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Date: 25 September 2020

Time: 10.00Hrs -11.15Hrs.

Location	Participants and their code	Participant Gender	Participant's Age group	Participant's employment status	Participant's housing status
Warren Park	FGD5A	Male	40-45 Years	Unemployed	Renting
	FGD5B	Female	35-30 Years	Employed	House owner
	FGD5C	Male	45-50 Years	Unemployed	Owens a stand
	FGD5D	Female	30-35 Years	Unemployed	Stand applicant
	FGD5E	Female	30-35 Years	Unemployed	Renting
	FGD5F	Male	45-50 Years	Employed	Renting
	FGD5G	Female	35-40 Years	Employed	Owens a stand
	FGD5H	Female	30-35 Years	Unemployed	Renting
	FGD5I	Male	35-40 Years	Employed	House owner

**Appendix G: Harare City Council Standing Committees Membership in September 2020**

APPROVED MEMBERSHIP OF STANDING COMMITTEES OF COUNCIL  
AS AT 17<sup>th</sup> SEPTEMBER 2020

<p><b>FINANCE COMMITTEE</b></p> <p>T. Chagaresango L. Gomba M. Kasvosve I. M. Makone T. Mhetu M.S. Mutizwa S. Wutawunashe C. Zumba</p>	<p><b>ENVIRONMENTAL MANAGEMENT COMMITTEE</b></p> <p>T. Chagaresango N. Makondo I. M. Makone T. Matafi T. Mhetu M. Mudariki M. S. Mutizwa C. Zumba</p>	<p><b>BUSINESS COMMITTEE</b></p> <p>E. M. Chipfiwa L. Gomba T. Katsaria N. Makondo S. M. Manyenga B. Matione T. Mhetu C. Zumba</p>
<p><b>SMALL TO MEDIUM ENTERPRISES</b></p> <p>T. Chagaresango L. Gomba M. Kasvosve T. Manase B. Matione M. S. Matinyanya A Shingadeya S. Wutawunashe</p>	<p><b>HUMAN RESOURCES</b></p> <p>E. M. Chipfiwa L. Gomba M. Kasvosve J. K. Kunashe N. Makondo S. M. Manyenga T. Matafi C. Zumba</p>	<p><b>EDUCATION, HEALTH, HOUSING AND COMMUNITY SERVICES &amp; LICENSING</b></p> <p>T. Katsaria J. K. Kunashe P. T. Mangwiro-Chikwaka S. M. Manyenga B. Matione M. S. Matinyanya E. Ruzani A. Shoko</p>
<p><b>AUDIT</b></p> <p>T. Chagaresango T. Matafi M. Mudariki A. Shoko C. Zumba S.M. Mutizwa I.M. Makone T.Manase</p>	<p><b>INFORMATION AND PUBLICITY</b></p> <p>E. M. Chipfiwa L. Gomba P. T. Mangwiro-Chikwaka T. Matafi B. Matione M. Mudariki E. Ruzani A. Shoko</p>	

**ACTION: ATC & ACS: 18/09/2020**



## **Research Instruments**

### **Participation Information Sheet**

#### **RESEARCH TITLE**

**Urban Housing Policy in Zimbabwe and its Institutional Structures: Reflecting on the Housing Challenges in Metropolitan Harare, 1980 - 2020.**

Dear Participant,

You are invited to participate in a research study conducted by LEON POSHAI, student Number 3924684. It is in partial completion of the researcher's thesis towards the PhD in Public Administration Degree at the School of Government, at the University of the Western Cape.

Before you decide to participate, you need to understand the purpose of the research and what it would entail. Please take time to read the following information carefully and discuss it with others if you wish. If you are unclear of anything, I would be happy to answer any questions you may have.

#### **PURPOSE OF THE STUDY**

The purpose of the research is to examine the influence of institutional structural properties in the formulation and implementation of urban housing policies in Zimbabwe. To achieve this, I will examine how structural properties such as institutional rules and procedures, institutional culture, principles, values and restrictions within relevant urban housing government ministries, departments and agencies shape the processes of housing policy formulation and implementation in Harare, Zimbabwe.

