

# Guidelines for Reporting on the 2020-2025 Strategic Plans 2022

WORKSHOP: 05 October 2022



planning, monitoring  
& evaluation

Department:  
Planning, Monitoring and Evaluation  
REPUBLIC OF SOUTH AFRICA



# Introduction and Background

- ❑ **The Revised Framework for Strategic Plans and Annual Performance Plans (RFSPAPPs)** (2019) provides guidance on government planning and reporting processes for institutional Strategic Plans and Annual Performance Plans
- ❑ Chapter 8 of the RFSPAPPs - provides for Reporting, Monitoring and Evaluations against the plans and programmes of government
- ❑ Implementation of Strategic Plans and Annual Performance Plans must be monitored to measure progress towards the achievement of planned targets
- ❑ Monitoring findings can be used to improve performance, as well as, future planning and budgeting decisions
- ❑ Monitoring of plans must be **conducted continuously** by collecting data on specified indicators, verifying, storing the data, analysing and reporting on progress against achievement of targets
- ❑ **Reporting is a vital component of the monitoring process** and is used to inform management and oversight decision-making
- ❑ Reporting tracks progress against a plan, improves accountability for the delivery of government priorities and provides information about the use of allocated budgets
- ❑ It also gives institutions the opportunity to describe measures that will be taken to ensure that implementation of plans remains on track

# Purpose and Applicability of the Guidelines

## Purpose:

- ❑ Provide national and provincial government institutions with direction on the production of the departmental mid-term progress report and end-term report against the Strategic Plan
- ❑ The guidelines include formats to be used, approval processes, timelines for submission and feedback from oversight institutions on the institutional Mid-Term and End-Term Reports against the Strategic Plans

## Applicability:

- ❑ The guideline applies to:
  - national departments, provincial departments and government components listed respectively in Schedule 1, Schedule 2 and Schedule 3 of the Public Service Act (1994), as amended by Act 30 of 2007;
  - constitutional institutions listed in Schedule 1 and
  - public entities listed in Parts A and C of Schedule 3 of the Public Finance Management Act (PFMA) Act No 1 of 1999

# Methodology and Approach

## Approach to Reporting:

- ❑ The results-based approach and the theory of change remain the foundation for development planning, monitoring and evaluation and the achievement of development results
- ❑ The results-based approach is explicitly articulated in the Revised Framework for Strategic Plans and Annual Performance Plan and it forms the basis of development planning
- ❑ The methodology and approach for reporting against the Strategic Plan must include the following aspects:
  - The Technical Indicator Descriptions (TIDs) for the outcome indicators must form the basis for the source of data
  - A systematic analysis of performance data collected during in-year reporting (quarterly reports) and annual reports. Institutions must refer to multiple data sources, verification, validation, analysis, interpretation, synthesis, and evaluation processes among others; to determine the level of performance for the period under review, as well as, findings of the MTSF mid-term review (2019-2021).;
  - Findings of evaluations conducted by the institutions.
  - Findings of internal and external research conducted.
  - Consider resources utilised over the midterm
  - Discussion on the challenges that may have hindered progress towards the achievement of the five- year targets.
  - Strategies to be put in place to ensure the successful achievement of the five-year targets by the end of the five-year planning period.

# Methodology and Approach

## Alignment between the Guidelines for Reporting Progress on the Strategic Plans and the MTSF Guideline for the Production of a Mid-Term Review of Government Performance by Departments:

- ❑ DPME issued the MTSF Guideline for the Production of a Mid-Term Review of Government Performance by Departments in February 2022
- ❑ These guidelines provide direction on the 2019-2024 MTSF reviews that must be conducted by the departments based on the progress made on the MTSF commitments for the period 2019 to 2021
- ❑ Based on these Guidelines, departments were expected to submit their reports to the DPME by 30 April 2022
- ❑ The Guidelines for Reporting Progress on the Strategic Plans compliment the MTSF Guideline for the Production of a Mid-Term Review of Government Performance by Departments
- ❑ The Guidelines for Reporting Progress on the Strategic Plans are applicable to all national and provincial institutions, including those who do not directly contribute to the MTSF or do not have specific commitments in the MTSF
- ❑ Institutions who have specific commitments in the MTSF must report on both the outcome indicators and their related five-year targets from the MTSF; and the five-year targets for institutional outcome indicators which are not reflected in the MTSF.
- ❑ All the outcomes indicators in the 2020-2025 SP must be reported on

