

**USAID/Nigeria QUARTERLY REPORT FORMAT  
Kano and Zamfara State Education Account  
July - September 2008 Quarterly Progress Report**

<i>ACTIVITY SUMMARY</i>
<b>Implementing Partner: Creative Associates International, Inc.</b>
<b>Activity Name: State Education Account in Kano Sate and Zamfara State of Northern Nigeria</b>
<b>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.</b>
<b>USAID/Nigeria SO:</b>
<b>Life of Activity (start and end dates): January 15, 2007 - November 30, 2008</b>
<b>Total Estimated Contract/Agreement Amount: \$799,325</b>
<b>Obligations to date: \$799,325</b>
<b>Current Pipeline Amount (remaining unspent as of 08/31/08): \$259,121.24</b>
<b>Accrued Expenditures this Quarter: \$55,191.25<sup>1</sup></b>
<b>Activity Cumulative Accrued Expenditures to Date (08/31/08): \$540,203.76</b>
<b>Estimated Expenditures Next Quarter: \$239,040.75</b>
<b>Report Submitted by: Phyllis Forbes, Project Director      Submission Date: October 8, 2008</b>

<sup>1</sup> Includes estimates for September 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

The final quarter of fiscal year 2008 marked the completion of several major activities, including data collection, data entry training, data entry, initiating database improvements and associated tasks, and beginning the initial review of the Zamfara State Education Account (ZAMSEA) matrices. The working relationship between Creative Associates International, Inc., the Association for Educational Development Options, and local ministries of education in northern Nigeria has proven to be based on a strong professional and personal understanding. As a result, activities are being completed systematically, with solid counterpart contribution and support, and a substantial exchange and building of technical skills. One example of this is the detailed work that was performed by the Zamfara data collectors, which is a result of the excellent training and guidance provided by Professor Kunle Odumuso, Mr. Abba Wali Abdullahi, and Mrs. Hussaina Rilwanu, the Zamfara Project Coordinator.

Several activities were undertaken this quarter in Kano and Zamfara:

In Kano State, these activities included:

- On August 29, the Kano SEA (KASEA) report was officially handed over to the Honorable Commissioner (HC) of the MOE. During the ceremony, certificates of participation were issued to the members of the SWG (Annex 1). The KASEA office equipment was also handed over to the MOE based on a signed agreement (Annex 2). The ceremony was attended by Croshelle Harris and other USAID representatives, the KASEA Steering Committee, SWG members, the MOE management team, and several members of AEDO. In his remarks, the

HC insisted that he wanted the SEA report to be presented at the State Executive Council.

- One hundred copies of the KASEA report were produced and distributed to USAID (20 copies); SWG members (27 copies); the MOE and all its parastatals (38 copies); State Library Board (5 copies); and, AEDO members (6 copies.)

In Zamfara State, quarterly activities included:

- Completed data collection, including primary data collection for the private school sector;
- Completed a second formal orientation of the Steering Committee (SC), which is led by the Commissioner for Education and which will guide the development of the SEA;
- Completed the ZASEA 2007 Database Training Manual;
- Trained the SWG in data cleaning and validation;
- Reviewed the completed surveys and identified areas where additional data and/or validation (double-checking) was required;
- Produced and corrected errors in the ZASEA code book based on the 2007 MOE Zamfara budget book;
- Reviewed the design, development process, and functionality of the ZASEA database, as well as how to generate matrices and how to most efficiently validate data, with the SWG Core Team;
- Cleaned and validated the Zamfara data;
- Began preliminary analysis of the summary statistics from the household and private sector school data; and
- Generated draft public sector matrices for initial review, analysis, and feedback by the Creative Associates team.

Administratively, the following occurred under the State Education Account projects in Kano and Zamfara:

- IIP/EDU, in collaboration with MEMS, visited the KASEA project in August to speak with project participants and verify the number of people trained under in Kano;
- Efforts continued towards determining the feasibility of conducting an Al-Majiri sector study for Kano and Zamfara; and,
- A one-page draft project summary was produced by headquarters for Mission review (Annex 3).

