



UNICEF

The African Child Policy Forum
(in collaboration with UNICEF)

***Africa-wide Assessment of Government Bodies
Responsible for Children's Affairs***

Last updated February 2011

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I. Organization of questionnaire

The questionnaire has three types of questions:

- 1) Questions that have pre-coded responses;
- 2) Questions that are 'open-ended' and do not have pre-coded responses
- 3) Questions with numeric answers

II. Instruction to fill the form

Please refer to the annex for a detailed discussion of the steps involved in filling out the questionnaire

I - General Information

No.	Item	Name	Code
101	Country		
102	Full title of establishment		
103	Street address		
104	Postal address		
105	Website, if any		
106	City where the HQ is located		
107	Year since establishment? <i>(Please circle the appropriate code)</i>		1-2 years = 1 3-5 years = 2 6-10 years = 3 Over 10 years = 4

II - Contact Person

No.	Item	Name/Number/Description
201	Name of contact person	
202	Position in the establishment	
203	Email	
204	Fax number (include country code)	
205	Telephone	
a	Landline	
b	Mobile	

III. Specific Information

No.	Question	Options	Code
301	What is the official status of your establishment? <i>(Please circle the appropriate code)</i>	Ministry = 1 Commission = 2 Agency = 3 Department within a ministry/commission/ agency = 4 Unit within a ministry/commission/ agency/department = 5 Sub-unit = 6 Other (please specify) _____ _____	7

No.	Question	Options	Codes/Skips
302	Which of the following activities fall or don't fall within your official mandate? a. Preparing or taking the lead in preparing state party report to the African Committee of experts and/or UNCRC committee b. Researching the situation of children in your country c. Making policy and legislative recommendations on children's issues d. Advocating for the rights and wellbeing of children e. Providing information on children for those in need of it f. Providing a platform for discussing children's issues (including organizing workshops) g. Provide or coordinate training activities on children's issues h. Receiving reports of child rights violations i. Providing services related to inter-country adoptions j. Coordinating child focused NGO activities k. Other, Specify _____	Yes 1 1 1 1 1 1 1 1 1 1 1	No 2 2 2 2 2 2 2 2 2 2 2
303	To whom does the head of the establishment report to? <i>(Kindly attach the organisational structure (organogram) of the establishment)</i>	Parliament = 1 The Head of State = 2 The vice-president or Deputy Prime Minister = 3 The Minister = 4 The State Minister = 5 Head/Director of a Commission/Agency/Department within a ministry = 6 Independent Human Rights Commission/Ombudsman = 7 Other (please specify) _____ = 8	
304	Is your establishment responsible for submitting state party reports to the UNCRC Committee?	Yes = 1 No = 2	→ Go to 307
305	How do you rate your submission in terms of providing the required reports on time?	we have submitted all reports on time = 1 we have submitted all reports, but with some delay = 2 we have submitted most, but we were not able to submit some = 3 we have submitted only few reports = 4 We are now preparing/planning to submit one = 5 Never submitted any such report = 6	1 → Go to 307
306	What are the major problems for not submitting or delay in reporting? a. We have capacity related problems to prepare the report b. Sufficient information is not available to prepare the report c. There are other overriding priorities competing for our time d. Budget/resource insufficiency to prepare the report e. Other (please specify) _____	Yes 1 1 1 1 1	No 2 2 2 2 2

