



REPUBLIC OF NAMIBIA

PERFORMANCE AGREEMENT

OFFICE OF THE PRIME MINISTER

The Contracting Parties

This **Performance Agreement** (hereinafter referred to as “PA”) is entered into between the Government of the Republic of Namibia (hereinafter referred to as GRN) represented by the President H.E. Hage G. Geingob, on the one part, and the Office of the Prime Minister (hereinafter referred to as OPM) represented by the Prime Minister, Rt.Hon. Saara Kuugongelwa-Amadhila on the other part.

PREAMBLE

WHEREAS The People of Namibia overwhelmingly and willingly gave the Government the mandate to consolidate past gains and to pursue the lofty ideals set out in Vision 2030 and the Harambee Prosperity Plan;

WHEREAS The Government is determined to remain faithful to the People’s mandate and to build the Namibian House in which all its residents have a sense of shared identity;

WHEREAS The Parties to this Performance Agreement are not only committed to the attainment of the strategic objectives outlined in Vision 2030 but are also fully conscious of the necessity to serve the People of Namibia promptly, diligently, and without regard to the ethnic origin, socio-economic status, gender, religious, ideological, or political affiliation of the service beneficiary;

WHEREAS The Performance Agreement represents the Prime Minister's avowed commitment to the realization of national strategic objectives, and signifies the Government's determination to support the OPM efforts;

NOW, THEREFORE, the parties hereto agree as follows:

Part I: Undertaking by the First Party

THE FIRST PARTY, the GOVERNMENT, undertakes to provide the resources needed to fulfil the Prime Minister statutory mandate and attain national strategic objectives, including but not limited to, those set out in Vision 2030, the Medium-Term Plan, the SWAPO Election Manifesto, the President's election promises and Harambee Prosperity Plan.

H.E. the President undertakes to facilitate clearance of obstacles that might be beyond the capacity of the Prime Minister to resolve, and which must be brought to the attention of the President by the Prime Minister. The President further undertakes to:

1. Receive quarterly progress reports on achievements of strategic objectives from the Prime Minister and individual cabinet ministers;
2. Facilitate resolution of challenges to performances brought out in the reports;
3. Support and facilitate realization of the Prime Minister's commitment obligations, and strategic intention in line with the Constitution.

Part II: Undertaking by the Second Party

In consideration of the Government's undertakings and assurances, THE SECOND PARTY, the Prime Minister agrees to perform with due diligent the following functions:

1. Coordinate policy-making processes and legislative formulation;
2. Coordinate initiatives aimed at economic empowerment imitative(NEEEF)

3. Oversee the effective and efficient management of the public service;
4. Ensure ICT access to government services by the citizens and residents
5. Effective Governance and improved service Delivery
6. Coordinate the implementation of disaster risk management legal framework;
7. Perform other duties assigned by the President diligently.

Part III: Notes on Strategic Directions

The OPM plans and strategies will facilitate the attainment of national development aspirations, which are anchored on the following priorities:

- Effective governance and service delivery
- Economic transformation
- Macro-Economic Stability
- Monitoring and evaluation

In specific terms, the OPM will record measurable achievements in the following areas:

- i. Coordinate government through Cabinet meetings and the coordination of the performance management system
- ii. Coordinating the formulation and implementation of policies and legislation aimed at economic transformation
- iii. Promote harmonious labour relations in the public service and sound working relations with recognised Trade Unions.
- iv. Promote the improvement of public service delivery through:
 - a. Public Service reforms
 - b. E-governance
 - c. Promotion of wellness and safety at workplace
 - d. Promotion of good governance and transparency
 - e. Customer service charters
- v. Strengthening coordination of disaster risk management.

Part IV: Reporting lines and requirements:

1. The Prime Minister will prepare Quarterly Progress Reports as per the Performance Matrix in Annex A on the performance of the OPM for submission to, and discussion with, H.E. the President.
2. The Prime Minister will prepare Annual Performance Reports as per the Performance Matrix in Annex A on the performance of the OPM for submission to the President within two months after the end of the year.

