

# **ASSOCIATION OF NGOs ZANZIBAR (ANGOZA)**



## **QUARTER TWO FORMATIVE EVALUATION REPORT FOR PROMOTING CITIZEN PARTICIPATION IN LAW AND POLICY ENGAGEMENT PROJECT IN ZANZIBAR**

**JANUARY 2018**

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**ZANZIBAR**

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## **ACKNOWLEDGEMENTS**

ANGOZA would like to express its appreciation for the assistance of all who gave their time and input to this report, particularly the local consultant, Mr. Mohammed Khatib Mohammed who used his enough skills and experiences to compile this report after further observations and assessment towards the project implementation.

It will be unfair if ANGOZA failed to convey its gratitude to its management staff, and other engaged stakeholders including Civil Society Organizations which are under the umbrella of ANGOZA who took part in this Quarter two project implementation to the evaluation process.

We are very grateful for the help, time allocated for this task to be completed and assistance of all key stakeholders involved.

Thank you very much indeed.

## **ACRONYMS**

ANGOZA Association of Non-governmental Organizations-Zanzibar

CSOs Civil Society Organizations

FCS Foundation for Civil Society

KIIs Key Informant Interview

M&E Monitoring and Evaluation

NGO's Non Governmental Organizations

S/N Serial Number

ToR Terms of Reference

TV Television

## **EXECUTIVE SUMMARY**

ANGOZA – Association of Non – Governmental organization of Zanzibar is an outstanding National Umbrella Organization serving the Zanzibar NGO Community. ANGOZA was established and officially registered in 1993 under the land perpetual succession act No. 101 of 1953 and re-registered under the society Act. No. 6 of 1995

This Evaluation is a result of ANGOZA project implementation which is under the auspices of Foundation for Civil Society started in August 2017 aimed at increasing the level of participation of citizens in laws and public policy engagement. It is also a continuation of formative evaluation process from the Quarter one evaluation as done by ANGOZA through this project in October 2017. Meanwhile ANGOZA intended to conduct Quarter two Project evaluation for the sake of assessing how Citizen from the grassroots can be participated in the local government Authority as well as the space of CSOs in Ward Councils ad Shehias Consultative Committees through imparting knowledge and understanding for Citizen on the regulation of Local government Authority Act as a guidelines for effective implementation of Act No. 7 of Local government Authority.

This is a formative evaluation design, in which a mixed method that includes both quantitative and qualitative methods of data collection has been used to gain a comprehensive perspective of the ANGOZA project implementation. A Purposive type of sampling was used to get the sample size of 60 participants from different CSOs in the ratio of 80-70 between Unguja and Pemba. Data collection tools developed and the collected data were then analysed by using simple descriptive statistics.

The evaluation revealed that, about 90% of the people interviewed agreed that the issue of devolution as advocated by ANGOZA through this project can contribute much to promote citizen participation in Law and Policy engagement in Zanzibar. About 95 % of the respondents interviewed argued that, the guidelines of Ward Councils and Shehia Consultative Committees have significantly positive impact to the Citizen as it provides the sense of motivation to wards participating in the local government authority

In relation to the relevance of the project, 94% participants acknowledged that fact that, objectives of the project have reflected to the locally defined needs and priorities, since they focus on to sensitize Citizen on the guidelines of Ward Councils and Shehia Consultative Committee which is the main area that can encourage People especially at the grass root level to engage in Local government authority. However 6% of respondents were scared with Political affiliation that might affect the process of Citizen Involvement within the Local government authority.

On stakeholder's satisfaction, all people interviewed are satisfied with how the Project is running, its activities and strategies used to ensure that Citizen engagement in Laws and Policy development is reached within the required time. This was due to the fact that, the program has given the opportunity of providing their view on challenges and gaps available in the guidelines for Ward Councils and Shehia Consultative Committees and presented to the Government for further implementation. The evaluation imply that the beneficiaries have

a huge trust and credibility with what ANGOZ is doing since it encourages Citizen participation in the development issues within their localities.

**Recommendation for the Core funder**

- ❖ ANGOZA has generally performed well during the second quarter of the Project implementation and there are no reasons to suggest that core funding should not be continued and even increased in the coming phase. The Project was based on prevailing conditions which is very relevant on what Citizen demand at their localities.

## **CHAPTER ONE**

### **INTRODUCTION, CONTEXT, AND METHODOLOGY**

#### **1.1 Background**

ANGOZA – Association of Non – Governmental organization of Zanzibar is an outstanding National Umbrella Organization serving the Zanzibar NGO Community. ANGOZA was established and officially registered in 1993 under the land perpetual succession act No. 101 of 1953 and re-registered under the society Act. No. 6 of 1995

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- ✓ Understand the structure of Ward Council and Shehia Consultative committee
- ✓ It will motivate Citizen from the grassroots to participate in the local government authority
- ✓ It will eliminate the misconceptions that only Shehas and their people are entitled to be in that structure and;
- ✓ It will enable them to understand their roles to play as identified within the guidelines

However, the project secured a grant intended to increase the level of Citizen Participation in laws and Public policy engagement whereby, through devolution process the active participation of citizen in local government authority will be guaranteed and expected to gradually change from worst to best and thus improving efficiency and effectiveness towards good governance in Zanzibar.

