

DAWLADA PUNTLAND
EE SOOMAALIYA



PUNTLAND STATE
OF SOMALIA

Ministry of Interior, Federal Affairs and Democratization

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Local Government Institute (LGI) Training

Induction Module for District Councillors

Assessment & Evaluation

November 2024



Notes for Trainers

Assessment Tasks

The assessment items below are designed to gauge the Knowledge, Skills and Attitudes developed as a result of training conducted in the Induction Module for new Councillors, by way of pre- and post-testing. The pre- and post-testing will be based on the specific learning outcomes identified for each session in the Induction Module. This type of assessment is in line with 'Kirkpatrick Level 2' of evaluation, and form part of a broader curriculum and Induction Course through the LGI.

Pre-test

The pre-test is a brief assessment item which uses multiple choice, true/false, and short answer questions, designed to gauge existing levels of understanding of the subject matter to be covered, as well as attitudes towards the subject matter. There is also a 'self-assessment checklist' as part of the pre-test, which can be completed individually by participants, to determine their own perceptions of their existing ability to carry out certain tasks related to their role.

It is recommended that the pre-testing be carried out as part of the 'Getting Started' session, and as such, an extra 20-30 minutes may be required to accommodate this activity. Alternatively, the pre-test could be carried out in the week prior to training delivery, but this may be difficult to do from a logistical point of view.

If the pre-test is done as part of the 'Getting Started' session, it will be essential for trainers to be working in teams (e.g. 2 or more), to enable one trainer to be analysing the results of the pre-testing and feeding that information into the conduct of the training, while at the same time the other trainer/s can continue with the session, so that training is not delayed unnecessarily.

It is important to emphasise to participants that the results of the tests will be kept confidential and are designed to give an overall picture that can help the trainers – the tests are not designed to single out individuals who may be 'lacking' in some areas. The pre-test results also do not contribute to the overall assessment result for the module—only the post-test assessment task will count towards this. Therefore, the more honest participants can be when filling out their self-assessment forms, the more useful the forms will be.

The benefit of conducting a pre-test is that it can help the trainer/s focus on specific areas needing improvement. It can also help participants identify their own weak areas. Importantly, a pre-test is useful to measure against post-test results, so that there is some basis for comparison in terms of determining participants' level of understanding at the end of the training, compared with before the training.

Post-test

A post-test is designed to measure a participant's transfer of learning as a result of the training just completed. It can help the trainer/s identify the effectiveness of the training, and it can help the participants identify areas for themselves where they have improved, or where they feel they need more support, or further learning opportunities.

The post-tests are usually conducted at the end of the training, usually in the same session that an evaluation is conducted. In this guide, the post-tests for each module are in the form of a short assessment item, and another 'self-assessment checklist', which can be

compared to the one completed as part of the pre-test. These items are both to be completed individually. The self-assessment checklist does not contribute to the overall assessment result for the module, only the post-test assessment task will be counted.

An Answer Key is provided, which gives answers to pre- and post-test questions. It also gives a scoring mechanism for post-test questions.

Evaluation Questionnaire

A short questionnaire is also provided for participants to complete at the end of the Induction Module face to face training component, to gauge their reactions to the training and what they have learned.

Pre-test questions: Induction Module

Name/Position/District:

..... Date:

Note: Answer the following questions to the best of your ability. They are designed to give the trainer an indication of your existing knowledge of the subject area and do not contribute to your overall assessment score.

1. *In your own words, how would you briefly describe the purpose of Law No. 7?*

2. *Based on what you know, what are the different levels of local government in Puntland State?*

3. *Based on your ideas, who are the members of a District Council?*

4. *In your own words, what departments exist within a district local government in Puntland?*

5. *According to what you know, how often do District Councils hold meetings?*

Pre-Test Self-Assessment Checklist – Induction Module

Name/Position/District: Date:

Based on your *current* knowledge and experience, for each skill area please tick ✓ the box that applies most closely to your situation.

Skill Area	Self-Rating			
	I usually find this task confusing and unclear	I can do this task but I would like to improve further in this area	I feel confident in my ability to carry out this task	This task is not usually part of my role
1. Talking to the community about their needs and priorities, especially with regard to service delivery in the district.				
2. Raising awareness in the community about their need to participate in the development of the district.				
3. Representing all groups within the community, including women, youth, children and other minority groups.				
4. Increasing the trust between the district local government and the citizens.				

Post-test questions: Induction Module

Name/Position/District:

..... Date:

1. Can you list the 3 *dimensions* of decentralisation? The first one has already been given to you.

a. ----Fiscal-----

b. -----

c. -----

1 point (0.5 point for each correct answer)

2. Can you correctly match each Local Government Body with its responsibility?

Body	Responsibility
1. State Government MOIFAD	A. Reach decisions about political, economic, administrative, security and development matters in the region.
2. Regional Development Committee	B. Local decision making and dispute resolution at Village level.
3. District Council	C. Guiding and leading through the general state laws and policies, coordination and oversight of local government.
4. Village Committee	D. Preparation and execution of policies and programs for service delivery at district level.