Part V: Duration of the Performance Agreement

This PA will run for six months coinciding with the second half of the financial year i.e. 1st April 2016 to the 31st March 2017

OFFICE, MINISTRY OF AGENCY	OFFICE OF THE PRIME MINISTER
NAME OF OFFICE HOLDER	Rt. Hon. Saara Kuugongelwa-Amadhila
PERFORMANCE AGREEMENT PERIOD	1ST APRIL 2016 – 31ST MARCH 2017

FORM 1: Prime Minister's Annual Performance Agreement Matrix (1st April - 31st March of every Financial Year)

Objective/ Ministerial Commitment	Weight (distributed across between 1% - 100%)	Expect ed Result	Indicator of Performance	Indicator Definition	Indicator Type	Baseline	Quarterly Targets				Annual Target
							Q1	Q2	Q3	Q4	
							1.Coordinate policy-making processes and legislative formulation	20%	Cabinet decision making process effective and efficient.	%Cabinet committees fully operationalized	

Objective/ Ministerial Commitment	Weight (distributed across between 1% - 100%)	Expect ed Result	Indicator of Performance	Indicator Definition	Indicator Type	Baseline	Quarterly Targets				Annual Target
							Q1	Q2	Q3	Q4	
		Monitoring of execution of cabinet decisions	# Bi-annual report submitted	<p>Target: 2 Bi-Annual reports submitted to cabinet</p> <p>Submissions:</p> <ul style="list-style-type: none"> - 1 Bi –annual report approved by Cabinet (Q2) - 1 –Annual approved by cabinet (Q4) 	Absolute	2		1		1	2
2. Coordinate formulation and implementation of Economic Transformation initiative	10%	Empowerment Framework in place	NEEEF Bill finalised and submitted to Parliament	<p>Baseline: Draft Bill in place (60%)Target: NEEEF Bill submitted to ParliamentFinalisation & Submission:- Consultations on the Bill concluded (70%)- Bill approved by Cabinet CCL and Cabinet (80%)- Bill tabled and approval by Parliament(as in HPP) (90%)- Strategy for NEEEF implementation developed (100%)Numerator: # of steps completedDenominator: Total # of steps planned until the finalisation and submission of the NEEEF Bill to Parliament</p>	Incremental	60	70	80	90	100	100

Objective/ Ministerial Commitment	Weight (distributed across between 1% - 100%)	Expect ed Result	Indicator of Performance	Indicator Definition	Indicator Type	Baseline	Quarterly Targets				Annual Target
							Q1	Q2	Q3	Q4	
							3.Oversee effective and efficiently management of the Public Service	30%	Public Service delivery and perform ance improve d	% of progress in submitting Ministers' PAs	
	% of progress in submitting Ministers' Reviews and Assessments	Target: Ministers quarterly reviews reports submitted to the President Submission: - Quarter 1 progress review reports submitted to the President (24%) - Quarter 2 progress review reports submitted to the President (48%) - Quarterly progress review reports submitted to the President (72%) - Ministers Annual assessment reports submitted to President (100%)	Incremental	0	24	48	72	100		100	

Objective/ Ministerial Commitment	Weight (distributed across between 1% - 100%)	Expect ed Result	Indicator of Performance	Indicator Definition	Indicator Type	Baseline	Quarterly Targets				Annual Target
							Q1	Q2	Q3	Q4	
									Public Service Amendment Bill finalised	% of progress in finalisation of the Public Service Amendment Bill	
		Improve d account ability and transparency in the public service	% progress in finalising the Report on declaration of interests by Public Servants	Target: Report on declaration of interests - Report on declaration of interests by Public Servants finalised within 3 month after FY Finalisation: - Notice for declarations send to OMAs/RC (45%) - Declaration Reports from OMAs/RC analysed (75%) - Report finalised (100%)	Incremental	0	45	75	100	0	100

