

**Federal Republic of Nigeria
National Centre for Women Development**

**Federal Republic of Nigeria
Project on Activation of Women
Development Centres (WDCs) to
Improve Women's Livelihood
Phase II**

Project Completion Report

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**Japan International Cooperation Agency
(JICA)**

O.P.C. Corporation

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Federal Republic of Nigeria
Project on Activation of Women Development Centres (WDCs) to
Improve Women's Livelihood Phase II

Project Completion Report

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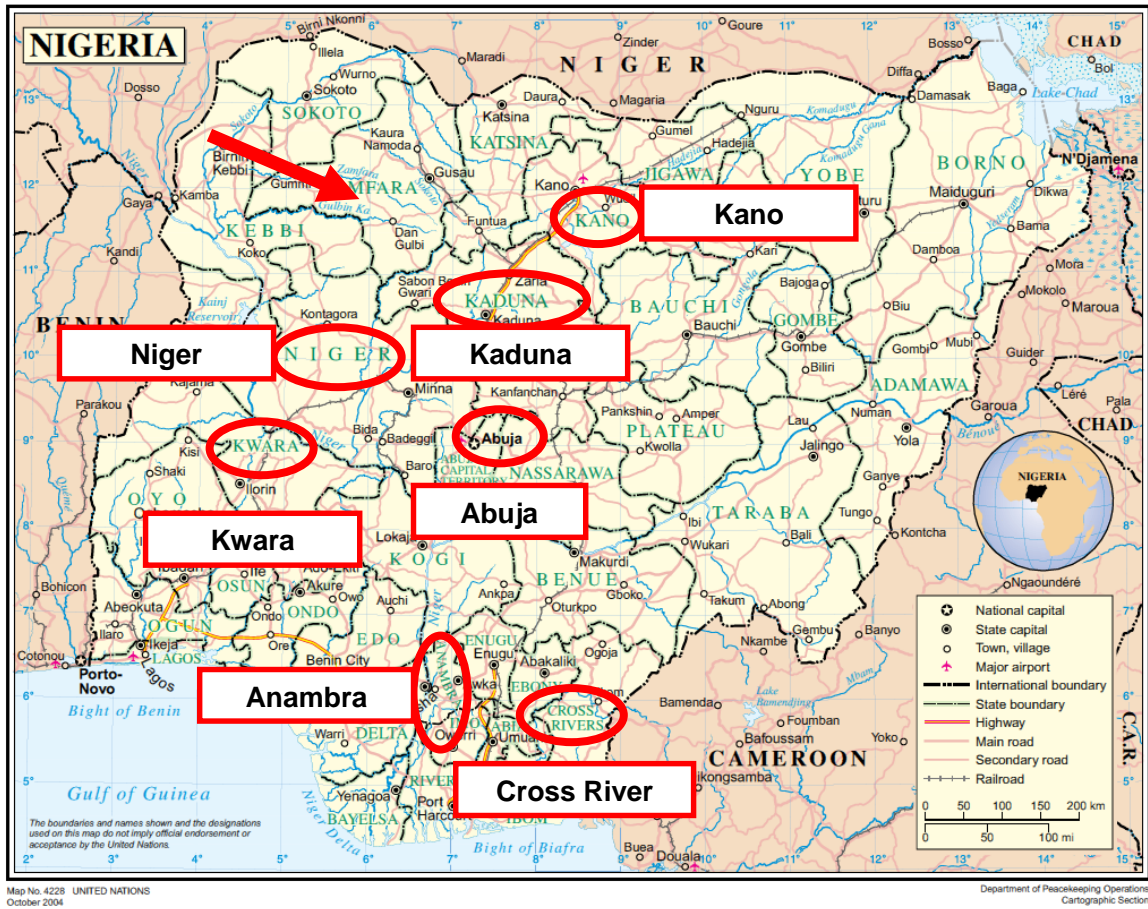
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Map



Reference: The map is produced by the Project based on the map developed by United Nations.

Capital: Abuja

Target six States: Anambra, Cross River, Kaduna, Kano, Kwara, Niger

List of Abbreviation

C/P	Counterpart Personnel
DG	Director General
FCT	Federal Capital Territory
FMWASD	Federal Ministry of Women Affairs and Social Development
GO	Government Organization
HOC	Head of Women Development Centre
HOD	Head of Department LGA
JCC	Joint Coordination Committee
JICA	Japan International Cooperation Agency
LGA	Local Government Area
NCWA	National Council of Women Affairs
NCWD	National Centre for Women Development
NGO	Non-Governmental Organization
NDE	National Directorate of Employment
OJT	On the Job Training
PDM	Project Design Matrix
PO	Plan of Operation
PRS	Planning Research and Statistics
R/D	Record of Discussions
SMEDAN	Small Medium Enterprises Development Agency of Nigeria
SMLG	State Ministry of Local Government
SMWA	State Ministry of Women Affairs
TOR	Terms of Reference
TOT	Training of Trainers
UNDP	United Nations Development Program
WDC	Women Development Centre
WDO	Women Development Officer

Chapter 1: Outline of the Project

1-1. Background of the Project

In Nigeria, Women Development Centres (WDCs) were established throughout the country during 1980's and 1990's for the purpose of empowering grass-roots women through vocational training and basic literacy education under the Better Life for Rural Women Programme. The National Centre for Women Development (NCWD) commissioned in 1992, was conceived under the Better Life for Rural Women Programme. WDCs had contributed to improve women's capacities at that time however, most of the WDCs were deserted or were not functioning well since late 90's due to the lack of commitment from the stakeholders.

NCWD took a nationwide survey from 2001 to 2005, and documented the magnitude of the issues and to proffer solutions on how best to restructure and reposition the WDCs to effectively deliver services to the beneficiaries at the grassroots. The findings of the survey were presented at the National Council of Women Affairs (NCWA) Meeting. NCWA in 2006 adopted a resolution in the communiqué of the council, which mandated NCWD to develop a guidelines for the activation of WDCs nationwide. NCWD through the Government of Federal Republic of Nigeria requested Japan International Cooperation Agency (JICA) to technically assist them to develop guidelines for revitalization of WDCs.

NCWD and JICA implemented a three-year long technical cooperation Project jointly from January 2007 to January 2010, titled "Project on Activation of Women Development Centres (WDCs) to Improve Women's Livelihood" (WDC Activation Project Phase I). It aimed to develop guidelines on how to activate WDCs based on the experiences of the pilot activities in Kano State, with an insight of women's empowerment in Nigeria. In the Project Phase I, activated WDC was defined by the following three aspects; (1) improved WDC service, (2) increased positive recognition, and (3) improved WDC management. Based on the experiences in Kano, the Project developed the guidelines for WDC activation. The process of developing the guidelines involved consultations and feedback from State Ministry of Women Affairs (SMWA), State Ministry of Local Government(s) (SMLGs), Local Government Area(s) (LGAs)/Women Development Officer(s) (WDOs) and other relevant stakeholders. Finalized guidelines were submitted to NCWA and authorized by the Federal Ministry of Women Affairs and Social Development in 2010.

In 2010, the Nigerian Government requested JICA for Phase II Project to replicate and disseminate nationwide the outcomes brought about in the Phase I Project. In response to the request, JICA and NCWD started the "Project on Activation of Women Development Centres (WDCs) to Improve Women's Livelihood Phase II" (hereinafter referred as "the Project"). The Project started in February 2011 as a 4 year Project, and is planned to end in February 2015. The target states expanded to six, namely, Anambra, Cross River, Kaduna, Kano, Kwara, and Niger and three WDCs, one WDC per LGA, were selected from each state as a pilot. In the Project, "WDC Activation model" is expected to be expanded at Federal level within targeted states and other states. "WDC Activation model" in the Project added the fourth aspects, "Strengthening Collaboration with Relevant Agencies". The Project supports

NCWD which would expand the "WDC activation model" nationwide. The aim of the Project is to incorporate those experiences and lesson learnt from the process of the activities by the Project at targeted six states into current guidelines, and to produce practical manual of WDC activation for relevant officers at Federal, State and LGA levels.

1-2. Objectives of the Project

The Project started on February 2011 regarding to the Record of Discussions (R/D) mutually agreed between NCWD and JICA on 12th of October 2010 with following Project goal and outputs.

Project Purpose [Ver.0]

To expand WDC activation in target states at Federal level by using the activation model.

Outputs

- Output 1 Network among related federal authorities, states, and LGAs, which is necessary to activate WDC, is established at federal and state levels.
- Output 2 The model to activate WDC is fully established and expanded in Kano State.
- Output 3 The model to activate WDC becomes functional in the target states for WDC activation.
- Output 4 WDC activities are promoted by utilizing the guidelines.
- Output 5 The function of NCWD/SMWA to promote WDC activation is improved.

The second half of the Project is to implement the remaining activities left from the first half of the Project (February 2011 to May 2013). The activities are based on the Project Design Matrix (PDM) version 1, revised at the time of mid-term evaluation, and Plan of Operation (PO) which was signed between JICA and NCWD on 20th November 2012 as Minutes of Meeting (M/M). Due to security issue of the Project target states, the Project implementation process were modified to focus on the capacity development of NCWD regarding to the expansion of WDC activation model in wider scale at federal level. The expected outputs and Project purpose are as follows;

Project Purpose [Ver.1]

WDC Activation Model is Expanded at Federal Level through WDC Activation in Target States

Outputs

- Output 1 The Institutional Capacity of NCWD to Facilitate and Supervise WDC Activation is Enhanced.
- Output 2 The Effectiveness of WDC Activation Model is Verified through the Pilot Project Implemented in Collaboration between NCWD and State Ministry of Women Affairs (SMWA).
- Output 3 WDC Activation Manuals Developed for NCWD, SMWA and WDC through Pilot Project Implementation are Disseminated at the Federal Level.