### **III. Problems and Opportunities**

The SEA team has identified an opportunity to improve the efficiency and effectiveness of the SEA databases. This can be achieved by creating an automated function that directly links the Excel spreadsheet matrices to the SEA database. Towards the end of next quarter, Creative will be in a better position to determine if funds and time remain to leverage technical expertise to accomplish this.

#### **IV. Activity Changes**

- Croshelle Harris, the CTO, was reassigned to Pakistan.
- The Honorable Commissioner MOE of Zamfara was transferred to another Ministry.

#### **V. Success Stories**

n/a

#### **VI. Next Quarter Results and Related Tasks**

Project activities next quarter include:

- Generate final matrices for review by Creative, AEDO, and the Zamfara SWG;
- Conduct a ZAMSEA planning and analysis retreat alongside five members of the core ZAMSEA team to review findings and what they suggest;
- Develop the ZAMSEA report outline and assign research and writing responsibilities to all team members;
- Write, produce, and disseminate the ZAMSEA report to the local and donor communities; and,
- Compare the educational expenditure findings of Kano and Zamfara;
- Discuss how to assist the Ministries as they match educational spending and policy initiatives to better support Nigeria educational needs;
- Begin implementation of the Al-Majiri sector studies (pending modification) in both Kano and Zamfara.

**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 Third 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
<b>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</b>							
Indicator 1:							
Indicator 2:							
Indicator 3:							
<b>Result 1: Increased local capacity to implement a SEA</b>							
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	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	1			2
<b>Result 2: Framework Document Developed</b>							
Indicator 2.1: Development of Framework Document							
• Output 2.1.1: Boundaries defined	1	1	1	1			2
• Output 2.1.2: Data categories identified	1	1	1	1			2
• Output 2.1.3: Data plan finalized	1	1	1	1			2
• Output 2.1.4: Framework document completed	1	1	1	1			2
• Output 2.1.5: Role of key actors defined	1	1	1	1			2

<b>Result 3: Data Collected</b>										
Indicator 3.1: Data Collection										
<ul style="list-style-type: none"> <li>• Output 3.1.1: Data collectors identified</li> <li>• Output 3.1.2: Data collectors trained</li> <li>• Output 3.1.3: Procedures manuals developed</li> <li>• Output 3.1.4: Secondary data sources identified</li> <li>• Output 3.1.5: Database set up</li> </ul>	25 (66 actually trained)	25	57	25	57	25	57			50
	25 (66 actually trained)	25	57	25	57	25	57			50
	1	1	1	1	1	1	1			2
	1	1	1	1	1	1	1			2
	1	1	1	1	1	1	1			2
<b>Result 4: Data Analyzed</b>										
Indicator 4.1: Data Analysis										
<ul style="list-style-type: none"> <li>• Output 4.1.1: Data reviewed</li> <li>• Output 4.1.2: Survey results entered into database</li> <li>• Output 4.1.3: Analysis completed</li> </ul>	1	1								2
	1	1								2
	1	1								2

## Annex 1

## **Kano SEA Working Group (SWG) Members**

1. Rabiu Y. Aljahi Chairman
2. Bello M. Yaro Member
3. Yusuf A. Sarari Member
4. Shitu Haruna Member
5. Aisha A. S. Muhd Member
6. Jibrin Garba Member
7. Tijani Khalil Member
8. Misbahu A. Badawi Member
9. Umar Ibrahim Member
10. Auwalu Adamu Gwale Member
11. Ibrahim Ali Sadiq Member
12. Abdullahi M. Inuwa Member
13. Abdullahi I. Falgore Member

1. Usman A. Abubakar Chairman
2. Magajiya Usman Secretary
3. Misbahu A. Badawi Member
4. Usman Ma'aji Member
5. Gaji Abdullahi Member
6. Abubakar M. Imam Member
7. Abba Wali Abdullahi Member

1. Auwalu Mohd. Ado Chairman Private
2. Mohammed Dayyanu Secretary
3. Suleiman Aliyu Member
4. Murtala Abdussamad Member
5. Musa A. Wada Member
6. Aliyu Mohd Abdullahi Member
7. Halima Idris Member
8. Saidu I Mijinyawa Member (President NAPPS)
9. Ogbonna Owolabi Observer (NAPPS)
10. Engr. Godwin Ekwo Adagba Observer (NAPPS)

