

NGF - SPRM Anambra State

Modalities for the Implementation of SPRM

S/n	Activities	Activity Description	Timescale	Output
Major Activities				
1	Set up State Steering Committee (SC)	<p>The SPRM technical unit will constitute a State Steering Committee to oversee the SPRM process. Members of the SC will be drawn from different sectors. The functions of the SC includes :</p> <ul style="list-style-type: none"> - Give policy direction for SPRM operational activities -Cause to be provided a technical review of the various reports submitted by the SPRM unit to assure quality and integrity of the SPRM process. The SC will set up a Technical team. The Ministry of Economic Planning and Budget will manage the overall process. 	To be in place before the end of november 2011	State Steering Committee formed and inaugurated.
2	Workplan Submission	The SPRM Unit submits a workplan to the SC for approval	To be in place before the end of november 2011	Approved Workplan, minutes of meetings
3	Set up Sector Strategic Team (SST)	<p>The sector Strategic Team will be composed of a 5 man team drawn from the different sectors identified by SPRM base document. Membership of the SST will compose of individuals with experience in the sector thematic areas.</p> <ul style="list-style-type: none"> - The SST will be charged with the responsibility to produce SSAR, SPoA and the Logframe after an initial training by the SPRM Technical Unit. - Review each sector in accordance with the SPRM Base Document. - Assess situational analysis of each sector highlighting good practices. -Make recommendations for identifying gaps and strategies for improved performance. <p>submit policy and ministerial documents which can be of assistance in the preparation of the SSAR to the SPRM Technical Unit for review and incorporation into the report. The SST is expected to work closely with the SPRM team of Consultants who will drive the process.</p>		

Step by Step implementation of SPRM				
1	Capacity building of SST on SPRM base document	The SPRM Technical Unit will organise a training workshop for the SST to review the base document, explain the SPRM methodology, preparation of SPoA and development of Logframe. Stakeholders and members of the SC are expected to be part of this training.	3 days	SST properly equipped to conduct the SPRM
2	Data Mapping	The SST can using the base document will undertake a data mapping / gathering exercise to ascertain the extent the available data can be used in the preparation of SSAR and identify data gaps / requirements	5 days	Report on the data mapping exercise
3	Rapid Assessment survey	Where there are data gaps, the SPRM team of consultants will conduct a rapid assessment of the information needs of the sector or engage in discussions with relevant stakeholders such as sectoral NGOs/CBOs, other government bodies.		
4	Policy Development and Economic Planning	Policy development and economic planning will be addressed using desk reviews and structured interviews with top Government officials. Production of formal document (PRSP) to epitomise ANIDS as instrumentaity to achieving MDGs.	21 days	ANIDS prepared as a PRSP retrospectively

5	Submission of PRSP	The SPRM Technical Unit submits the ANIDS PRSP to Ministry of Economic Planning for comments/recommendation and thereafter forwards the document to the Executive Council	14 days	final ANIDS PRSP document approved by the State
6	Build capacity of SST on sectoral Expenditure Review (PER) tools and development of Logframe/ sector programme costing	The SPRM technical unit will train the SST on PER Tools which will be used in addressing the questions in the SPRM base document. Equally, trainings will be given on the development of logframe from the analytical SPoA (See SPRM base document), costing and application of sector programmes	2 days	SST capacity built on the use of PER tools
7	Prepare SSAR and SPoA	With backstopping support from the SPRM Consultants, the SST will prepare a SSAR and a preliminary SPoA using the PER methodology.	14 days	Zero draft of sectoral SSAR, SPOA
8	Organise a sector focused FGDs	Simultaneously with Act. 6, SPRM unit will organise a sector focused FGDs to give stakeholders opportunity to make inputs on their perception (situational analysis) of each sectors performance and possibly make recommendations for improvement	14 days	Stakeholders sectoral Report on SSAR and SPoA
9	Organise a multisectoral plenary session	SPRM technical Unit will organise a plenary session involving all sectoral strategic teams. Each SST will present its own sectoral SSAR and SPoA for deliberations and corrections.	3 days	1st draft of sectoral SSAR, SPoA
10	Organise an Interface workshop	The SPRM unit will hold an interphase workshop between the SST and all sectoral stakeholders. To harmonise the views of the service providers and stakeholders (users)	2 days	2nd Draft of complete SSAR and SPoA
11	Report Review	SPRM consultants will review the various sectoral reports submitted by the SST for compliance with the SPRM base document and in collaboration with the SST articulate the required improvement for incorporation into the final harmonised SSAR draft.	10 days	1st draft complete SSAR and SPoA
12	Review of the draft SSAR and SPoA by the Steering Committee	SPRM Unit will send the harmonised 1st draft SSAR to the SC for indepth review by the SC technical team.	5 days	Reviewed SSAR and SPoA
13	Transmission of the reviewed SSAR and SPoA back to the SST	The reviewed reports will be transmitted back to the SST for comment/input incorporation and subsequent corrections as applicable	7 days	2nd draft of SSAR and SPoA

14	Organise a Stakeholders dissemination workshop	The SPRM Unit will organise an information dissemination / review workshop for stakeholders, policy makers and legislature based on the 2nd draft of the SSAR and SPoA. This activity will be funded by the State Government.	2 days	
15	Production of final SSAR and SPoA draft	The SPRM team of consultants will produce a final draft of the SSAR and SPoA based on the comments / inputs from the dissemination workshop. The documents will then be sent to the SC for validation and onward transmission to the State Executives of the Government	10 days	
16	Submission of final draft SSAR and SPoA to the State Executive Council	The State Executives Council considers and approves the SSAR and SPoA.	14 days	
17	Formal Presentation of SSAR and SPoA to the Legislature	The State executives presents the SSAR and SPoA to the legislature. The legislature reviews the final report in a separate session.	14 days	
18	Transmission of Final SSAR and SPoA to NGF	Ministry of Economic Planning forwards final SSAR and SPoA to the SPRM secretariate, NGF Abuja		

- Prepared by the SPRM Technical Unit