#### **1.2 PURPOSE AND OBJECTIVES OF FORMATIVE EVALUATION**

##### **1.2.1 The purpose of the evaluation**

The purpose was to provide information to revise and improve ANGOZA project operations. Furthermore, based on the Terms of Reference (ToR) given by ANGOZA, the Second quarter

formative evaluation is aimed at: Assessing the level of Citizen awareness on developed guidelines for Ward Councils and Shehia Consultative Committees, Assessing the effectiveness of CSOs platform created and its impacts towards the Project, Evaluate the existing Strategic Partners, its effectiveness and impact towards the Project, Assess the space of CSOs in the Standing Committee of House of Representative, Assess the performance of ANGOZA website and social media. Even though, since ANGOZA has completed the second quarter (November 2017 to January 2018) of implementing this project an external consultant has been recruited to conduct a formative Monitoring and evaluation to assess if there is an increased level of Citizen Participation in Law and Policy engagement in Zanzibar which is the main goal of this Project

### 1.2.2 Specific Objectives of evaluation

The specific Objectives of this evaluation include to assess the effectiveness of the project (i.e., the extent to which the project stated objectives are being achieved or can be achieved; assess sustainability of the project (i.e., the likelihood of the project continuing after donor support); assess the relevance of the project (i.e. appropriateness of the project in relation to the needs and situation in Zanzibar); and determine ways to improve the project design

### 1.2.3 Methodology

This is a formative evaluation design, in which a mixed method that includes both quantitative and qualitative methods of data collection has been used to gain a comprehensive perspective of the ANGOZA project implementation. This means that, Key Informant Interviews, Observations, field visits and in-depth interviews to key stakeholders following semi-structured questionnaires have been conducted to obtain the information necessary to meet the objectives of the formative evaluation

### 1.2.4 Sample

A Purposive type of sampling was used to get the sample size of 153 participants from different CSOs in the ratio of 84-70 between Unguja and Pemba. Data collection tools developed and the collected data were then analysed by using simple descriptive statistics. The participants were interviewed in the location of their choice and sometimes through mobile communication. The sample included 4 people (2 male and 2 female) who engaged in Key Informant Interviews (KIIs) and in-depth interviews to 150 stakeholders (97 male=65% and 53=35% female) from different CSOs

**Table 1: Distribution of Stakeholders Interviewed in Unguja and Pemba**

Data Collection technique	Sample size	Unguja 53%	Pemba 47%
Key Informant Interviews		3	0
In-depth Interview for Project stakeholders		80	70

### **1.2.5 Data collection**

As a preparation to this important step, consent was requested to all participants before going on with an interview, and the Consultant introduced himself, and requested to them to participate. The Consultant introduced on the purpose of the evaluation, the strategies that would be taken to protect their confidentiality, assured that their participation is voluntary and they are free to stop participating at any time. The data collection process last for five days from 20<sup>th</sup> January 2018 to 24<sup>th</sup> January 2018, and the key evaluation questions asked based on the following areas:-

1. Developed a simple version of guidelines of Wards Councils and Shehia Consultative Committees
2. Dialogues Conducted to Create awareness on the guidelines of Wards Councils and Shehia Consultative Committees
3. Performance of ANGOZA website and Social media
4. Effectiveness of CSOs Platform
5. Effectiveness of Strategic Partners
6. Participation of CSOs (12 Platform members) in the standing Committee
7. The Level of Citizen Participation in Laws and Policy engagement
8. Project Effectiveness
9. Project relevance
10. stakeholders satisfaction on the project

### **1.2.6 Data entry, Cleaning and Analysis:**

The collected data were then checked for completeness and posted using Microsoft excels software for cleaning and analysis. Obtained clean set of data were later analysed by using simple descriptive statistics.

### **1.2.7 Ethical considerations:**

No ethical clearance was needed, as the evaluation does not include any bio-data of the key stakeholders who were involved in this formative evaluation.

### **1.2.8 Limitations of the evaluation**

❖ Time constraints, in comparison to the scope of work.

