



## **NIGERIA GOVERNORS' FORUM**

### **MEMORANDUM OF UNDERSTANDING ON THE STATE PEER REVIEW MECHANISM (‘THE MOU’)**

We the Government of **Ekiti State** of the Federal Republic of Nigeria hereby agree to enter into this MOU with the Nigeria Governors' Forum to participate in the State Peer Review Mechanism (SPRM).

#### **PREAMBLE:**

#### **WHEREAS:**

1. A Resolution reached at the National Economic Council (NEC) in 2007 in recognition of the mandate of the Nigeria Governors Forum (NGF) decided that the Forum will assume responsibility to develop and implement a States' Peer Review Mechanism (SPRM). The Nigeria Governors' Forum Secretariat has the responsibility of coordinating the State Peer Review Mechanism.
2. The mandate of the State Peer Review Mechanism is to assist States in accelerating the pace of their development through periodic reviews of progress in the implementation of their development policies, plans and programme.
3. Recognising that the State Peer Review Mechanism is a mutually agreed instrument by the NGF Forum voluntarily acceded to by **Ekiti State** of the Federal Republic of Nigeria as a State self-monitoring/assessment mechanism.

4. We are fully committed to ensuring the successful implementation of the *State Peer Review Mechanism* including facilitating the provision of adequate resources for its implementation in **Ekiti State**.

**NOW THEREFORE** we the Government of **Ekiti State** hereby agree as follows:

1. **ADOPT** and **ACCEPT** the principles of the *State Peer Review Mechanism* and commit **Ekiti State** to its implementation;
2. **PROVIDE** all necessary resources to facilitate the processes involved at state level as well as access to all the required information and stakeholders and to facilitate the work of the Technical Review Panel;
3. **CONTRIBUTE** reasonable cost to the funding of the *State Peer Review Mechanism* in order to affirm the State's ownership of the Mechanism. This includes sourcing funds from State stakeholders, businesses and institutions;
4. **TAKE** all necessary steps to facilitate the development and implementation of a State Programme of Action (SPoA) to improve our performance in the areas of governance and socio-economic development as stipulated in the *State Peer Review Mechanism Concept Note* ; [see Annexure 1]
5. **ENSURE** the participation of all stakeholders in the development of the SSAR and SPoA including trade unions, women, youth, civil society, private sector, rural communities and professional associations;
6. **TAKE** such steps as may be necessary for the implementation of the recommendations adopted at the completion of the review process within the specified time frame and integrate them into our SPoA;

- 7. CO-OPERATE AND ASSIST** other States, as may be necessary, by sharing commendable practices and strengthening our capacity to rectify identified short-comings including requesting co-operation of external development partners; and,
- 8. ACCEPT** that constructive peer dialogue and persuasion would be exercised, where necessary, in order to encourage improvements in state governance practices and policies in compliance with agreed National and International commendable practices were recommended.



## **ARTICLE 1**

### **DEFINITIONS**

In this Memorandum of Understanding, unless the context otherwise indicates:

**"APRM"** means the African Peer Review Mechanism

**"NEC"** means the National Economic Council

**"NGF"** means the Nigeria Governors' Forum

**"NGFS"** means the Nigeria Governors' Forum Secretariat

**"NPC"** means the National Planning Commission

**"SC"** means the Steering Committee

**"SPOA"** means the State Plan of Action

**"SPRM"** means the State Peer Review Mechanism

**"SPRR"** means the State Peer Review Report

**"SSAR"** means the State Self Assessment Report

**"TRP"** means the Technical Review Panel

## **ARTICLE 2**

### **STAGES OF SPRM PROCESS**

The SPRM process which will be conducted under the leadership of the NGF and with the technical support of the NGF Secretariat shall consist of the following six stages:

**Stage One:** The first stage is the initiation of a stakeholder's workshop to sensitize them on the methodology, objectives, questions and indicators of the assessment instrument.

**Stage Two:** The second stage is the preparation of the SSAR and preliminary SPoA by the State and their submission to the NGFS. The Secretariat will review both documents (drawing on external advisers, if necessary) to ascertain that all the questions in the instrument have been answered according to the indicators. The SPoA will be assessed on the basis of the pertinence and effectiveness of the remedies proposed to

address the challenges in state governance identified by the SSAR. If either falls short, the NGFS may refer it back to the State for revision. The SSAR's structure should spell out clearly the achievements and challenges in the processes and thematic/sectors assessed.

**Stage Three:** The third stage is the process of technical review visit and validation. To carry out the validation, the NGFS will assemble a Technical Review Panel (TRP) that comprises state representatives selected according to their knowledge, expertise and experience; representatives of the NPC, APRM, as well as experts nominated by the development partners and selected experienced academics.

**Stage Four:** This stage entails reconciliation of the SSAR and SPOA with the State. This will then result in the SPRR.

**Stage Five:** The SPRR and SPoA is then tabled before the NGF.

**Stage Six:** The final document is then made public

### **ARTICLE 3**

#### **STATE SELF-ASSESSMENT REPORT AND STATE PROGRAMME OF ACTION**

The State Government shall:

- a) Encourage regular contacts and exchange of information between its officials and the SPRM Unit on matters relevant to the SPRM process.
- b) Organise a participatory and transparent process for the self-assessment and provide clear guidelines to the SPRM Secretariat and the state stakeholders as to how the process will be executed, modalities for participation by stakeholders and relevant contact persons with regard to each aspect of the process.



