

USAID/Nigeria QUARTERLY REPORT FORMAT
Kano and Zamfara State Education Account
January - March 2008 Quarterly Progress Report

<i>ACTIVITY SUMMARY</i>
Implementing Partner: Creative Associates International, Inc.
Activity Name: State Education Account in Kano Sate and Zamfara State of Northern Nigeria
Activity Objective: The objective is to help the Kano State and Zamfara State Ministry of Education to develop a Sate 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 30, 2008
Total Estimated Contract/Agreement Amount: \$799,325
Obligations to date: \$799,325
Current Pipeline Amount (remaining unspent): \$368,098
Accrued Expenditures this Quarter: \$145,080
Activity Cumulative Accrued Expenditures to Date: \$431,227
Estimated Expenditures Next Quarter: \$94,025
Report Submitted by: Phyllis Forbes, Project Director Submission Date: April 30, 2008

Narrative section

I. Background

Project ABE-BE Kano State Education Account (SEA) is a 23-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 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 and Zamfara State Ministries of Education and other major stakeholders are key to the success of this program. By design, Creative's capacity building approach is dependent upon the level of commitment of the Kano and Zamfara MOEs to conducting the SEA and to cooperating with the Implementing Agency (henceforth referred to as the local Technical Assistance Team) (TAT) and external TA providers. The planned agreement between USAID and the Government of Nigeria (GON) lays the foundation for this collaboration, ensuring that all relevant ministries and information sources are accessible to the project.

II. Quarter Progress

January – March 2008 was a crucial period as it marked the end of SEA activities in Kano State and the start of activities for assisting the Zamfara State Ministry of Education in the development of a SEA and building local capacity.

In Kano, the past quarter saw the completion of data analysis and the preparation of the SEA report. Following the preliminary analysis of education sector data conducted during the previous quarter, the project team collected missing data and verified and corrected data that had been called into question by the team. Data from the Nigerian Living Standards Survey (NLSS) was analyzed to obtain estimates of household spending on education. These estimates were entered into a database and a number of relevant matrices were generated.

The findings from the analysis of the data were presented to the State Working Group (SWG) and the State Steering Committee in Kano, including the Honorable Commissioner, and were very well received. The Honorable Commissioner requested that the findings be shared with the Governor and expressed his keen interest that the SEA process be institutionalized at the MOE. (Follow-up action to this effect is underway by the Honorable Commissioner.) The report findings were also presented to the Federal Ministry of Education and to USAID. The SWG, under guidance from the local Technical Assistance Team (TAT), completed a draft of the SEA report, which has been submitted for review to MOE officials before being presented to the Governor of Kano for acceptance and publication.

In Zamfara, administrative measures for conducting a SEA were put in place and a local project coordinator was identified. The project team met with the Permanent Secretary of the MOE and introduced him to the SEA methodology and to the expectations of support from the Ministry. The MOE supported the project and signed a Memorandum of Understanding (MOU) with USAID on the level of support. (Please see the attached MOU in Annex 1.) Meanwhile, a SWG comprised of officials from various branches of MOE was formed and oriented to the SEA methodology by the project team.

Specifically, the **following activities** were undertaken this quarter:

In Kano State:

- (i) Reviewed and validated all public sector data entered into the database;
- (ii) Developed estimates of household expenditures on education based on analysis of the Nigerian Living Standards Survey data specially undertaken for the SEA and entered into the database;
- (iii) Generated estimates of the expenditures by private investors on education from an analysis of the private school survey conducted for the SEA and entered into the database;
- (iv) TAT members and a select subgroup of the SWG conducted an analysis of data and developed the final matrices;
- (v) Prepared and presented a preliminary report to SWG and the Steering Committee;
- (vi) Presented the report to the federal Ministry of Education, USAID, and other donors at meetings organized for this purpose in Abuja; and,
- (vii) Initiated activities for closing the Kano office.

In Zamfara State:

- (i) Oriented officials of the Ministry of Education to the SEA and obtained support for this exercise;
- (ii) Set-up a working group for conducting the SEA;
- (iii) Developed a time line for the completion of the report;
- (iv) Put in place administrative measures for conducting a SEA and identified a local project coordinator;
- (v) Began a resource manual was the project coordinator for training purposes and future guidance;
- (vi) MOE allocated space for the location of the SEA office and initiated renovations;
- (vii) MOE signed a letter of agreement with USAID outlining the support that each will provide for the SEA; and,
- (viii) Procured equipment for the office.

III. Problems and Opportunities

n/a

IV. Activity Changes

On January 11, contract modification number 2 was issued by USAID. This modification reflects several operational and management activities undertaken this quarter which includes:

- Exercising the option to implement the SEA in Zamfara;
- Realigning project funds; and
- Estimating Al-Majarai sector study costs for Kano and Zamfara.