No.	Question	Options	Codes/Skips	
307	Is there a proper follow up to the reports vis-à-vis the actions to be taken according to the Concluding Observations and Recommendations given by the concerned committees?		<u>Yes</u>	<u>No</u>
	a. Follow up is non-existent		1	2
	b. Follow up is difficult as responsibilities for follow up actions are dispersed among various ministries and as there is no mandated mechanism for coordination		1	2
	c. Proper follow up is taken by our department/ministry as to the actions taken by each of the ministries for which the recommendations are relevant		1	2
	d. Other (please specify), _____		1	2
308	What specific legal and policy instruments (Policies, Bills, Acts, Conventions, etc.) do you apply/use in your projects/activities?		<u>Yes</u>	<u>No</u>
	a. The UNCRC		1	2
	b. The African Charter on the Rights and Welfare of the Child		1	2
	c. Constitution/National laws		1	2
	d. Policies and Directives relating to children		1	2
	e. Children's Bills/Acts		1	2
	f. National Plans of Action for children		1	2
	g. National Development Plans/Poverty Reduction Strategy Papers		1	2
	h. The World Declaration on World Fit for Children		1	2
	i. The AU Declaration on Africa Fit for Children (2008-2012)		1	2
	j. The African Charter on Human and Peoples' Rights		1	2
	k. The Abuja Declaration		1	2
	l. Other (please specify) _____		1	2
309	What activities is your establishment currently doing alone or in collaboration with other government organisations/NGOs?		<u>Yes</u>	<u>No</u>
	a. Preparing or taking the lead in preparing state party report to the African Committee of experts and/or UNCRC committee		1	2
	b. Researching the situation of children in your country		1	2
	c. Making policy and legislative recommendations on children's issues		1	2
	d. Advocating for the rights and wellbeing of children		1	2
	e. Providing information on children for those in need of it		1	2
	f. Providing a platform for discussing children's issues (including organizing workshops)		1	2
	g. Provide or coordinate training activities on children's issues		1	2
	h. Receiving reports of child rights violations		1	2
	i. Providing services related to inter-country adoptions		1	2
	j. Coordinating child focused NGO activities		1	2
	k. Other, Specify _____		1	2
310	Is there a unit within your establishment specifically responsible for vulnerable groups of children, such as orphans and children with disability?		Yes = 1	No = 2
311	Does your institution have a specific strategy/working plan with reference to its authorization/mandate?		Yes = 1	No = 2 → Go to 313

No.	Question	Options	Codes/Skips
312	If yes, how many years does it cover? <i>[Multiple answer possible]</i>	One year Two years Three years Four years Five years & Above	1 2 3 4 5
313	Has there been any structuring in government that directly or indirectly affected your establishment?	Yes = No =	1 2 → Go to 315
314	In what way did the structuring affect you?		<u>Yes</u> <u>No</u>
	a. Increase in scope of work/staff		1 2
	b. Reduction in scope of work/staff		1 2
	c. Enhancement in legal power/authority		1 2
	d. Lower legal autonomy/power		1 2
	e. Enhanced independence		1 2
	f. Deprivation of independence		1 2
	g. Increase in budgets		1 2
	h. Reduction in budgets		1 2
	i. Negative impact on the quality of work		1 2
	j. Improvement in the quality of work		1 2
	k. No change		1 2
	l. Other (please specify) _____		1 2
315	Has the current global financial, economic and food crises affected your establishment?	Yes = No =	1 2 → Go to 317
316	In what way did it affect you?		<u>Yes</u> <u>No</u>
	a. Reduction in budgets		1 2
	b. Closure of projects		1 2
	c. Staff layoff		1 2
	d. Reduction in volume/scope of work		1 2
	e. Other (please specify) _____		1 2
317	Do you involve children in your activities?	Yes = No =	1 2 → Go to 319
318	In which of the following activities do you involve children?		<u>Yes</u> <u>No</u>
	a. Researching the situation of children in your country		1 2
	b. Making policy and legislative recommendations on children's issues		1 2
	c. Advocating for the rights and wellbeing of children		1 2
	d. Child focused conferences		1 2
	e. Training programmes on children's issues		1 2
	f. Other, Specify _____		1 2

No.	Question	Options	Codes/Skips
319	Does the establishment provide training opportunities to its staff members on evolving concepts and developments on child rights and child wellbeing?		Yes = 1 No = 2
320	What are the challenges your establishment is facing?		Yes No
	a. Law and policy-related impediments		1 2
	b. Limited budget		1 2
	c. Lack of legal power/autonomy to discharge our responsibility		1 2
	d. Limited staff capacity		1 2
	e. Lack of infrastructure and facilities		1 2
	f. High staff turnover		1 2
	g. Lack of coordination with other sectors		1 2
	h. Low staff morale and motivation		1 2
	i. Limited skills in emerging child rights/wellbeing issues		1 2
	j. Lack of independence		1 2
	k. Inappropriate mandate		1 2
	l. Other (please specify) _____		1 2
321	What opportunities are there for your establishment to successfully achieve your mandate?		Yes No
	a. Conducive legal and policy framework		1 2
	b. Political support from the government		1 2
	c. Potential for support from NGOs		1 2
	d. Availability of sufficient financial resources		1 2
	e. Cooperative local administrations		1 2
	f. Good will from various stakeholders		1 2
	g. Others (please specify) _____		1 2
322	What are the strengths of the establishment that contribute to the successful achievement of its mandate?		Yes No
	a. Adequate human resource capacity		1 2
	b. Adequate infrastructure and facilities		1 2
	c. High staff motivation and initiation		1 2
	d. Efficient system in place for coordination with other sectors ministries/relevant bodies		1 2
	e. Have the legal authority/power		1 2
	f. We are independent/free of influence		1 2
	g. Others (please specify) _____		1 2