## DESCRIPTION OF STUDY AND YOUR INVOLVEMENT

I am inviting you to participate in this research project because you meet the set criterion for the population of interest and your participation will help other people. You will also be asked to participate in interviews and focus group discussions by responding to questions I will ask concerning the nexus between institutional structures and policy making processes. The study will be done in Metropolitan Harare. The interview will be conducted in an appropriate timeframe and place for you and will last approximately 45 minutes to 1 Hour.

## CONFIDENTIALITY & ANONYMITY

Please be advised that the results of the study will neither divulge the organization's particulars nor the individual particulars, as to maintain confidentiality at all times. Any information that can connect the responses to an individual or organization will remain confidential and will be disclosed only with your permission. The researcher shall keep all records and tapes of your participation, including a signed consent form, which is required from you, should you agree to participate in this research study, locked away at all times.

*(Example: All the data will be kept in password-protected computer files known only to the researcher. Data collection sheets and audiotapes will be kept safely in a lockable filing cabinet accessed only by the researcher. All raw data including written documents and tapes will be destroyed after three months of the final dissertation being marked and graded. If we write a report or article about this research project, your identity will be protected.)*

## RISKS OF THE RESEARCH?

There are no risks to participating in this research as I shall take all necessary measures to ensure the overall physical and psychological safety of all participants. I will uphold the ethical values of voluntary participation, avoid all forms of harm, deception, ensure the participants' privacy, and right to withdraw from my research at any time without any consequences for the participants. I will use clear language and under no circumstances shall I force you to participate in my research.

Or

The risk/s of the study are outlined as follows:

- No risks.

## **BENEFITS OF THE RESEARCH**

The Benefits of this research are outlined as follows:

- To develop an understanding of how institutional properties influence the formulation and implementation of urban housing policies in Zimbabwe.
- To suggest measures to strengthen institutional capacity to effectively administer the formulation and implementation of urban housing policies to resolve urban housing challenges in Zimbabwe.

## **VOLUNTARY PARTICIPATION AND WITHDRAWAL**

Your participation in this research is entirely voluntary, which means that you are free to decline participation. It is your decision whether or not to take part. If you volunteer to be in this study, you may withdraw at any time without consequences of any kind - and without giving a reason. You may also choose not to answer particular questions that are asked in the study. If there is anything that you would prefer not to discuss, please feel free to say so.

## **PAYMENT FOR PARTICIPATION**

There are no costs to the participant for partaking in the study.

## **INFORMED CONSENT**

Your signed consent to participate in this research study is required before I proceed to interview you. I have included the consent form with this information sheet so that you will be able to review the consent form and then decide whether you would like to participate in this study or not.

## **QUESTIONS**

Should you have further questions or wish to know more, I can be contacted as follows:

Student Name : Leon Poshai.  
Student Number : 3924684.





UNIVERSITY of the  
WESTERN CAPE

Mobile Number : 061 665 5808.  
Work Number : + 27 21 838 8250.  
Email : 3924684@myuwc.ac.za

I am accountable to my supervisor : Senior Professor John J Williams.  
Department : School of Government.  
Telephone : 021-959 3807  
Fax : 021-959 3826  
Email : [jjwilliams@uwc.ac.za](mailto:jjwilliams@uwc.ac.za)

This research project has received ethical approval from the Humanities and Social Sciences Research Ethics Committee of the University of the Western Cape.  
Tel. 021 959 2988,  
email: [research-ethics@uwc.ac.za](mailto:research-ethics@uwc.ac.za)





### Consent Form for Participants

#### RESEARCH TITLE: Urban Housing Policy in Zimbabwe and its Institutional Structures: Reflecting on the Housing Challenges in Metropolitan Harare, 1980 - 2020.

I have read the information presented in the information letter about a study being conducted by Leon Poshai towards a PhD in Public Policy and Administration Programme at the School of Government (SOG) at the University of the Western Cape.

This study has been described to me in a language that I understand and I freely and voluntarily agree to participate. My questions about the study have been answered. I understand that my identity will not be disclosed and was informed that I may withdraw my consent at any time by advising the student researcher.