1-3. Target Area of the Project

Target area of the Project is the capital city of Nigeria, Abuja, where NCWD is located, and the pilot areas are six targeted states, namely, Anambra, Cross River, Kaduna, Kano, Kwara, and Niger. The target six states were selected each from six geographical classifications. Each state were classified to

three divisions then following three of the nearest LGAs from the capital city were selected as the Project target areas;

Table 1-1: Name of the Pilot Sites

Target State	Three Pilot LGAs/WDCs per State		
Anambra	Idemili North	Ogbaru	Orumba South
Cross River	Abi	Akampka	Ogoja
Kaduna	Igabi	Jaba	Zaria
Kano	Dala	Dawakin tofa	Wudil
Kwara	Baruten	Ifelodun	Ilorin West
Niger	Agai	Paikoro	Wushishi

Chapter 2: Project Activities

2-1. Activities for Output 1: The Institutional Capacity of NCWD to Facilitate and Supervise WDC Activation is Enhanced

Activity 1-1: Review of the Roles and Capacity of the Organizations Related to WDC Activation

Director General (DG) of NCWD is the Project Director and the Director of Department of Planning, Research and Statistics (PRS) is Project Manager. Twenty five Project members are selected from each department of NCWD such as PRS, Training, Accounting, Estate and Administration. The target eighteen WDCs in eighteen LGAs of six states was selected as pilot WDCs to be duplicated (Figure 2-1).

In the Project, the role of responsibility of NCWD as the implementing agency is supervising SMWA and SMLG for WDC activation of target WDCs (please refer to Attachment 6: List of NCWD Project members). The focal person of each state is selected from Project members, who support desk officers at SMWA and SMLG. WDO/LGA is directly assisting WDCs both in financial and technical aspects.

LGA, including WDO who is the staff of LGA, is supporting the WDC in LGA financially and technically.

The roles and responsibilities of each organization are understood as Table 2-1, and the organizational structure of NCWD is presented in Figure 2-2.

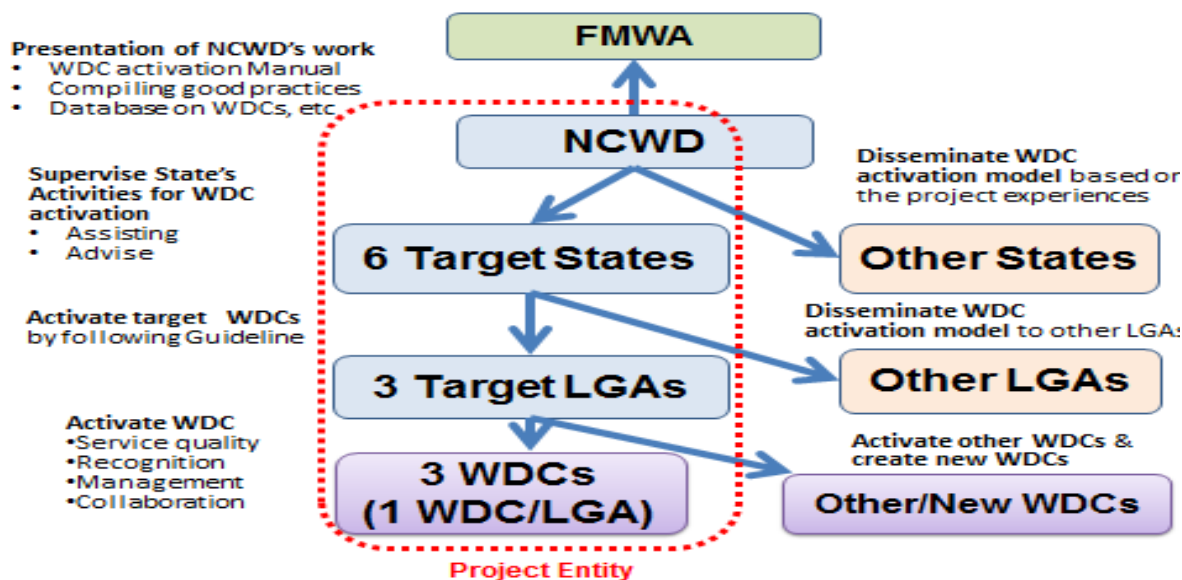


Figure 2-1: Roles of Three Tire Government Organization and Capacity Development Structure of the Project

Table 2-1: Roles and Responsibilities

NCWD	SMWA	SMLA	LGA (HOD)	LGA (WDO)
<p>1. Presentation on Progress of WDC Activation</p> <ul style="list-style-type: none"> • Reporting progress/ problems of WDC activation • Documentation of good practices of WDC activation • Revising guidelines of WDC activation 	<p>1. Activate staff to WDCWDCs in State</p> <ul style="list-style-type: none"> • Monitoring and Evaluation on WDCs (Regular tour to WDCs) • Supervise WDOs' work and give feedback to their work • Organize workshop/ training for WDCs • Organize meetings with SMLG/LGA/WDO • Liaise SMWA with NCWD/SMLG/LGA • Provision of capable staff t WDC activities • Provision of equipment/materials/other support to WDCs 	<p>1. Activate WDCs in State</p> <ul style="list-style-type: none"> • Adequate budget provision for WDCs • Direct the LG Chairperson to provide adequate budget for WDCs • Provision of equipment/ materials for WDCs • Provision of capable staff to WDCs • Monitoring and evaluation (if adequate budget is provided for WDCs) 	<p>1. Activate WDCs in State</p> <ul style="list-style-type: none"> • Liaising LGA with SMWA/SMLG and others • Provision and maintenance of equipment for WDC • Provision of working materials for WDC • Provision of capable staff to WDC • Renovation. Construction. Maintenance of WDC • Give support to WDC graduates • Liaising WDC graduates with Microfinance bank/ cooperatives • Supervising and monitoring WDC (regular visit) • Advocacy to community leaders on WDC activities • Sensitizing/ mobilizing community people on WDC 	<p>1. Activate WDCs in State</p> <ul style="list-style-type: none"> • Supervise WDC activities (regular visit) • Liaise WDC with LGA/ SMWA • Writing progress report on WDC to LGA/ SMWA • Maintaining the management of WDC • Ensuring the standard of WDC instructors/ staff • Advocacy to community leaders on WDC activities • Sensitize/ mobilize community people on WDC • Sensitizing/ mobilizing women on WDC
<p>2. Supervision on target States' activities on WDC activation</p> <ul style="list-style-type: none"> • Provide technical assistance (survey, training, etc.) • Advocacy in the State (Dissemination of information of project activities) • Monitoring and evaluation on WDC activation • Coordinating stakeholders in States 	<p>2. Disseminate WDC activation model in State</p> <ul style="list-style-type: none"> • Replicate a series of activities for WDC activation to other LGAs in State 	<p>2. Disseminate WDC activation model in State</p> <ul style="list-style-type: none"> • Replicate a series of activities for WDC activation to other LGAs in State 	<p>2. Disseminate WDC activation model in State</p> <ul style="list-style-type: none"> • Replicate a series of activities for creating WDCs in other wards 	<p>2. Disseminate WDC activation model in State</p> <ul style="list-style-type: none"> • Replicate a series of activities for creating WDCs in other wards
<p>3. Dissemination of WDC activation to other States</p> <ul style="list-style-type: none"> • Replicate a series activities for WDC activation 				

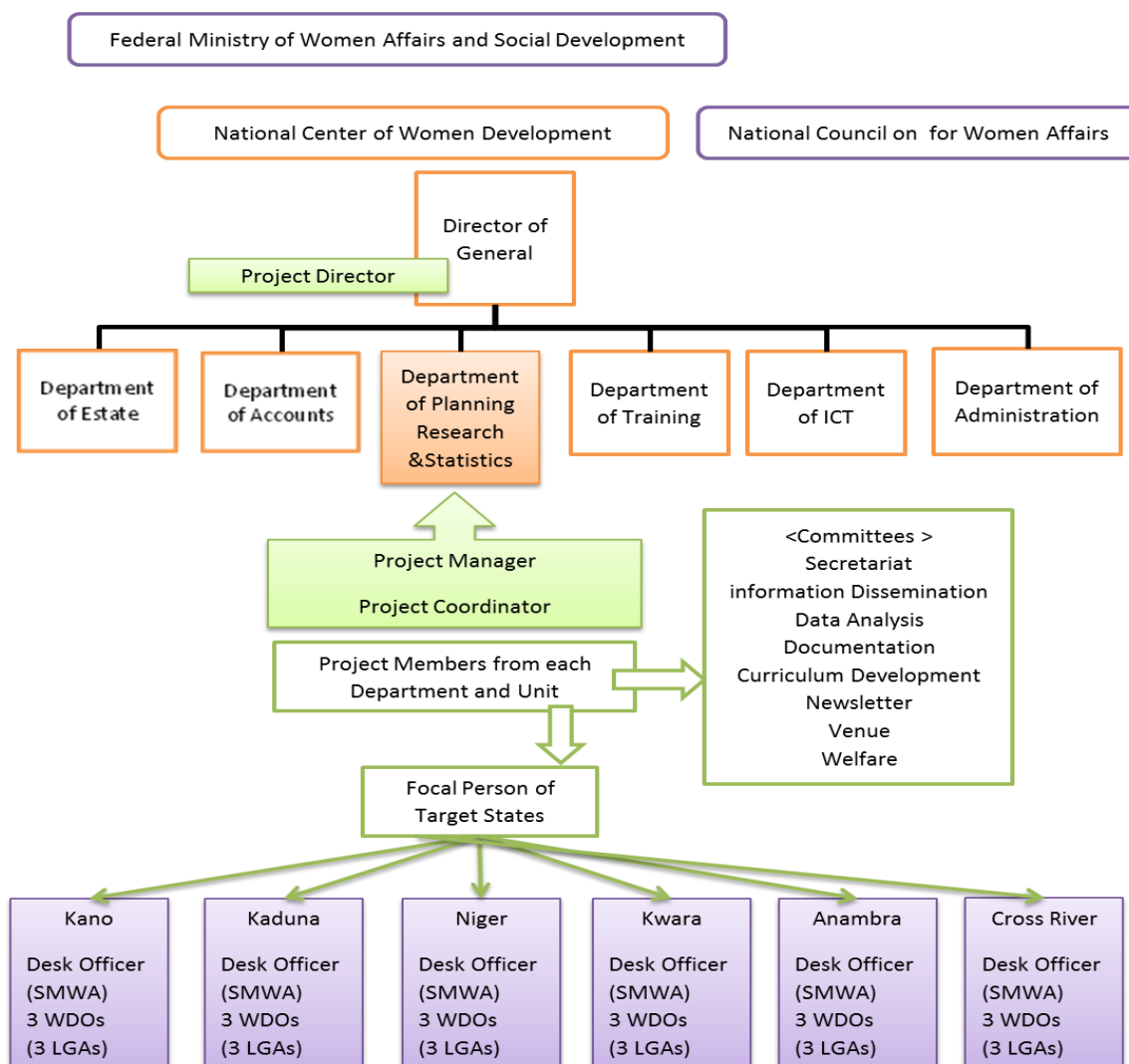


Figure 2-2: NCWD Organogram

Activity 1-2: Review of the Training Needs of the Organizations Related to WDC Activation
 Activity 1-3: Understand of the Capacity Development Training Plan and TOTs for WDC Activation

In the first half of the Project, Total Training Plan was developed based on the training needs survey at NCWD, SMWA/SMLG, WDO/WDC level on WDC activation (see Table 2-2).

