



SURVEY ON THE CONTRIBUTION OF NSA IN WEST AFRICA

It concerns Non State Actors (NSAs): NGOs, Research Centres, Trade Unions, Private Sector Organizations, Chambers of Commerce, Private Sector Organizations, etc.

The purpose of the survey is to get to know the NSAs better and their contribution to development. Their sources of funding, their networks and needs in the area of capacity building (training in particular).

QUESTIONNAIRE FOR NON STATE ACTORS (NSAs)

I- IDENTIFICATION OF NSAs AND THEIR GOVERNANCE SYSTEM

I-1- Identification

1. Initials or acronym of your organisation
2. Name of your organisation
3. Certificate of Registration Number .
4. Address of your organisation
5. Country (Head Office)
6. Zone or country of intervention
7. Level (national – regional – international)
8. Telephone
9. Fax
- 10.E mail
- 11.Web Site

- 12.Type of organisation (Please circle)
 - a : NGO
 - b. Research
 - c. Trade Union
 - d. Private Sector Organisation
 - e. Community-based organisation
 - f. Network
 - g. Other (specify)



13. Area of activities (*Classify in order of priority by numbering: 1 for primary activity, 2 for secondary activity and 3 for tertiary activity, etc.*)

- ✓ **Education**
- ✓ **Health**
- ✓ **Social safety net**
- ✓ **Reduction of unemployment**
- ✓ **Poverty reduction**
- ✓ **Research activities**
- ✓ **Human rights**
- ✓ **Gender**
- ✓ **Environmental Conservation**
- ✓ **Agriculture**
- ✓ **Capacity Building**
- ✓ **Democracy and good governance**
- ✓ **Access to information**
- ✓ **Consumer rights**
- ✓ **Trade - Integration**
- ✓ **Banks – Mutual Funds- Micro Finance**
- ✓ **Other (specify)**

14. Year of actual commencement of operations

15. Current number of members

16. Mission of the organisation (Description)



17. Contact Person

- Name
- Position
- Telephone Number
- Cell phone Number
- E-mail address

NB. Every organisation should provide a registration certificate

I-2- Governance System

1. How is your organisation structured? Please specify and provide organogram if possible.
 - Board
 - General Assembly
 - Steering Committee
 - Executive Committee
 - Others (specify)
2. What is the mode of selection of the principal officers? Please specify.
 - Appointment
 - Consensus
 - Election
 - Other (specify)
3. What is the mode of selection of the management?
 - Appointment
 - Consensus
 - Election
 - Other (specify)
4. How are decisions taken within your organisation? Please provide documentation if any
 - At the General Assembly
 - By the Steering Committee
 - By the Executive Committee
 - By the principal officer
 - Other (specify)
5. Does your organisation have a manual of procedures? (If Yes, kindly provide one. If no why?)

Yes

No
6. Is your organisation audited by External auditors?

Yes

No

If yes, state which firm(s)?



7. Is your organisation part of a network?

A: National? Yes No

If yes, which networks?

If no, why?

B: Regional? Yes No

If yes, which ones?

If no, why?

C : International Yes No

If yes, which ones?

If no, why?

II- OPERATIONAL CAPACITY OF NSAs

1. STAFF

1- What is the staff strength and total staff salary in your organisation? (state specific figure in local currency in the corresponding box)

Category		2010	2009	2008	2007	2006	2005
Permanent salaried workers	Number						
	Salary costs						
Casual workers	Number						
	Wage bill						
Volunteer workers							
TOTAL							



2. OPERATING COSTS (in local currency)

Expenditure	2010	2009	2008	2007	2006	2005
Wage bill						
Office Rent						
Electricity Bill						
Communication Bills						
Consumables						
Transport						
Others						

3. ASSETS

Indicate the assets your organisation acquired in the past six years

		2010	2009	2008	2007	2006	2005
Fixed assets	Buildings						
	Land						
Movable and financial assets	Vehicles						
	Tractors						
	Investment funds						
Other (specify)							



4. EDUCATION

1. Level of education of management team

	Literacy	Primary	Secondary	Higher Education	Professional Category
Officer 1					
Officer 2					
Officer 3					
Officer 4					
Officer 5					

2. Have the members of your organisation had any form of training or refresher course during the past four years?

Yes

No

Number of training	Training 1	Training 2	Training 3	Training 4	Training 5
Area of training					
Funding- in local currency (amount)	Equity Funds				
	Donor Funds				
Training institution					
Number of participants					
Was the training beneficial to the organisation (Answer yes or no)					



If yes, how? If no, why?

Training 1.....

Training 2.....

Training 3.....

Training 4.....

Training 5.....

3. Do you have a training plan for the organisation?

Yes

No

4. If yes, what are the future training needs you have identified?

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5. If no, how do you identify your training needs and what are they?