# Reporting on the Strategic Plan

- ❑ Strategic Plan is a five-year institutional medium-term plan with outcome indicators and five-year targets
- ❑ Purpose of the Mid-Term Progress Reports:
  - The Mid-Term Progress Reports must provide information about progress on implementing the institution's Strategic Plan after the first two and a half financial years of implementation, with reference to delivery and contribution to outcomes in relation to the priorities of government
  - The purpose is also to track progress against the five-year targets for outcome indicators.
- ❑ Contents of the Mid-Term Progress Reports:
  - The mid-term progress report must include a list of the **outcomes, outcome indicators, outcome baseline and five targets** as reflected in the tabled 2020-2025 Strategic Plan; as well as **progress over the past two and a half years on the achievement of the five-year targets**
  - The annual performance results based on the Annual Performance Plans can be consolidated to determine progress made on the achievement of the five-year targets
  - Narrative explanation on the achievement of five-year targets over the mid-term period, must be included to provide details of the **contributions to the performance, resources utilised over the mid-term**, and contributions made towards **vulnerable groups such as women, youth and people with disabilities**; as well as a narrative on **spatial transformation**
  - Narrative explanation must also include the **contribution of the achievement of the institutional outcomes to the MTSF, NASP (W/A), PGDSs and other sector/cluster plans**



# Reporting on the Strategic Plan (2)

## ❑ Timeframes for the Mid-Term Progress Reports:

- Finalised by the end of November in the third year of implementation of the Strategic Plans within a planning period
- Reflect performance during the first two and a half years of the planning cycle. Reported information must be valid at the time of reporting
- The midterm report must be submitted by institutions to the DPME by **30 November 2022**
- Covering progress on performance for **2020/21, 2021/22 and the first half of 2022/23.**

# Reporting on the Strategic Plan (3)

## ❑ Purpose of the End-Term Progress Reports:

- The End-Term Reports indicate the extent of progress and achievement in implementing the Strategic Plan, with particular reference to monitoring delivery of outcomes and impact after the five-year planning period
- The purpose is also to track the achievement of the five-year targets for outcome indicators

## ❑ Contents of the end-Term Progress Reports:

- End-term report must include a list of the **outcomes, outcome indicators, outcome baseline and five targets** as reflected in the tabled 2020-2025 Strategic Plan; as well as **progress over the five-year period on the achievement of the five-year targets**
- The annual performance results based on the Annual Performance Plans can be consolidated to determine progress made on the achievement of the five-year targets
- Narrative explanation on the achievement of five-year targets over the end-term period, must be included to provide details of the **contributions to the performance, resources utilised over the end-term**, and contributions made towards **vulnerable groups such as women, youth and people with disabilities**; as well as a narrative on **spatial transformation**
- Narrative explanation must also include the **contribution of the achievement of the institutional outcomes to the MTSF, NASP (W/A), PGDSs and other sector/cluster plans**

## ❑ Recommendations about performance, budgeting and planning improvements for the next planning cycle, and its findings should contribute to the institutional and sector planning and policy decisions for the new planning period, in line with the MTSF priorities and other development priorities of government

## ❑ Institutions must report on progress against outcomes and impact, where the impact can be assessed after a five-year period



# Reporting on the Strategic Plan (4)

## ❏ Timeframes for the End-Term Progress Reports:

- Completed by the end of July in the first financial year of the new planning cycle
- Provide the audited performance during the first four years of the five-year planning cycle and the pre-audited performance for the fifth year of the cycle
- Reported information must be valid at the time of reporting
- 2020-2025 planning cycle, the end term report must be submitted by institutions to the DPME by 31 July 2025

## Documents to be used when completing the mid-term and end-term of the Strategic Plan

- a) National Development Plan (NDP)
- b) 2019-24 Medium Term Strategic Framework (MTSF)/Revised MTSF
- c) 2019-2021 Mid-term assessment report of the 2019-24 MTSF
- d) Provincial Growth and Development Strategy (PGDS)
- e) Revised Framework for Strategic Plans and Annual Performance Plans
- f) National Annual Strategic Plan
- g) Economic Reconstruction and Recovery Plan
- h) Sector Plans/Cluster Plans
- i) Strategic Plans
- j) Annual Performance Plans
- k) Annual Reports for the relevant financial years
- l) All quarterly reports for the period under review
- m) Findings of research conducted by institutions
- n) Findings of evaluations conducted by institutions

# Utilisation of the reports and Timeframes

## ❑ Mid-term and End-term Report

- Oversight institutions will use mid-term and end-term reports during the assessment of draft APPs for the next planning period
- Institutions must establish processes to use mid-term and end-term reports to inform the development of the APPs in the next financial year and the SPs in the following planning cycle
- The reports should be uploaded on the Electronic Quarterly Performance Reporting System (eQPRS)

