



ACTU EFFECTIVENESS INDEX

**INDEPENDENT CORRUPT PRACTICES
AND OTHER RELATED OFFENCES COMMISSION (ICPC)
NIGERIA**

INTRODUCTION:

Anti- Corruption and Transparency Unit (ACTUs) were established as units of Ministries, Departments and Agencies (MDAs), as monitoring mechanism units under the preventive mandate of the Independent Corrupt Practices and Other Related Offences Commission in Section 6(b)-(d) of the Corrupt Practices and Other Related Offences Act 2000. Specifically, the ACTU has the responsibility to support the organization to promote accountability in organizational life and operations. The activities undertaken by ACTU, how it is undertaken and the accomplishments, must be linked with the capacity of the ACTU to impact the quality of organizational performance. This should reflect in effective accountability systems in the MDA operations, improved service delivery and social benefits to stakeholders and the citizenry.

MDAs are expected to ensure the establishment of ACTUs in their organizations and support the ACTUs to realize their responsibilities in accordance with their stated mandates. Consequently, the MDAs must appreciate the crucial role of ACTUs in driving accountability and transparency in their organizations. Therefore, the effectiveness of ACTUs, positively impacts on the integrity and performance of the agencies. The commitment of ACTU members, as well as organizational support to the ACTUs, are critical to ACTU effectiveness.

The ACTU Effectiveness Index assesses several elements of ACTU operations. These include the composition of members, inauguration and induction, action plan, office accommodation and facilities, budgets and funding, support by ICPC ACTU Desk officers, impact of organizational support to ACTU, ACTU member capacities and ACTU sustainability. It is expected that the assessment of the ACTUs in the MDAs through the Index will generate the required knowledge about ACTU operations in order to inform and guide ICPC to make the ACTUs more functional and effective, while also ensuring the integrity and accountability of the MDAs.

Undertaking

I

O *f*
.....*hereby*
certify that all information/answers/documents supplied for the purpose of filling this Index
are true and accurate to the best of my knowledge. Where any information/answer/document
is found to be false, the provisions of Sections 15 and 25 of the Corrupt Practices and Other
Related Offences Act, 2000 may be fully enforced against me.

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.....

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Name of ACTU Chairman

Signature

Date

ACTU EFFECTIVENESS INDEX

NAME OF ORGANIZATION:

ADDRESS:

UNIT MEMBERS:

S/N	NAMES	GENDER	DESIGNATION	DEPARTMENT/UNIT	POSITION AND NUMBER OF YEARS IN ACTU	PHONE NUMBER/ EMAIL
i						
ii						
iii						
iv						
v						
vi						
vii						
viii						
ix						
x						
xi						
xii						
xiii						

xiv					
Xv					

DATE OF ESTABLISHMENT OF THE UNIT IN THE ORGANISATION:

1		COMPOSITION OF UNIT MEMBERS	SCORE KEY	ACTUAL SCORE	REMARKS
I	How many members are in ACTU (Minimum of Five members in line with the Standing Order)?	5 members = 3 Less than 5 members=0			
li	Do members represent key Departments/Units of the Organization?	Representation=3 otherwise=0			
lii	Is there gender representation (Male/Female)?	Gender Rep. Ratio of:4:1=2 Otherwise=0			
iv	Does the ACTU membership tenure comply with the Standing Order (Members must serve for not more than 2 tenures of 3 years each)?	Minimum of 3 years and maximum of 6 years (evidence of re-appointment) =2 Otherwise = 0			
TOTAL			10%		
2		INAUGURATION/INDUCTION	SCORE KEY	ACTUAL SCORE	REMARKS
I	Was the ACTU inaugurated in collaboration with ICPC (Oath of Allegiance by ICPC)? (Evidence of inauguration)	Yes=3 No= 0			
li	Were the members inducted? (Evidence of induction)	Yes= 2 No=0			
TOTAL			5%		
3		ACTION PLAN (PERIODIC ACTION PLANS PRODUCED)	SCORE KEY	ACTUAL SCORE	REMARKS

