



**CAPACITY ASSESSMENT AT THE NICHE LEVEL**

**INDIVIDUAL QUESTIONNAIRE**

CDAIS PROJECT/ MES-RSI, CIRAD, FAO

Reviewed and validated 03/11/16

**Partnership Details** (to be filled by project manager / facilitator)

Partnership name		Partnership visit	
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**Interview Details** (to be filled by project manager / facilitator)

Questionnaire no.		Facilitated by	
Date		Reviewed by	
Starting time		End time	
Name of respondent		Age of respondent	LESS THAN 25 YEARS <input type="checkbox"/> (1) 25 TO 39 YEARS <input type="checkbox"/> (2) 40 TO 55 YEARS <input type="checkbox"/> (3) ABOVE 55 YEARS <input type="checkbox"/> (4)

**Important Notes:**

- **Introduction: Facilitators to explain purpose and format of the assessment and clarify that answers will be kept confidential and are not for commercial use, if deemed necessary;**
- **Further information on each respondent needs to be collected through the Participant Profile Questionnaire;**
- **Respondents need to be instructed to assess the partnership as a whole and not their individual capacity;**

**TOPIC 1: Capacity to navigate complexity**

		Very little or none	Partially	Mainly	Very much or fully	N/A
<b>Indicator 1.1 – Access to and mobilization of skills to understand and solve problems (seeing the bigger picture; understanding relationships and interactions among partnerships, value chain actors, etc.):</b>						
1	Are the required skills to understand and solve problems available?	0	1	2	3	○
2	Are these skills being applied and regularly strengthened (participation to training programme) ?	0	1	2	3	○
<b>Indicator 1.2 – Access to and mobilization of skills to lead collective work</b>						
3	Are the required skills to successfully lead the collective work at the niche level available?	0	1	2	3	○
4	Are these skills being applied and regularly strengthened (participation to training programme on <b>facilitation, networking, team building, etc</b> )?	0	1	2	3	○
<b>Indicator 1.3 – Access to and mobilization of financial resources by partnership:</b>						
5	Has the partnership identified potential sources for funding?	0	1	2	3	○

6	Did the group manage to mobilize sufficient resources? (Ability to formulate proposals, etc.)	0	1	2	3	○
<b>Indicator 1.4a – Access to and sharing of information by stakeholders <u>within the partnership</u>:</b>						
7	Do the actors in the partnership know what information is needed / relevant to advance their cause?	0	1	2	3	○
8	Is relevant information shared among the actors in the partnership?	0	1	2	3	○
9	Is this information used by the actors in the partnership?	0	1	2	3	○
<b>Indicator 1.4b – Access to and sharing of information by partnership <u>with outside actors (officials, businesses, etc.)</u>:</b>						
10	Do the actors in the group/partnership know what information is needed by actors outside the partnership?	0	1	2	3	○
11	Is relevant information shared with actors outside the partnership?	0	1	2	3	○
<b>Indicator 1.5 – Extent of decision-making based on past experiences in the partnership:</b>						
12	Are there opportunities to share lessons from past experience and/or other evidence on practices that have worked/not worked?	0	1	2	3	○
13	Are those opportunities efficiently organized in order to monitor progress in the partnership? (information is produced in a timely, regular, participatory and accurate manner)					
14	Are they used to inform decision-making processes?	0	1	2	3	○
<b>Indicator 1.6 – Development and identification of a <u>collective</u> strategy to achieve the innovation :</b>						
15	Has a collective strategy to achieve the innovation been developed?	0	1	2	3	○
16	Has the strategy been widely shared among the actors in the partnership and is it used for action?	0	1	2	3	○

## **TOPIC 2: Capacity to collaborate**

		Very little or none	Partially	Mainly	Very much or fully	N/A
<b>Indicateur 2.1 – Existence of <u>collaboration</u> among actors in the partnership:</b>						
17	Do actors in the partnership work together?	0	1	2	3	○
18	Does this collaboration lead to better results than working on your own?	0	1	2	3	○
<b>Indicator 2.2. Existence of opportunities to better know each other and improve collaboration</b>						
19	Are there opportunities to gather all the niche's stakeholders and properly share their visions, activities, results?	0	1	2	3	○
20	Do those opportunities help to improve collaboration within each stakeholder?"	0	1	2	3	○
<b>Indicator 2.3 – Existence of incentives to work in partnership:</b>						
21	Are there incentives (financial, access to information, visibility, etc.) for networking/partnering/interaction with the <u>actors involved in the innovation process</u> ?	0	1	2	3	○
22	Did the group established a formal arrangement (contracts, convention...) that facilitates collaborative work ?	0	1	2	3	○