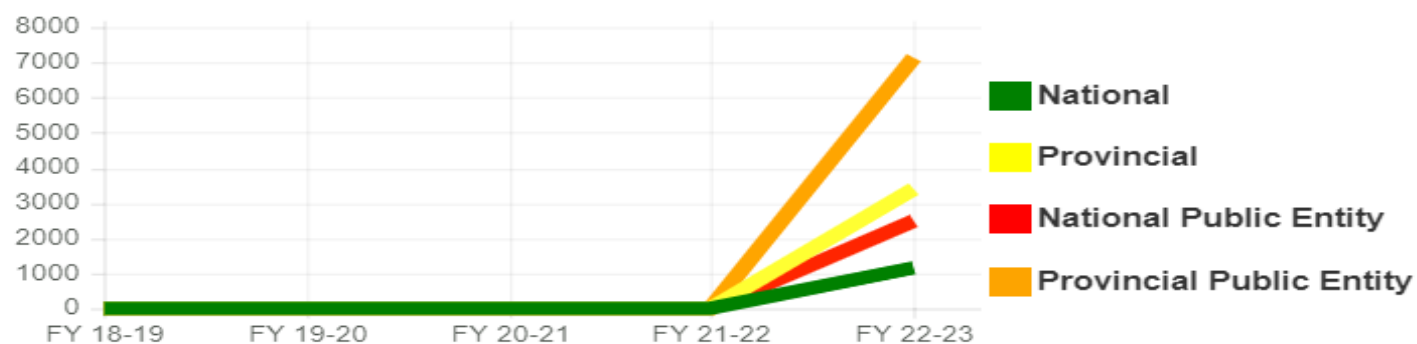
## ❑ Timelines:

Deliverable	Responsible Department	Due Dates
<b>Institutions send approved Strategic Plan Mid-Term Reports to DPME</b> (email: <a href="mailto:nqpr@dpme.gov.za">nqpr@dpme.gov.za</a> )	National and Provincial Institutions	30 November 2022
<b>Institutions send approved Strategic Plan End-Term Reports to DPME</b> (email: <a href="mailto:nqpr@dpme.gov.za">nqpr@dpme.gov.za</a> )	National and Provincial Institutions	31 July 2025



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- **Programme Administration** - Configured with all Programmes, sub programmes, Indicators and targets.
- **Reporting** - Data is captured against set targets ,comments and approvals will be garnered from the relevant parties at this stage
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## Electronic Quarterly Performance Reporting System (EQPRS)



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Ipeleng Khumalo - National Coordinator | Logout

### Inbox - No of Institution for Review 19

#### National-Human Settlements

Q2 FY 2022-23

Opening Date: 01/10/2022

Closing Date: 31/10/2022

Status: **Pending**

Reference ID: 63942937

[Re-allocate Task](#)

[Next](#)

#### Eastern Cape-Eastern Cape: Human Settlements (2015-2021)

Pre Audited Annual FY 2021-22

Opening Date: 11/05/2022

Closing Date: 18/05/2022

Status: **Pending**

Reference ID: 63885619

[Re-allocate Task](#)

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#### Eastern Cape-Eastern Cape: Human Settlements (2015-2021)

Q4 FY 2021-22

Opening Date: 14/04/2022

Closing Date: 21/04/2022

Status: **Pending**

Reference ID: 63885563

[Re-allocate Task](#)

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QPR FY 2022-23 National- National Human Settlements [ Q2 From:01/10/2022 To: 31/10/2022 ], Indicators- 31

QUARTERLY

YEARLY

1.1 PROGRAMME 1: ADMINISTRATION	1.1 PROGRAMME 1: ADMINISTRATION
Sub Programme: Departmental Management( 4 )	
Sub programme: Grant Management ( 3 )	
Sub-Programme: Corporate Services( 3 )	
	Sub programme: Financial Management ( 1 )
1.2 PROGRAMME 2: INTEGRATED HUMAN SETTLEMENTS PLANNING AND DEVELOPMENT PROGRAMME	1.2 PROGRAMME 2: INTEGRATED HUMAN SETTLEMENTS PLANNING AND DEVELOPMENT PROGRAMME
Sub Programme: Monitoring and Evaluation( 5 )	
Sub- Programme: Public Entity Oversight ( 2 )	
Sub-Programme: Capacity Building and Sector Support ( 1 )	
Sub-Programme: Macro Sector Planning( 3 )	Sub-Programme: Macro Sector Planning( 1 )
Sub-Programme: Policy and Research( 2 )	

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**THANK YOU**