I	Does the ACTU have an Action Plan (Evidence of ICPC ACTU Action Plan Template)	Yes= 2 No=0		
ii	Was the Action Plan submitted to Management and ICPC for approval (Evidence of submission)	Yes= 2 No= 0		
iii	Does the ACTU follow the action plan?	Yes= 2 No=0		
iv	Does the ACTU carry out periodic review of the Action Plan? (evidence of review, minutes of meeting)	Yes= 2 No=0		
V	Are ACTU activities guided by a Performance Management Plan?	Yes= 2 No=0		
TOTAL		10%		
4 OFFICE ACCOMMODATION AND FACILITIES				
		SCORE KEY	ACTUAL SCORE	REMARKS
i	Does the ACTU have an office space within the Organization?	Yes= 2.5 No=0		
ii	Is the office space equipped with functional equipment/ facilities (Furniture, Desktop/laptop computer, photocopier, office material, storage facilities, etc.)?	Yes=2.5 No=0		
TOTAL		5%		
5 BUDGET AND FUNDING				
		SCORE KEY	ACTUAL SCORE	REMARKS
i	Does the ACTU have a budget? (Action plan could be substituted for the budget)?	Yes= 2 No=0		
ii	Was the ACTU budget captured under the organisation's main budget during the year under review? (Organisation's budget to be attached as evidence)	Yes =2 No=0		

iii	Was the budget allocated and disbursed to ACTU during the period under review? (Evidence of disbursement(s))	Yes= 4 Moderate= 2 No=0		
iv	Was the budget allocated to the ACTU in line with Performance and Action Plan (Budget Plan)? (Give evidence of amount released and budget)	Yes= 3 No=0		
v	Was the budget implemented by the ACTU during the period under review (Evidence of ACTU activities)	High= 2 Moderate= 1 No=0		
vi	Did the ACTU submit quarterly financial report to Management and ICPC during the year under review? (Give evidence of submitted report)	Yes= 1 No=0		
Vii	Does the ACTU produce regular budget implementation reports (monthly/quarterly reports as evidence of implementation)? (Evidence of report)	Yes= 1 No=0		
TOTAL		15%		

ACTU STRUCTURE		SCORE KEY	ACTUAL SCORE	REMARKS
6	Does the ACTU have authority to operate with independence without interference?	Yes= 0.5 No=0		
	Does ACTU have institutional protections to sustain its independence? (Evidence of institutional protection; ACTU memos and reports)	Yes= 0.5 No=0		
	Is the nature of ACTU Leadership in line with the ACTU Standing Orders? (ACTU Head an officer/ staff on Management cadre)	Yes= 0.5 No=0		
	Do all members understand the functions of the Unit? (provide evidence of induction during inauguration or training for ACTU members)	Yes= 0.5 No=0		

	Is the ACTU governed according to the provisions of the ACTU Standing Orders and the organizational policies of the MDA? (Evidence of Action Plan)	Yes= 0.25 No=0		
	Do ACTU members have security of tenure and does management comply with this provision? (Evidence of members serving out full tenure)	Yes= 0.25 No=0		
	TOTAL	2.5%		
7	SUPPORT TO ACTU BY ICPC ACTU DESK OFFICERS	SCORE KEY	ACTUAL SCORE	REMARKS
i	Does the ACTU Have an assigned ICPC ACTU Desk Officer? (Mention name of Desk Officer/ Letter of appointment of Desk Officer)	Yes= 0.5 No=0		
ii	Do ACTU members know about the functions and responsibilities of the ACTU Desk Officer (as stated in the Standing Order)? (Evidence of activities)	Yes= 1 No=0		
iii	Does the ACTU have access to the ACTU Desk Officer? (Evidence of contact with Desk Officer)	Yes= 0.5 No=0		
iv	Does the ACTU Desk officer have the requisite skills, experience, expertise and integrity to advise and guide the ACTU? (Evidence of ACTU desk officer at Meetings/ Minutes of meeting)	Yes= 0.5 No=0		
v	Does the ACTU Desk Officer take part in ACTU Meetings and activities? (Evidence of attendance at meetings/ Minutes and reports of meetings)	Yes= 1 No=0		
vi	Does the ACTU update ACTU Desk Officer on ACTU Activities if he/she is not present or able to participate? (Evidence of report)	Yes= 0.5 No=0		

vii	How will the ACTU rate the oversight functions of the ACTU Desk Officer?	Very Satisfied=1 Satisfied=0.5 Dissatisfied= 0		
TOTAL		5%		

