

USAID/Nigeria QUARTERLY REPORT FORMAT
Kano State Education Account
October-December 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 - January 31, 2008
Total Estimated Contract/Agreement Amount: \$399,830
Obligations to date: \$399,830
Current Pipeline Amount (remaining unspent): \$116,619
Accrued Expenditures this Quarter: \$108,624 (includes estimate for December)
Activity Cumulative Accrued Expenditures to Date: \$283,211 (includes estimate for December)
Estimated Expenditures Next Quarter: \$116,619
Report Submitted by: Phyllis Forbes, Project Director Submission Date: January 11, 2008

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

The fourth quarter was a critical period for SEA activities in Kano. October represented the first time that the SEA project team, the local technical assistance team (TAT), and the Kano Ministry State Working Group (SWG) members began assessing the analyzed educational expenditures. This review proved crucial as experts from each abovementioned unit identified information that needed to be further evaluated or re-assessed, new or missing sources of data, incorrect data, assumptions that were / were not valid, while also providing an opportunity to test the capacity of the database to produce interpretable results and the overall structure of the SEA methodology as it is being applied in Kano. In a sense, this work represented a culmination of eight months of technical activities.

Also this quarter, operational support activities were undertaken on-site to review and fine-tune financial procedures and inventory procedures. Meanwhile, the newly hired staff accountant and the project coordinator also received training related to Creative's project implementation procedures, budget development, contract and consultant management, and pipeline estimates.

Specifically, the following activities were undertaken this quarter:

- Prepared data for analysis by: reviewing the data collection process; checking the veracity of the data; beginning data validation; and, training the TAT on each of these components of the State Education Account process;
- TAT-led review and discussion of these processes with SWG members from the three subgroups (i.e., public, private, and household sectors);
- Follow-up KASEA database training for six MOE data entry technicians;

- Development of preliminary SEA matrices that were subsequently reviewed by stakeholders to ensure that the SEA design and data processing model is functioning properly and is accurately reflecting education expenditures;
- Conducted additional data collection from newly identified institutions;
- Continued analysis of the household, private, and public sector data;
 - Finalized the private sector survey (PSS), cleaned up the PSS data, and entered it in database
 - Prepared the formula for household data, completed extrapolation from sample, and entered it in database
- Conducted a five-day retreat to: prepare all required matrices; develop and review initial findings; prepare a plan for data checks; prepare an action plan for completing the analysis; review DFID findings from the Kano financial report; and, design the final project report format; and,
- Briefed the Honorable Commissioner of the Kano Ministry of Education and the entire SWG on findings to date.

III. Problems and Opportunities

The project encountered difficulties in gathering data because of two reasons: 1) much of the data was not electronically generated so we had to enter it into our data system and spent a lot of time doing quality control exercises and 2) some data sources, most notably donors, were reluctant to provide data.

IV. Activity Changes

On October 24, negotiations were begun regarding the possibility of continuing the SEA project in Zamfara. (Discussions are currently in progress with the CTO and CO.) Also this quarter, Ms. Croshelle Harris, Education Officer and Deputy Team Leader, replaced Ms. Fossand as CTO o/a November 15. Lastly, a no-cost extension letter extended the project period of performance to January 11, 2008.

V. Success Stories

Developments this quarter reflect very well on the capacity building and sustainability that has taken place during the 10 months of project implementation. The following two examples in particular highlight the achievement of these project goals.

Last quarter, the project team met twice with the Kano State Minister of Education High Commissioner, once in October and again in December. Both times the Commissioner expressed his keen interest in the project, knowledge of SEA developments, and gratitude for the work being performed by the USAID-funded Creative project team, TAT, and SWG members. In the last meeting, the Commissioner expressed his desire to continue the SEA process after the project ends and proposed assigning members of the newly trained SWG to continue the state education account exercise.

In addition, the technical assistance team, who has received a wide-range of trainings about each aspect of the SEA methodology, as well as coaching on training techniques, has taken the first steps towards becoming an officially recognized Nigerian non-governmental organization by assigning a chairman; discussing roles and responsibilities; identifying office space; and, meeting with lawyers. This action moves the organization beyond their initial commitment to serve primarily as an implementing partner and closer to the long-term goal of functioning as an independent organization.

VI. Next Quarter Results and Related Tasks

Project activities next quarter will entail the following:

- Complete the final analysis of the SEA and conduct the final review by the SWG and the TAT, particularly regarding the household analysis and private sector;
- Review the draft final report with all stakeholders;
- Present findings to the Honorable Commissioner, USAID/Mission, and the donor community in Abuja (the latter as possible);
- Disseminate the Kano SEA to all stakeholders;
- In collaboration with USAID, draft and implement an inventory disposition plan for the Kano field office;
- Debrief on successes and lessons learned from the Kano SEA to better implement the SEA in Zamfara;
- Pending authorization from USAID/Nigeria, formally establish contact with the Zamfara Ministry of Education and launch field office activities on the ground;
- Orient the Zamfara government to the SEA process, its goals, and the method by which membership in the steering committee and the SWG is determined;
- Design and review the SEA training plan and frameworks with the RDSL and the abovementioned Zamfara MOE designees.

Objective: Assisted the Kano State Ministry of Education to develop a Sate 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 (SWGs) 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

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	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	1					1
• Output 1.1.4: Kano Local Ministry of Education trained for Phase II	1	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
• Output 2.1.4: Framework document completed	1	1					1
• Output 2.1.5: Role of key actors defined	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					25
• Output 3.1.2: Data collectors trained	25	66					25
• 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
Result 4: Data Analyzed							
Indicator 4.1: Data Analysis							
• Output 4.1.1: Data reviewed	1		1	1			1
• Output 4.1.2: Survey results entered into database	1		1	1			1
• Output 4.1.3: Analysis completed (eg, report completed)	1					1	1

ANNEX 1



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FROM THE AMERICAN PEOPLE

November 9, 2007

Ms. Carolyn E. Burnes
Contract Administrator/Accountant
Finance and Contracts
CREATIVE ASSOCIATES INTERNATIONAL, Inc.
5301 Wisconsin Ave. NW, Suite 700
Washington, DC 20015

Subject: No Cost Extension of Contract No: EDH-I-00-05-00029-01, Task Order No. 3, State Education Accounts (SEA), from Nov. 14, 2007 to Jan. 11, 2008.

Dear Ms. Burnes,

In accordance with the Section F – Deliveries or Performance, sub-section (b) under the subject Task Order, I, as the CTO of this Task Order, am providing you with a no additional cost extension from November 14, 2007 to January 11, 2008. The Task Order ceiling price and other terms and conditions remain the same

Sincerely,

A handwritten signature in black ink, appearing to read "Karla Fossand".

Karla Fossand
CTO, SEA

Cc: Tad Findeisen, OAA
Darlene Cutshall, Controller

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