### **1.2.9 Expected deliverables of this assignment**

- i. An inception report that details the methodologies, timelines, and milestones associated with the Consultancy.
- ii. List of the tools to be reviewed and the work plan which should include schedule of activities with definitive start and completion dates.
- iii. A detailed formative evaluation report for the project

## CHAPTER TWO

### FINDINGS AND DISCUSSION

#### 2.0 FINDINGS

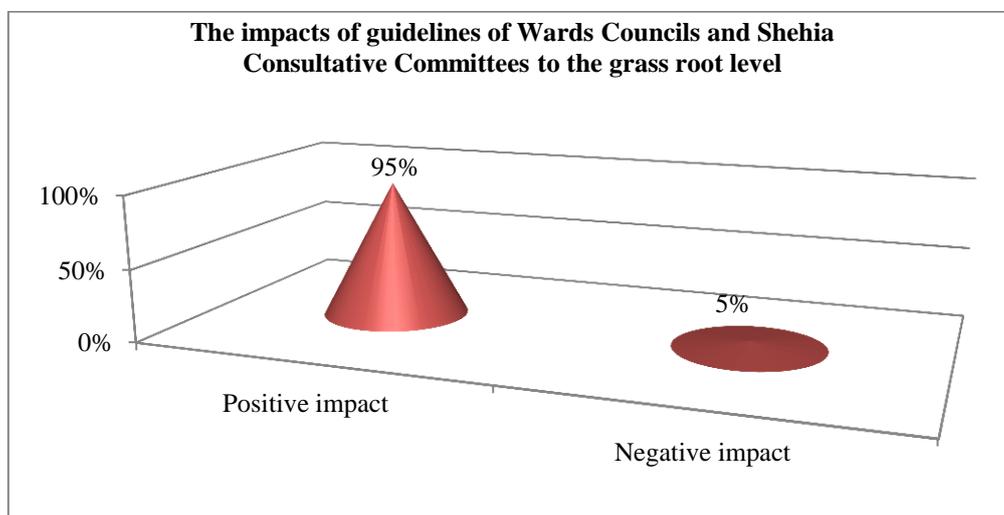
The formative evaluation covered a number of 150 targeted stakeholders from different CSOs in both Unguja and Pemba. On the basis of ANGOZA project named “Promoting Citizen participation in Policy and Law” the evaluator noted the following observations:-

#### 2.1 The impacts of guidelines of Wards Councils and Shehia Consultative Committees to the grass root level

On the period of November 2017 to January 2018 ANGOZA was in continuing process of implementing the Project intended to increase the level of Citizen Participation in Laws and Public policy engagement in Zanzibar. During this period ANGOZA through the created CSOs platform achieved to develop a simple version of guidelines of Wards Councils and Shehia Consultative Committees with the intention of simplifying the main documents to the simplified one so as be used friendly with local community and keep them easily understand the Local government Authority Act No. 7 of 2014 which will foster its implementation.

According to the evaluation result through the in-depth interview of different members from Civil Society Organizations and CSOs platform agreed that, the developed guidelines meant to Citizen at grass root level since it shows clearly the structure of Ward councils and Shehia Consultative committee and how Citizen from the grass root level will be participated.

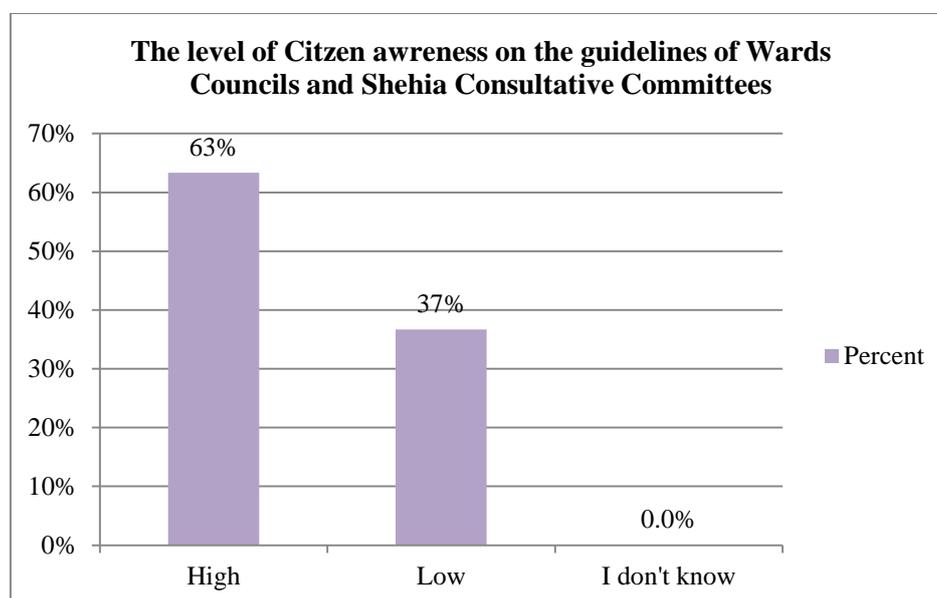
About 95 % of the respondents interviewed argued that, the guidelines of Ward Councils and Shehia Consultative Committees have significantly positive impact to the Citizen as it provides the sense of motivation to participate in the local government authority. Also Citizen may easily understand their roles to play due to the structure of Local government authority as identified within the guidelines. Only 5% of respondents had some doubts and marking the negative impact, if the structure of Local Government authority will have an indicator of political affiliation. Hence, the guidelines of Ward Councils and Shehia Consultative Committees will not have a meaning to the Citizen at grass root level.