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III- MEANS OF COMMUNICATION USED BY NSAs

1- What means of communication are the most used by your organisation? (*Classify in order of use by numbering: 1 for most used, 2 for second most used,down to 7 for the least used*)

✓ Land line	<input type="text"/>	✓ Fax	<input type="text"/>
✓ Mobile telephone	<input type="text"/>	✓ Newsletter	<input type="text"/>
✓ Internet	<input type="text"/>	✓ Other (specify)	<input type="text"/>
✓ Intranet	<input type="text"/>		

2- Do you encounter any difficulties in using these means of communication?

✓ **Yes** ✓ **No**

3- If yes, what are these difficulties?

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4- Does your organization have internet connection?

Yes **No**

If no, why?

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5- Do your staff possess good Information and Communication Technology skills?

✓ **Yes :** ✓ **No :**



IV. ACTIVITIES FINANCED BY NSAs OVER THE LAST SIX YEARS

1. What major activities were financed by your organisation over the last six years
(state amounts in local currency)

At the national level :

Activities	2010		2009		2008		2007		2006		2005	
	DF	EF	DF	EF	DF	EF	DF	EF	DF	EF	DF	EF

DF : Donor Funding

EF : Equity Funds

At the regional (state amounts in local currency)

Activities	2010		2009		2008		2007		2006		2005	
	DF	EF	DF	EF	DF	EF	DF	EF	DF	EF	DF	EF

DF : Donor Funding

EF : Equity Funds



2. What have been your priority projects over the last five years? (*Classify in order of priority by numbering: 1 for priority area 1; 2 for priority area 2 and 3 for priority area 3, etc.*)

- ✓ **Education**
- ✓ **Health**
- ✓ **Social safety net**
- ✓ **Reduction of unemployment**
- ✓ **Poverty reduction**
- ✓ **Research activities**
- ✓ **Human rights**
- ✓ **Environmental Conservation**
- ✓ **Agriculture**
- ✓ **Capacity Building**
- ✓ **Democracy and good governance**
- ✓ **Access to information**
- ✓ **Consumer rights**
- ✓ **Trade - Integration**
- ✓ **Banks – Mutual Funds – Micro Finance**
- ✓ **Other (specify)**



V. FUNDING OF NSAs FOR THE PAST SIX YEARS

1- Indicate the amounts (in local currency) and sources of the various funding

SOURCE		2010	2009	2008	2007	2006	2005
Equity Funds							
Provision of services							
Government							
Diaspora							
ECOWAS regional subvention	ECOWAS						
	Private sector						
	Others						
International NGOs							
Development Partners							

2. Who is your most important financial partner? Please provide brief information about the partner. What is the nature of financial partnership e.g. grant, subvention, donations, PPP etc.



VI- INITIATIVES AND INVOLVEMENT OF NSAs IN THE SUB-REGION AND IN THE WORLD

1. Have you started any initiative (project, framework programme for dialogue, negotiation procedure, lobbying, advocacy, etc.) which has had a positive impact at:
the National level

Yes:

No:

If yes, which programmes?

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If no, why?

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the regional level

Yes:

No:

If yes, which programmes?

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If no, why?

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At the international level

Yes:

No:

If yes, which programmes?

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If no, why?

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2. Have you been involved in any initiative which has had a positive impact at:

The National level

Yes:

No:

If yes, which initiative?

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If no, why?

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At the regional level

Yes:

No:

If yes, which initiative?

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If no, why?

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At the international level

Yes:

No:

If yes, which initiative?

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If no, why?

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3. How would you assess the impact of your activities on the populace?

- ✓ **Very satisfactory :**
- ✓ **Satisfactory :**
- ✓ **Fairly satisfactory :**
- ✓ **Unsatisfactory :**

4. How would you assess the impact of your activities on the people in terms of development?

- ✓ **Very satisfactory :**
- ✓ **Satisfactory :**
- ✓ **Fairly satisfactory :**
- ✓ **Unsatisfactory :**

3. RELATIONS BETWEEN NSAs AND ECOWAS

1- Have you heard of ECOWAS?

- ✓ **Yes**
- ✓ **No**

2- Have you ever participated in an activity organised by ECOWAS?

- ✓ **Yes :**
- ✓ **No :**

If yes, what activity?

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If no, why not?

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3- What do you think of ECOWAS activities?

✓ **Very satisfactory :**

✓ **Fairly satisfactory :**

✓ **Satisfactory :**

✓ **Unsatisfactory :**

4- What kind of relationship exists between your organisation and ECOWAS?

✓ **Financial partnership :**

✓ **Other (specify) :**

✓ **Technical partnership :**

5- Are you satisfied with these relations?

✓ **Yes :**

✓ **No :**

6- Justify your answer.

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7- What are your expectations in terms of improving these relations with ECOWAS?

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Thank you for taking your time.