other involvement (specify)	Respondent was involved and gives details. First respondent is not involved but is able to provide information and contact details of another respondent in the organisation who has knowledge on this subject. In this case the contact details of this person should be acquired for a follow-up interview
PART C: Perceptions of the APRM		
Pre-Interview Issues and Notes(guidance)	Interview Questions	Post-Interview Checklist
Here we wish to explore 3 broad areas: i) Evaluation of perceived importance of APRM in country, public awareness, etc ii) Evaluation (how people feel) about their involvement/ participation in the APRM where applicable iii) Evaluation of the performance of NPoA implementation	7) Do you feel that the APRM contributes towards promoting good governance in your country? [Probe: Give reasons for your answer] 8) In your view, what impact has the APRM had in your country? Is it central or peripheral to policy? [Probe: give reasons for your answer] 9) If you or your organisation has participated in the APRM process, do you feel you/your organisation's participation in the APRM was useful or not useful? [Probe: Please give reasons for your answer] a. Were there any challenges in your participation? b. If there were challenges, can you briefly describe what these were? 10) [ASK ONLY IF RESPONDENT HAS KNOWLEDGE OF THE NPoA] With particular reference to the implementation of the NPoA, what is your opinion of a. Its success b. The challenges 11) Think about the people (the public) your organisation serves, do you think they are aware of the APRM? [Probe: if they are aware, how are they aware, and if they are not aware, why is this so?] 12) If you have indicated some challenges facing the APRM. Can you suggest how the following aspects could be improved: a) Implementation of NPoA (probe if necessary: for example through CSOs and government working together to achieve goals; other reasons based on your experiences) b) Creating/improving popular awareness and ownership of the APRM (probe if necessary: based on your experiences and knowledge of the APRM, how can awareness be improved?) 13) For both implementation of NPoA and improving awareness, do you think your organisation could play a role in this regard? [Probe: if not, why not. If yes, how?]	Respondent was involved and gives details. First respondent is not involved but is able to provide information and contact details of another respondent in the organisation who has knowledge on this subject. In this case the contact details of this person should be acquired for a follow-up interview
Also we need to identify solutions and innovations to address the difficulties identified.		

2 iv): Academics and media

Name of respondent: _____

Organisation: _____

Department and specialisation (if academic) and 'beat' if media: _____

Position: _____

PART A: Knowledge and Awareness Questions		
Interview preparation (guidance)	Interview Questions	Post-Interview Checklist
The overall objective of investigation here will be threefold: i) To confirm/verify and fill in gaps in the background information collected about the organisation and/or Key Respondent ii) To establish the level of knowledge by the Key Respondents and their organisations of the APRM iii) To detail the involvement of the Key Respondents and their organisations in policy and the APRM	1) What government planning and performance monitoring platforms/initiatives are you aware/familiar with that exist in SA? a. If you are aware of any, please describe briefly each one in turn IF APRM IS NOT MENTIONED ABOVE, 2) Are you aware of/familiar with the APRM? <i>If yes, ask (a) if no, end the interview</i> a. Please describe it 3) Are you aware of an institutional link between the APRM and other government planning platforms that you have already mentioned? d) If you are aware of any linkages, what are these (describe them)? 4) The APRM has produced a National Programme of Action. Do you know/are you aware of its contents? <i>[Probe: if respondent is aware of it contents in one or two sentences can you tell me about its contents]</i> 5) FOR JOURNALISTS: a. Has your organisation covered the APRM, its events and activities in the past? <i>[Probe, what kinds of events and activities relating to the APRM has it covered?]</i> 6) Was your organisation aware that the National Report of your country's commitments to the NPoA was released? <i>[Probe: if yes, was this newsworthy? Why or why not?]</i>	- Respondent knows about APRM: yes/no - Relates APRM to other planning platforms (PRSP, MDGs, Vision, etc) - Describes APRM by reference to AU-NEPAR/Voluntary membership, national dialogue or other key attribute - Respondent/organisation involved in APRM - NGC membership - Input into CSAR/CRR - CRM consultations/meetings - NPoA development - CRR validation - NPoA implementation - NPoA M&E - Other involvement

PART B: Level of involvement Questions [if respondent or organisation did/does not participate directly or indirectly in any APRM-related activity or process, skip to Part C (Opinions)]		
Pre-Interview Issues and Notes(guidance)	Interview Questions	Post-Interview Checklist
Here we shall be looking for “what the Respondents and their organisations DID and/or SAW” in their involvement with the APRM in particular and policy in general	IF INVOLVED IN APRM [If not involved, move to Part C] 7) Please describe briefly how you and/or your organisation participated in the APRM. Prompt if necessary for their participation in the following activities: - o NGC membership - o Input into CSAR/CRR - o CRM consultations/meetings - o NPoA development - o CRR validation - o NPoA implementation - o NPoA M&E - o Other involvement (specify)	Respondent was involved and gives details. First respondent is not involved but is able to provide information and contact details of another respondent in the organisation who has knowledge on this subject. In this case the contact details of this person should be acquired for a follow-up interview
PART C: Perceptions of the APRM		
Pre-Interview Issues and Notes(guidance) Here we wish to explore 3 broad areas: i) Evaluation of perceived importance of APRM in country, public awareness, etc ii) Evaluation (how people feel) about their involvement/participation in the APRM where applicable iii) Evaluation of the performance of NPoA implementation	Interview Questions 8) Do you feel that the APRM contributes towards promoting good governance in your country? [Probe: Give reasons for your answer] 9) What impact has the APRM had in the country? Is it central or peripheral to policy? [Probe: give reasons for your answer] 10) If you or your organisation has participated in the APRM process, do you feel you/your organisation's participation in the APRM was useful or not useful? [Probe: Please give reasons for your answer] a. Were there any challenges in your participation? b. If there were challenges, can you briefly describe what these were? 11) [ASK ONLY IF RESPONDENT HAS KNOWLEDGE OF THE NPOA] With particular reference to the implementation of the NPoA, what is your opinion of a. Its success b. The challenges 12) Think about the people (the ordinary public) your department serves, do you think they are aware of the APRM? [Probe: if they are aware, how are they aware, and if they are not aware, why is this so?] 13) If you have indicated some challenges facing the APRM. Can you suggest how the following aspects could be improved a) Implementation of NPoA (probe if necessary: for example through CSOs and government working together to achieve goals; other reasons based on your experiences) b) Creating/improving popular awareness and ownership of the APRM (probe if necessary: based on your experiences and knowledge of the APRM, how can awareness be improved?) 14) For both implementation of NPoA and improving awareness, do you think your organisation could play a role in this regard? [Probe: if not, why not. If yes, how?]	Respondent was involved and gives details. First respondent is not involved but is able to provide information and contact details of another respondent in the organisation who has knowledge on this subject. In this case the contact details of this person should be acquired for a follow-up interview
Also we need to identify solutions and innovations to address the difficulties identified.		