## Annex 2

**AN AGREEMENT FOR THE CONTINUATION OF THE KANO STATE  
EDUCATION ACCOUNT (SEA) and HANDING OVER OF USAID OFFICE  
EQUIPMENT TO THE KANO STATE MINISTRY OF EDUCATION (MOE)**

Based on the success recorded by the SEA project in Kano state and its significance for future planning, we recommend the continuation of the SEA and the handing over of the KASEA office equipment to the MOE on the following conditions:

- that the current SEA office or an alternative one should be maintained by the Kano MOE at the headquarters of the MOE for future SEA activities in Kano, and
- that the core team should be maintained as the designated working group to organize and conduct future SEA activities in Kano.

The core group is made up of the chairs of the three sub-groups, representatives of the MOE, and SUBEB with a Coordinator and a Consultant. Specifically, the core group members include:

Rabiu Yusuf Alhaji, Public sector

Auwalu Ado, Private Sector

Gaji Abdullahi, NGO's Donors

Abdullahi Muhammad Inuwa, Representative MOE

Magajiya Usman, Representative SUBEB

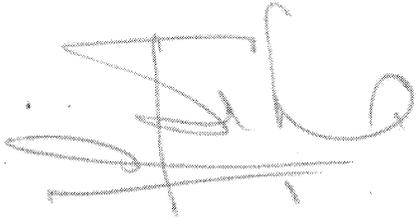
Abba Wali Abdullahi, Coordinator

Abdul Aziz Muhammad Tahir-Gaya, Consultant

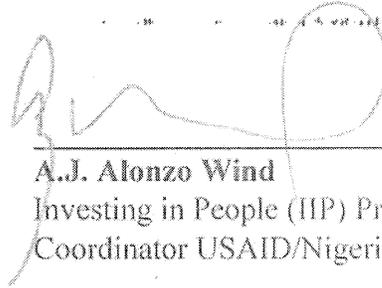
Attached is a copy of the list of the SEA Office equipment to be handed over.