Objective/ Ministerial Commitment	Weight (distributed across between 1% - 100%)	Expect ed Result	Indicator of Performance	Indicator Definition	Indicator Type	Baseline	Quarterly Targets				Annual Target
							Q1	Q2	Q3	Q4	
									Anti-Corruption Strategy and Action Plan coordinated	% of operationalisation of the Anti-Corruption strategy and action plan	
4.Ensure ICT access to government services by the citizens and residents	10%	Improved Citizen accessibility to services	% progress in development of the roll-out plan	Roll-out plan for ten services developed 1. Baseline (e-Government Strategic Action Plan) 10% 2. Project Initiation (60%) 2. Detailed Roll-out Plan 100%)	Incremental	10	60	100	0	0	100
			% of progress made in the e-readiness report	Assessment of current status in the Ten OMAs 1. Baseline (e-Government Strategic Action Plan) 10% 2. BPR - Needs Assessment and Prioritisation of Services (30%) 3. Detailed Report of the Current Status and To-Be Status (60%) 4. Detailed	Incremental	10	30	60	100	0	100

Objective/ Ministerial Commitment	Weight (distributed across between 1% - 100%)	Expect ed Result	Indicator of Performance	Indicator Definition	Indicator Type	Baseline	Quarterly Targets				Annual Target
							Q1	Q2	Q3	Q4	
			# of services accessible online	Target: 4 Online services operationalized Count: # of Online services operationalized each quarter 1. Social Assistance Application Status Enquiry 2. HCMS Self service by GRN Employees 3. HCMS i-Recruitment in the Public Service 4. Notification of New Born Babies by Health facilities	Absolute	0	0	1	1	2	4
4.Effective Governance and improved service Delivery	20%	Citizen engage ments improve d	interim measures for measuring citizen satisfaction in place	% progress made in putting up guidelines for interim measures (20%) Suggestion boxes in place in at strategic service points and information collected (50) # Citizen satisfaction feedback report (100)	Incremental	0	20%	45	55	100	

Objective/ Ministerial Commitment	Weight (distributed across between 1% - 100%)	Expect ed Result	Indicator of Performance	Indicator Definition	Indicator Type	Baseline	Quarterly Targets				Annual Target
							Q1	Q2	Q3	Q4	
										% of progress in conducting the Citizens survey	
		Citizen Feedback Mechanism in place	% of progress in implementing the Customer Feedback Mechanism	Target: Customer feedback mechanism fully functional Implementation:- - Benchmark conducted (30%) - Analyse the survey results and develop mechanism (80%) - Operationalise the feedback mechanisms (100%)	Incremental	0	30	80	100	100	

Objective/ Ministerial Commitment	Weight (distributed across between 1% - 100%)	Expect ed Result	Indicator of Performance	Indicator Definition	Indicator Type	Baseline	Quarterly Targets				Annual Target
							Q1	Q2	Q3	Q4	
		Measur es to contain the Wage Bill put in place	% progress in developing the Remedial Measures	<p>Baseline: Measures to contain the Wage Bill put in place</p> <p>Target: Measures for Wage Bill reduction approved and implementation commenced</p> <p>Development:</p> <ul style="list-style-type: none"> - Conduct consultations with stakeholders (35%) - Investigate viability of proposed measures (52%) - Finalize report and implementation Plan for approval (82%) - Commence implementation of the quick wins measures (100%) 	Incremental	0	35	52	82	100	100

Objective/ Ministerial Commitment	Weight (distributed across between 1% - 100%)	Expect ed Result	Indicator of Performance	Indicator Definition	Indicator Type	Baseline	Quarterly Targets				Annual Target
							Q1	Q2	Q3	Q4	
							5. Coordinate the implementation of the Disaster Risk Management legal framework	10%	National Disaster preparedness and response mechanisms enhanced	% of progress in the development of the Capacity Building Capacity for implementing disaster risk management legal framework strengthened at all levels (Central, regional & Local)	
Total Weight	100%										

Weight (W)

- The weight is in a linear scale of 1% - 100%, distributed across all objectives.
- The core function objectives will constitute 70% and the cross cutting objectives 30%.
- The percentage is derived through a thorough assessment of the level of importance of the Objectives/ minister's commitments against National Development priorities (HPP, NDP, and MTEF) and Ministry's Strategic & Annual Plans.
- ASSIGN TO ALL OBJECTIVES