- c) Fund and facilitate the preparation of a state self-assessment Report which is candid and broad-based, reflecting the views of all major segments of the society.
- d) On the basis of the SSAR, develop a Preliminary State Programme of Action (SPOA) based on consensus and reflecting the needs of all stakeholders.
- e) Forward to the NGF Secretariat its SSAR and SPOA and indicate to the NGF Secretariat when it is ready for the TRP Visit.

## **ARTICLE 4**

### **TECHNICAL REVIEW PANEL**

In support of the Technical Review Panel the Government shall, through the SPRM Committee/unit:-

- a) Avail human and capital resources to support the in-state activities of the TRP;
- b) Make available to the TRP relevant information with regard to contact details of Government officials to be contacted to clarify any aspect of its SSAR and SPoA and to provide any further information that may be required to facilitate the SPRM process;
- c) Facilitate the conducting of state-wide consultations with key stakeholders by the TRP including through allowing the holding of stakeholder meetings, availing facilities for such meetings and disseminating information relating to those meetings and public service announcements;

- d) Keep the TRP abreast of developments that may impact on its findings;
- e) Provide any other assistance as may be necessary for the success of the TRP Visit and the SPRM process in general.

In support of the TRP Visit, the Government shall:-

- a) In collaboration with the SPRM Unit and state SPRM Secretariat, plan for the TRP Visit;
- b) Provide all the necessary logistical and material support required by the TRP Team;
- c) Assign a logistics team to the TRP and provide to the team leader of the TRP, the contact details of each member of the logistics team and an outline of his or her responsibilities, in respect of each stage of the TRP Visit;
- d) Be responsible for the security of the TRP Team at each stage of the TRP Visit;
- e) Facilitate the access of the TRP to any facilities or individuals it may wish to visit or interview for purposes of the TRP Visit; and
- f) Provide any other assistance to the TRP as may be necessary for purposes of the TRP Visit.

For purpose of the TRP Visit, the NGF Secretariat shall:-

- a) On request, provide technical support to the state SPRM committee/unit point in the conduct of the self-assessment process;
- b) Prepare a work plan for the visit, in consultation with the Government and experts involved in a technical review mission;

- c) Under the direction of the Steering Committee, ensure leadership, coordination, guidance and technical assistance with regard to the SPRM process and the TRP Visit;
- d) Coordinate and handle any protocol relating to the contact between the TRP and the Government, including the notification of the Government about the visit of the TRP, the particulars of the members of the Team and its team leader; and,
- e) Ensure that the Government and other stakeholders are fully and regularly updated on the Technical Review and the TRP Visit.

## **ARTICLE 5**

### **FINANCIAL SUPPORT TO THE TRP**

1. Without prejudice to the TRP, the Government of **Ekiti State** shall, where necessary and upon request by the NGF Secretariat, provide at its own expense, such means of accommodation and transport as may be necessary to the TRP in the conduct of its duties; and,
2. Extend special assistance to members of TRP and the NGF Secretariat including inter alia facilitating the transit from the airport, and providing within state transportation at no cost to the TRP.

## **ARTICLE 5**

### **ACCESS TO STAKEHOLDERS, INFORMATION AND RECORDS**

Members of the TRP shall be able:-



- i To request, receive, examine, copy, have access to and procure records, data, information or documentation in support of the SPRM process and to verify same;
- ii To freely conduct interviews on matters relating to the SPRM process with any stakeholder without hindrance, surveillance or **Ekiti State** censorship;
- iii To use its own instrumentation to collect information freely;
- iv To visit such individuals, premises or facilities within the State territory of the Government of **Ekiti State** as may be necessary for the conduct of their duties.
- v To remove without hindrance, any documentation acquired during the course of the TRP Visit which needs to be further examined for the purpose of the SPRM; and
- vi Have access to any other form of assistance required during the course of the technical review or the TRP Visit as may be necessary for the success of the SPRM.

## **GENERAL PROVISIONS**

1. All procedures to be adopted under the *State Peer Review Mechanism* shall be consistent with the decisions and procedures agreed in the SPRM base document. [See Annexure 2].
2. Any differences relating to the interpretation or implementation of this MOU shall be resolved by dialogue between the parties concerned.
3. The MOU may be amended at any time by mutual consent of the parties concerned.

4. The *State Peer Review Mechanism* shall become operational on the day the document is signed.
5. A participating State may terminate its participation in *State Peer Review Mechanism* by giving written notice to this effect to the NGF Secretariat, which in turn will inform the other participating States in writing. The effective date of termination will be six months after the receipt of the termination notice.
6. A State cannot terminate its participation in the SPRM when a Peer review is on-going.
7. States shall establish a unit for the SPRM preferably in the State Planning office.
8. The NGF Secretariat shall act as the Secretariat of the State Peer Review Mechanism.



**IN WITNESS WHEREOF**, the undersigned hereunder append their signatures the day and year written below:

DONE at Akoko Ekeri, Oshogbo on this 1st day the 1st day of August in the year two thousand and eleven

**H.E. Kayode Fayemi**  
Executive Governor of Ekiti State

**Rt. Hon. Rotimi Amaechi**  
Chairman, Nigeria Governors' Forum

In witness of

**Asishana Okauru**  
Director-General

Nigeria Governor s' Forum  
Address: 1 Deng Xiaoping Street  
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