## 2.2 The level of Citizen awareness on the guidelines and the space CSOs in Wards Councils and Shehia Consultative Committees

After the development of a very simplified version of guidelines for Ward councils and Shehia Consultative Committees, ANGOZA organized dialogues which involved the members from Civil Society Organization in all five regions of Zanzibar. The dialogues intended to create awareness to Citizen on the regulations/guidelines of Ward Council and Shehia Consultative Committees of Local government authority and empower them to have ability to question on their rights and space in Ward Councils and Shehia Consultative committees within their Constituencies.

The evaluation revealed that, a number of 95 people equivalent to 63% of all people interviewed rate that, the level of awareness of Civil Society organizations on the guidelines of Ward Council and Shehia Consultative Committees is “High” and this has been indicated by the number of issues raised by CSOs members during the dialogues which were very relevant to the guidelines and questioning on some of the weakness and challenges appeared within the guidelines. However about 37% of respondents said that, the level of awareness for Citizen from the grass root level is still “Low” this is because ANGOZA as an Umbrella concentrated much to raise awareness to CSOs and requested them to drag this education to the people from the grass root. Hence it was recommended that, ANGOZA should push CSOs to use deliberately efforts to raise awareness to the public on these guidelines so as to be able to understand how their local government structure through the Ward Councils and Shehia Consultative Committees will look like.



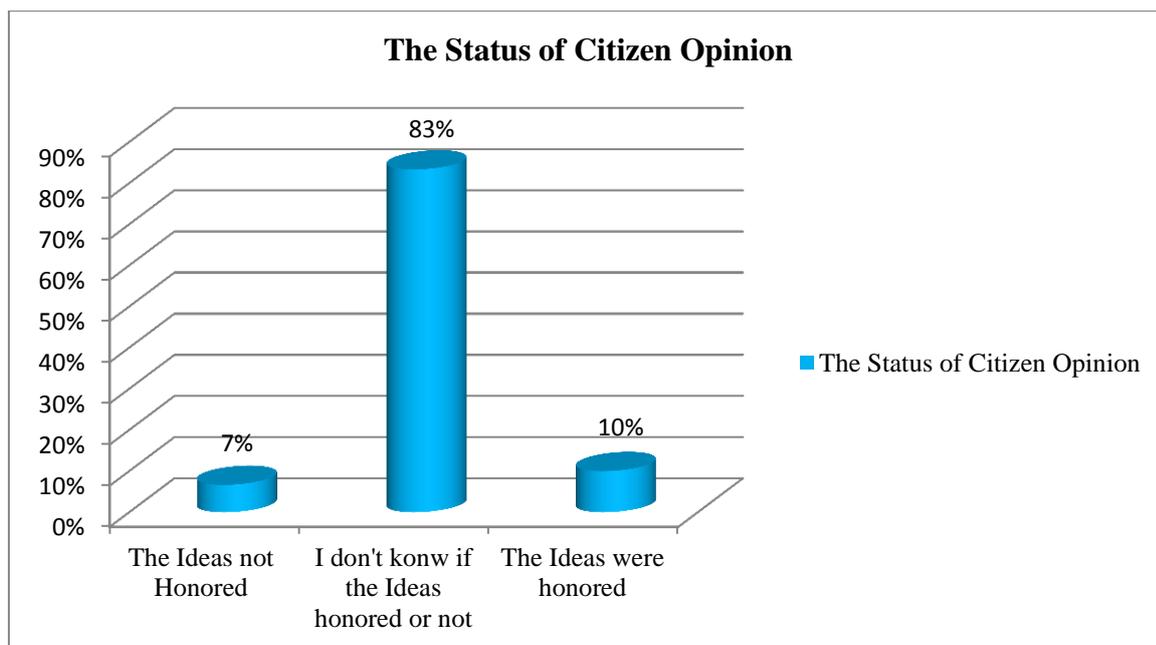
Apart of the space of CSOs to engage in Local government authority, the evaluation noticed that, CSOs have given 3 positions in Ward Councils and 3 positions in Shehia Consultative Committees (2 female and 1 male) who will act as members of Committees but with no right to vote for any decision need to be voted within the meetings. Also People with special needs have 2 positions to engage in local government authority but also they don't have the right to vote. Even though the efforts have started to be taken to overcome this challenge/weakness, it was suggested that ANGOZA as a mother of NGOs in Zanzibar should continue lobbying the

government to ensure that, the Act is reviewed and CSOs are given the right to vote. This can play a great role to strengthen democracy within the local government authority.

### 2.3 Effectiveness of CSOs Platform towards the project

The second quarter evaluation observed that, under the implementation of this project the CSOs national platform has effectively worked hard to discuss and analyse the Citizen Issues and ideas on the guidelines of Ward Councils and Shehia Consultative committees raised by the Citizen during the dialogue session. Citizen due to their level of awareness on those guidelines number of issues raised, and the CSOs platform effectively held a meeting to analyse issues which are most relevant to the guidelines of local government authority Act. Finally the Platform came up with five (5) critical issues and sent them to the strategic Partners for dialogue purpose on the issues raised. Hence the evaluation results divulged that CSOs platform is very effective since they were meeting regularly and discuss the issues which are very relevant to the Citizen identified needs.