### **TOPIC 3: Capacity to reflect and learn**

		Very little or none	Partially	Mainly	Very much or fully	N/A
<b>Indicator 3.1 – Existence of environment that encourages reflection, joint learning and experimentation:</b>						
23	Are there established mechanisms (meetings, reports) to document the innovation processes and share results?	0	1	2	3	<input type="radio"/>
24	Are those results used for joint learning and reflection?	0	1	2	3	<input type="radio"/>
<b>Indicator 3.2 – Participation in training programmes that cover the different issues of the innovation processes (technical issues, organizational issues, etc):</b>						
25	Do the actors in the partnership participate in training programmes	0	1	2	3	<input type="radio"/>
26	Do these programmes cover topics related to multi-stakeholder innovation processes?	0	1	2	3	<input type="radio"/>
		Very little or none	Partially	Mainly	Very much or fully	N/A
<b>Indicator 3.3 – Understanding of knowledge flows (understanding origin and transfer of knowledge):</b>						
27	Do the actors in the partnership have an understanding of where knowledge used to feed the innovation process comes from?	0	1	2	3	<input type="radio"/>
28	Do they know how knowledge is transferred from one actor to another?	0	1	2	3	<input type="radio"/>
<b>Indicator 3.4. – Extent to which value of local knowledge is used in the innovation process</b>						
29	Is local knowledge considered important and collected?	0	1	2	3	<input type="radio"/>
30	Is local knowledge taken into account for joint learning?	0	1	2	3	<input type="radio"/>

### **TOPIC 4: Capacity to engage in strategic and political processes**

		Very little or none	Partially	Mainly	Very much or fully	N/A
<b>Indicator 4.1: Role and responsibilities of group/partnership leadership:</b>						
31	Are organizational responsibilities for the leadership of the partnership clearly defined?	0	1	2	3	<input type="radio"/>
32	Is the authority of the leadership recognized by stakeholders?	0	1	2	3	<input type="radio"/>
<b>Indicator 4.2a: Degree of awareness of <u>agricultural development priorities</u> among stakeholders:</b>						
33	Are the actors in the partnership aware of agricultural development priorities at the national level?	0	1	2	3	<input type="radio"/>
34	Are they involved in activities addressing those priorities?	0	1	2	3	<input type="radio"/>
<b>Indicator 4.2b: Degree of awareness of <u>innovation priorities</u> and <u>innovation support mechanisms</u> at the national level:</b>						
35	Are the actors in the partnership aware of innovation support policies?	0	1	2	3	<input type="radio"/>
36	Are they involved in strategic activities led by the government?	0	1	2	3	<input type="radio"/>
<b>Indicator 4.3: Degree of awareness of <u>opportunities for policy change</u>:</b>						
37	Are the actors in the partnership aware of opportunities to influence policy decision-making?	0	1	2	3	<input type="radio"/>

38	Did they use them and influence decision-making?	0	1	2	3	○
<b>Indicator 4.4 – Extent to which decision/policy-making processes are influenced by stakeholders:</b>						
39	Are the actors in the partnership linked to policy decision-makers?	0	1	2	3	○
40	Do they know the agenda/goals of the policy decision-makers in order to influence them?	0	1	2	3	○
<b>Indicator 4.5 – Effectiveness of communication channels</b>						
41	Do actors in the partnership understand which channels to use to communicate messages/goals/ effectively?	0	1	2	3	○
42	Do they have the ability and time to communicate messages including preparing good communication material?	0	1	2	3	○

### **TOPIC 5: Technical skills**

		Very little or none	Partially	Mainly	Very much or fully	N/A
<b>Indicator 5.1: Availability of required technical skills:</b>						
43	Are the required technical skills available?	0	1	2	3	○
44	Are these skills being applied and regularly strengthened?	0	1	2	3	○

### **TOPIC 6: Enabling environment**

		Very little or none	Partially	Mainly	Very much or fully	N/A
<b>Indicator 6.1 – Favourable socio-economic circumstances for linking producers to markets (if suitable regarding niche issues)</b>						
45	Does rural development programs provide for chances to increase access to markets and incomes??	0	1	2	3	○
<b>Indicator 6.2.- Favourable political and socio-economic circumstances to develop new value chains</b>						
46	Are there policies that incite to the development of new value chains ?	0	1	2	3	○
47	Are they implemented with significant results?	0	1	2	3	○
<b>Indicator 6.3 – existing investments funds for innovation</b>						
48	Are there facilitated investments funds for agricultural innovation at the national level?	0	1	2	3	○
49	Are they easy to access?	0	1	2	3	○
<b>Indicator 6.4 – Existing mechanisms for registration of patents</b>						
50	Is there mechanism for the registration of patents?	0	1	2	3	○
51	Are they easy to access and use (clear procedure, take short time, reasonable costs) ?	0	1	2	3	○