No.	Question	Options	Codes/Skips				
323	<p>What success stories in improving the situation of children in your country can you share with us that came about because of the intervention of your establishment?</p> <p><i>(Please write the successes in the space provided below)</i></p>						
324	<p>How many staff members are there in your establishment? Can you provide us with their number in accordance to the following break down?</p> <p>a. Managerial and senior administrative staff</p> <p>b. Senior Experts and Technical Officers</p> <p>c. Junior Experts and Technical Officers</p> <p>d. Support staff (finance, logistic, secretarial and office attendants)</p> <p>e. Total number of staff</p>		<input data-bbox="1251 808 1471 860" type="text"/> <input data-bbox="1251 891 1471 943" type="text"/> <input data-bbox="1251 974 1471 1025" type="text"/> <input data-bbox="1251 1057 1471 1108" type="text"/> <input data-bbox="1251 1140 1471 1191" type="text"/>				
325	<p>How do you assess the overall knowledge of the establishment's staff on children's issues?</p>		<p>Excellent = 1 Good = 2 Average = 3 Poor = 4</p>				
326	<p>How much government budget is allocated to your establishment over the indicated years?</p> <p><i>Kindly give us information over the following five years, if available in Local Currencies (In Millions)</i></p>						
		Year	2006	2007	2008	2009	2010
a. Total budget							
b. Actual expenditure							
c.. Percent by source							
i. Government							
ii. Grants							
iii. Income from services/ products							
iv. Other sources							
d. Uses							
i. Salary & remunerations							
ii. Non salary							

No.	Question	Options	Codes/Skips																																													
327	<p>How much was the government budget allocated to the ministry/body under which your establishment is organised over the indicated years?</p> <p><i>Kindly give us information over the following five years, if available in Local Currencies (In Millions).</i></p>	<table border="1"> <thead> <tr> <th data-bbox="528 450 651 488">Year</th> <th data-bbox="651 450 818 488">2006</th> <th data-bbox="818 450 986 488">2007</th> <th data-bbox="986 450 1153 488">2008</th> <th data-bbox="1153 450 1321 488">2009</th> <th data-bbox="1321 450 1495 488">2010</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 488 651 546">a. Total budget</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="528 546 651 604">b. Actual expenditure</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="528 604 651 790" rowspan="3">c. Percent by source</td> <td data-bbox="651 604 818 674">i. Government</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="651 674 818 732">ii. Grants</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="651 732 818 790">iii. Other sources</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="528 790 651 913" rowspan="2">d. Uses</td> <td data-bbox="651 790 818 860">i. Salary & remunerations</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td data-bbox="651 860 818 913">ii. Non salary</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	2006	2007	2008	2009	2010	a. Total budget						b. Actual expenditure						c. Percent by source	i. Government					ii. Grants					iii. Other sources					d. Uses	i. Salary & remunerations					ii. Non salary					
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	ii. Non salary																																															
328	<p>What kinds of external support do you need for your activities, please specify?</p>		<table border="1"> <thead> <tr> <th data-bbox="1201 981 1321 1019"></th> <th data-bbox="1321 981 1410 1019">Yes</th> <th data-bbox="1410 981 1495 1019">No</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1019 1201 1057">a. Technical assistance</td> <td data-bbox="1321 1019 1410 1057">1</td> <td data-bbox="1410 1019 1495 1057">2</td> </tr> <tr> <td data-bbox="528 1057 1201 1095">b. Funding</td> <td data-bbox="1321 1057 1410 1095">1</td> <td data-bbox="1410 1057 1495 1095">2</td> </tr> <tr> <td data-bbox="528 1095 1201 1133">c. Training</td> <td data-bbox="1321 1095 1410 1133">1</td> <td data-bbox="1410 1095 1495 1133">2</td> </tr> <tr> <td data-bbox="528 1133 1201 1171">d. Material support</td> <td data-bbox="1321 1133 1410 1171">1</td> <td data-bbox="1410 1133 1495 1171">2</td> </tr> <tr> <td data-bbox="528 1171 1201 1209">e. Partnership/collaboration</td> <td data-bbox="1321 1171 1410 1209">1</td> <td data-bbox="1410 1171 1495 1209">2</td> </tr> <tr> <td data-bbox="528 1209 1201 1249">f. Other (please specify) _____</td> <td data-bbox="1321 1209 1410 1249">1</td> <td data-bbox="1410 1209 1495 1249">2</td> </tr> </tbody> </table>		Yes	No	a. Technical assistance	1	2	b. Funding	1	2	c. Training	1	2	d. Material support	1	2	e. Partnership/collaboration	1	2	f. Other (please specify) _____	1	2																								
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329	<p>If you have additional information to share with us about your establishment, please write it down in the space provided below.</p>																																															