In June 2013, when latter half of the Project started, further training needs of NCWD Project members were assessed, and it has been understood that there were high interest and needs in their capacity development in the area of “Monitoring and Evaluation, “Data Analysis “, and “ Women’s Empowerment and Community Development”.

Table 2-2: Total Training Plan

Target	Title of the training	
NCWD	N1	Team Building
	N2	Organizational Capacity Development
	N3	Gender Issue
	N4	Data Analysis from Gender Perspective
	N5	Women's Empowerment
	N6	WDC Database Management
	N7	Research Methodology and Impact Assessment
	N8	Computer Training
SMWA/SMLG/ WDO	S1	Team Building and Management Training
	S2	Gender Training/ Women's Empowerment and Community Development
	S3	Profiling Training
	S4	Research Methodology and Impact Assessment
WDC	W1	Management Training for WDC
	W2	Maintenance and Proper Use of Equipment
	W3	Skill-up Training
	W4	Business Education
	W5	Home Management
	W6	Women's Empowerment
	W7	Food Processing and Food Preservation

Following the Total Training Plan, trainings for NCWD, SMWA/SMLG, WDO/HOC were conducted as shown in Table 2-3, 2-4, and 2-5 in the first half of the Project. Taking into account the situation, the latter half of the Project focused on the trainings for NCWD and the training for SMWA/SMLG/WDO by NCWD.

Table 2-3: Record of Training for NCWD

Training title on PDM ver.1		Training title on Total Training Plan		Date	Resource person
1-4-1	Organizational Capacity (Management)	N1	Team Building	May 2012	NCWD
		N2	Organizational Capacity Development	November 2012	ASCON (Lagos)
1-4-2	Gender Analysis	N3	Gender issues	April 2012	NCWD
		N4	Data Analysis from Gender Perspective	May 2012	NCWD
1-4-3	Women's Empowerment & Community Dev.	N5	Women's Empowerment	April 2012	NCWD
1-4-4	Planning (Budget Planning to be Included)	*not included in the Total Training Plan		Not yet done ¹	/
1-4-5	Data Analysis	N6	WDC Database Management	Not yet done	/
1-4-6	Monitoring and Evaluation	N7	Research Methodology and Impact Assessment	October 2012	Bayero University(Kano)
*Not included in PDM		N8	Computer Training	April 2012	JICA Expert

¹ Workshop for planning, which included budget planning, was conducted for SMWA by NCWD members at the time of Action Plan Workshop.

Table 2-4: Record of Training for SMWA/SMLG/WDO

Training title on PDM ver.1		Training title on Total Training Plan		Date/ Target State	Resource Person	
2-7	Management Training	S1	Team Building and Management Training	May 2012	NCWD Niger, Kaduna	
			Management Workshop (at the time of action plan workshop)	July 2012		NCWD Niger
			Management Training (book-keeping, reporting, accounting)	April/May 2013	NCWD/ JICA Expert	
					Six Target States	
* Not included in PDM		S2	Gender Training	May 2012	NCWD Niger, Kaduna	
				April/May 2013		NCWD/ JICA Expert
				Six Target States (same to S1)		
* Not included in PDM		S3	WDC Profiling	Not yet done		
* Not included in PDM		S4	Research Methodology and Impact Assessment	October, December 2012	JICA Expert	
				Desk officers of Six Target States		

Table 2-5: Record of Training for WDC

Training title on PDM ver.1		Training title on Total Training Plan		Date/ target	Resource Person
2-8	Management training	W1	Management Training	July, September 2012	NCWD Department of Training
				Only Niger done at S1	
2-6	Skill-up Training	W2	Maintenance and Proper Use of Equipment	Jan.Jul.Sep.2012 W2/W3 at once	NCWD Department of Training
		W3	Skill-up Training	WDC instructors in Six Target States.	
*Not included in PDM		W4 W5 W6	Business education Home management Women's Empowerment	Not yet done	
2-6	Skill-up training	W7	Food processing and food preservation	Feb.2012	NCWD Department of training
				WDC instructors in Six Target States.	

Activity 1-4: Review of Capacity Development Training Plan and TOTs for WDC Activation

NCWD Project members are expected to be the resource person for training to SMWA/SMLG after attending the training for NCWD. The training for NCWD Project members based on Total Training Plan took place as Table 2-3.

In June 2013, at the time of starting the latter half of the Project, questionnaires for self-evaluation took place for twenty-three NCWD Project members on the following four trainings which have already been conducted; "Organizational Capacity Development", "Gender Analysis",

“Women’s Empowerment and Community Development”, and “Research Methodology and Impact Assessment”. The questionnaire contained mainly three points, i) understanding, ii) satisfaction, and iii) usefulness for work. The result of the survey came out that understanding, satisfaction, usefulness for work were perceived as high for “Organizational Capacity Development”, “Gender Analysis”, and “Women’s Empowerment and Community Development”. However, “Research Methodology and Impact Assessment” had low mark compared to the other three trainings.

Regarding those topics which NCWD Project members had thought as the resource person, more than half of those members were confident as being the resource person for “Management”, “Business Education”, and “Action Plan”. On the other hands, around 30% of the members were confident for the remaining five topics.

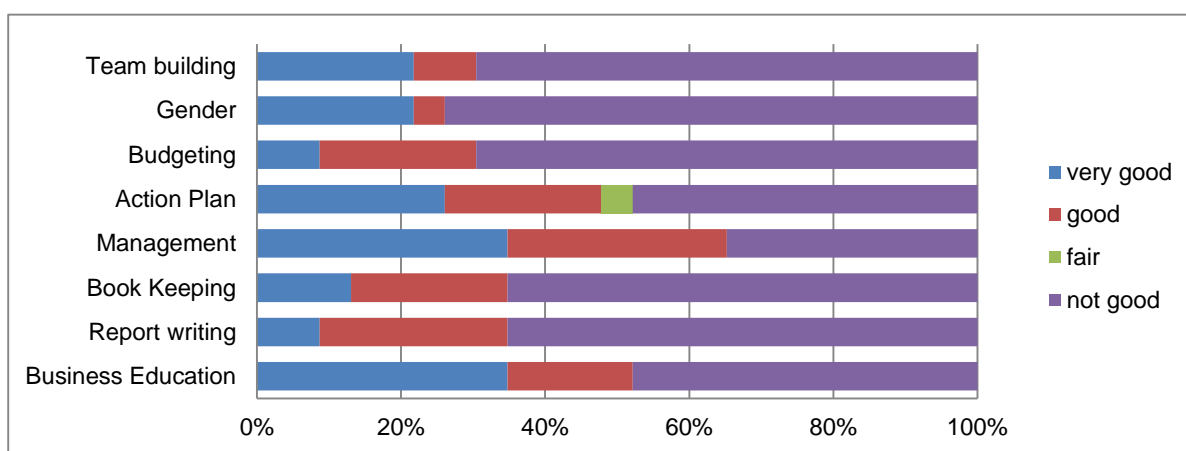


Figure 2-3: Confidence of NCWD Project member as being a Resource Person

Activity 1-5: Revise Training Materials

Those topics, which were thought by NCWD Project members as resource person in the first half of the project, had either power point document or explanatory material.

Table 2-6: Training Materials developed in the First Half of the Project

	Topic
1	Budget Preparation
2	Situation Analysis
3	Action Plan Development
4	Team Building
5	Management
6	Gender
7	Micro-credit
8	Micro Enterprise
9	Cooperative Society
10	Business Education
11	Business Plan
12	Book Keeping
13	Reporting System
14	Organizational Management

The revision of the training materials has been decided to utilize presentation materials which are produced for State Stakeholders Meetings in Abuja to avoid overlap with Manual which would also be developed. The presentation materials which are already being used at those meetings have been developed to enhance the state stakeholders' understanding toward project activities and these would be re-developed based on topics. The training materials which were developed in the latter half of the Project are as follows.

Table 2-7: Training Materials developed in Latter Half of the Project

	Topic		Target
1	Budget/ Reporting System	Review Report Writing with Example	State Stakeholders
2	Database	Utilizing "WDC Activation Database (Microsoft Access)" - 1	NCWD
3		Utilizing "WDC Activation Database (Microsoft Access)" - 2	NCWD
4	Survey/ Monitoring	Conducting Interview	NCWD
5		How to Write Monitoring Report?	NCWD
6		What is Recommendation and Lesson Learnt?	NCWD

Activity 1-6: Conduct TOT for NCWD Project Members

Based on the progress of training for NCWD Project members in Activity 1-4, PDM version 1 which was agreed at mid-term evaluation, and hearing from NCWD Project members, the following three TOTs were identified as the needs to be conducted; i) Monitoring and Evaluation, ii) Women's Empowerment and Community Development, and iii) Data Analysis.

At the time of June 2013, it was initially planned to conduct those TOTs by Japanese experts and NCWD resource persons. Taking into account the needs and level of training, TOTs were modified as follows; i) Monitoring and Evaluation conducted by training institute in Lagos for five days training (September 2013), ii) Data Analysis conducted by outside resource person in Abuja for three days (February 2014), and iii) Women's Empowerment and Community Development in collaboration with outside institutions for three days in Abuja (September 2014).

Regarding "Monitoring and Evaluation", it was expected that NCWD to support state stakeholders to conduct regular monitoring with monitoring format which includes four aspects of WDC Activation model² and five aspects of empowerment³. The monitoring format was expected to be developed with thorough discussion. Though the training for "Research Methodology and Impact Evaluation (Total Training Plan: N7)" was conducted in October 2012, it has been understood that the training emphasized on survey methodology and monitoring and evaluation required further understanding. Taking into account the situation, five days training for monitoring and evaluation, which were tailor-made for the project, took place in Lagos with the cooperation of Centre for

² Four aspects of WDC Activation model are, i) Improve in service quality, ii) Increase in community recognition, iii) improvement in management, and iv) increase collaborations with other agencies.

