



Commonwealth Advanced Online Training Programme in Government Performance Management

Submission of Departmental CFR prepared on SMART (Strategic Management and Accountability for Result Toolkit)

Goal of the Assignment (Exercise):

Prepare a Commitment for Results (CFR) for a government department in your country.

This is a “group” exercise in which each group is expected to draft a Commitment for Result (CFR) for a government department in a country with which at least one member of the group is quite familiar.

A Commitment for Result (CFR) provides a summary of the most important results that a department/ministry expects to achieve during the financial year. This document has two main purposes: (a) move the focus of the department from process-orientation to result-orientation, and (b) provide an objective and fair basis to evaluate department’s overall performance at the end of the year. These documents are known variously as Performance Agreements, Performance Contracts, Contratos de Rendimientos, Contrat du Plan, Memorandum of Understanding, Results Framework Document (RFD) and so on. (For more details on the concept and structure of CFR, please see the accompanying SMART Guidelines.

Each group is expected will have to prepare an “ideal” Commitment for Results document. This exercise has the following broad objectives:

- Get a feel for what is involved in designing and drafting a real-world CFR (Commitment for Results).
- Employ the principles of public sector performance evaluation discussed and developed in this Course in the context of real-world government departments / agencies.
- Bring together (or integrate) all insights gained in the Workshop.
- Master a toolkit (SMART) for government performance management and explore the possibility of using it in your country or department.

Modus Operandi of Group Work

Before the Course

1. Please meet with your colleagues from your ministry/department that have been nominated to this Course[\[1\]](#) from your ministry/department. We will be sending the credential for working on SMART to one of the members and inform others about it.[\[2\]](#)
2. Decide on one person from your ministry/department team who will be responsible for coordinating and entering data. That person shall also be responsible for the password. You could also decide to have one person as the chair and coordinator for the ministry/department group (team) and another person responsible for data entry.
3. The same password can be used by every member of the ministry/department team to view and enter data. However, to avoid confusion, it is best to let only one person make changes that have been approved by the team.



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4. Your group is expected to prepare a CFR for your organization (Ministry, Department or Agency). The focus of this exercise is on the structure of CFR. It is important to have the appropriate structure and design of CFR.
5. For preparing the CFR for the chosen department, you will need the help of the following:
 - A. [Video on SMART](#) – Session 9
 - B. **Guidelines for SMART Toolkit (Jan 11 2021)**
 - C. **SMART User Manual**
 - D. **CFR Evaluation Methodology (CEM)**