However, the evaluation revealed that about 10 people equivalent to 7% of people interviewed argued that, their opinions provided during the dialogue sessions were not honoured. This is because the ideas were collected and analysed but there is no any feedback they receive from AGOZA on what is going on. About 83% of respondents do not understand if their ideas/issues raised were honoured or not, even though they believe that the efforts are done to ensure that their recommendations presented to the responsible organ. Also, about 10% of respondents including the CSOs platform and Strategic Partners said that the Citizen ideas and issues they raised were honoured because the ideas were analysed and critical issues were sent to the Strategic Partners for further clarification. Therefore it is suggested that, at any point of project status, the beneficiaries need to be notified, this will foster the implementation of the project and the desired goal will be achieved easily.



## 2.4 Effectiveness of the available space for Strategic Partners and CSOs platform.

The Strategic Partners are the Government Directors who have an important role to play under the implementation of this Project. Their effectiveness is measured through the available space for them to meet with CSOs platform to discuss the issues raised by the Citizen during the dialogue sessions as organized by ANGOZA on the guidelines of Ward Councils and Shehia Consultative Committees and seek them to provide clarification on the critical issues after further analysis by the CSOs platform.

All 15 respondents (12 CSOs platform members and 3 Strategic Partners) said that, the available space for dialogue between CSOs platform and Strategic Partners was very effective since the directors started to have a trust that citizens are involved and also have decided to cooperate with CSOs strengthen Democracy in Local Government, also the feedback through that space were given on the spot, the space also established good working relationship between government and CSOs and show that civil society has played a great role to help the government to demonstrate the existing gaps in the Local Government authority Act. It was suggested that, in order to improve the effectiveness of available space, the issues raised by the Citizen should be honoured and implemented accordingly.

### The Critical Issues Discussed in the Strategic Partners meeting with CSOs Platform

S/N	ISSUES	EFFECT	RESPONSE FROM GOVERNMENT OFFICIALS
1	Representatives of CSOs in wards Council and Shehia Consultative committee have no right vote	They are deprived of important right Discrimination of key stakeholder	The Government has agreed to amend the Local Government Authority Law
2	Responsibilities and qualification of members of Councils and Shehia are incompatible	Members functioning may Lead to poor Performance	It is too early to judge compatibility of members at ward councils and Shehia committee based on qualifications.
3	Guidelines stipulates the issue of monitoring and evaluation but has not assigned organ responsible	Nobody will be responsible on Monitoring and Evaluation (Responsibility of everyone is responsibility of none)	It's the role of Regional and district administrations to monitor and evaluate the establishment and functioning of the organs hence there is no need of Committees.
4	Lack of trust to Shehas in providing important	Lower participation of people at grass	Although it is difficult to know the habit of Shehas but the Government

	information (distributions application forms)	roots	will take effort to train them and find modality that will build trust
5	In some Shehia there might be no existence of CSO	It may lead to Ward councils or Shehia consultative committees without member of CSOs	Government will look again on the law if it provides room will use it as it is a genuine issue.

## **2.5 Participation of CSOs (12 Platform members) in the standing Committee of House of Representative**

As pointed out earlier, ANGOZA under the implementation of this project achieved to formulate CSOs National platform for Citizen Engagement on policy and law, whereby among its function is to discuss and analyse law, regulations and policy which their opinions were sent to House of Representatives as their inputs on improving them. The evaluation noticed that, in the period of November to January the CSOs platform apart of analysing the regulations of Local government authority Act No. 7 of 2014, they have also achieved to participate in the analysis of two Bills of Laws namely; Penal Act and The Act of Fair Business Competition and protecting the User.

It was observed that, after the analysis, they are sending their suggestions to the Standing Committee of House of Representative and the Committee sit together with Responsible Ministry for further clarification. The challenge argued under this point of view is; even though the Platform shares the proposed issues to the standing committee of HR, but there is no feedback provided at the time being so, is difficult to know whether their opinion honoured or not until the bill enacted. Hence, it is recommended that, for the sake of improving the effective participation of CSOs platform in the Standing Committee of House of Representative, the alternative means should be needed to restoring feedback to the Platform on their proposed idea before the law being enacted