With full knowledge of all foregoing, I agree to participate in this study.

Participant Name : \_\_\_\_\_

Participant Signature : \_\_\_\_\_

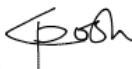
I give consent for recordings to be taken:

Agree	Disagree

Date : \_\_\_\_\_

Place : \_\_\_\_\_

Student Researcher : Leon Poshai

Student Researcher Signature : 

Student Number : 3924684

Mobile Number : 061 665 5080

Email : 3924684@myuwc.ac.za

I am accountable to my supervisor : Senior Prof. John Williams

Department : School of Government (SOG)

Telephone : +27 21 959 3806

Email : [jjwilliams@uwc.ac.za](mailto:jjwilliams@uwc.ac.za)

This research project has received ethical approval from the Humanities and Social Sciences Research Ethics Committee of the University of the Western Cape, Tel. 021 959 2988,

Email: [research-ethics@uwc.ac.za](mailto:research-ethics@uwc.ac.za)

The estimated discussion time is 45 minutes to 1 hour.

### 1 Introduction

- Welcoming of informant and introduction of research

You are kindly requested to participate in a research study titled “Urban Housing policy in Zimbabwe and its Institutional Structures: Reflecting on Housing Challenges in Metropolitan Harare, 1980 to 2019”. The purpose of the research is to examine the influence of institutional properties in the formulation and implementation of urban housing policies in Zimbabwe from 1980 to 2019. I am intent to examine how structural properties such as institutional rules and procedures, institutional culture, principles, values and restrictions in your institution shape the dual processes of housing policy formulation and implementation in Harare. This research aims to generate data through face cooperative and reflective discussions on the influence of institutional structures and properties in urban housing policy formulation and implementation in Zimbabwe.

### 2 Ethical Guarantee

Please be advised that the results of the study will neither divulge the organization's particulars nor the individual particulars to maintain confidentiality at all times. Any information that can connect the responses to an individual or organization will remain confidential and will be disclosed only with your permission. The researcher shall keep all records and tapes of your participation, including a signed consent form, which is required from you, should you agree to participate in this research study, locked away at all times. This has been cleared by the UWC Research Ethics Committee and it is free from any form of harm and deception.

### 3 Voluntary Participation and Withdrawal

Your participation in this research is entirely voluntary, which means that you are free to decline participation. It is your decision whether or not to take part. If you volunteer to be in this study, you may withdraw at any time without consequences of any kind - and without giving a reason. If there is anything that you would prefer not to discuss, please feel free to say so. There are no costs





to the participant for partaking in the study. Also, there are no payment or material benefits for participating in the research.

#### **4 Rules Guiding the Discussion**

Respect for each other opinion, freedom to express contra-views, guide against abuse of persons and objectivity other ground rules to be agreed upon.

#### **5 Other Pre-Discussion Arrangements**

Request for audio-recording of the discussion with the consent of the participant.

#### **6 Interview Questions and Conceptualisations**

##### **6.1 Questions for policy makers in the Harare City Council's Department of Housing and Community Services**

- a) Which position do you currently hold in your institution?
- b) For how long have you held this position?
- c) What are the responsibilities of your institution in urban housing policy formulation and implementation within the context of Harare? (Please explain).
- d) Which specific measures have your institution initiated or implemented to resolve housing challenges in Harare?
- e) Can you explain the main structural properties in your organisation (rules, value systems, traditions and power relations, codes of conduct, institutional culture, discipline systems, restrictions and guiding principles)?
- f) How useful are these properties in urban housing policy formulation and implementation? (Please explain).
- g) Who is responsible for making final decisions on housing policy (state whether this is an individual or collective endeavour)? (Please explain).
- h) Are there sanctioning measures available to promote institutional discipline with regards to housing policy decisions in your institution?
- i) In your own opinion, and with specific reference to your organisation, do you think the application of institutional rules, use of sanctions, the hierarchy of authority and power relations promote or undermine the operational autonomy of policy makers? (Please explain and motivate your position on each of these four institutional properties).
- j) What do you think must be done to improve institutional policy making capacity to deal with housing challenges in Harare?



