Lagos State Government

XXXX Sector/MDA Performance Management Report
Template

2013

Sector/MDA

Instructions

This table of content has been created to allow for its easy updating.

After completing the report, authors should place the cursor on any part table and right click the mouse. A dialogue box shall appear with options. Click on "Update field" in the list. Select either "Update page number only" if only body text has changed and no modifications was made to the section headings. However, select "Update the entire table" if modifications was made to headings.

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General Instructions

This is a template to assist the Sector/MDA in preparing and documenting its strategies and activities during the review period as specified in the cover letter from MEPB. This report seeks to communicate to policy makers, internal and external stakeholders on its programmes, strategies and activities in line with its MTSS, therefore it is important that it should be clearly written and understandable for a wide range of readers. It is intended to document the Sector/MDA outcomes, methods, lesson learned and action plans for improvement.

Modifications

It is important that authors should not modify this template. However, some Sector/MDAs may discover that they needed to modify some sections in this template to fit their respective specific focus, authors should endeavour to consult with MEPB about the desired modifications prior to submission.

Submission

This report is due on 1ˢᵗ of February yearly. Sector/MDAs are expected to submit a hard copy of its interim Performance Management Report and a copy in electronic format, either submitted by email, on CD or on disk to:

> *Attn:*
> *Director,*
> *Monitoring and Evaluation Department*
>
> *To: The Permanent Secretary*
> *MEPB*
> *Lagos State Secretariat*
> *Alausa*

Electronic submission

CDs and disks should be submitted to fishandfi@yahoo.com. The signature page accompanying the Foreword must be scanned and included in the electronic report.

Report Format

The report should ensure the following

- Report is not more than 20 pages with all attachments
- Cambria font size 14 for headings
- Calibri font size 11 for the body text and tables
- Double spaced
- Include one (1") inch margin around text
- The title page should contain the following information as shown above
  - Period of reporting (annually)
  - Specify Sector/MDA (eg Health Sector/MDA Performance Management Report"
  - Include submission month

Here is a description of the content of each heading required in the report.

Foreword by the Commissioner (1 page)

This section is written by the Commissioner and must append his/her signature as the authorizing personality

- It provides legitimacy for the report, highlighting its importance and identifying how the report is intended to be used.
- This identifies the key high level Sector/MDA performance messages which the report contains and relates these to key Sector/MDA stakeholders.
- It enables public accountability for report findings and broader Sector/MDA performance and supports leadership of Sector/MDA reforms and the annual review process.

Acronyms and Glossary of Terms (1 page)

- There must be a list of all abbreviations or terms used in the report.
- It must also include a short definition/explanation of technical terms in the report.

Executive Summary (2 pages)

- This section provides the general overview of the report, salient points, purpose, aims & objectives of the report.
- It includes a summary of key conclusions and recommendations.

Chapter 1: Introduction (2 pages)

1.1 Background/Linkage with Sector/MDA Policies/MTSS

- Provide a summary of the overall high level policy environment – for example, the Lagos State Governor's 10 point agenda, state economic empowerment and development strategy or state socio-economic development plan as it concerns this sector (MDAs/agencies).

- Provide a summary of the specific policy environment, which provides the context for the performance report (e.g. the Sector/MDA policy framework in the case of Sector/MDA performance reports) including a summary of the linkages and alignment with the overall high-level policy environment.

- Provide a summary of any cross-sectoral policy frameworks or plans which impact on the Sector/MDA/programme (e.g. EFA plan in the case of education), including summary of key policy issues for the specific Sector/MDA.

1.2 Purpose of the Performance Management Report

- This section is for readers unfamiliar to performance Management reports and helps put the analysis of the report into context by summarising how the performance report is intended to be used. The overall purpose must be specific to the Sector/MDA, and may cover:

a) Supporting the annual adjustment of medium-term sector budgets and plans, including MTSS and sector MTEF.

b) Supporting enhanced accountability in the Sector/MDA, including against agreed Sector/MDA performance frameworks (e.g. MTSS/Sector/MDA policy targets).

▪ Provide a very brief history of the document, including origin/inception, commitment from leadership and changes in performance report focus over time (e.g. from one year to the next).

1.3 Agencies in the Sector/MDA

▪ Provide an overview of the Ministries and agencies including the stakeholders in the Sector/MDA, including parastatals, beneficiary groups and agencies, development partners and civil society organisations including CBOs, NGOs, private sector and academia.

▪ Briefly provide a summary of their respective roles and responsibilities within the Sector/MDA, range of interests and level of influence. (include a summary table of all stakeholder's role)

Chapter 2: Summary of Sector/MDA MTSS focus and programmes (2 pages)

2.1 Overview of Sector/MDA MTSS, programmes and targets
▪ Provide an introduction to the MTSS specifying the duration of the strategy.
▪ Provide a summary of the MTSS objective and target to be met in the Sector/MDA strategic framework including key strategic directions and financing priorities and linkages with specific Sector/MDA/programme policy environment.
▪ Present a table of the objectives and the target for comparison
▪ Provide a table of goals, programmes and target

2.2 Reforms in support of MTSS results
▪ Present a summary of reforms introduced during the review period in order for the Sector/MDA to achieve its MTSS goals, programmes and targets

Chapter 3: Analysis of Key Performance Indicators (5 pages)

Analysis in this section should be presented against the MTSS programme and targets for the Sector/MDA ensuring that all relevant subsector (and MDAs) are referred to in explaining the achievements recorded.