No.	Question	Options	Codes/Skips
330	Are there other government establishments with a related mandate that you think should complete this questionnaire?	<p style="text-align: right;">Yes = 1 No = 2 → END</p>	
	Please give us information about the establishment(s)		
	Establishment 1	<i>Name/Number/Description</i>	
	Full name of establishment		
	Name of contact person		
	Position in the establishment		
	Email		
	Fax number (include country code)		
	Telephone		
	Landline		
	Mobile		
	Establishment 2	<i>Name/Number/Description</i>	
	Full name of establishment		
	Name of contact person		
	Position in the establishment		
	Email		
	Fax number (include country code)		
	Telephone		
	Landline		
	Mobile		

We thank you very much for your cooperation!

Annex-1: Detailed instructions to fill the questionnaire

1. Questions with pre-coded responses

Some of the questions in this form have predictable answers, in which case, the responses are listed along with the corresponding codes. Respondent's answer will be recorded simply by circling the code (number) that corresponds to the reply that best describes it. However, not all responses can be predicted and respondents may give answers that are not included in the list of options. In such cases, please write the responses in the space provided under the category '**Others (specify)**'. There are also questions that require numeric responses. In these types of questions, the correct number will be recorded in the boxes provided.

Questions with pre-coded responses may have either only one answer or multiple answers (they are demonstrated, below, in Boxes 1 and 2, respectively). In questions that require only one answer, the code for the most appropriate option (only one answer) will be circled (see Box 1).

Box 1: An example of a pre-coded questions with only one answer		
	Options	Code
	Ministry =	1
	Commission =	2
	Agency =	3
	Department within a ministry/commission/ agency =	4
Unit within a ministry/commission/ agency/department =		5
Other (please specify) _____		6

For questions with multiple answers, the questionnaire is designed to accommodate multiple recoding (see Box 2). All responses that the respondent provides for such types of questions will be recorded by circling code '1' parallel to each of the options mentioned under the category 'Yes'. The respondent will be probed to exhaust his/her responses and will be recorded in the same way. For the options in the list that were not mentioned, code '2' will be circled so as to differentiate them from those mentioned (see Box 2). As in the case in Box 1, responses that are not in the list will be recorded in writing in the space provided under "Other, specify".

Box 2: Pre-coded question with multiple answers: An example			
		Yes	No
	Adequate human resource capacity	1	2
	Adequate infrastructure and facilities	1	2
	Efficient system in place for coordination with other ministries/relevant bodies	1	2
	Others (please specify) <u>High staff motivation</u> =	1	2

2. Recording responses that are not pre-coded/Open-ended

In the questionnaire, you will find questions without any option for an answer (not pre-coded/open-ended type). These types of questions require that you write the answers in the space provided may not be sufficient, in which case, you are kindly requested to use additional paper. Please write the question number in the additional paper so that we know to which question the text is referring to.

Skip instructions

Depending on the answer given to previous questions, some of the questions may be irrelevant. It is, therefore, very important to avoid asking such irrelevant ones by introducing skip instructions. As demonstrated below, skip instructions are arrows followed by a question number that indicates where to jump. When arrows are not placed to a code, it means "ask the following question". For example: if the answer for question number 113 is 'Yes' or code '1' is circled, the next question or 114 will be asked. But, if the answer is 'No' or code '2' is circled, the skip instruction demands a

jump to question 115, implying that question 114 is irrelevant in this respect and should not be asked.

113	Has the current global financial crisis affected your establishment? Yes = 1 No = 2 → Go to 115
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