2 v): Development Partners/Donors

Name of respondent: _____

Name of partner /donor organisation: _____

Position/job title: _____

PART A: Knowledge and Awareness Questions		
Interview preparation	Interview Questions	Post-Interview Checklist
The overall objective of investigation here will be threefold: i) To confirm/verify and fill in gaps in the background information collected about the organisation and/or Key Respondent ii) To establish the level of knowledge by the Key Respondents and their organisations of the APRM iii) To detail the involvement of the Key Respondents and their organisations in policy and the APRM	1) What government planning and performance monitoring platforms/initiatives are you aware/familiar with that exist in this country? a. If you are aware of any, please describe briefly each one in turn IF APRM IS NOT MENTIONED ABOVE, 2) Are you aware of/familiar with the APRM? <i>If yes, ask (a) If no, end the interview</i> a. Please describe it briefly 3) Are you aware of an institutional link between the APRM and other government planning platforms that you have already mentioned? a. If you are aware of any linkages, what are these (describe them)? 4) The APRM has produced a National Programme of Action. Do you know/are you aware of its contents? <i>[Probe: in one or two sentences can you tell me about its contents?]</i> 5) Has your organisation been involved in the APRM at any stage? a. Please describe your organisation's involvement	- Respondent knows about APRM: yes/no - Relates APRM to other planning platforms (PRSP, MDGs, Vision, etc - Describes APRM by reference to AU-NEPAD/Voluntary membership, national dialogue or other key attribute - Respondent/organisation involved in APRM - CSAR funding CSAR research (respondent) - NPoA implementation (funding, etc) - NPoA M&E - Other involvement

PART B: Level of involvement Questions [If respondent or organisation did/does not participate directly or indirectly in any APRM-related activity or process, skip to Part C (Perceptions)]		
Pre-Interview Issues and Notes	Interview Questions	Post-Interview Checklist
Here we shall be looking for “what the Respondents and their organisations DID and/or SAW” in their involvement with the APRM in particular and policy in general	IF INVOLVED IN APRM [If not involved, move to Part C] 6) Please describe briefly how you and/or your organisation participated in the APRM. [Prompt if necessary for their participation in the following activities: - o Through a funding initiative - o Other involvement (specify)	Respondent was involved and gives details. First respondent is not involved but is able to provide information and contact details of another respondent in the organisation who has knowledge on this subject. In this case the contact details of this person should be acquired for a follow-up interview
PART C: Perceptions of the APRM		
Pre-Interview Issues and Notes(guidance)	Interview Questions	Post-Interview Checklist
Here we wish to explore 3 broad areas: i) Evaluation of perceived importance of APRM in country, public awareness, etc ii) Evaluation (how people feel) about their involvement/ participation in the APRM where applicable iii) Evaluation of the performance of NPoA implementation	7) Do you feel that the APRM contributes towards promoting good governance in the? [Probe: Give reasons for your answer] 8) What impact do you think the APRM has had in the country? Is it central or peripheral to policy? [Probe: give reasons for your answer] 9) If you or your organisation has participated in the APRM process or an APRM event, do you feel you/your organisation's participation was useful or not useful? [Probe: give reasons for your answer] 10) [ASK ONLY IF RESPONDENT HAS KNOWLEDGE OF THE NPOA] With particular reference to the implementation of the NPoA, what is your opinion of a. Its success b. The challenges 11) Think about the people (the general public), do you think they are aware of the APRM? [Probe: if they are aware, how are they aware, and if they are not aware, why is this so?] 12) If you have indicated some challenges facing the APRM. Can you suggest how the following aspects could be improved a) Implementation of NPoA (probe if necessary: for example through CSOs and government working together to achieve goals; other reasons based on your experiences) b) Creating/improving popular awareness and ownership of the APRM (probe if necessary: based on your experiences and knowledge of the APRM, how can awareness be improved?) 13) For both implementation of NPoA and improving awareness, do you think your organisation could play a role in this regard? [Probe: if not, why not. If yes, how?]	Respondent was involved and gives details. First respondent is not involved but is able to provide information and contact details of another respondent in the organisation who has knowledge on this subject. In this case the contact details of this person should be acquired for a follow-up interview
Also we need to identify solutions and innovations to address the difficulties identified.		