Extension Capacity Needs Scan

Your Information will be kept confidential, and not shown in the final report. This is to aggregate responses from multiple people within the same organisation.

Objective:

To determine entry point for extension capacity support in PICTs

Section 1. Background Information

Name_____ Sex (M/F)_____ Email:_____

Job Title:_____ Ministry/Agency_____ Department:_____

Base Station (Province/Island)_____

Section 2. Enabling Environment Capacity Needs Scan

1. Does your country have an extension policy? (Tick **√** next to your answer)

	Yes
	No
	Unsure

2. Please *Rank* the following in order of primary focus of your extension program (1 is the primary focus, 2 is the secondary and so on)

	Food Security
	Poverty
	Export
	Natural Resource Management
	All of the above

3. How are extension priorities determined in your country? (Tick **√** all appropriate answers)

	Government Policies
	Clients (Farmers & communities)
	Donors (Projects)
	Unsure
	Other (list others not listed)_____

Section 3. Institutional Capacity Needs Scan

4. Choose the number that you believe most closely matches the size of budget allocation (in Vt) for extension in your country (including the salary cost of extension team).

	0
	50,000
	100,000
	500,000
	1,000,000
	I don't know

5. What proportion of the extension budget comes from your government? (Choose the closest number to your answer)

	0%
	20%
	50%
	100%

6. What is the total number of extension agents in your program or province?

	< 100
	> 500
	> 1000
	I don't keep track

7. What is the total number of Clients do you deal with on a regular basis?

- [ ] < 100
- [ ] > 500
- [ ] > 1000
- [ ] I don't keep track

8. Who are your common clients? Please *Rank* the following in order of primary focus clients for extension service delivery (1 is the primary focus, 2 is the secondary and so on)

- [ ] Farmer Organisations/Groups
- [ ] Single Parent Headed by Female
- [ ] Small and marginal subsistence farmers
- [ ] Commercial farmers
- [ ] Exporters
- [ ] Medium scale farmers
- [ ] Youth and women farmers

9. Which of the following best describes the extension models and approaches commonly practice in your country?

- [ ] Linear model
- [ ] Training and visit
- [ ] Participatory extension approaches
- [ ] Market driven Extension Approach
- [ ] Farmer Led Approach

10. Please rank which model/approach would you recommend to promote widely to help your clients' needs?

- [ ] Linear model
- [ ] Training and visit
- [ ] Participatory extension approaches
- [ ] Market driven Extension Approach
- [ ] Farmer Led Approach

11. What of these have been the main barriers to extension service delivery? Please rank these in order of priority with 1 being the greatest barrier

- [ ] Lack of a defined extension approach
- [ ] Incentives for the wrong behaviours (rewards for internal competition, etc.)
- [ ] Cultural issues
- [ ] Lack of collaboration and support from other departments such as IT, HR etc.
- [ ] Lack of prioritisation and support from leadership
- [ ] Lack of incentives
- [ ] Insufficient technology
- [ ] Lack of policy
- [ ] Limited resources

12. Which of these have been the most successful enablers for extension delivery in your organisation? Please rank in order of importance with 1 being most important.

- [ ] Support from senior management
- [ ] Clear accountabilities and roles
- [ ] A supportive organisation culture
- [ ] Evidence of value from services
- [ ] Effective extension processes
- [ ] Easy to use technology
- [ ] Incentive systems

13. Please indicate to what extent each of the following would or would not pose a barrier to working collaboratively with other extension providers in your country

	Not at all a Barrier	A Slight Barrier	Neutral	Moderately a Barrier	A Barrier
Distance between members of the group/organization					
Trust					
Security of information					
Communication differences					
Miscommunication among the members of the group/organization					
Unequal participation among the group/organization					
Adoption of new technologies					
Unequal access to or distribution of resources among the group/organization					

Differing institutional policies					
Personal time invested					
Financial cost associated with collaboration					
Level of support (in terms of resources and personnel) from respective groups/organizations					

Section 4. Individual Capacity Needs Scan

14. Rank the following in order of primary focus of your KM need for extension program (1 is the primary focus, 2 is the secondary and so on) Choose n/a where not appropriate

	Knowledge Retention
	Data repository
	Training and development
	Improved management of documents
	Accessing External Knowledge and Intelligence
	Learning from Experience
	Creation and provision of Best Practices
	Improved access to documents (including search and portals)
	Connecting people through communities or networks

15. Does your organisation requires the development and documenting information and knowledge such as research results and "lessons learnt" and"best practice"?

	Yes
	No

16. Where do you normally store these information and knowledge?

	As sections within reports
	As entries in a database system such as Microsoft Access or similar
	As rows or columns in a spreadsheet
	Within social media technology
	I don't know
	Other (Specify)

17. What is the commonly used technology systems in your work?

	Commonly used	Occasionally used	Never used
Desktop and laptop			
Tablet devices			
Smartphones			

18. Rate the effectiveness of this technology solution as a means to manage (store, search, forward, monitor) information and knowledge, from 5 (completely effective) to 0 (completely ineffective)

	5
	4
	3
	2
	1
	0
	n/a or dont know

19. Rank the following means of communication in your organisation, with 1 being the most commonly used (use n/a for those that do not apply in your organisation)

	enterprise social media other than instant microblogging
	video conference
	Face to face
	online forum
	Telephone
	instant message/microblog
	email
	N/A

20. Based on your experience, rank the effectiveness of these means of communication for documenting and sharing information and knowledge, with 1 being the most effective. Select n/a for those that do not apply

	Social media
	Video conference
	Face to face

☐	Online forum
☐	Telephone
☐	Text message
☐	Email
☐	N/A

21. Please rank the skillsets needs within your current extension services (Choose 1 for the most dominant skillset, 2 for the second most dominant etc, choosing n/a for any absent skills)

☐	IT Skills
☐	Public relations
☐	Communication skills
☐	Facilitation skills
☐	Information Management and library skills
☐	Technical skills (Subject matter skills) Please specify_____
☐	Human Resource Management skills
☐	Other (please specify)_____