Kano State  
Ministry of Education

United States Agency for  
International Development



Musa Salihu  
Honorable Commissioner for Education



A.J. Alonzo Wind  
Investing in People (IIP) Program  
Coordinator USAID/Nigeria

29-8-2008

Date

Attached: Non-Expendable Inventory Disposition Schedule

Non-Expendable Inventory Disposition Schedule

Item No.	Barcode	Item Description	Type Of Item	Qty	Acq. No.	Serial No.	Purchase Date	Invoice No.	Acquisition Cost (Nlar)	Acquisition (USD)	Location	Condition	Verification
1	CAI00028111	HP - Samsul 2409	IT	1	18222	CAI 981814	4/22/2007	CR-1156	23,054.11	183,280	CAI FIELD OFFICE	NEW	10/28/2007
2	CAI00028217	SIUWP PHOTOCHOPER	IT	1	487516	9891156	4/22/2007	CR-1156	281,794.32	229,780	CAI FIELD OFFICE	NEW	10/28/2007
3	CAI00028311	STANDING FAN	IT	1	CON 15-45-D	NA	4/22/2007	CR-1156	5,122.58	40,720	CAI FIELD OFFICE	NEW	10/28/2007
4	CAI00028311	STANDING FAN	IT	1	CON 15-45-D	NA	4/22/2007	CR-1156	5,122.58	40,720	CAI FIELD OFFICE	NEW	10/28/2007
5	CAI00028411	PRINTER HP OFFICEJET 5810	IT	1	30008 0888	CAI 09 48124	4/22/2007	CR-1156	40,894.39	325,790	CAI FIELD OFFICE	NEW	10/28/2007
6	CAI00028511	DIGITAL CAMERA	IT	1	540332	CAI 08 001155	4/22/2007	CR-1156	34,836.54	278,920	CAI FIELD OFFICE	NEW	10/28/2007
7	CAI00028711	HP COMPAG LAPTOP	IT	1	HP740	CAI 05 02220	4/22/2007	CR-1156	225,410.96	1791,820	CAI FIELD OFFICE	NEW	10/28/2007
8	CAI00028911	MERCURY UPS 1.2V	IT	1	128804	2003 07304	4/22/2007	CR-1156	225,410.96	105,470	CAI FIELD OFFICE	NEW	10/28/2007
9	CAI00028911	HP COMPAG LAPTOP	IT	1	HP740	CAI 05 02220	4/22/2007	CR-1156	225,410.96	1791,820	CAI FIELD OFFICE	NEW	10/28/2007
10	CAI00028911	HP COMPAG LAPTOP	IT	1	HP740	CAI 05 02220	4/22/2007	CR-1156	225,410.96	1791,820	CAI FIELD OFFICE	NEW	10/28/2007
11	CAI00028911	HP COMPAG LAPTOP	IT	1	HP740	CAI 05 02220	4/22/2007	CR-1156	225,410.96	1791,820	CAI FIELD OFFICE	NEW	10/28/2007
12	CAI00028911	HP COMPAG LAPTOP	IT	1	HP740	CAI 05 02220	4/22/2007	CR-1156	225,410.96	1791,820	CAI FIELD OFFICE	NEW	10/28/2007
13	CAI00028911	HP COMPAG LAPTOP	IT	1	HP740	CAI 05 02220	4/22/2007	CR-1156	225,410.96	1791,820	CAI FIELD OFFICE	NEW	10/28/2007
14	CAI00028911	HP COMPAG LAPTOP	IT	1	HP740	CAI 05 02220	4/22/2007	CR-1156	225,410.96	1791,820	CAI FIELD OFFICE	NEW	10/28/2007
15	CAI00028911	HP COMPAG LAPTOP	IT	1	HP740	CAI 05 02220	4/22/2007	CR-1156	225,410.96	1791,820	CAI FIELD OFFICE	NEW	10/28/2007
16	CAI00028911	HP COMPAG LAPTOP	IT	1	HP740	CAI 05 02220	4/22/2007	CR-1156	225,410.96	1791,820	CAI FIELD OFFICE	NEW	10/28/2007
17	CAI00028911	HP COMPAG LAPTOP	IT	1	HP740	CAI 05 02220	4/22/2007	CR-1156	225,410.96	1791,820	CAI FIELD OFFICE	NEW	10/28/2007
18	CAI00028911	HP COMPAG LAPTOP	IT	1	HP740	CAI 05 02220	4/22/2007	CR-1156	225,410.96	1791,820	CAI FIELD OFFICE	NEW	10/28/2007
19	CAI00028911	HP COMPAG LAPTOP	IT	1	HP740	CAI 05 02220	4/22/2007	CR-1156	225,410.96	1791,820	CAI FIELD OFFICE	NEW	10/28/2007
20	CAI00028911	HP COMPAG LAPTOP	IT	1	HP740	CAI 05 02220	4/22/2007	CR-1156	225,410.96	1791,820	CAI FIELD OFFICE	NEW	10/28/2007
Key Code:													
36	VH	Vehicles											
37	IT	Information Technology											
38	FR	Office Furniture											
39	OS	Office Supply											
40	COM	Communication											
41													



# USAID | NIGERIA

FROM THE AMERICAN PEOPLE

U.S. Agency for International Development  
11th Floor  
2015 L Street, NW  
Washington, DC 20547  
Tel: 202-744-6000 Fax: 202-744-6001

January 18, 2008

Mr. John G. Owens  
Director of Contracts  
Creative Associates International, Inc.  
5301 Wisconsin Avenue, NW, Suite 700  
Washington, DC 20015  
Tel: 202-966-5804  
Fax: 202-363-4771

**Subject: Contract No. EDH-03-05-00029-01; State Education Account (SEA) Project –  
TRANSFER OF GOVERNMENT PROPERTY TO KANO STATE MINISTRY OF  
EDUCATION (MOE).**

**Ref: CAI Letter Owens/Findeisen of January 14, 2008.**

Dear Mr. Owens:

This is to approve the referenced Creative Associate's request to transfer the equipment listed on the attached disposition schedule to Kano State Ministry of Education (MOE) for the continuation of the SEA activity in Kano State after project completion.

Please forward to USAID a copy of the property acceptance agreement signed by CAI and Kano MOE as soon as it is available.

