



# planning, monitoring and evaluation

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

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

**FINAL IMPACT ASSESSMENT TEMPLATE (PHASE 2)**

*Version: May 2015*

## Final impact assessment: [Insert Name of Policy/Bill/Regulation]

The final impact assessment provides a more detailed assessment of the ultimately legislative proposal. In addition, it identifies (a) mechanisms for monitoring, evaluation and modification as required; and (b) a system for managing appeals that could emerge around the implementation process.

### 1 Problem statement/Theory of change

1. Summarise the proposal, identifying the problem to be addressed and the roots (causes) of the problem that will be addressed by the new rule.

Summary of the proposal (Summary Background of the proposed policy/ bill/regulations):

Problem	Root Causes

2. Describe the intended outcomes of the proposal.

3. Describe the groups that will benefit from the proposal, and the groups that will face a cost. These groups could be described by their role in the economy or in society. As a minimum, consider if there will be specific benefits or costs for the poorest households (earning R7000 a month or less); for black people, youth or women; for small and emerging enterprise; and/or for rural development. Add more lines if necessary.

Groups that will benefit	How will they benefit?

Groups that will bear the cost	How will they bear the cost?

4. Describe the behaviour that must be changed, and the main mechanisms to achieve the necessary changes. These mechanisms may include modifications in decision-making systems; changes in procedures; educational work; sanctions; and/or incentives.

5. Identify the groups inside and outside of government whose behaviour will have to change to implement the proposal (add more lines if required).

**This table below covers Number 4 and 5**

Groups inside and outside government whose behaviour will have to change	behaviour that must be changed	Main mechanisms to achieve the necessary changes.

6. Report on consultations on the proposal with the affected government agencies, business and other groupings. What do they see as the main benefits, costs and risks? Do they support or oppose the proposal? What amendments do they propose, and have these amendments been incorporated in your proposal?

Affected stakeholders	What do they see as main benefits, costs and risks	Do they support or oppose the proposal	What amendments do they propose	Have these amendments been incorporated in your proposal
1. Government Departments and Agencies (name them)				
2. Business (name them)				
3. Other groupings (name them)				

7. Describe possible disputes arising out of the proposal, and the system for settling and appealing them. How onerous will it likely be for members of the public to lodge a complaint and how burdensome and expeditious is the proposed dispute-settlement procedure?

## 2 Impact assessment

1. Describe the costs and benefits of implementing the proposal to the groups identified in point 6 above, using the following chart. Add more lines if required.

Group	Implementation costs	Cost of changing behaviour	Costs/benefits from achieving desired outcome	Comments
a.				
b.				
c.				

Group	Implementation costs	Cost of changing behaviour	Costs/benefits from achieving desired outcome	Comments
d.				
e.				
f.				

2. Describe the changes required in budgets and staffing in government in order to implement the proposal. Identify where additional resources would be required for implementation. It is assumed that existing staff are fully employed and cannot simply absorb extra work without relinquishing other tasks.

3. Describe how the proposal minimises implementation and compliance costs.

4. Describe the main risks to the achievement of the desired ends of the legislation and/or to national aims that could arise from adoption of the proposal. Add more lines if required.

a.

b.

c.

d.

### 3 Managing risk

1. Describe the measures taken to manage the identified risks. Add more rows if necessary.

Identified risk	Mitigation measures
a.	
b.	
c.	
d.	

2. Describe the mechanisms included in the proposal for monitoring implementation, evaluating the outcomes, and modifying the implementation process if required. Estimate the minimum amount of time it would take from the start of the implementation process to identify a major problem and remedy it.

## 4 Summary

1. Summarise the impact of the proposal on the main national priorities.

Priority	Impact
Social cohesion	
Security (Safety, Food, Financial and etc.)	
Economic growth and investment	
Economic inclusion (employment creation and equity)	
Environmental sustainability	

2. Identify the social and economic groups that would benefit most and that would bear the most cost. Add more rows if required.

<b>Main beneficiaries</b>	<b>Main cost bearers</b>
1	1
2	2
3	3

3. In conclusion, summarise what should be done to reduce the costs, maximise the benefits, and mitigate the risks associated with the legislation. Note supplementary measures (such as educational campaigns or provision of financing) as well as amendments to the draft itself, if appropriate. Add more lines if required.

a.

b.

c.

d.

e.

4. Please identify areas where additional research would improve understanding of the costs, benefits and/or risks of the legislation.

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>	