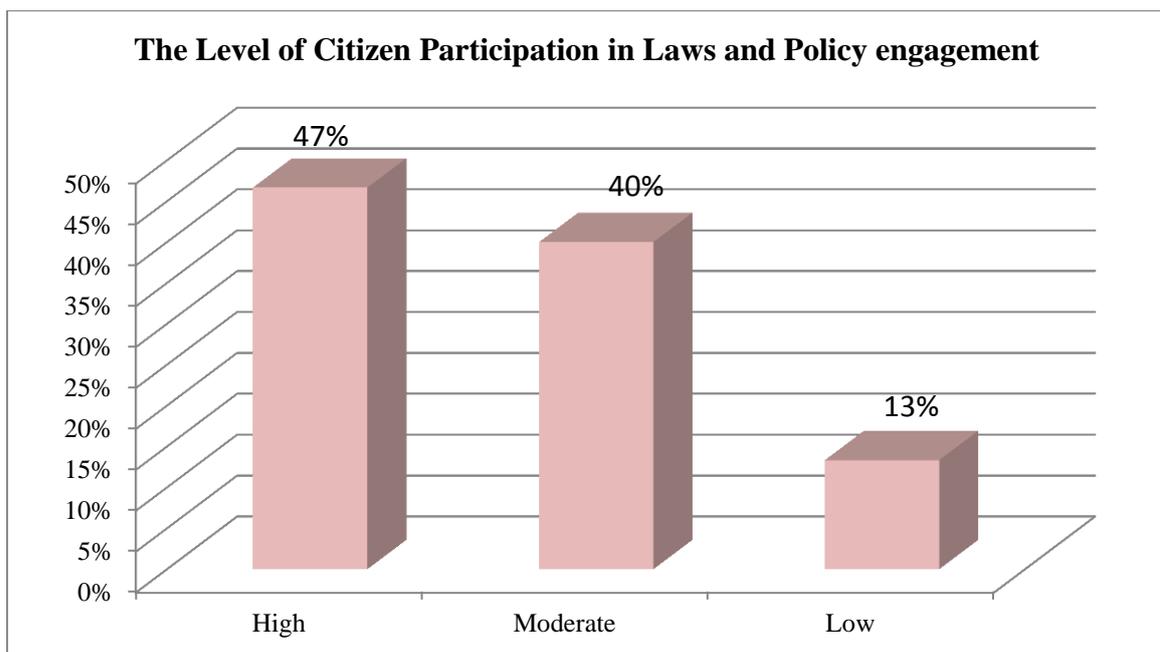
## **2.6 The Level of Citizen Participation in Laws and Policy engagement**

The main goal of implementing “the Promoting Citizen Participation in Policy and Law project in Zanzibar is to increase the level of Citizen Participation in laws and policy engagement and making Citizen enjoying the rights of inclusion in the development process within their Country. The level of participation is also be achieved through the level of Citizen Engagement in their local government authority as the area that was much concentrated by ANGOZA in this second phase of the project implementation. An interview with different stakeholders from different CSOs revealed their different level of satisfaction regarding the Citizen participation in laws and Policy engagement in Zanzibar.

About 47% of the respondents opined that they were satisfied at the “high” level of Citizen Engagement in Policy development. This has been evidenced through the guidelines of Ward

Councils and Shehia Consultative Committees which provide the opportunity of CSOs to participate in the local government authority. However, 40% of respondents said that the level of Participation of Citizen is still at Moderate level since people from the grass root level are not prioritized.

About 7% of the interviewed people said that the level of Citizen Participation is still low and it is very affiliated by politics whereby, only few people are benefited. The survey results imply that ANGOZA needs to continue advocating to the duty bearers to keep much emphasis on this angle so as to strengthen equal participation of people in the laws and Policy development for the welfare of all Citizens in Zanzibar.



### 2.7 Performance of ANGOZA website and Social media.

ANGOZA continues using social media platforms including website, Face book page, and blog to facilitate interaction and sharing of information among Citizen and CSOs. Within these platforms Citizen and CSOs are informed, educated and encouraged towards their participation in laws and policy development. This evaluation result shows that these social media are updated and displays the daily events with different pictures from the activities organized and conducted by ANGOZA.

In this quarter, the number of viewers through ANGOZA website has increased from 570 of October to 2071, also a number of 58 people have followed the link to provide their views related to ANGOZA activities. This indicates that, people are now well encouraged with ANGOZA social media due to the events published through these media are focused and relevant.

It was recommended by different stakeholders that, ANGOZA as an umbrella should know what other CSOs doing and display their some of the events within the ANGOZA social media. Also through these social media they need to alert its members on the coming events and the activities done in the past for further information and comments.

## 2.8 Effectiveness of the Project:

‘Effectiveness’ is a measure of whether ANGOZA has achieved or is likely to achieve its stated objectives. It is important to state that ANGOZA is widely regarded as the most effective NGO in Zanzibar advocating for Citizen Engagement in Laws and Policy development and generally one of the best civil society organisations (CSOs) in Zanzibar that is in line to implement the needs of the grass root level. The evaluation revealed that, about 90% of the people interviewed agreed that the issue of devolution as advocated by ANGOZA through this project can contribute much to promote citizen participation in Law and Policy engagement in Zanzibar

## 2.9 Relevance of the Project:

In relation to the relevance of the project, 94% participants acknowledged that fact that, objectives of the project have reflected to the locally defined needs and priorities, since they focus on to sensitize Citizen on the guidelines of Ward Councils and Shehia Consultative Committee which is the main area that can encourage People especially at the grass root level to engage in Local government authority. However 6% of respondents were scared with Political affiliation that might affect the process of Citizen Involvement within the Local government authority.