³ Five aspects of Women's Empowerment are, i) economically, ii) physically, iii) socially, iv) psychologically, and v) politically.

Management Development (CMD)⁴ from 9th to 13th September 2013.

Table 2-8: Training Program for TOT Monitoring and Evaluation

	Day 1	Day 2	Day 3	Day 4	Day 5
1	Registration/ Opening Ceremony Pre-Test	Logical Framework (LOGFRAME) Methodology in Project M&E	Methodology for M&E Data Collection and Analysis	M&E Case Study	Post-Test
2	Concept, Types & Roles of M&E	M&E: Tools and Techniques	M&E Report Writing & Presentation	M&E Case Study	
3	Results-Based M&E	Developing & Implementing Effective M&E System	Developing Key Performance Indicators	M&E Case Study	

TOT Data Analysis took place from 5th to 7th February 2014, and the purpose of the training were to understand what “Data Analysis⁵” is by using the actual data collected during the 1st monitoring in November 2013, and to complete the monitoring report by presenting the survey result with analysis and drawing recommendations based on the analysis for WDC activation activities. Prior to the training, NCWD Project members completed data entry of the 1st monitoring and started writing monitoring report. The training complemented their activities from the following points; acquired “what is data analysis”, “what can be understood from the data and figures”, and “what could be the realistic recommendation based on the data analysis”. Two lecturers from the department of sociology, University of Bayero, Kano state were invited, as they have provided the lectures related to research methods during Phase I of the project and in the first half of the project Phase II.

Table 2-9: Training Program for TOT on Data Analysis

	Day 1	Day 2	Day3
1	Purpose of TOT Self-introduction Ground rule for training Pre-test by lecturer	Presentation of homework - Questions to each team - Discussion	Presentation of Monitoring Survey report - Description - Findings
2	Report Writing - Quality of report - Structure of report	Practical session - Group work on the respective monitoring report	- Presentation of Monitoring Survey report continue - Recommendation
3	Data Analysis - Quantitative and Qualitative - Description of data - Specific/General findings Homework	Practical session continued - Group work with lecturers assistance	Post-evaluation

TOT on “Women’s Empowerment and Community Development” was organized from 23rd to 25th September 2014 in Abuja in cooperation with Small and Medium Enterprises Development Agency

⁴ CMD is a parastatal training institution, which is well known as their quality of training and research.

of Nigeria (SMEDAN). The objective of the training was to enhance the understanding of NCWD Project members on entrepreneurship development – in other word, what can be done for women's economic empowerment and community development with “business mind”. The training focused on what to be looked at while thinking of starting business, what could be “value added products” by understanding consumers' needs, and marketing by linking with the community stakeholders and local resources. The training was combined with lectures, and site visit to meet those women cooperative who are active in small entrepreneurs. During the site visit, NCWD Project members met two women cooperatives who are active in suburban LGA of Abuja. Those cooperatives shared their experience on how they started the cooperative and businesses, and active discussion between the NCWD Project members and the members of the cooperatives were made in order to understand their source of funding, start up fund, leadership, organizational structure and membership, share of profits, challenges and opportunities.

Table 2-10: Training Program for TOT on Women Empowerment and Community Development

	DAY 1	DAY 2	DAY 3
Morning Session	Registration/Inauguration Leveling of Expectation	Recap of Day1	Recap of Day1
	Personal and Business Visioning	Team Dynamics/ Leadership	How to form cooperatives
	Business Opportunities/Idea Generation	Book Keeping	Counselling, Motoring & Coaching
Afternoon Session	How to form cooperatives	Visits to Cooperative Groups in Karu	Introduction to Business Plan
	Finance for Small Enterprise		Business Ethics/ Customer Care
	Q & A		Closing Ceremony

On the last day of the training, certificate were awarded at the closing ceremony held with senior representative of JICA Nigeria office, Director of training at SMEDAN and DG of NCWD in attendance. The ceremony and training program was broadcasted on TV (Nigerian Television Authority: NTA) on 7 PM o'clock news on 26th September 2014, and was covered in Daily Trust newspaper on 3rd October 2014.

Knowledge acquired by these three TOTs is reflected and incorporated in the project activities. Though NCWD Project members did not conduct any training to the state stakeholders, which are exactly the same as those TOT which they participated, the knowledge gained from each TOTs were utilized on the following points; TOT Monitoring and Evaluation were utilized in the monitoring activities, and TOT Data Analysis for writing Monitoring Report as the TOT exercise were all based on the 1st monitoring data and has created awareness on what to be thought while conducting Monitoring Survey. TOT Women's Empowerment and Community Development were modified as “Things that WDC Participants to know Before Starting Small Business” and training to the state stakeholders were conducted by the NCWD Project members at the third State Stakeholder Meeting in Abuja and those participants of the meeting gained the knowledge.

Activity 1-7: Develop Database on WDC Profile

Development of database was re-discussed with NCWD and was agreed that the database would target all WDC information of the Project targeted six states. The collection of the information for database was initially planned to be conducted by Japanese expert. After the discussion and taking into account the situation, the plan was modified as follows; the survey sheet and the survey schedule to be developed by the project stakeholders and the survey to be conducted by one staff each from SMWA and SMLG, and survey assistance for each state. The framework of the database was agreed to be simple and easy enough for utilization so that NCWD and SMWA/ SMLG could actually utilize while planning for WDC activation. The database was developed under two heading; i) general information on WDC, and ii) WDC Activation level.

Table 2-11: Information for Database

	Heading	Subheading
A	General Information on WDC	Year of Establishment, Information on Head of WDC (HOC), Facility, Training Course, Training Course Duration, Number of Staff/ Lecturer, Equipment, Number of Students, Number of Graduates, WDC products, WDC Collaboration with other Agencies, Information on WDO, WDC Budget,
B	WDC Activation Level	Quality of Service, Recognition from the Community, Management, Collaborations with other organization

The outline of the database development is presented in Table 2-12. These have been presented and discussed with the concerned stakeholders at the time of State Stakeholder Meeting in Abuja, which was held in March 2014 (activity 2-9). NCWD Project members presented the outline of the database, and questions and survey schedule were being developed within the stakeholders.

Table 2-12: Outline of Development of Database

	Item	Detail
A	Survey Targeted WDC	All the WDC in the targeted 6 States Where there are more than 1 WDC at 1 LGA, the major WDC would be targeted.
B	Surveyor	Assistant researcher, 1 staff from SMWA, 1 staff from SMLG/ state
C	Questionnaire	Questionnaire being developed based on discussion within the Project stakeholders and have been agreed as Table 2-2.
D	Survey Schedule	Survey schedule being developed based on discussion within the Project stakeholders.
E	Timeframe	<ul style="list-style-type: none"> ■ December 2013 – March 2014: Development of questionnaires and survey schedule. ■ End of March – May 2014: Survey at targeted WDC, Data entered in Project developed database format (Microsoft Access). ■ June – December 2014: Cleaning of entered data, Mapping based on activation level, Development of database on “search” and “information gathering”.

In April 2014, the field survey of all WDCs in the target six states was conducted to collect information for database development⁶. The survey sheet for the database information collection is as

⁶ The survey was conducted by research assistants, the desk officers of SMWA and SMLG in each target state. The research assistants were trained prior to the field survey by a Professor Dr. Kabir, in the Department of Sociology, Baero

per Attachment 7-2. The collected data was entered to the developed database (Microsoft Access) and programmed with the utilization of the data, such as search engine and collation of data on certain topics. The level of WDC activation of each state and LGAs are mapped with the “traffic light assessment” using three colors, green, yellow and red, in order to visually capture the situation (Attachment 7-3). The classification of the database survey is presented in Table 2-13 and the brief outline of the results of each state is presented in Table 2-14.

Table 2-13: Classification of WDC

Classification	Criteria
Functional	Those WDCs that some level of activity was ongoing at the time of the survey. The WDC were engaged in running the training courses with the participants and instructors were available. They have graduate students and/ or under the process of recruiting new students.
Green	Level of Activation : Sufficient (70~100%)
Yellow	Level of Activation : Improving (20~69%)
Red	Level of Activation : Under Progress (0~19%)
Not Functional	Those WDCs where no activity was observed at the time of the survey. They were found being locked with no sign of training, students, and no visible mark of instructors that would facilitate the training.
Not Existing	WDC existed on document, but they were physically not found in terms of facility/ building or sign board.
Converted	Those WDCs which were converted for other uses. Activities are ongoing some related to women, while some unrelated, but the function was different from WDC.

Table 2-14: Results of the Database Information Collection Survey

Target States	Total number of WDC	Functional	Not Functional	Not Existing	Converted
Anambra	20	4	11	5	0
Cross River	18	12	1	4	1
Kaduna	23	16	4	3	0
Kano	44	16	17	6	5
Kwara	16	13	3	0	0
Niger	25	24	1	0	0

Unit : Number of WDC

Two days training on “how to utilize the WDC Activation Database” was conducted from 29th to 30th October 2014. The training was conducted by the Japanese expert who developed the database and thought about the characteristics of Microsoft Access, difference between Microsoft Excel and Access, and practice on adding new data, data search, and summarizing data. In addition, the structure of the database was explained to those NCWD Project members who are familiar with Microsoft Access so that they could maintain the developed database. The database which includes those data from the Project target six states are being copied to each NCWD Project members PC, Project PC which was handed over to NCWD at the time of Project completion. The main database document which would be revised and expanded after the Project completion has been decided to be with the Project member who deals with all

University, Kano State, based on the instruction of the Project.

data of NCWD activities.

Activity 1-8: Develop Advocacy and Educational Materials and Conduct Sensitization Campaign on the Importance of WDC Activation
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In addition to those advocacy materials which were developed in the first half of the Project, the latter half of the Project worked on the followings for Activity 1-8.

■ **Project Newsletter**

Project Newsletters, which were not being published in the first half of the Project except Niger state, were published three times in December 2013, September and December 2014 by the Newsletter Committee. It aims to conduct sensitization on WDC Activation and introduce stakeholders to the Project activities.

Due to delay of each publication timing caused by the tightness of other project activities, the number of publication were decreased as planned at the beginning of the latter half of the project Phase II. Volume 3 which had been expected to be published in December 2014 was re-discussed and agreed on the contents and published as Special Edition. Newsletters were printed and distributed among federal government ministries, relevant ministries and stakeholders within the Project's target six states.