Recommendations on how ACTU Desk Officers can improve their engagements with ACTU

8 PROCESSES/FUNCTIONS

Generally, one will evaluate how the ACTU undertakes its commitments to fulfill its mandate (that is, realize high end objectives of functional accountability systems and high rates of accountability)		SCORE KEY	ACTUAL SCORE	REMARKS
i	Does ACTU follow the Standing Order in the performance of its activities?	Yes= 1 No=0		
ii	Does ACTU conduct monthly meetings? (Evidence of minutes/ monthly/ quarterly reports duly submitted to the ICPC)	Yes= 5 No=0		
iii	Has the ACTU conducted preliminary investigation of petitions? (Attach Evidence of investigation reports)	Yes= 3 No=0		
iv	Has the ACTU conducted System Study and Review? (Attach System Study report)	Yes= 3 No=0		
v	Has the ACTU conducted Education and Public Enlightenment activities? (evidence of activity/ reports of activity)	Yes= 3 No=0		
vi	Has the ACTU produced IEC Materials (Stickers, handbills, flex banners, billboards) for sensitization of staff? (attach samples of stickers, handbill, pictures of flex banners/billboards)	Yes= 3 No=0		
vii	Has the ACTU conducted Monitoring of Budget Implementation? (Attach monitoring report)	Yes= 3 No=0		

	viii	Has the ACTU designed and implemented additional policies and procedures to guide staff activities, functions, roles, and goals? (Evidence of policies)	Yes= 3 No=0		
	ix	Has the ACTU developed/ reviewed a Code of Ethics for the Organization? (Attach copy of code/ report of activity)	Yes= 3 No=0		
	x	Does the ACTU submit periodic reports on Anti-Corruption issues to the ICPC? (Give evidence of submission)	Yes= 5 No=0		
	xi	Has the ACTU organized an Ethics and Integrity Assessment Forum? (Give evidence/ report of activity)	Yes= 3 No=0		
	TOTAL		35%		
9.	ORGANIZATIONAL CONTEXT AND IMPACT ON ACTU CAPACITY/EFFECTIVENESS				
	IMPACT INDICATOR	SCORE KEY	ACTUAL SCORE	REMARKS	
	i	Does the Organization have a defined structure that includes the ACTU? (Organogram) (Give evidence of Organisation's organogram)	Yes= 0.5 No=0		
	ii	Are ACTU members co-opted into relevant Committees within the Organisation as observers? (Give evidence)	Yes= 1 No=0		
	iii	Does the ACTU report directly to the Permanent Secretary/Chief Executive of the Organisation? (Evidence of ACTU memos, reports)	Yes= 0.5 No=0		
	iv	Does Management approve/implement ACTU recommendations on Ethical issues (Give evidence)	Yes= 0.5 No=0		

	v	Does the Organization have incentive systems to encourage ACTU members? (Sitting Allowance) (Attach evidence)	Yes= 0.5 No=0		
	TOTAL		3%		
10 OPERATIONS					
	CAPACITY INDICATOR		SCORE KEY	ACTUAL SCORE	REMARKS
	I	ACTU Member Capacities:			
	a	Do ACTU members participate in professional development programs to improve skills? (attendance at trainings/ ICPC ACTU peer review sessions) (Give evidence of attendance)	Yes= 0.5 No=0		
	b	Do ACTU members comply with standards of integrity and accountability in professional conduct? (Conflict of interest) (Give evidence of members declaring conflict of interest)	Yes= 0.5 No=0		
	II	ACTU Resource Capacities:			
	a	Does the Management participate in ACTU activities when required? (Management support) (Show evidence of participation)	Yes= 0.5 No=0		
	b	Do Departments/Units assist ACTU to perform its activities when required? (co-opting; MOV Attendance)	Yes= 0.5 No=0		
	c	Does ACTU have data reporting mechanisms? (ACTU tools) (Give evidence of submitted report)	Yes= 0.5 No=0		
	d	Does ACTU have platforms and systems to receive reports?(suggestions box/e-mails) (show evidence)	Yes= 1 No=0		