## 2.10 The level of stakeholders satisfaction on the services provided by ANGOZA project

Generally, all people interviewed are satisfied with how the Project is running, its activities and strategies used to ensure that Citizen engagement in Laws and Policy development is reached within the required time. This was due to the fact that, the program has given the opportunity of providing their view on challenges and gaps available in the guidelines for Ward Councils and Shehia Consultative Committees and presented to the Government for further implementation. The evaluation imply that the beneficiaries have a huge trust and credibility with what ANGOZ is doing since it encourages Citizen participation in the development issues within their localities.

**Table 3: Status of activities implementation at ANGOZA**

SN	Activity	Targets	Status of implementation (%)		Changes (ultimate outcomes achieved)
			Unguja	Pemba	
1.11	Develop a simple version of guidelines of Wards Councils and Shehia Consultative Committees	100 copies	44 Copies	44 Copies	Books printed and submitted to different stakeholders
1.1.2	Conducted four Dialogue to Create awareness on the	4 Dialogues	2 Dialogues	2 Dialogues	The level of awareness on the guidelines of

	guidelines of Wards Councils and Shehia Consultative Committees	to be conducted	conducted	conducted	Ward Councils and Shehia Consultative Committees increased
1.1.3	Update ANGOZA website and Social media	Regularly	Regularly	Regularly	2071 people visited at ANGOZA Website, 58 Viewed Face book account and 151 Viewed in ANGOZA TV-You tube.
1.1.4	Platform meeting to Discuss the issues raised by Citizen on the guidelines of Wards Councils and Shehia Consultative Committees	5 meetings to be organized	5 meetings organized	NA	Simple version of guidelines for Ward Councils and Shehia Consultative Committees developed
1.1.5	Strategic Partners meeting	One meeting to be Organized	One meeting to be Organized	NA	5 critical issues sent to the Strategic Partners and reviewed
1.1.6	Participation of CSOs in Standing Committee of House of Representative	3 Bills of Law to be analysed	3 Bills of Law analysed	NA	Platform's Ideas after analysis sent to the Standing committee for further decision
1.1.7	Conduct Monitoring and Evaluation	The Project to be monitored and evaluated	Done	Done	The Second quarter evaluation has been done and the findings were submitted to ANGOZA for further inputs and comments
1.1.8	Conduct meeting to share M&E report	25 Participants expected to attend	25 Participants attended	NA	The meeting was held and comments for report improvements provided

## CHAPTER THREE

### CONCLUSION AND RECOMMENDATIONS

#### 3.1 Conclusion

According to the second quarter evaluation the ANGOZA project reached its planned outcomes and objectives through the efforts in using community-based approach, the multidisciplinary composition of its staff; believe in team work, using the time properly and the availability of support during the project implementation were all aspects of the project that the stakeholders found very beneficial to the project successes.

While the project has made significant progress in promoting CSOs and Citizen Participation in law and public policy engagement, it was still apparent that target audiences including needed additional strategies to reach them and involve the local community and government apparatus in project implementation.

Furthermore, the objectives of this evaluation were not generalizability, as this formative evaluation focused on only 64 stakeholders of the target audiences who participated in the ANGOZA project implementation. Moreover, this evaluation did not include a test of the efficacy of the interventions implemented by this project.

#### 3.2 Recommendations

- ❖ It is recommended that, for the sake of increasing Citizen Awareness on the guidelines of Ward Councils and Shehia Consultative Committee and other important information dealing on the Laws and policy development, ANGOZA should also concentrates using the media like Radio and TV programs so as to reach the big number of population. This is because some of the CSOs are not active in their localities so there is a danger of not conveying the knowledge given by ANGOZA through the dialogues conducted that might hinder Citizen missing the potential information about the Structure of their local authorities and how Citizen from the grass root level are going to be involved.
- ❖ ANGOZA also should publish a simple Newsletter which is a user friendly concerning with activities done by ANGOZA for public sensitization.
- ❖ It is also suggested that, the Project beneficiaries are the catalyst of the project implementation if they will be prepared with enough and clear information. Hence ANGOZA should put much emphasis on providing feedback to its stakeholders and the target group at any point of the project implementation.
- ❖ ANGOZA should also continue applying M&E system in their project implementation so as to know deeply the status of their project. Even though the Evaluation noted that ANGOZA has started to implement the recommendation from the first Quarter evaluation of having a culture of writing the progressive report for the activities which it is now done. Hence it is insisted to continue with this principle for the sake of having effective and efficiency record for Organizational activities and its desired goals
- ❖ Since ANGOZA is 100% donor dependent, a Fund raising strategy should be developed for the sake of mobilizing financial resources from international donors and Local

Corporation in order to increase financial basis for complementing and strengthening the organization activities.

**Recommendation for the Core funder**

- ❖ ANGOZA has generally performed well during the second quarter of the Project implementation and there are no reasons to suggest that core funding should not be continued and even increased in the coming phase. The Project was based on prevailing conditions which is very relevant on what Citizen demand at their localities.