V. Success Stories

Not applicable. A success story was submitted last quarter.

VI. Next Quarter Results and Related Tasks

Project activities next quarter include the following:

- Disseminate the Kano SEA report to all stakeholders;
- Transfer all Kano equipment to the MOE, following the approval of a transfer of acceptance letter by USAID and the Kano MOE;
- Provide technical assistance to local TAT;
- Design Zamfara training plans with AEDO;
- Continue the SEA orientation in Zamfara;
- Begin the framework document preparation;
- Design and finalize the data collection training plan and data collection instruments;
- Identify and train data entry team to enter data into the database;
- Make revisions to the SEA database and provide database training to an MOE representative;
- Identify and train all data collectors;
- Conduct data collection, including a private sector school survey; and,
- Begin initial steps for data verification and data correction.

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

Result 1
Ministries 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 and Zamfara State Education Account

Key Indicators (deliverables)

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

FY 2008 second quarter report: Kano and Zamfara State Education Account

	FY07 Targets	This year (FY08) 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 and Zamfara State Ministries 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
• Output 1.1.2: Kano and Zamfara Local Ministry of Education trained for Phase I	1	1					1	2
• Output 1.1.3: Technical Assistance Team trained for Phase II	1							1
• Output 1.1.4: Kano and Zamfara Local Ministry of Education trained for Phase II	1	1					1	2
Result 2: Framework Document Developed								
Indicator 2.1: Development of Framework Document								
• Output 2.1.1: Boundaries defined	1	1					1	2
• Output 2.1.2: Data categories identified	1	1					1	2
• Output 2.1.3 Data plan finalized	1	1					1	2
• Output 2.1.4: Framework document completed	1	1					1	2
• Output 2.1.5: Role of key actors defined	1	1					1	2

Result 3: Data Collected									
Indicator 3.1: Data Collection									
<ul style="list-style-type: none"> • Output 3.1.1: Data collectors identified • Output 3.1.2: Data collectors trained • Output 3.1.3: Procedures manuals developed • Output 3.1.4: Secondary data sources identified • Output 3.1.5: Database set up 	25 (66 actually trained)	25							50
	25 (66 actually trained)	25							50
	1	1							2
	1	1							2
	1	1							2
Result 4: Data Analyzed									
Indicator 4.1: Data Analysis									
<ul style="list-style-type: none"> • Output 4.1.1: Data reviewed • Output 4.1.2: Survey results entered into database • Output 4.1.3: Analysis completed 	1	1							2
	1	1							2
	1	1							2

Annex 1



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FROM THE AMERICAN PEOPLE



MEMORANDUM OF UNDERSTANDING

BETWEEN THE

**UNITED STATES AGENCY FOR INTERNATIONAL
DEVELOPMENT**

AND THE

ZAMFARA STATE MINISTRY OF EDUCATION

I. Background

The Nigerian Mission of the United States Agency for International Development (USAID/Nigeria) has engaged Creative Associates International through a contract (number EDH-I-00-05-00029-01) to develop and institutionalize a State Education Account (SEA) in Zamfara State, Nigeria. The SEA Project aims to help the Zamfara Ministry of Education to develop and successfully integrate the SEA into state government operations while simultaneously building local capacity to replicate this process in other states and potentially nationally.

Based on consultations with the officials from the Zamfara State Ministry of Education (SMOE), including those from the Zamfara State Universal Basic Education Board (SUBEB), the following areas were identified as priorities for assistance from the SEA project:

- Design and implementation of a Zamfara SEA, including a relational database;
- Capacity building for Zamfara SMOE and SUBEB staff on how to design and conduct an SEA activity;
- Evaluation and performance management to enable institutionalization of the SEA within the Zamfara SMOE; and
- Evaluation of the capacity of Zamfara SMOE/SUBEB staff to conduct SEA activities in the future

II. Objectives

The overall objective of this Memorandum of Understanding (MOU) is to establish a collaborative relationship which supports the effort of the Zamfara SMOE to improve the standard and quality of education initiatives and policies through the creation of a State Education Account to provide a picture of the flows and uses of education sector funds to meet current and future needs. Specifically, the Zamfara SMOE, including SUBEB, and USAID/Nigeria (hereinafter sometimes referred individually as "Party" or collectively as "Parties") seeks to accomplish the following objectives:

- Provide a transparent picture of financing in Zamfara State's education system;
- Identify roles played by the central government, local district governments, international and indigenous donors, private contributors and households in financing education; and
- Successfully integrate the SEA into Zamfara State Ministry of Education operations.