Table 2-15: Contents of Project Newsletter

No.	Publication month	Contents	Number of Copy (Pages)	Distributed organizations
Newsletter (Vol.1)	December 2013	<ul style="list-style-type: none"> • Special interview with the NCWD PM • Progress of the Project activities and achievement in six respective states. • Introduction of Focal persons • Introduction of Japanese Experts 	1,000 (8 pages)	FMWASD, Federal Ministry of Education, WDC FCT Office, Abuja Municipal
Newsletter (Vol.2)	September 2014	<ul style="list-style-type: none"> • Special interview with the NCWD DG • Photo news⁷ • Progress of the Project activities and achievement in six respective states. 	1,500 (24 pages)	Area Council, Women Affairs, National Planning Commission, 6 targeted states
Newsletter (Special Edition)	December 2014	<ul style="list-style-type: none"> • Special interview with the NCWD DG • Project History • Photo news 	1,500 (16 pages)	(SMLG/SMW A/LGAs)

■ **Project 2014 Calendar**

The Project 2014 Calendar was produced in December 2013 and distributed at the Joint Coordination Committee Meeting (JCC) held on 2nd December 2013. 1,000 copies of calendar were produced with WDC related photos such as women attending WDC courses, WDC products and stakeholders who take initiatives on WDC activation in states.

⁷ "Photo news" is the collection of project activity photos with captions.

■ Project Brochure

The project brochure was renewed in April 2014 as there were increases in the opportunities to introduce the Project.

■ Radio program

A radio program for awareness raising in the community started its production by taking into account the experience of Project Phase I. One Radio station was identified in each of the six states and 30 minutes program for 10 weeks⁸ were aired in the Project target six States from January 2014 to May 2014, not just targeting the eighteen LGAs which the project covers as pilot LGAs. NCWD Project members, SMWA, SMLG, target LGAs, WDOs and HOCs, were invited to the radio program to discuss the benefit of WDC activation and Project activities, while graduates of WDCs, husbands and traditional leaders of communities are also invited to present their opinions frankly. Weekly program broadcasted for each state are shown in Table 2-16 which were decided with relevant stakeholders.

Table 2-16: Radio Program

Week	Topic (30 minutes per each programme)	Participants
Week 1	Background of the Project - Interview with NCWD Director General - Interview with Representative of JICA Nigeria Office The role of WDC in women empowerment	- NCWD DG - JICA Nigeria Office, Representative - SMWA, Representative & Directors
Week 2	Programs of WDC and How to become a Student	HOCs
Week 3	Benefits of WDCs to Women and their Families	WDOs
Week 4	The Role of the LGA in the Development and Management of WDC	HOCs
Week 5	The Needs for Husbands to Encourage their Wives to Learn Vocational Skills and Literacy Program at WDCs	Community Leaders
Week 6	- How WDC Graduates can Secure Credit Facilities - WDC for Community Development/ WDC Products and Local Resources	Appropriate Agency, SMWA
Week 7	Government Initiatives on Women Empowerment through WDCs	SMWA/ SMLG
Week 8	Impact of WDC on WDC Graduates and their Families	WDC Graduates, Graduates' Husbands
Week 9	Impact of WDC on WDC Students	WDC Students, Students' Husbands
Week 10	WDCs a Place of Skill Empowerment for Rural Women	SMWA/ SMLG

The program was produced taking into consideration, the language which mostly covers the state and the broadcasting time was set along with the women needs. Jingles, a 60 seconds WDC introduction

⁸ Radio program was scheduled to be aired the best time for women to listen it and completed in 10 weeks. However, due to priority of current affairs such as election campaign, the schedule for the program had to be rescheduled time to time. This resulted in difference timing to complete 10 weeks program from states to states.

were aired in several languages and were aired before and after those programs which are listened favorably.

The contents and the impact/ good practices which were introduced in the program were summarized as report in Appendix 7-4.

2-2. Activities for Output 2: The Effectiveness of WDC Activation Model is verified through the Pilot Project Implemented in Collaboration between NCWD and SMWA at the Pilot States

Activity 2-1: Understand the Situation of Targeted LGAs and Pilot WDCs/ Review of Result of Baseline Survey in the Target States

Baseline survey was conducted as Table 2-17 at the target states;

Table 2-17: Baseline Survey

State	Conducted Period	Content of Survey	Report
Anambra	May 2012	Basic Information of WDC and State	Available
Cross River	Feb 2012	Basic Information of WDC and State	Available
Kaduna	Feb 2012	Basic Information of WDC and State Roles and Responsibilities of SMWA/SMLG/LGA/WDO	Available
Kano	Nov 2011	Basic Information of WDC and State Roles and Responsibilities of SMWA/SMLG/LGA/WDO WDC Participants/ Husbands Living Standard and Recognition toward WDC	Data Only
Kwara	Feb 2012	Basic Information of WDC and State	Available
Niger	Nov 2011	Basic Information of WDC and State Roles and Responsibilities of SMWA/SMLG/LGA/WDO	Available (Short-term Expert)

Target states were divided into three categories in the first half of the Project. The baseline survey for Category C⁹ was conducted by three NCWD Project members and information collected was limited. On the other hands, baseline survey for those states which used to be Category A¹⁰ and Category B¹¹ were conducted to collect basic information for each target WDCs and LGAs with more than ten NCWD Project members participating per State. Baseline survey report for Niger State is available as short-term expert being involved. However, remaining states either lacked necessary information or only contained raw data and are incomplete as a “report”. In addition, it has been observed that the information from baseline survey was not enough as the information for four aspects of WDC activation were not incorporated fully though it has been recommended in the WDC Activation Guideline.

Activity 2-2: Conduct Follow-up Training related to Baseline Survey

Baseline survey was conducted in the first half of the Project and it has been found out during the review in June 2013 that the information collected at the baseline survey required additional

⁹ Three states, namely Anambra, Cross River, and Kwara.

¹⁰ Kano State.

¹¹ Two states, namely Kaduna and Niger.

information to understand 4 aspects of WDC activation and were not standardized between six states. Through the preparation for the Monitoring Survey (Activity 3-1), discussions with NCWD Project members took place as to modify the questionnaire and to conduct the survey by following the four aspects of WDC activation and five aspects of women's empowerment. The before mentioned TOT on Data Analysis (Activity 1-6) was utilized for the NCWD Project members to improve their capacity on data analysis based on the definition of WDC activation and draw findings and appropriate recommendations. Through these activities, NCWD members had the opportunity to enhance how to set the questionnaires, how to select the target interviewees, close and open questionnaires, and so on. This On the Job Training (OJT) and TOT were being utilized as additional training for baseline survey.

Activity 2-3: Review of Action Plan of the States for WDC Activation

The contents of the Action Plans of the six target states which were developed in the first half of the Project were reviewed. Interviews for NCWD Project members, who trained SMWAs and WDOs how to formulate Action Plan, were conducted as to study their ability and understanding on how to formulate Action Plan, and how to follow up the implementation.

Action Plan Formulating Workshop at target six states was implemented in the first half of Project as shown in Table 2-18. In some states, Action Plan for Year 2013 were not formulated, and in other states, Action Plan for Year 2013 were not recognized among Project members and were not been followed up. After reviewing the situation, Action Plan Making Workshop for the rest of Year 2013 and Year 2014 was planned to take place no later than September 2013 by taking into account the budget discussion for fiscal year 2014.

Table 2-18: Formulated Action Plan in Target 6 States in the First Half of the Project

Name of State	Duration	Year	Venue	Report
Anambra	Feb.2013	Jan – Dec, 2013	Abuja	Text book
Cross River	Feb.2013	Jan – Dec, 2013	Abuja	Text book
Kaduna	May 2012	Aug 2012 – Jul 2013	Kaduna	Report
Kano	May 2011	Jan – Dec, 2012	Kano	None
Kwara	Feb 2013	Jan - Dec, 2013	Abuja	Text book
Niger	May 2012	Aug 2012 – Jul, 2013	Niger	Text book

The procedure on how to produce Action Plan was learnt and shared among Project members who have participated in the workshop at the states. However, it has been understood that the follow up learning session would be needed for all the Project members.

In the first half of the Project, the duration of the workshop is five days and composed of the following six topics; Situation Analysis, Stakeholder Analysis, Problem Analysis, Gender Analysis, Budget Preparation and Action Plan making.



Figure 2-4: Process on How to Produce Action Plan

The teaching materials for each topic were developed and facilitated by Project member of NCWD. The participants of the workshop were officers of SMWA, SMLG, LGA, WDOs and HOCs. SMWA, SMLG and each WDC presented their own Plan in the end of the workshop. It was expected that each organization would monitor and follow up WDC activation based on the Action Plan.

The format for Action Plan was developed by reflecting three aspects of WDC activation as following Table 2-19. While discussing on the issue related to enhancing service quality of WDC, facilitator encourages participants to think about issues on training contents, facility, equipment, graduate support, counseling and curriculum of the centre. Based on the discussion, the participants would think about the possible solution on each issue. The solutions were required to be achievable and feasible. After identifying the solution, facilitator encourages participants to plan for detailed activities with time schedule, indicator, responsible organization and budgeting.

Table 2-19: Contents of Action Plan

Output	Output	Activities
WDC Activation 1	Service Quality	Training Contents, Facility and Equipment, Graduate Support, Counseling, Budgeting, Curriculum
WDC Activation 2	Community Recognition	Husband Recognition, Advocacy Activities, Awareness Raising, Advertisement, PR
WDC activation 3	Management	Recording, Reporting, Book Keeping, Feedback, Administration, Personnel Development

However, the result of the workshops was only documented for Kaduna State and the contents were not in line with baseline survey. In addition, the developed Action Plan were not somehow reflecting the actual issues which each WDC faced and were found difficult to be achieved.

Activity 2-4: Conduct Planning Workshop for the Target States to Formulate Action Plan

■ **Action Plan Development Workshop for Year 2013/ 2014**

Taking into account Activity 2-3, five day Action Plan workshop were conducted as Table 2-18. The workshops for those four states which had not yet prepared Action Plan from August 2013 onward, namely Anambra, Cross River, Kano, Kwara, were held in late July at each state capital and Action Plan from August 2013 till December 2014 were prepared. Remaining two states, Kaduna and Niger, held the Action Plan Workshop in early September 2013 and prepared Action Plan for Year 2014.

