

USAID/Nigeria QUARTERLY REPORT FORMAT
Kano State Education Account
July – September 2007 Quarterly Progress Report

<i>ACTIVITY SUMMARY</i>
Implementing Partner: Creative Associates International, Inc.
Activity Name: State Education Account in Kano State of Northern Nigeria
Activity Objective: The objective is to help the Kano State (and Zamfara State if extended) Ministry of Education to develop a State Education Account while simultaneously building local capacity to replicate this process in other states and potentially nationally.
USAID/Nigeria SO:
Life of Activity (start and end dates): January 15, 2007 - November 14, 2007
Total Estimated Contract/Agreement Amount: \$399,830
Obligations to date: \$399,830
Current Pipeline Amount (remaining unspent): \$205,460
Accrued Expenditures this Quarter: \$77,225
Activity Cumulative Accrued Expenditures to Date: \$174,587
Estimated Expenditures Next Quarter: \$158,811
Report Submitted by: Phyllis Forbes, Project Director Submission Date: November 7, 2007

Narrative section

I. Background

Project ABE-BE Kano State Education Account (SEA) is an eleven-month Task Order under the ABE-BE IQC, with the goal of providing technical assistance (TA) for the development and institutionalization of the SEA in Kano State (and Zamfara State if extended) of Northern Nigeria, successfully integrating the SEA into state government operations, and providing hands-on-training to a local institution with potential to replicate SEA more broadly throughout Nigeria.

Cooperation and collaboration with the Kano State Ministry of Education and other major stakeholders are key to the success of this program. By design, Creative capacity building approach is dependent upon the level of commitment of the Kano MOE to conducting the SEA and to cooperating with the Implementing Agency and external TA providers. The planned agreement between USAID and the Government of Nigeria (GON) will lay the foundation for this collaboration, ensuring that all relevant ministries and information sources will be accessible to the SEA project.

II. Quarter Progress

During the fourth quarter, main activities included:

- Dr. Deepika Chawla, the project Education Data Expert and Trainer, conducted the third mission to Kano. A large portion of this mission was devoted to four SEA trainings for the Technical Assistance Team (TAT) and subsequent secondary trainings by TAT to Ministry representatives from the public sector, private sector, household, and NGO/donor sector working groups. These trainings addressed, for example, remaining questions regarding the classification of Kano State's education expenditures, the design and finalization of data collection instruments for each working group, and data collection techniques for over 66 participants.
- Andrewniyi Dada, the SEA TAT database expert, completed revisions to the education database and presented this tool to approximately 30 working group members. He then trained six MOE representatives on specific entry and editing components of the SEA database and on their role as data entry staff.
- Later in the quarter, data collection by the trained data collectors and MOE working group members began in full force. Their efforts targeted education financing information from 44 Local Government Councils; 143 private schools; 40 local non-governmental organizations; roughly 20 MOE institutions (e.g., institutes of higher learning, parastatals, etc.); the Ministries of Finance and Health; and, a smaller number of donors active in Kano State.
- Preliminary analysis of DHS household expenditures on education was begun by Dr. Kunle Odumosu, a research analyst serving with TAT.
- As a result of this quarter's activities, the process of data collection, cleaning, monitoring, validating, and entry will be completed next quarter.

- Task Order Management
 - Karla Fossand resumed her position as CTO.
 - The Memorandum of Understanding (MOU) between the Kano Ministry of Education (MOE) and USAID/N was countersigned by USAID/N. The fully executed MOU underscores the commitment and collaborative nature of the SEA project and its planned integration in Kano State's education decision-making. The signed MOU permits the MOE to release approximately N754,000 (\$6,032) in cash contributions for SEA project activities.
 - On July 27, Creative submitted a modification request to accommodate a realigned budget. CO approval was granted on August 24. (See Annex 1.)

III. Problems and Opportunities

The SEA Memorandum of Understanding (MOU)¹ between the Kano MOE and USAID/Nigeria was delayed several months while awaiting final review and authorization. As a result, data collection, which was scheduled to occur in June, actually occurred in late September.

IV. Activity Changes

Karla Fossand resumed her position as CTO. On July 27, Creative submitted a modification request to accommodate a realigned budget. CO approval was granted on August 24. No other changes or modifications of the contract occurred during the period July - September.

V. Success Stories

A summative success story for this 10-month project will be drafted for next quarter's reporting.

VI. Next Quarter Results and Related Tasks

Project activities in October, November, and December will be quite substantial, with major activities including:

- Prepare data for final analysis by: reviewing the data collection process; checking the veracity of the data; beginning data validation; focusing on the initial steps that comprise the Phase II data analysis; and, training the Technical Assistance Team (TAT) on each of these components of the State Education Account process;
- TAT-led review and discussion of these processes with State Working Group (SWG) members for three major subgroups (i.e., public, private, and household sectors);
- Follow-up KASEA database training for a minimum of six MOE data entry technicians;

¹ The MOU permits the Kano MOE to facilitate the project's State Working Group members' participation in data collection by releasing funding destined for MOE staff.