III	ACTU Performance Capacity:			
a	Does ICPC work closely with ACTU to oversee ACTU activities?	Yes=1 No=0		
	Have ACTU members pledged to serve the public interest and not to be used by any entity to serve sectional, individual or particular interest? (Oath of Allegiance)	Yes= 0.5 No=0		
	Do ACTU members work together effectively as a team at all times? (Attendance at meetings and ACTU activities)	Yes= 0.5 No=0		
b	Does ACTU have outreach systems to relate successfully with other Departments/Units internally and with external partners? (evidence of memos to departments, Units, reports on outreach)	Yes= 1 No=0		
c	Are ACTU members involved in other outside activities that may tend to distract them from ACTU work? (Attach membership template on Department/Unit of members)	Yes= 0.5 No=0		
	TOTAL	7%		
11 SUSTAINABILITY				
	The ability of ACTU to develop, engage and maintain partnerships greatly enhances ACTU activities and ensures sustainability of the ACTU over the long term and in spite of inadequate support from parent organization	SCORE KEY	ACTUAL SCORE	REMARKS
I	Does the ACTU collaborate with other agencies within its mandate area in anti-corruption programs? (Evidence of visits, MOUs, letters, seminars/ workshops should be used to verify).	Yes= 0.5 No=0		

ii	Does the ACTU communicate with other national agencies? (E.g., to share knowledge, skills, information, and other resources in corruption control initiatives) - (Peer-Review). (Show evidence)	Yes= 0.5 No=0		
iii	Does the ACTU have effective platforms to interface with other stakeholders and collaborate with external partners? (Such as, CSOs, donors, domestic and international institutions involved in anti-corruption prevention, e.g. ROLAC, UNODC, TUGAR). (Attach evidence)	Yes= 0.5 No=0		
iV	Does ACTU independently contact external partners to secure additional financial, institutional, professional or operational resources to support ACTU activities? (Evidence of Grants, training facilities and activities, MOU)	Yes= 0.25 No=0		
V	Does ACTU participate in activities of external partners (seminars, training programs, advocacy programs, etc.)? (Give evidence of participation)	Yes= 0.5 No=0		
Vi	Does ACTU involve external partners to enhance skills of ACTU members? (MOV: letters of invitation, activities enhancing skills of members)	Yes= 0.25 No=0		
TOTAL		2.5%		
TOTAL SCORE		100%		
OUTCOMES OF ORGANIZATIONAL OUTPUTS				
One evaluates the outcomes of organizational outputs that have been impacted through the support of the ACTU		REMARKS		

12	I	Do units across the entire organization adhere to integrity standards through the support of the ACTU? (MOV: Code of Ethics or conduct institutionalized by ACTU)	
	li	Can stakeholders attest to the commitment of the organization to uphold core values of integrity through excellence in performance and more high quality service delivery? (Commendation Letters)	
	lii	Does the Organization have widespread public confidence and trust in its performance, services and products? (MOV: SERVICOM, SON,FCCPC Ratings and benchmarks)	

RATING				
S/N	SCORE (%)	LEVEL OF EFFECTIVENESS	COLOUR RATING	
1	70-100	VERY EFFECTIVE	GREEN	
2	50-69	EFFECTIVE	BLUE	
3	11-49	INEFFECTIVE	YELLOW	
4	1-10	DORMANT	RED	
5	0	NON-EXISTENT	BLACK	

GENERAL RECOMMENDATIONS ON ACTIONS FOR IMPROVEMENT IN ACTU CAPACITY/EFFECTIVENESS	
a.	
b.	
c.	
d.	

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e.	
f.	
g.	
h.	
i.	

**DATE OF ASSESSMENT:
ASSESSMENT TEAM:
NAME AND SIGNATURE**

- 1.
- 2.
- 3.
- 4.
- 5.

DATE OF SUBMISSION TO ICPC:

MODE OF SUBMISSION: ELECTRONIC, HARD COPY, COURIER/POST, ETC

SELECTED REFERENCES:

- i. DFID, *“Guidance on Evaluation and Review for DFID Staff”*, DFID EVALUATION DEPARTMENT, 2005.
- ii. Donald C. Menzel, *Ethics Moments in Government: Cases and Controversies* (1st Edition)(ASPA Series in Public Administration and Public Policy), Boca Raton, Florida: CRC Press, 2010



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