Table 2-20: State Action Plan five days Workshop for Year 2013/2014

State	Date of Workshop	Action Plan Produced	Venue
Anambra	22 – 26 July 2013	August 2013 – December 2014	Awka
Cross River			Calabar
Kano			Kano
Kwara			Ilorin

Kaduna	2 – 6 September 2013	January 2014 – December 2014	Kaduna
Niger			Minna

Table 2-21: Participants for State Action Plan Workshop (per State)

Target	Number
NCWD Project member	3 person
SMWA	2 person
SMLG	2 person
HOD	3 person (1 person/ LGA x 3 LGA)
WDO	3 person (1 person/ LGA x 3 LGA)
HOC	3 person (1 person/ WDC x 3 WDC)
Total	17 person

Three different sets of Action Plan, one for SMWA, one for SMLG, one for each LGA/WDC, per state were prepared following the activities shown in Figure 2-4 in Activity 2-3. In the Action Plan, activities such as renovation of WDC, curriculum development, awareness raising are mentioned with necessary budget. After the workshop, NCWD members reviewed each action plans and were sent back to the states with the approval by the DG. Monitoring of the activities would be follow-up through monitoring visit and report from the State.

■ Action Plan Development Workshop for Year 2015

Action Plan Development Workshop for Year 2015 was organized from 8th to 12th September 2014 at each targeted state as has been for Year 2014. The workshop was held at State capital and participants for the workshop were SMWA, SMLG, and those stakeholders from targeted LGAs, namely Head of Department (HOD), WDO, Head of Women Development Centre (HOC), and two NCWD Project members as facilitators. Due to the difficulty of budget allocation of NCWD, Project members who attended the Action Plan were reduced 2 from 3.

The teaching materials used for each session were modified by adding session to review the Action Plan developed last year, and group works for Stakeholder Analysis, Problem Analysis, and Gender Analysis were based on the actual findings from the 1st Monitoring Survey. Each group had its own real situation which it faces, so as to make the exercise to be more tangible. The participants were also guided to review the developed Action Plan every three months and to attach the progress to WDO's quarterly report. With the review format, the progress of the Action Plan would be examined in review on whether planned activities have been implemented or not, reasons why it could be implemented/ why it has been delayed and adjusting/ rescheduling the activities. Group exercise and the result of the group work were presented at each session.

Table 2-22: Outline of Action Plan Workshop

	Topics	Contents
1	Introduction	Where "Action Plan" stands in PDCA cycle
2	Purpose of Action Plan	Action Plan as a tool which would be easy to be shared with concerned stakeholders on plan, activities, budget and challenges.
3	Review of the Last	Review the Action Plan developed last year by examining whether the

	Action Plan	activities were done or not, and analyze the reasons why it could be done or not.
4	Stakeholder Analysis	Analyze roles and responsibilities/ action of each stakeholder. The list of stakeholders used during the exercise was identified at the State Stakeholders Meeting in Abuja (March 2014).
5	Gender Analysis	Analyze five aspects of women empowerment based on the findings from the 1st Monitoring Survey conducted in November 2013, and discuss on possible actions to overcome the challenges.
6	Problem Analysis	Analyze four aspects of WDC activation based on the findings from the 1st Monitoring Survey conducted in November 2013, and discuss on the possible actions to overcome the challenges.
7	Budget Planning	Examine the cost to run WDC from i) monthly running cost, such as staff salaries and purchase of working materials, and ii) regularly needed cost, such as maintenance cost for equipment/ facilities and graduate support.
8	Development of Action Plan	Develop Action Plan for FY 2015 by utilizing the previous exercises from "Purpose of Action Plan" up to "Budget Planning".
9	Check Progress of Action Plan	Effective utilization of developed Action Plan by examining the progress periodically with its reason for done/ not done, and modification according to the progress.

NCWD Project members compiled the report on developed Action Plans and result of the analysis¹². After the Project Manager's approval, the reports were sent to each state so that the developed Action Plan and the analysis could be fully utilized.

Activity 2-5: Conduct a Budget Planning Workshop for Target States

Budget planning workshop was conducted as one of the session during the Action Plan Workshop (Activity 2-4). In the five day workshop, the "budget preparation" session took place for half day and topics such as why and how to prepare budget per activities and the ways to negotiate for budget were thought. The budget for each activity was guided to be realistic.

Activity 2-6: Support Target SMWAs and WDOs to Conduct Technical Trainings to Improve Service Quality of WDCs Based on the Developed Action Plan

According to the results of 1st Monitoring Survey and the SMWA's bi-annual reports submitted to NCWD, improvements in WDC service quality has been observed at the target WDCs. WDC students are very much satisfied with the WDC course contents, and the quality of WDC staff at most of WDCs. This is the result of the trainings which was conducted in the first half of the Project and further skill-up training are not required at this moment.

Regarding the WDC facility and equipment, many of the LGAs have supported on renovation and/ or reconstruction of WDCs, and have provided equipment to WDCs. The level of students' satisfaction with WDC facility and equipment are very high at those WDCs which LGA have supported. WDC students are also satisfied with the working materials at WDCs where LGA provide monthly running cost for WDC. In some WDCs, the number of equipment became insufficient for the students due to the increase number of students. This has resulted in students' dissatisfaction with equipment. As some

¹² Example of the developed Action Plan by Niger State is as per Appendix 7-6.

LGAs and SMWA/SMLG provided equipment to WDCs, it is found that it is not necessary for the Project to support with additional assistance in this area.

Although there are differences on provided supports for WDC graduates since the Project started among WDCs, LGAs and SMWA/SMLG, it has been found that further support to improve WDC service quality by the Project would not be required as the support have been provided by LGAs and SMWA/SMLG.

Activity 2-7: Conduct Management Trainings for Target SMWAs and WDOs

At the time of project activities review in June 2013 with NCWD Project members, it become aware that the activity 2-7 was conducted in March to April 2013. However, the needs of further training regarding management and reporting were highlighted in the Action Plan produced by the state stakeholders (Activity 2-4), and whether to conduct the training or not was agreed to be further discussed based on the findings through monitoring and discussion.

According to the result of 1st monitoring, the management of the WDC is good as all the respective eighteen WDCs engaged in record keeping, report writing, and regular staff meetings are being held. However, it has been found that the reports are not been submitted on regular basis and the format which the Project produced in the first half were not being utilized by WDC, WDO and SMWA. It has also being understood that the management materials including the formats lacked example and was found that they are difficult for understand “what to be written”.

According to the results of the 2nd Monitoring Survey conducted in August 2014, no serious issues regarding WDC management were found as shown in Table 2-23.

Table 2-23: The Situation of WDC Management Observed from 2nd Monitoring Survey

	Target State·LGA	Anambra			Cross River			Kaduna			Kano			Kwara			Niger		
	Items	Or	Og	Id	Ab	Ak	Oj	Ig	Ja	Za	Dt	Da	Wu	Il	If	Ba	Ag	Pa	Ws
Office Environment	Desk/office for WDO	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓
	Desk/office for HOC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
	Desk/office for Instructors	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓
Record Keeping	List of courses	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Time table	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Registration form	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
	Attendance for instructors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Attendance for students	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	List of equipment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Minutes of meeting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Store records	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Personnel Management	Regulation for instructors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Regulation for students	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Staff meeting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Roles and responsibility	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Report	Report submitted	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Feedback received	✓	✓	✓		✓	✓	✓			✓	✓	✓	✓	✓	✓		✓	✓
Budget	Sale of WDC products	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	WDC running cost received		✓	✓	✓		✓				✓	✓			✓			✓	✓

※The abbreviation under name of the target state stands for target LGA. For example: “Or” stands for Orumba South and “Og” stands for Ogbaru.

Regarding the periodical report, NCWD Project members conducted the report writing session at the State Stakeholders Meeting in Abuja in March 2014. The session reviewed the reporting lines for each report what to be included in the reports, and the frequency of the submission¹³. From the 2nd monitoring survey in August 2014, it has been observed that those reports are submitted regularly from the HOC to the WDO on monthly basis, and quarterly reports from WDO to LGA, which would be understood as the achievement of the State Stakeholders Meeting in Abuja. The NCWD members examined the contents of the reports and provided advice where necessary during Action Plan Development Workshop held in September 2014 at each target state. From these observations, it was found out that some of the WDOs and HOCs still have difficulties preparing the reports and some SMWAs have not yet submitted the bi-annual report. It is also observed that the feedback from the SMWA to the WDO needed to be strengthened. Taking into account the situation, report writing was reviewed again to overcome the challenges during the State Stakeholder Meeting in Abuja held in November 2014. NCWD Project members explained each format on “what to be written in the report” with example so that the participants could understand the points where they found it difficult.

Activity 2-8: Support Target SMWAs and WDOs to Conduct Trainings for WDC Heads to Improve WDC Management

During the report writing session at State Stakeholder Meeting in Abuja (Activity 2-9), copies of the relevant formats were distributed for one year. HOC had been submitting the monthly report but are using different format and those information which are included varies as well. Further follow-up by the WDO to HOC are required by utilizing the said formats. In order to make it understandable, the formats are being supported with examples as guidelines and “how and what to be written in the report” was explained by NCWD Project members.

At the time of Action Plan Workshop which was held in September 2014 at each state, NCWD members checked if the reporting system on WDC was well practiced among SMWA/WDO/HOC. Through the NCWD members' observations, it was found that some of the WDOs and HOCs still have difficulties with preparing the reports and some SMWAs have not yet submitted the bi-annual report. It was also observed that the feedback from the SMWA to the WDO needed to be strengthened. To overcome the above challenges, the report writing system was reviewed again at the third State Stakeholder Meeting in Abuja held in November 2014.

According to the results of the 2nd Monitoring Survey, there were no serious challenges on WDC management. For the reporting system, some misunderstandings on report format were observed, however, through the above activity 2-7, SMWA/WDO understood the report writing format for HOC. Through the discussion among the state members, report writing was guided for HOC by SMWA/WDO at each state.

Activity 2-9: Support Target SMWAs/ WDOs to Conduct Regular Stakeholder Meetings for

¹³ In order to ensure the reporting formats which were developed in the first half of the Project, sample report for each formats were presented to SMWA/SMLG/WDO.

