

13th August 2015

Alhaji Shittu

Executive Director, Strategy and Research
Nigeria Governors' Forum
1 Deng Xiaoping Street
Asokoro Extension
Abuja

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Date... 14-8-15
NIG. GOVERNORS' FORUM

Dear Sir,

A BRIEF ON SPARC'S PLANNED ACTIVITIES FOR THE NEW WORK PLAN YEAR 2015-2016

Let me start off by congratulating you on your big achievement with resolving the WAEC crisis. Well done to the NGF.

Based on earlier discussions and agreements reached during the pre-work planning with you and your team, we thought to itemize agreed areas of support and requirements that will ensure successful implementation of those. Please find below the outlined activities.

Given that this is SPARC's last work plan year, priority areas and corresponding activities were selected to ensure sustainability of gains made throughout our years of partnership. Please see below a list of the planned activities explaining the purpose and corresponding roles of the NGFS.

- **NGF Secretariat supported to sustain SPRM Gains:** This is aimed at supporting the NGF to promote the SPRM to new Governors during the induction, and to initiate the process in states that are willing to commence the process immediately. Also related to this is the production of the final revised Base Document which commenced in the last work plan year. However as discussed, there is need to host a Steering Committee meeting in August for the approval of the revised Base Document which is to be used during the induction. These activities will be anchored by Dr Afeikhena Jerome. The major outputs from this are;
 - A one year Action plan to guide continuation and initiation of the SPRM in states;
 - A published revised SPRM Base Document - SPARC will be supporting with 500 printed copies of this;
 - Revised SPRM Process Guide based on the revised SPRM Process; and the
 - Consultant's Report

- **NGF supported to produce 1 policy brief on fiscal crunch:** This will seek to provide explanations to Governors on the actual reason for the fiscal crunch and the implications on the states' economies while providing the options for tackling the dwindling revenues. A consultant – Chris Rowe -has been identified by SPARC who will be coming into Abuja on the 17th of August and we would like the NGF Economist to support him as this should be an NGF owned report. Specific data required for this work has been requested for and discussions held to clarify the purpose the data will serve. To explain further, the consultant provided a detailed explanation on the relationship between the data requested and the work to be done. This is attached as a separate document to this letter as **Annex 1**. Specific outputs here include;
 - A Policy brief on the fiscal crunch.
- **NGF supported to improve its institutional sustainability:** This support encompasses diverse activities that will help focus the NGFS on its defined priorities as well as promote its relevance to its diverse stakeholders especially the new Governors. The core activities include;
 - Developing an Action plan for the 2014-2016 NGF Strategic Plan: This will outline specific activities to be carried out in the three separate years along with measurable indicators for performance tracking. A consultant has been identified and will be developing a brief for the work to show what it entails and the expected outputs. He has also indicated the need to meet with you and your team to agree on priorities. The Brief and a list of areas to guide discussions during the meeting will be sent to the NGFS by next week before agreeing on a convenient date for the actual meeting.
 - Commencing the CMS training in states: Out of the 36 states that were written to participate in the training, only six states have been trained so far by the NGFS KM Unit due to low response from states. We believe that responses will be better if the Governors give their consent. We are therefore proposing that a presentation be made to the Governors on the usefulness of peer learning and achievements of the NGF so far especially with the earlier IGR Conference organised, the Governance share Fairs and the role of the CMS in the capture and storage of such knowledge for easy access to all states.
 - Identifying specific communication activities for the NGF in the current year and developing implementation plans for those: Two main activities for the year are the Induction and the IGR event and there is need to plan for the pre and post communication activities that will ensure effective communication of these events to the right audiences. To effectively implement the CMS training in states and plan for the communication activities, SPARC will need to work closely with the NGF KM/Communications Unit which is the implementing Unit for these specific activities.
We sincerely applaud the recent moves by the Governors to engage a Communications professional at the NGFS to coordinate the communication

activities of the NGF. We believe that would add a lot of value to the Forum given the pivotal role of communication in the life of every organization.

- **Development of an NGF Help Desk portal on the CMS:** This is a portal embedded within the CMS that will enable states request for support on any area of governance. The NGFS can assist the state by either recommending a consultant that the state can hire from the SPRM database of 107 consultants or link the state to a relevant donor that will be willing to provide support in that field. This will increase the relevance of the NGF by enhancing its visibility as a one stop shop for all issues of governance and also serve to draw traffic to the CMS.

SPARC currently has an ASK HELP Desk which states outside the 10 we work in can use to seek assistance. SPARC will support the NGFS to produce a protocol and marketing strategy for the Help Desk and also train a designated staff to manage the Help Desk. A consultant to support this process has been identified. He previously worked with the KM Advisor to review the CMS. We request that the NGF designates a staff that he can work with to assist with all the necessary information including;

- NGF Website host details as the Help Desk will be hosted on the same location as the NGF Website
 - Email of the NGF Help DESK manager
 - Admin Login details for access to the CMS (The Hub)
- **NGFS equipped to deliver technical support to Governors:** This refers to the new areas of support that will be provided by Dr Afeikhena Jerome which has been discussed and agreed. It aims to ensure that the NGF continues to serves as a Policy hub pending the recruitment of requisite skills at the Secretariat to support this function. Key outputs are outlined in the ToR and as agreed, SPARC will meet with the Consultant to agree on what is feasible within the agreed activities and the set period.
 - **NGF supported to build states' capacity in IGR in partnership with other partners:** This activity has commenced and is currently being anchored by the NGF. A Technical Working Group has been set up to plan the event and periodically report to the wider group. A scoping study of states which should serve as the basis for developing case studies to be showcased at the event was to be submitted by the 15th of August to the group but this has been delayed due to unavailability of consultants. With this delay and the tentative date for the event fixed for September 21 and 22nd, it is becoming more realistic to consider shifting the date to mid-October 2015. The scoping report should be ready for presentation to the group on the 24th of August and a decision will be taken on the timing of the event during the meeting.
 - **Support to Induction:** SPARC has already indicated its willingness to support the induction of new and returning governors and has been in touch with the Secretariat on these plans. We would be grateful for up-to-date information to enable us plan

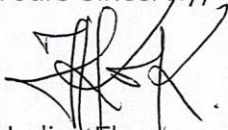
accordingly. We are also willing to be part of any working group that might be set up to plan the event.

For better clarity, a snapshot of these activities has been captured in a table format showing the specific activities, NGF and SPARC roles and outputs expected. This is attached as a separate document (please see **Annex 2**). Also attached to this letter are the ToRs (**Annex 3a-3c**) for these activities and the work plan (**Annex 4**) to show the details and timelines set for each activity.

We would please like to mention that to be able to carry these activities forward, SPARC will need the support of the NGFS in accomplishing the identified roles. We will be happy to discuss further any area that needs more clarifications but where this is not required, please let us know if you are happy with the plan.

Please accept our highest regards as we hope to consolidate the gains made while hoping to achieve even greater results in this concluding work plan year.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'Hadiza Elayo', written over a faint grid background.

Hadiza Elayo
Deputy National Program Manager
DFID-SPARC