



# planning, monitoring and evaluation

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Department:  
Planning, Monitoring and Evaluation  
**REPUBLIC OF SOUTH AFRICA**

**SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM (SEIAS)**

**INITIAL IMPACT ASSESSMENT TEMPLATE (PHASE 1)**

## **The Initial Impact Assessment [Insert Name of the Policy/ Bill/ Regulations]**

The initial impact assessment aims to ensure that the policy is on the right track by requiring an evaluation of alternative approaches. It should help drafters avoid finalising an inappropriate solution because they moved too quickly to select a strategy without adequately analysing the roots of the problem and considering alternative measures. It should facilitate a brainstorm about the issues involved in the problem and the full range of alternatives to deal with them.

### **1 The problem/Theory of change**

1. What is the social or economic problem that you are trying to solve?
2. What are the main causes of the problem? That is, why does the problem arise and why does it persist?
3. Whose behaviours give rise to the problem, and why does that behaviour arise? Remember that several groups, including some in government, may contribute to the identified problem. Their behaviour may arise amongst others because the current rules are inappropriate; because they gain economically from the behaviour; or because they are convinced they are doing the right thing. Identifying the behaviours that cause the problem should point to the behaviours that must be changed in order to achieve the desired solution.
4. Identify the major social and economic groups affected by the problem, and how they are affected. Who benefits and who loses from the current situation?
5. Which of the five top priorities of the state – that is, social cohesion, security, economic growth, economic inclusion (job creation and equality), and a sustainable environment – is negatively affected by the problem?

## 2 Options

1. List at least three options for addressing the problem, including (a) your preferred proposal, and (b) an option that does not involve new or changed regulation.
  - a.
  - b.
  - c.
  
2. What social groups would gain and which would lose most from each of the three options? Consider specifically the implications for households earning under R7000 a month; micro and small business; black people, youth and women; and rural development.

Option	Main beneficiaries	Main cost-bearers
1		
2		
3		

3. For each option, describe the possible implementation costs, compliance costs, and the desired outcomes, listing who would bear the costs or, in the case of outcomes, enjoy the benefits. In addition, note the risks that could threaten implementation of each option.

Option	Implementation costs	Compliance costs	Desired outcomes	Risks
1				
2				
3				

4. Based on the table on costs and benefits, describe how the different options would contribute to or detract from national priorities. Remember this is a think-tool, so explore the issues freely.

<b>Priority</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
<b>Social cohesion</b>			
<b>Security (Safety, Food, Financial and etc)</b>			
<b>Economic growth and investment</b>			
<b>Economic inclusion (employment creation and equity)</b>			
<b>Environmental sustainability</b>			

5. For each option, indicate what can be done to mitigate the identified risks.

Option	Identified risks	Mitigation measures	Comments
a.			
b.			
c.			

At this point, if you think the analysis points to a more useful or stimulating set of options, revise the SEIAS. You may find that you would like to combine some of the options, or that the process of discussion around the options has generated ideas that are better than your original ideas. Ideally, the three options considered should all be good ideas – that provides the best test for the final strategy adopted.

### 3 Summary

1. Based on your analysis, as reflected in the discussion of the three options above, summarise which option seems more desirable and explain why.
2. What specific measures can you propose to minimise the implementation and compliance costs of your preferred option, to maximise the benefits?
3. What are the main risks associated with your preferred option, and how can they best be managed?
4. What additional research should you do to improve your understanding of the costs and benefits of the option adopted?
5. For the purpose of building a SEIAS body of knowledge please complete the following:

<b>Name of the Official:</b>	
<b>Designation:</b>	
<b>Unit:</b>	
<b>Contact Details:</b>	
<b>Email address:</b>	