Coordination and Collaboration for WDC Activation

It was difficult to hold State Stakeholder Meetings at respective states in year 2013 due to security challenges and NCWD budget constraints. To complement the activity, the Project organized the State Stakeholder Meetings inviting stakeholders from all six target states three times in Abuja to share the result of project activities, to collect good practices and to provide technical advices in order to activate WDCs. These meetings were held three times on October 2013, March 2014 and November 2014 and provided good opportunities for SMWA and WDOs to obtain ideas and good practices from other participants and facilitated their actions to activate WDCs. NCWD Project members were able to convey their knowledge and information obtained by TOT and OJT to state stakeholders. The understanding and commitment of state has been considerably increased with those efforts and have complemented the State Stakeholder Meetings at respective states. The outline of State Stakeholder Meetings in Abuja is as follows.

Table 2-24 : Contents of State Stakeholder Meeting in Abuja

Title	Date	Contents	Participants
1 st State Stakeholder Meeting in Abuja	October 22~24, 2013	<ul style="list-style-type: none"> · Outline of the Project · Questionnaire of 1st Monitoring · Preparation of Radio program · Importance of Stakeholder Meeting at state · Role of focal person 	NCWD, 6 targeted states (SMLG/SMWA/WDO)
2 nd State Stakeholder Meeting in Abuja	March 11~13, 2014	<ul style="list-style-type: none"> · Report on 1st Monitoring · Training on reporting system · Preparation on research for Database · Result on radio program · Planning on Stakeholder Meeting at state · Interview on good practice of each state 	
3 rd State Stakeholder Meeting in Abuja	November 18~20, 2014	<ul style="list-style-type: none"> · Report on 2nd Monitoring · Introduction and feedback to Manual draft · Result on Database · Report on Stakeholder Meeting of Niger state · Training on Reporting · Training on Women Empowerment and Community Development · Group work and presentation of good practices of each state 	

State Stakeholder Meeting in Abuja provided a fruitful opportunity as those relevant stakeholders from the Project targeted six states would gather and discuss, learn and share on the progress of the WDC activation process and challenges which they face. It was also fruitful for the NCWD Project members as it was the opportunity for them to understand the state situation as well as discuss challenges which they face. The Japanese experts who could not travel to respective states could communicate face to face with the state stakeholders at the meetings.

The Project has supervised state to hold regular Stakeholder Meeting at state since the first State Stakeholder Meeting in Abuja. However, NCWD Project member could not visit state to instruct

to hold meeting because of delay of budgetary allocation. In Kaduna State, SMWA asked stakeholders to come together on 4th of November 2014. In Niger state, SMWA took initiative to hold one day Stakeholder Meeting with its own budget on 13th of November 2014. Permanent Secretary (PS) and Director of SMWA, Chairperson of state, Chairpersons of LGA and Director attended. In the meetings, the importance of WDC activation was explained and WDC products were introduced to all the participants. During the State Stakeholder Meeting in Abuja held in November 2014, the desk officer of Niger state reported on their Stakeholder Meeting at state. In result, other states such as Anambra showed their interest to hold the meeting in the state..

2-3. Activities for Output 3: WDC Activation Manuals Development for NCWD, SMWA and WDO through Pilot Project Implementation are Disseminated at the Federal Level

Activity 3-1: Review and Analysis on Developed Monitoring Format

Since September 2013, questionnaires for the 1st monitoring had been continuously discussed and revised based on study meeting within the NCWD Project members. The draft monitoring questionnaires have been tried out at Zuba WDC in Federal Capital Territory (FCT), revise based on the result of the trial and have been finalized taking into account the discussion with the state stakeholders during State Stakeholder Meeting in Abuja in October 2013. The outlines of the monitoring questionnaires are as Table 2-25.

Table 2-25: Outline of the Monitoring Questionnaires

Form	Items	Target Interviewees
Form 1	WDC Service Quality	WDC Students
Form 2	WDC Positive Recognition	WDC Students' Husbands
Form 3	WDC Positive Recognition	Community Leaders
Form 4-1	WDC Positive Recognition	Non-Participants Women
Form 4-2	Women's Empowerment	Non-Participants Women
Form 5	Women's Empowerment	WDC Graduates
Form 6	WDC Management	HOC/ WDO
Form 7	WDC General Information	HOC/ WDO

The data entry sheet was developed based on the above final version of the questionnaire. The data entry sheet using Microsoft Excel was simple enough for NCWD members to understand. The in-house training on data entry and data analysis was held twice in October and in November at IT centre of NCWD. It took time for the NCWD Project members to develop as it is quite limited for the members to use Microsoft Excel, but has acquired how to develop drop-down list, summing up data using COUNTIF, and how to develop figures by using summed up data.

Activity 3-2: Conduct Regular Monitoring and Collect Good Practices ad Lesson Learnt

The 1st Monitoring Survey was carried out in the target six states in November 2013. NCWD members were divided into six groups with three members, and seven staff from SMWA/SMLG in each

state joined the respective group. The outline of the Monitoring Survey schedule was decided during the State Stakeholder Meeting in Abuja, October 2013, with the team leaders for the monitoring.

Table 2-26: Monitoring Schedule (Outline)

Days	Activities
Day 1	Review the Questionnaires within the Monitoring Team (NCWD, SMWA, SMLG)
Day 2 – 4	Field Survey at Respective 3 WDCs (Form 1 – Form 7/ WDC)
Day 5	<ul style="list-style-type: none"> • Review monitoring activities within the Monitoring Team • Explain Data Entry Format to SMWA/ SMLG so that It could be Utilized in the Future by SMWA/ SMLG

After the Monitoring Survey, NCWD members entered the data, made graphs from the calculated data, and wrote the report as group work. The brief result of the 1st monitoring is as Table 2-27.

Table 2-27: Result of 1st Monitoring Conducted in November 2013 (Brief)

Survey Topics	Findings
WDC Service Quality	<ul style="list-style-type: none"> • Followings were being supported by the LGA; <ul style="list-style-type: none"> - WDC renovation/ reconstruction: 11 WDC - Provision of equipment: 5 WDC - Monthly running cost: 12 WDC - Equipment/ fund for graduates support: 11 WDC • WDC students are highly satisfied with the courses being provided by the WDC, course contents, course duration and the quality of instructors, in all WDCs. • The level of students' satisfaction with the facility, equipment, working materials and graduates support varies among WDCs. Students' satisfaction is high with WDC supported by LGA on renovation, provision of equipment, support on running cost and graduates support. • In most of the WDCs, the number of applicants and students increased greatly.
WDC Positive Recognition	<ul style="list-style-type: none"> • In all the targeted WDCs, WDC was considered as useful place by students' husbands, community leaders and non-participants women consider WDC as a useful place. • In all the targeted WDCs, students, husband and community leaders are satisfied with WDC and recommends other men to allow their wives/daughters to attend WDC. • Many husbands expressed the impact of wife's attendance to WDC as follows; "My wife started her business and contribute financially to our family" "My wife can read and write now , then she can teach our children". • In all WDC, non-participants women responded that they would like to attend WDC. The reasons why they haven't attended so far are ; "I didn't know the existence of WDC and their activities" " WDC is too far and cannot afford transport"
WDC Management	<ul style="list-style-type: none"> • In most of WDCs, management of WDC improved as record keeping, regular staff meeting and WDC activity report are well exercised. • In many WDCs, the record of income and expenditure is not well kept.
Collaboration with Other Agencies	<ul style="list-style-type: none"> • In some WDCs, the meeting with cooperative, micro finance agencies, NGOs and Government agencies are done. (9 WDC)
Women's Empowerment	<ul style="list-style-type: none"> • WDC graduates are more engaged in economic activities than

	<p>non-participants women. (10 WDC)</p> <ul style="list-style-type: none"> • The economic activities of WDC graduates and non-participants women are different. The graduates are more engaged in tailoring, catering with utilizing the skills they acquired at WDC, while the non-participants women are mostly engaged in petty trading. • The main source of information on health for graduates is WDC. • The main source of information in general for both graduates and non-participants is radio. • WDC graduates are more belong to cooperatives.
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To conduct 2nd Monitoring Survey, following activities were carried out from April 2014 to August 2014; 1) review of the 1st Monitoring Survey, 2) modification of the questionnaire, 3) development of data entry/ summary format and training on how to utilize the format, and 4) preparatory workshop for 2nd Monitoring Survey.

During the review session of the 1st monitoring, the following were discussed to improve the quality of the survey in the field; 1) how to ensure privacy of the respondents, 2) presentation of good and insufficient example of the analysis to understand what is to be written in the questionnaire and 3) common challenges which the members faced during data entry and writing the report.

For the 2nd Monitoring Survey, some questions regarding women empowerment were modified as open-ended questions to collect qualitative data, and questions regarding radio program developed in Activity 1-8 were included. Based on the modified questionnaire, the data entry/analysis format was also developed to adjust to the modified questionnaire, to ease data entry, and to create summary tables for analysis. Training on how to utilize the new format was held for NCWD Project members.

2nd Monitoring Survey was conducted from the 17th August 2014 at the targeted six states. The survey team at the each target state consisted of ten members; three NCWD Project members, and seven staff from SMWA/SMLG. The team conducted the survey in the 3 project targeted WDCs/ LGAs in each state. The survey schedule was modified from the 1st Monitoring Survey by adding two days after the field survey at WDCs/ LGAs so that NCWD Project members could guide SMWA/ SMLG survey members on how to enter the data to the modified data entry format¹⁴. After the monitoring field survey and data entry at each state, workshop for NCWD Project members was held to review the 2nd Monitoring Survey and to improve on how to write the monitoring report. The observations of Japanese expert, who accompanied the survey team in Niger state, and the team leaders for 5 other states were shared¹⁵. In report writing session, 6 points were discussed; the contents of the report, describing figures, analyzing

¹⁴ The actual days for the monitoring survey, including the two additional days, was adjusted between six days to eight days according to each state taking into account the distance of state capital to the target LGA, and from LGA to the other LGA.

¹⁵ During the review of the monitoring survey, "language" and "the role of team leader" were discussed. There are popular local languages in the target LGA in some of the state beside the major local language of the target state. Even the State members found it difficult to communicate with those respondents who were speaking those local languages beside the major language. Taking into account the situation, it has been discussed that the survey team members to be familiar with the major language of the concerned states. In addition, the role of team leader was reviewed to oversee the activities to guide and support other survey members to conduct the survey smoothly. Issues which were discussed during the review of first monitoring, such as how to secure the privacy of the respondents, were improved significantly.

qualitative data, understanding good practices and challenges, drawing recommendations and lesson learnt. NCWD Project members who participated in the 2nd Monitoring Survey compiled the report and have been sent back to the respective states after approval of the Project Manager. The brief survey results were presented at State Stakeholders Meeting in Abuja in November 2014, based on the findings of 4 aspects of WDC activation with recommendation.