Although this MOU sets forth the understanding and intentions of the Parties with regard to these shared goals under this MOU, the Parties specifically acknowledge that this MOU is not an obligation of funds, nor does it constitute a legally binding commitment by any Party.

III. Expected Results

The Zamfara State Ministry of Education, including SUBEB, has agreed that the SEA Project will support specific activities beginning from the period of February 2008 thru December 2008 for the various work areas covered by this MOU. The specific activities to be conducted will be detailed in a draft framework for developing and implementing the SEA. The draft framework will be developed by representatives of the Zamfara SMOE, including SUBEB, and the SEA Project and will be reviewed and approved by all above parties and USAID/Nigeria.

Illustrative activities include:

- Build capacity and conduct organizational training sessions for staff of the Zamfara SMOE and SUBEB on design and use of the SEA;
- Define and categorize education expenditures including setting conceptual and time boundaries and identifying entities involved in education expenditures;
- Define the structure of the SEA accounting;
- Train teams to gather, organize, and validate SEA data;
- Disseminate results to stakeholders; and
- Integrate SEA results into the budgetary process and training officials to understand the significance of the SEA data and make decisions based on this data.

IV. Management Arrangements

A joint mechanism for implementing the project is envisaged. The Zamfara-based SEA team coordinator will interface between the Zamfara SMOE and the SEA Project. The Parties agree that representatives of Zamfara SMOE and the SEA project will meet as necessary to resolve any differences that may arise in the implementation of this MOU. Officials of USAID may be engaged as necessary to resolve any such issues that may arise during the term of this MOU.

V. Responsibilities of the Zamfara State Ministry of Education

The Zamfara State Ministry of Education will:

- Identify and provide staff from the SMOE, including SUBEB and other relevant organizations, to be trained and to participate in the SEA project implementation for the duration of this MOU;
- Provide office space, training halls and other logistical support for SEA Project trainings and meetings;
- Provide the SEA Project with a befitting office accommodation (including furniture) for the SEA team coordinator throughout the duration of this agreement;

- Nominate an appropriate representative (desk officer) from the Zamfara SMOE and SUBEB as a point person for effective participation in the guidance and supervision of the program;
- Identify State Working Group (SWG) and Steering Committee (SC) members and support their work in data collection and analysis; and
- Cover transportation costs within Zamfara for SWG/SC attendance at working group meetings or for gathering data necessary for the SEA.

VI. Responsibilities of USAID/Nigeria

USAID, through the SEA project, will:

- Jointly plan and implement the SEA project based in Zamfara State in coordination with the Zamfara SMOE through the development of a draft framework;
- Provide assistance and support through local consultants in adjusting the framework based on availability of primary and secondary sources of data (household surveys, providers' surveys, education sector surveys);
- Build the capacity of the Zamfara SMOE to implement, manage and use the data resulting from a sustained SEA;
- Purchase the equipment necessary to allow the technical team to be appropriately equipped to carry out the work;
- Periodically review the progress of the SEA to respond to emerging needs and challenges;
- Provide monitoring and evaluation of these activities to ensure good performance and to enhance the institutionalization of the SEA within the Zamfara SMOE;
- Provide snacks and lunch at training sessions and organized working group meetings, as appropriate; and
- Contribute to transportation costs for data collection.

VII. Monitoring and Evaluation

The SEA project will regularly monitor project implementation and track indications of progress. The SEA project will also produce quarterly progress reports and annual program performance reports. Financial monitoring will be undertaken on a quarterly basis in order to ensure that disbursements and expenditures for USAID-funded program activities are carried out in accordance with USAID rules and regulations.

IX. Term of MOU

This MOU will take effect on the date authorized representatives of both Parties have signed below and will terminate on December 15, 2008.

X. Modifications

This MOU may be modified at any time by written agreement of the Parties hereto.

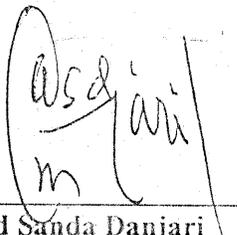
XI. Termination

Either Party may terminate this MOU by giving the other Party thirty (30) days written notice.

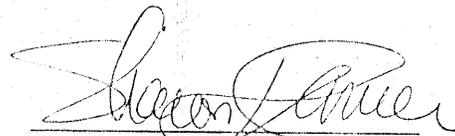
IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be signed in their names and made effective as of the date indicated below:

**Zamfara State
Ministry of Education**

**United States Agency for
International Development**



Muhammad Sanda Danjari
Honorable Commissioner for Education
USAID/Nigeria



Sharon L. Cromer
Mission Director,

20th Feb, 2008
Date