4 points (1 point for each correct answer)

3. Can you list 1 barrier and 1 opportunity for the greater involvement of women in local government?

Barrier:

.....

Opportunity:

.....

2 points (1 point for each correct answer)

4. Which of the following is a duty of the District Council under Law No. 7?
- Represent and serve local community interests.
 - Become accountable to the public and regularly report their work to their local constituencies.
 - Promote and ensure public participation in District Council activities and create a sense of ownership to local government.
 - All of the above.

1 point

5. True or False? Circle the correct answer.

The role of the Council is one of policy making and oversight, while the role of the departments is implementation and delivery of the Council policies.

.....**TRUE / FALSE**.....

1 point

6. Which of the following is **not** a way that a Councillor could lose their membership on the District Council? (Choose the **incorrect** answer)
- Death of a Councillor.
 - Submission of resignation letter accepted by the Council.
 - The Local Council votes two-thirds (2/3) to dismiss a member for his /her permanently violating the rules and regulations of the Council members.
 - Absenteeism from Council for 2 consecutive sessions without a valid reason.

1 point

Total Score = /10

Post-Test Self-Assessment Checklist – Induction Module

Name/Position/District: Date:

Based on what *you have learned* in this training module, for each skill area please tick ✓ the box that you *now* feel applies most closely to your situation.

Skill Area	Self-Rating			
	I cannot apply what I have learned in this training to do this task.	I can see how I can apply what I have learned in training to this task, but I need more follow up support.	I can easily apply what I have learned in this training to this task.	This task is not usually part of my role.
1. Talking to the community about their needs and priorities, especially with regard to service delivery in the district.				
2. Raising awareness in the community about their need to participate in the development of the district.				
3. Representing all groups within the community, including women, youth, children and other minority groups.				
4. Increasing the trust between the district local government and the citizens.				

Answer Key: Pre and Post-Test, Induction Module

**Note: Answers are not provided for the self-assessment checklists, as these will vary depending on the situation, perception and skill of each individual.*

Answer Key: Pre-test Questions

1. *In your own words*, how would you briefly describe the purpose of Law No. 7?

Look for answers such as:

- The purpose of Law No. 7 is to define the levels and mandates of Puntland State's local governments, namely the regions and districts.
- The objectives of Law No. 7 are to enable District Councils to deliver social services to the community and contribute to the economic development of their districts.
- Law No. 7 defines the powers and functions of the District Councils, including administrative, financial management, planning and legislative powers. It also defines the duties, roles and responsibilities of District Councils and individuals.

2. *Based on what you know*, what are the different levels of local government in Puntland?

Look for answers such as:

- Regional level (represented by Regional Development Committees)
- District level (represented by District Councils)
- Settlement level (represented by Settlement Management Committees)
- Village level (represented by Village Committees)

3. *Based on your ideas*, who are the members of a District Council?

Look for answers such as:

- Mayor, Deputy Mayor, Secretary (are also the Executive Committee)
- Elected Councillors (these are voting members)

4. *In your own words*, what departments exist within a district local government in Puntland? (Note, answers may vary depending on the grade of a district).

Look for answers such as:

- Department of Finance
- Department of Public Works
- Department of Social Services
- Department of Planning
- Department of Revenue

5. *According to what you know*, how often do District Councils hold meetings?

Look for answers such as:

- Must meet once every 6 months, and each session will take (20) calendar days.

Answer Key: Post-test Questions

- 1. a. ----Fiscal-----
- b. ----Political-----
- c. ----Administrative-----

1 point (0.5 point for each correct answer)

2. The correct answers are:

- 1. C. / 2. A. / 3. D. / 4. B

4 points (1 point for each correct answer)

3. Any correct answers as per Table 3 in the Participant Book

Barrier:Lack of suitable facilities in local government offices such as separate toilets, and places to pray, eat and breastfeed.....

Opportunity:Punctuality and trustworthiness of women makes them good employees.....

2 points (1 point for each correct answer)

4. The correct answer is:

- d. All of the above.

1 point

5. **TRUE**

1 point

6. The answer is:

- c. There is no provision for this in Law No. 7 as a means for dismissal of a Councillor.

1 point

Total Score = /10

Evaluation Questionnaire




Name of Training:

Date: **Location:**

Name and position of participant (optional):

.....

This questionnaire is to be completed by all participants following the face to face training component.

	Strongly Disagree 	Disagree	Half/ Half 	Agree	Strongly Agree 
Overall, the training session was high quality.					
The course covered the material I expected.					
This training will be beneficial to me in the performance of my role.					
I had opportunities to practice what I learned.					
The course gave me specific ideas and tools to use in my role.					
The trainer was professional, well-prepared, and knowledgeable.					
The training facility was well-equipped and comfortable.					
Overall, this course was worth my time and effort.					

Final Thoughts

What was the most important thing that you learned in this training?

If you could change one thing about this course, what would it be?

Do you have anything else to share?

Thank you!