Institute for Capacity Development (ICD)

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Policy Formulation, Implementation and Evaluation

Course Objectives

On completion of the course, participants should be able to:

- Understand policy formulation and development processes and procedures
- Clearly understand the context and definition of public policy analysis, formulation and implementation;
- Understand how best to perform policy analysis, formulation and implementation in the public sector environment;
- Formulate, disseminate and manage policy as a development tool
- Identify and employ policy formulation and implementation best practices
- Undertake programmes and projects impact analysis and evaluation
- Design monitoring instruments in policy implementation
- Identify constraints in policy implementation and come up with solutions

Target Groups

- Policy researchers and Consultants
- Policy Developers, Implementers and Impact Evaluators
- Project Managers , Officers and Operations Managers
- Academics and Policy Advisors
- Public and Private Policy Consultants and Advisors
- National and International Programme and Project staff
- Governmental and Non -Governmental policy Administrators

Course Outline

- Management principles skills and applications
- Introduction to Public Policy
- Understanding policy and who makes policies
- Definition and scope of public policy
- The policy cycle: An overview
- Key actors and institutions in the policy process
- Theoretical frameworks for policy analysis
- Agenda-setting: Identifying and prioritizing policy issues
- Needs research and analysis for a new and policy

- Problem definition and framing
- Policy design: Tools and instruments (regulation, incentives, education, etc.)
- Stakeholder analysis and engagement
- Policy options generation
- Policy selection (cost-benefit, risk analysis, short, medium, long term)
- Evidence-based policy-making
- Theories of policy implementation
- Challenges in implementation: Capacity, resources, and coordination
- Role of bureaucracy and street-level bureaucrats
- Monitoring and feedback mechanisms
- Purpose and types of policy evaluation (formative, summative, process, impact)
- Evaluation criteria: Effectiveness, efficiency, equity, and sustainability
- Methods and tools for policy evaluation (quantitative and qualitative)
- Challenges in policy evaluation: Data limitations, political constraints, and ethical issues
- Using evaluation results for policy improvement
- Role of international organizations in policy formulation and evaluation
- Digital transformation and policy-making (e.g., big data, AI)
- Participatory and inclusive policy processes
- Addressing global challenges through policy (e.g., climate change, inequality)
- Ethical considerations in policy formulation and evaluation
- The policy review and approval process
- Action planning

Dates: 04th – 15th August 2025

Duration: 2 Weeks

Course Costs: US$2850/delegate

Venue: Pretoria, RSA