3.1. Summary of Progress

▪ Provide a summary of the overall achievement of the Sector/MDA in meeting its MTSS targets.
▪ For each output/activity listed, summarise the progress made in delivering these outputs or implementing activities. Highlight where: a) particularly good progress was

made and identify why this was the case and b) delays to progress have been experienced and what the constraints have been.

3.2. Assessment of Actual Performance against Targets for Each KPI

- For each MTSS programme, provide a summary of the relevant, selected Key Performance Indicators (KPIs) as contained in MTSS and LaSG EKOInfo.

- Ensure to use appropriate period for reporting each KPI. For example, primary Net Enrolment Rates should be assessed over the previous or minimum of three years.

- Carefully select the tables, charts and data within the report narrative to help readers better understand the trends for selected KPIs. For example, the trend for some KPIs may be presented in a chart (e.g. primary, lower secondary and upper secondary NER) whilst others may be better presented in a table

- Present the trends (data) for selected KPIs with its target. As part of this comparison, an assessment should be made as to whether, given the observed trend, the KPI target will be met or not.

3.3. Impact Analysis of Strategies and Programmes on Relevant KPIs

- For each MTSS programme, relate what was done (e.g. 3.1 Summary of Progress) against what was actually achieved (e.g. 3.2 Assessment of Performance), identify where: a) strategies/programmes have achieved results as desired, b) strategies/programmes have not achieved results as desired and c) where results have been achieved, regardless of strategies/programmes.

- Summarise what the overall impact on beneficiaries (see section 1.3) has been, compared to the intended actions (if applicable)

3.4. Conclusions and Recommendations
- Based on the analysis presented in sections 3.1 – 3.3, summarise the effectiveness of the Sector/MDA strategies and programmes in achieving desired results (e.g. KPI targets).

- Using SWOT analysis, recommend adjustments to existing strategies or programmes which will address identified weaknesses and risks or build on identified strengths and take advantage of opportunities.

- Alongside any recommended adjustments, identify where existing strategies or programmes should be phased out or where new ones should be introduced, including a summary of their intended focus and a rationale for their introduction.

Chapter 4: Sector/MDA Financial Performance (4 pages)

4.1. Sector/MDA Budget Appropriation, Disbursement and Expenditure Trends

- Present the trend over time of **fund allocation (budget)** for the Sector/MDA in line with relevant KPIs for the reporting period.

- Present the trend in **disbursement of fund (releases),** including efficiency of processes to ensure accountability and transparency.

- Provide the **expenditure trends**, including funds management /Budget profiling

- Using tables, present funds allocation and expenditure information as budgeted and actual disaggregated. Present also in this section the budgeted and actual revenues including deviations as it applies.

4.2. Overview of Partners, NGO and Private Sector Assistance Trends

- Summarize the partners /assistances (specific partners, type of support, subsectors supported and extent of support) to the Sector/MDA and its agencies within the reporting period with details of assistance.

- Summarise the prospects for progressive partnership support to the Sector/MDA including the projected funds. Include a brief description of support and proposed impact on Sector/MDA strategies and programmes.

4.3. Conclusions and Recommendations

- In summary, present the financial status of the Sector/MDA, mention the presence or absence of progressive partnership support and other financial projects that can assist Sector/MDA in achieving the desired results (e.g. KPI targets).

- Using SWOT analysis, recommend adjustments to existing financial projections and management, which will address the weaknesses identified and risks, or build on identified strengths and take advantage of opportunities.

- Alongside any recommended adjustments, identify where existing financial management strategies or programmes should be phased out or where new ones should be introduced, including a summary of their intended focus and a rationale for their introduction.

Chapter 5: Institutional and Organisational Capacity Development (2 pages)

5.1 Review of Institutional and organizational capacity development
- Highlight in a summary the legislative/regulatory framework and specific reforms and realignment on relevant KPIs in the Sector/MDA that aided or inhibited success.

- Summarise the positive developments related to infrastructure and facilitates (e.g. buildings, equipment, ICT and transport) development. Indicate the use or lack of use of information for decision making across the Sector/MDA.

5.2 Conclusions and Recommendations

- Using SWOT analysis, recommend adjustments to existing institutions, human resources management and infrastructure, which will strengthen the successes and address the weaknesses identified.

Chapter 6: Factors in the Success/ Failure of Performance Management (1 page)

- Provide a summary of factors that aided the achievement of the Sector/MDA performance highlighting role of relevant and related training programme for relevant personnel undertaken during reporting period for achieving the KPIs

6.1 Conclusions and Recommendations

- Summarize and recommend adjustments to factor inhibiting progress.

Chapter 7: Forward Look - Review and Adjustment of MDAs Policy & Strategy (2 pages)

7.1 Recommendations for Strategy and Programme Adjustments

- Provide a brief s Sector/MDA wide summary of identified Strategy and Programme gaps/ inadequacies and the required modification and justifications

7.2 Recommendations for Medium-Term Budget Adjustments

- Provide a summary of proposed strategies and activities for attaining the MTSS goals within the Sector/MDA. .

- Propose critical adjustments desirable in the next budgeting process

7.3 Strengthening Partnerships in the Sector/MDA

- Propose recommendations for increasing the participation of relevant stakeholders.

- Identify new areas of partnership and collaborations.

- Provide recommendations for initiating appropriate policy measures for partnership.

Annex 1: Data Sources and Methodology

- Provide sources of Information and method used for the sourcing of information.

Annex 2: Key Performance Indicator Targets and Statistics

- Identify relevant KPIs of as contained in MED Info and EkoInfo