**ANNEX D**

**Matrix on the Capacity Development Strategy for the National Government Agencies (NGAs)**

**[Department/Agency/GOCC]**

| **Office/Unit**  **[1]** | **Capacities Required**  **[2]** | **Current Practices, Systems, or Structures**  **[3]** | **Capacity Gaps**  **[4]** | **Capacity Development Actions/Activities**  **[5]** | **Target Period of Implementation for Capacity Development Actions/Activities**  **[6]** | **Progress Indicators and Measurement Tools**  **[7]** | **Responsible Organization**  **[8]** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Policy Office | Policy research and evaluation, development of service delivery standards, systems thinking, strategic communication, stakeholder management | Trainings, competency profiling | Policy evaluation, cascading of service delivery standards, | Trainings (i.e., M&E, strategic communication)  Coaching and mentoring | Q3-Q4, 2021 | % of personnel concerned capacitated (measurement tool: improvement rate –  pre-test vs. post-test)    No. of M&E system on policy implementation developed/enhanced | HR, DAP, other agencies and service providers |
| Regional Office | Training management, monitoring and evaluation, risk management, stakeholder management | Trainings, competency profiling, M&E systems | Database management, designing of trainings | Trainings (i.e., database management, data analytics, capacity development designing)  Coaching and mentoring | Q3-Q4, 2021 | % of personnel concerned capacitated  (measurement tool: improvement rate –  pre-test vs. post-test) | HR, DAP, other agencies and service providers |
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| Prepared by: |  | Reviewed by: |  | Approved by: |
|  |  |  |  |  |
| Name and Position/Designation |  | Name and Position/Designation |  | Department/Agency Head |

**Legend:**

|  |  |
| --- | --- |
| [1] | Identifies the corresponding office/unit in the NGA that should be strengthened to undertake the policy and standards development, provision of technical assistance to the LGUs, monitoring and evaluation, and performance assessment of the LGUs in view of the devolution, per the Personnel Services Itemization and Plantilla of Personnel |
| [2] | Specifies the essential or standard capacities that the department/agency/GOCC requires to implement its steering functions/renewed roles, e.g., policy research and evaluation, development of service delivery standards, development of a monitoring and evaluation system, provision of capacity building to the LGUs, assessment of LGU performance, change management, etc., for the effective decentralization/devolution of functions |
| [3] | Indicates the existing practices, systems and/or structures, as well as current level of performance, in the office/unit in relation to the capacities required |
| [4] | Identifies areas which need to be addressed or strengthened |
| [5] | Lays out the specific actions to be undertaken in order to address the gaps or areas for improvement, e.g., attendance to trainings, implementation of coaching programs, development of manuals and systems |
| [6]  [7] | Indicates the target period of implementation of column [5], specifying the date/month, if feasible  Identifies outputs and indicators to measure the progress of activities, and the tools which will be used to measure the achievement of milestones |
| [8] | Identifies the organization, unit or person that will provide the capacity development interventions |

**Notes:**

* This shall contain the description of strategies to strengthen the units and personnel of the NGA concerned to assume the organization’s renewed role on *i)* policy formulation and standards setting, *ii)* monitoring and evaluation, and performance assessment, and *iii)* capacity building of the LGUs for the effective decentralization/devolution of functions.
* It shall also include the proposed timelines for the purpose.
* The units involved here will mainly be the existing and/or new units identified in the Organizational Effectiveness Proposal of the NGA.