



**NIGER STATE MINISTRY OF
BASIC AND SECONDARY EDUCATION**
OFFICE OF THE HONOURABLE COMMISSIONER

**NIGER STATE MINISTRY FOR BASIC AND SECONDARY EDUCATION.
Guide for the Preparation and Submission of the Consolidated Work Plan for
Niger State Basic Education Budget**

Date: March 18th, 2025

**Subject: Comprehensive Guidelines for the Preparation and Submission of
Consolidated Workplan**

Introduction

This guide outlines the steps for preparing and submitting the consolidated work plan for the Niger State Basic Education budget. The purpose of this document is to ensure a consistent and standardized approach that meets the educational needs of the State while maximizing resource allocation and efficiency.

To enhance the effectiveness of educational planning and budgeting within Niger State education sector, all relevant stakeholders are hereby notified of the guidelines for the preparation and submission of the Consolidated Workplan for the State Basic Education Budget. This Workplan is crucial for aligning educational objectives with available resources and ensuring accountability in the deployment of funds.

Guidelines

2. Preparation of the Consolidated Workplan:

Objective: Clearly outline educational objectives for the fiscal year, ensuring alignment with the State's education policies and national educational goals.

- i. **Activities:** List all proposed activities, including specific targets, timelines, and responsible parties for each activity.
- ii. **Budget Estimates:** Prepare detailed budget estimates for each activity, ensuring they are realistic, justified, and aligned with available funding. Use the National Chart of Accounts for consistency in accounting practices.

- iii. **Monitoring and Evaluation:** Include mechanisms for measuring progress and evaluating the effectiveness of activities, along with the indicators that will be used for assessment.

3. Steps for Preparation of the Consolidated Work Plan

Step 1: Understand Relevant Policies and Guidelines

- Review the national and state educational policies, frameworks, and strategic plans.
- Understand the priorities, goals, and objectives outlined in these documents.

Step 2: Gather Input from Key Stakeholders

- Consult with teachers, school administrators, parent-teacher associations, and community leaders.
- Organize workshops or meetings to solicit input and feedback on educational needs and priorities.

Step 3: Conduct a Needs Assessment

- Identify gaps in resources, infrastructure, and educational outcomes.
- Collect data on enrollment rates, dropout rates, and learning achievements in schools.
- Prioritize needs based on urgency, impact, and available resources.

Step 4: Develop Program Objectives

- Based on the needs assessment, establish clear and measurable objectives for the work plan.
- Ensure that the objectives support the overall vision for education in Niger State.

Step 5: Outline Activities and Strategies

- Detail specific activities required to achieve the program objectives.
- Allocate responsibilities to relevant departments and individuals.
- Specify timelines for each activity to ensure timely implementation.

Step 6: Estimate Costs and Resources

- Develop a budget for the proposed activities.
- Clearly outline expected sources of funding, including government allocations, grants, and donations.
- Consider in-kind contributions from communities or NGOs.

Step 7: Create a Monitoring and Evaluation Framework

- Establish key performance indicators (KPIs) to measure the success of the work plan.
- Outline a process for ongoing monitoring, evaluation, and reporting.

Step 8: Draft the Consolidated Work Plan

- Compile all components into a coherent work plan document.
- Ensure clarity, consistency, and coherence in the language and presentation.

4. Stakeholder Engagement:

- i. Involve relevant stakeholders, including school management, teachers, and community representatives, in the planning process to ensure inclusivity and enhance commitment to the Workplan.
- ii. Conduct consultations to gather input and perspectives that will enrich the Workplan.

5. Format of the Workplan:

Each Consolidated Workplan should be structured logically with the following sections:

- Cover Page: Title, date, and responsible agency.
- Executive Summary: Overview of key points.
- Detailed Workplan: Objectives, activities, budget estimates, and monitoring & evaluation criteria.
- Signatures: Approval of signatures from relevant authorities., in this instance the Commissioner of Education or designated Director General

6. Submission Procedure:

All Consolidated Workplans should be submitted electronically to the Niger State Ministry of Basic Education and a hard copy dispatched to our office of the Honourable Commissioner.

- Ensure that submissions are made in the specified format and include all required attachments as specified by the Niger State Planning Commission.

7. Follow-Up and Clarification:

- After submission, relevant authorities may contact institutions to clarify specifics or provide additional information if necessary.

-Feedback will be provided to all submitted Workplans to ensure alignment and enhance overall effectiveness.

NOTE:

The timely and thorough preparation of the Consolidated Workplan is essential for effective financial management and educational delivery in Niger State. Your cooperation is needed to enhance the quality of basic education in the state.

Direct all or any inquiry (ies), to the DPRS, State Ministry for Basic and Secondary Education.



Dr. Hadiza Asabe Mohammed

Honourable Commissioner