## ANNEXES

### CHECKLIST 1: IN-DEPTH INTERVIEW TOOL [INSTITUTIONAL QUESTIONNAIRE] [THIS QUESTIONNAIRE FOR PROJECT STAKEHOLDERS, CSOs AND OTHER KEY IMPLEMENTING PARTNERS)

INTERVIEWERS NAME: ----- DATE.....

INTERVIEWEE NAME: .....SEX.....AGE.....

NAME OF THE INSTITUTION.....

CHECKED BY .....

S/N	QUESTION	RESPONSES
<b>1. Developed a simple version of guidelines of Wards Councils and Shehia Consultative Committees (All)</b>		
A	Are these guidelines were meant to Citizen at grass roots?	Yes No Explain
B	Do you receive these guidelines?	Yes No Explain
C	What impacts do you realized through these guidelines?	Explain
<b>2. Dialogues Conducted to Create awareness on the guidelines of Wards Councils and Shehia Consultative Committees (Citizen and Platform Only)</b>		
A	What is your level of awareness on Local government Authority Act as a guideline for effective implementation of Act No. 7 of 2014 of Local Government Authority	High Moderate Low
B	What is the space of CSOs in Ward Councils and Shehia Consultative Committee in their Constituencies?	Explain
C	What is the space of CSOs in Decentralization process?	Explain
D	Do you think the opinions of Citizen were honoured?	Yes No Explain
<b>3. Performance of ANGOZA website and Social media (All)</b>		
A	Is it updated?	Yes No Explain
B	Are the activities/events published through this media relevant to the ANGOZA Project?	Yes No Explain
C	How many active members visiting through this media? ( <i>only for officer in charge</i> )	
D	What is your suggestion to improve the performance of this media?	Explain
<b>4. Effectiveness of CSOs Platform (Specific for Platform only)</b>		
A	How often the Platform meet?	
B	Are the issue discussed by the existing Platform	Yes No

	relevant to Citizen identified needs?	Explain
C	To what extent has the project's Contributed to create space for CSO's in Ward Councils and Shehia Consultative Committee in their Constituencies?	Explain
D	What challenges are they face when discussing the needs of Citizen?	Explain
E	What is your suggestion as a Platform member	Explain
<b>5. Effectiveness of Strategic Partners (Only for Strategic Partners)</b>		
A	Is the newly established space that CSOs and government officials has been used effectively	Explain
B	What is your suggestion that will improve utilization of the space	Explain
<b>6. Participation of CSOs (12 Platform members) in the standing Committee (Specific for Platform only)</b>		
A	How many numbers of Bills of Laws/Regulations you receive for analysis from Standing Committee?	Mention
B	Are your targets met as intended?	Yes No Explain
C	Did you ever sent the analysed opinions on the Policy or Law to the Standing Committee?	Yes No Explain
D	If Yes. The opinions submitted were honoured?	Yes No Explain
E	What is your suggestion	Explain
<b>7. The Level of Citizen participation in Laws and Policy engagement (All)</b>		
8	How can you measure the level of Citizen participation in the policy and law engagement	i. High ..... ii. Moderate ..... iii. Satisfied ..... iv. v. Poor .....
9	Are the project activities adequate to realize the objectives?	i. YES ii. NO iii. I don't know
10	Are objectives of the project are in line with locally defined needs and priorities?	i. YES ii. NO iii. I don't know
11	Is there a need to review the overall design of the project to better achieve the intended project objectives?	i. YES ii. NO iii. I don't know
12	As a key stakeholder, did you satisfied with the services provided by this project?	YES NO

**ANNEX 2: DATA COLLECTION TOOLS**  
**CHECKLIST 1: KEY INFORMAT INTERVIEWS (KIIs)**  
**(THIS QUESTIONNAIRE IS FOR ANGOZA DIRECTOR, PROJECT STAFF AND OTHER**  
**TECHNICAL / PROFESSIONAL STAFF)**

**INTERVIEWERS NAME:** ----- **DATE**.....  
**INTERVIEWEE NAME:** ..... **SEX**..... **AGE**.....  
**NAME OF THE INSTITUTION**.....

1. What did project actually achieve based on the planned outcomes for Quarter two?
  
2. To what extent have the project's Contributed to create space for CSO's in Ward Councils and Shehia Consultative Committee in their Constituencies?
  
3. Do you think the existing Platform perform their duties in line with ANGOZA needs?
  
4. Are the expected objectives of the project in Quarter two still in line with locally defined needs and priorities?
  
5. Is ANGOZA managed to continue this project's activities with their own when the funding ended?
  
6. In what ways can this project ensure that the level of Citizen participation in laws and policy engagement being improved
  
7. How or in what ways can the overall design of the project be improved to better achieve the project objectives?
  
8. Are the resources allocated sufficient to carry out the activities?

**THANK YOU FOR YOUR TIME AND ASSISTANCE:**