USAID/Nigeria is appreciative of the professionalism demonstrated by CAI in the implementation of the Kano State Education Account.

Sincerely,

Tad Findeisen  
Contracting Officer

PROGRAMME OF EVENTS FOR THE HANDING OVER CEREMONY OF  
KASEA, HELD AT THE CONFERENCE ROOM OF THE HONOURABLE  
COMMISSIONER, MOE KANO, ON 29<sup>TH</sup> AUGUST 2008.

- Arrival of MOE officials, SWG members and the Representative of USAID to the venue
- Arrival of the Hon. Commissioner, MOE Kano.
- Opening prayers by Director, IED.
- Self introduction by all.
- Well come address by MOE representative to KASEA project.
- Presentation of KASEA report (summary of major findings) by Prof. Abdalla.
- Presentation of Certificate of participation and the formal handing over of KASEA report to the Hon. Commissioner by USAID/Nigeria Representative.
- Endorsing Agreement letter for the formal handing over of KASEA office equipment by USAID Representative and the Hon. Commissioner.
- Remarks by the Representative of USAID/Nigeria
- Remarks by the Hon. Commissioner, MOE Kano.
- Vote of thanks by SUBEB representative to KASEA project.
- Closing prayers.
- Refreshments and departure.

## Annex 3



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## NIGERIA: Creative State Education Accounts Implemented in Kano and Zamfara States

Creative Associates International, Inc. is implementing State Education Accounts (SEA) in Nigeria's Kano and Zamfara states.

Kano and Zamfara state authorities face the considerable challenge of planning, administering and managing thousands of primary schools and hundreds of secondary schools. By developing the capacity to successfully implement a State Education Account, the state ministries of education will be able to more closely examine education expenditures, including those from private, public and donor funds to make more informed decisions in educational resource allocations. A SEA also provides a roadmap for careful system management, planning and evaluation.

To that end, Creative, in partnership with Abt Associates, has trained a multidisciplinary team from government agencies in Kano and Zamfara to design and implement SEAs.

The SEA is a tool for measuring the flow of funds through an education system, providing a vital mechanism for obtaining new information about collective expenditures on education. The SEA conducts a state-level education analysis using the National Education Accounts method developed by Creative and its partner Abt Associates.

Creative's SEA team conducted the first ever National Education Account (NEA) in Morocco in 2005, where it met with considerable success. Moroccan Ministry of Education officials said that the NEA enabled the collection of data on all educational financial expenditures leading to a complete picture of the flow of funds in the education system.

Of Nigeria's 36 states, Kano is the most populous, with more than nine million residents, while Zamfara state has a population of more than three million residents. Like the rest of Nigeria, the Kano and Zamfara state governments seek to fulfill the Education for All initiative that also addresses the needs for providing quality education to a growing population of young people.

SEAs will enable Kano and Zamfara to meet their challenges in financing education in the following ways:

- **Transparency:** The SEA approach contributes to greater transparency in the education system by providing information on efficiency and equity and revealing disparities in per-student expenditure and efficiency patterns.
- **Community Participation:** The SEA captures information on community financing by accounting for funds contributed by households, other private financiers, local districts and communities.
- **Projecting Future Financing Needs of an Education Sector:** The SEA projects future policy needs of an education system.
- **Donor Coordination:** Understanding the usage of funds and donor contributions is very important particularly as donors increasingly seek to harmonize their programs.

State Education Accounts also provide capacity building to the education ministry and other Nigerian agencies by offering extensive technical training to carry out data collection, analysis and planning, among other skills. The SEA team is also familiar with national economic statistics and accounting practices, education policy, data collection, analysis and report writing. As with the NEA, the SEA is designed and implemented so that its methodology can be sustained so that education policy makers can determine the system's vital needs.

The Nigeria SEAs are an initiative of the U.S. Agency for International Development, funded under the Assistance to Basic Education/Basic Education, known as ABE-BE Indefinite Quantity Contract. The Nigeria SEA project is the third task order awarded to Creative and its partners under ABE-BE.

For more information about the Nigeria SEAs and the Morocco NEA, contact Creative Technical Director Phyllis Forbes at [PhyllisF@cai.com](mailto:PhyllisF@cai.com).