- Development of preliminary SEA matrices to be reviewed by all stakeholders to ensure that the SEA design and data processing model is functioning properly and is accurately reflecting education expenditures;
- As necessary, additional data collection;
- Continue analysis of the household, private, and public sector data;
- Conduct field office operational support activities, including: review of financial procedures; inventory maintenance, budget development training; and contract and consultant agreement management; and,
- Conduct a five-day retreat to: prepare all required matrices; review initial findings and discuss any anomalies or discrepancies; and, design the final project report format (this retreat will be attended by Ms. Forbes, Dr. Chawla, TAT, and the chairpersons and secretaries of the three SWGs).

Objective: Assisted the Kano State Ministry of Education to develop a State Education Account while building local capacity to replicate this process in other states

Result 1
Kano Ministry of Education capacity

Key Indicators

Members of State Working Group (SWG) identified
 # of SWGs members introduced to SEA
 # of technical trainings received during Phase I
 # of technical trainings received during Phase II
 SWGs collected, validated and analyzed data
 SWGs wrote final report
 SWGs obtained report approval from the Ministry
 SWGs designed a dissemination plan for the report
 SWGs provided advice on contents of network set up for other SEAs in Nigeria

Result 2
Technical Assistance Team capacity

Key Indicators

Commitment from a local institution capable of serving as an Implementing Agency
 # of TAT members introduced to SEA
 # of technical trainings received during Phase I
 # of technical trainings received during Phase II
 # of training sessions delivered to the State Working Groups
 # of training sessions delivered jointly with the SWGs to data collectors and/or sub-groups
 Assistance to SWGs in developing a data collection instrument
 Assistance to SWGs in collecting, validating and analyzing data
 Assistance to SWGs in preparing final report
 Assistance to SWGs in designing a dissemination plan for the final report
 Assistance to SWGs in providing advice on contents of network set up for other SEAs in Nigeria

Result 3
Kano State Education Account

Key Indicators

Data Map
 Data collection instruments
 Private Sector Survey
 Training program for data collectors
 Database and forms
 Procedures Manual
 Framework Document

FY 2007 third quarterly report: Kano State Education Account

	This year target	This year actual	This quarter target	This quarter actual	Explanation for variance or why not reported during this quarter	Next quarter target	Life of project targets
Objective: Assisted the Kano State Ministry of Education to develop a State Education Account while building local capacity to replicate this process in other states							
Indicator 1:							
Indicator 2:							
Indicator 3:							
Result 1: Increased local capacity to implement a SEA							
Indicator 1.1: TAT & SWGs trainings							
• Output 1.1.1: Technical Assistance Team trained for Phase I	1	1					1
• Output 1.1.2: Kano Local Ministry of Education trained for Phase I	1	1					1
• Output 1.1.3: Technical Assistance Team trained for Phase II	1		0	1			1
• Output 1.1.4: Kano Local Ministry of Education trained for Phase II	1		0	1			1
Result 2: Framework Document Developed							
Indicator 2.1: Development of Framework Document							
• Output 2.1.1: Boundaries defined	1	1					1
• Output 2.1.2: Data categories identified	1	1					1
• Output 2.1.3: Data plan finalized	1	1	1	1			1
• Output 2.1.4: Framework document completed	1	1	1	1			1
• Output 2.1.5: Roles of key actors defined	1	1	1	1			1

	This year target	The year actual	This quarter target	This quarter actual		Next quarter target	Life of project targets
Result 3: Data Collected							
Indicator 3.1: Data Collection							
• Output 3.1.1: Data collectors identified	25			66			66
• Output 3.1.2: Data collectors trained	25			66			66
• Output 3.1.3: Procedures manuals developed	1			1			1
• Output 3.1.4: Secondary data sources identified	1	1					1
• Output 3.1.5: Database set up	1		1	1			1
Result 4: Data Analyzed							
Indicator 4.1: Data Analysis							
• Output 4.1.1: Data reviewed	1					1	1
• Output 4.1.2: Survey results entered into database	1					1	1
• Output 4.1.3: Analysis completed	1					1	1



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FROM THE AMERICAN PEOPLE

August 24, 2007

Mr. John G. Owens
Director of Contracts
Creative Associates International
5301 Wisconsin Ave., NW Ste 700
Washington, DC, 20015

Subject: Contract No: EDH-I-00-05-00029-01, Task Order No. 3

Dear Mr. Owens,

Thank you for your letter of July 27, 2007 requesting approval for realigning the Task Order budget line-items!

As an exception, the Mission team agrees to provide post-performance formal approval for the Kano State Private Schools Survey.

I hereby provide the Contracting Officer's approval for reimbursement of allowable, allocable and reasonable costs necessary to carry out this additional Survey in addition to all other contractually required work (already performed or remaining to be carried out), subject to all billings not to exceed the \$399,830 Ceiling Price. In no event will USAID reimburse CAI in excess of this amount.

Creative Associates performing faithfully to the SOW may adjust the individual budget line-items stated in Section B. 3 Budget and Ceiling Price as dollar-estimates if/when justified by performance circumstances, provided:

- (a) Creative Associates determined that dollar-adjustments are unavoidable to attaining successfully all SOW end-objectives,
- (b) Creative Associates determined budget line item dollar-increase to be reasonable, allocable and allowable costs,
- (c) total bill for delivery of end-deliverables must not exceed the Ceiling Price,
- (d) support for budget realignment must be maintained by CAI for audit purposes.

Best regards,


Tad Findeisen
Contracting Officer

cc: Karla Fossand, CTO

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