## 6.2 Questions for Councillors in the Standing Committee on Housing and Social Development

- a) What is your official capacity in this committee and what are some of your key responsibilities?
- b) What is the Committee's role with regards to the formulation and implementation of urban housing policies in Harare?
- c) What are some of the principles and rules that you adhere to in the formulation and implementation of urban housing policies?
- d) Can you highlight the main institutional challenges you face in the formulation and implementation of urban housing policies?
- e) To what extent is your political party involved in urban housing policy making in Harare?
- f) Can you comment on the interface between political party positions and institutional preferences in the formulation and implementation of urban housing policies in Harare?
- g) To what extent does your institution impact the content of urban housing policies?
- h) What in your view should be done to ensure that institutions responsible for urban housing policy formulation and implementation in Harare are effective in dealing with the urban housing problem?
- i) What do you consider to be key areas for improvement with regards to urban housing policy making institutions in Zimbabwe?
- j) Is there any personal opinion you wish to express with regards to the institutional urban housing policy making?

## 6.3 Questions for Policy Makers in the Ministry of Local Government, Public Works and National Housing

- a) For how long have you worked in your institution?
- b) Which position do you hold in your institution?
- c) What are the responsibilities of your institution in urban housing policy formulation and implementation within the context of Harare? (Please explain).
- d) Which specific measures have your institution initiated or implemented to resolve housing challenges in Harare?
- e) Can you explain the main structural properties in your organisation (rules, value systems, traditions and power relations, codes of conduct, institutional culture, discipline systems, restrictions and guiding principles)?
- f) How useful are these properties in urban housing policy formulation and implementation? (Please explain).
- g) Who is responsible for making final decisions on housing policy (state whether this is an individual or collective endeavour)? (Please explain).
- h) Are there sanctioning measures available to promote institutional discipline with regards to housing policy decisions in your institution?



In your own opinion, and with specific reference to your organisation, do you think the application of institutional rules, use of sanctions, the hierarchy of authority and power relations promote or undermine the operational autonomy of policy makers? (Please explain and motivate your position on each of these four institutional properties).

- j) What do you think must be done to improve institutional policy making capacity to deal with housing challenges in Harare?

#### **6.4 Questions for Policy Makers in the Ministry of Local Government, Public Works and National Housing**

- a) For how long have you worked in your institution?
- b) Which position do you hold in your institution?
- c) What is the role of the Minister of Local Government in urban housing policy making?
- d) What are the responsibilities of your institution in urban housing policy formulation and implementation within the context of Harare? (Please explain).
- e) Which specific measures have your institution initiated or implemented to resolve housing challenges in Harare?

#### **6.5 Questions for Housing Policy Analysts and Academics**

- a) How do you define institutional structures or structural properties of an institution?
- b) In your own opinion, what is the connection between the internal compositions of an institution the policy making processes within that institution?
- c) What are some of the best practices in terms of institutional policy making?
- d) Can you explain the root of the persistence of urban housing problems in Zimbabwe?
- e) What do you consider and the main drawbacks to the formulation and implementation of urban housing policies in Zimbabwe?
- f) What should be done to improve institutional policy making capacity in Zimbabwe, particularly in the formulation and implementation of urban housing policies?





**Estimated discussion time: 45 minutes to 1 hour.**

**Introduction:**

- Welcoming of participants and introduction.
- Ethical discussion: voluntarism, confidentiality and privacy.
- Rules guiding discussion: respect for other opinions, freedom to the expression of contra-views, guide against abuse of persons, avoidance of domination of discussion by few individuals, objectivity other ground rules to be set by the group.
- Need to transcribe information for coding.
- Recording of audio, video and photographs with the consent of participants.

**Questions (Area of focus for the discussion):**

1. What is your institution's role in the formulation and implementation of urban housing policies in Harare?
2. How much public enlightenment is done to sensitise residents about housing policy formulation and implementation processes?
3. How often are you consulted in the urban housing policy making process?
4. What do you think are some of the challenges to urban housing policy formulation and implementation in Harare?
5. What do you think must be done to strengthen institutional policy making capacity to address housing problems in Harare?

– **End of Research Tools.**