The results of the 2nd Monitoring Survey is summarized in the below Table 2-28.

Table 2-28: Result of 2nd Monitoring Conducted in September 2014 (Brief)

Survey Topics	Findings
WDC Service Quality	<ul style="list-style-type: none"> • Compared to the results of the 1st Monitoring Survey, the level of students' satisfaction with WDC service increased. Over 90% of students are satisfied at 9 WDCs. • Students' satisfaction was very high with those WDCs which the building was renovated, equipment was provided, and the running cost was provided by LGA. • Students were not satisfied with graduates' support at many WDCs. Over 40% of students were dissatisfied with graduates' support at 9WDCs.
WDC Positive Recognition	<ul style="list-style-type: none"> • Similarly to the results of the 1st Monitoring Survey, positive recognition to WDC was very high in all the targeted WDCs. WDC was considered as useful place by students' husbands, community leaders and non-participants women. Students husbands and community leaders recommend other men to allow their wives/daughters to attend WDC. • Many husbands mentioned the impacts of their wives attending WDC as follows; "She started her economic activity and contributes to household financially", "She improved her cooking skill", "She now takes care of the hygiene of the house". • Community leaders support WDC as follows; "Community provided land for WDC", "Community cleans the surroundings of WDC", "Community supervise the security of WDC". • In all the targeted WDCs, non-participants women said they want to attend WDC and they mentioned the reasons for not attending WDC as follows; "WDC is too far from my home and cannot afford transport", "WDC has too many students and I am not allowed to enroll. I'm waiting for the admission".
WDC Management	<ul style="list-style-type: none"> • In almost all the WDCs, management of WDC improved as office environment, record keeping, regular staff meeting and WDC activity report were well exercised. • Though more than half of the WDCs did not received WDC running cost from LGA, WDC sold their WDC products and complemented the expenses of WDC.
Collaboration with Other Agencies	<ul style="list-style-type: none"> • Compared to the results of the 1st Monitoring Survey, WDCs which had meeting with health workers increased. • There were some WDCs which held meetings with microfinance agencies and cooperatives, but it was not a regular activity.
Women's Empowerment	<ul style="list-style-type: none"> • In 14 WDCs, more than 80% of the WDC graduates were engaged in economic activities. • Most of WDC graduates utilized skills they learnt from WDC by teaching/ transferring skills to children, by sewing for children and relatives, and through economic activities with the skills they acquired. • In most of WDCs, participants learnt health issues, and WDC graduates responded that they realized positive impacts on their families' health. • WDC participants and graduates said that they had expanded social network after attending WDC as they became aware of microfinance agencies and cooperatives, and have formed rotating group with

	<p>graduates.</p> <ul style="list-style-type: none"> WDC participants and graduates had concrete future plan such as starting their own economic activities. WDC participants and graduates are participating in household decision making about daily purchase and their children.
Impact of WDC on family's livelihood	<ul style="list-style-type: none"> WDC participants/graduates said that they do not have to ask money to their husbands and contribute to their household financially. WDC participants/graduates said that their families improved their life economically and materially.

Table 2-29: Recommendations from NCWD to States/LGAs

Recommendations		AN	CR	KD	KA	KW	NI
WDC Service Quality	• LGA to renovate/construct more classrooms.				✓		
	• State /LGA to provide enough equipment to WDC.	✓	✓	✓	✓	✓	✓
	• LGA to provide sufficient working materials.	✓					✓
	• LGA to supply water, electricity and security to WDC.			✓			
	• WDC to provide training to instructors.	✓			✓		
	• LGA to recruit qualified instructors.				✓		
	• WDC curriculum to be developed.				✓		✓
	• WDC to provide literacy class.	✓			✓		✓
	• WDC to provide lecture on health.			✓			
	• WDO/HOC/Instructors to encourage and advise participants to be aware of other courses.				✓		✓
	• State/LGA to provide graduates support.	✓	✓	✓	✓	✓	✓
	• State/LGA to organize trade fairs to sell WDC products.			✓			
WDC Positive Recognition	• State/LGA to continue sensitization with media, poster, radio and signboard.	✓	✓	✓	✓		✓
	• State to hold Stakeholder Meeting regularly.	✓					✓
	• SMWA/SMLG to facilitate LGA and traditional leaders to be actively involved in the management of WDC.			✓			✓
	• WDO to continue to convince community leaders to support WDC activities.			✓			
WDC Management	• SMWA/SMLG to visit WDC regularly and understand the problems of WDC.						✓
	• SMWA/SMLG to enhance supervision and monitoring of WDC activities.	✓				✓	
	• WDC to keep records of students register form, attendance form, etc.			✓			
	• State/LGA to allocate appropriate budget for WDC.	✓	✓	✓	✓	✓	✓
	• LGA to pay for WDC instructors regularly.	✓					✓
Collaboration with Other Agencies	• WDO/HOC to encourage WDC graduates to set up social network.			✓			
	• SMWA/SMLG to collaborate with microfinance agencies and provide soft loan to WDC graduates.				✓		✓
	• LGA to make a process of forming cooperative simpler				✓		

	<ul style="list-style-type: none"> WDO/HOC to try to establish a network for collaboration with more agencies and organize meetings and seminars. 						✓	
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From the Monitoring Surveys and the State Stakeholder Meetings in Abuja, good practices of WDC activation were collected as the below Table (detail in Appendix 7-8).

Table 2-30: Examples of Good Practices

Subjects	Good Practices
WDC Service Quality	<ul style="list-style-type: none"> LGA renovated WDC. WDC got convenient learning environment and the number of students increased significantly. LGA construct another WDC in LGA, which more women are now able to attend WDC. NYSC members are engaged to teach new skills, students learn new skills
WDC Positive Recognition	<ul style="list-style-type: none"> WDC organised meeting with women leaders and have organized meeting with Churches/ Communities to explain about the activities of WDC. As a result, number of enrolment increased as people are more aware of WDC. WDC started to hold meeting with community leaders and are now receiving advices from them and holding sensitization activities to the community.
WDC Management	<ul style="list-style-type: none"> As WDC started to submit the reports on the WDC activities to LGA on regular basis, LGA started to be involved with WDC activities and this has increased motivation of the instructors/ students. WDC started to sell WDC products and the money raised is used for the maintenance of the WDC and purchasing working materials.
Collaboration with Other Agencies	<ul style="list-style-type: none"> WDC organized meetings with cooperative and micro finance agencies, and students are now able to access loan to start business.
Efforts for WDC Budget Allocation	<ul style="list-style-type: none"> WDO submitted the Action Plan to the vice chairman of LG and lobbied for the inclusion of the Action Plan in the 2014 budget proposals of the LG. The vice Chairman ensured that the proposed Action Plan would be included in the budget.
Expansion of WDC Activation model	<ul style="list-style-type: none"> SMWA provided equipment to 16 WDCs out of 25 WDCs in the state in 2013 and 2 WDC staff from each WDC received skill up training at State owned WDC.
Community's Support toward WDC	<ul style="list-style-type: none"> The community provided land for the building of the WDC and the community leader encouraged husbands to let their wives attend the WDC.
Women's Empowerment	<ul style="list-style-type: none"> A husband of WDC graduate said that his wife contribute to household financially, he seeks her opinions when he needs to make a decision. A WDC graduates said that she is generating income with the skills she learnt and when her husband doesn't have enough money, she can buys food, children's uniform and books with that money.

Activity 3-3: Conduct Follow-up Survey on WDCs which were Supported in the Phase I of the Project in Kano State
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The follow-up survey was conducted to understand the current situation and lesson learnt on WDC activation from six pilot WDCs in Kano State which were supported in the Phase I of the Project. HOCs/WDOs of the targeted six WDCs and the SMWA desk officers were interviewed in the area of four aspects of WDC activation which were prepared by the Project members. HOCs/WDOs were questioned on the following sub-topics as presented in Table 2-6 and SMWA were asked on the changes from the

Phase I of the Project¹⁶. The assistant researcher and the desk officers of SMWA/SMLG conducted the survey at the time of the database information collection survey (Activity 1-7) in Kano State. The collected data were analyzed and have been compiled as survey report (Appendix 7-9).

Table 2-31: Survey Topics for WDO/HOC for Follow-Up Survey in Kano State

Survey Topics	Sub-Topics
WDC Service Quality	<ul style="list-style-type: none"> • Level of instructors, support to build capacity of instructors • Variety of courses provided by WDC • Equipment and action for its improvement. • Graduate support and measures taken to enhance the support • Facility situation and action taken for changes • Lesson learnt through activities related to improve WDC service quality.
WDC Positive Recognition	<ul style="list-style-type: none"> • Recognition by husband/ community leader/ women in community, changes in their recognition, actions taken to change the situation, and lesson learnt through increasing positive recognition.
WDC Management	<ul style="list-style-type: none"> • Situation, challenges, action taken and lesson learnt on the followings; record keeping, budget for WDC, activities for income-generation, periodical reporting, and management.
Collaboration with Other Agencies	<ul style="list-style-type: none"> • Situation of collaboration with other agencies, challenges and lesson learnt.
Others	<ul style="list-style-type: none"> • Challenges faced for WDC activation, action taken, lesson learnt, etc.

Activity 3-4: Compile Practical Manual for NCWD, SMWAs and WDOs based on the Knowledge and Experiences of the Activities in the Pilot Project

A Manual Compilation Committee was appointed in March 2014 and the committee developed three types of manual targeting NCWD, SMWA and WDO. These manuals complement WDC Activation guidelines produced in Phase I of the Project and was developed to be practical as well as user-friendly.

Chapters for each manual are as presented in Table 2-32. It has been adjusted based on the discussions and feedback recommended by the committee and JICA to meet the needs of users. Each chapter was modified to the needs of the target even though the title of the chapter is same.

Table 2-32: Chapters for Manuals (Draft)

	NCWD	SMWA	WDO
Forward	How to Use the Manual	How to Use the Manual	How to Use the Manual
Chap. 1	What is WDC Activation?	What is WDC Activation?	What is WDC Activation?
Chap. 2	Advocacy	Advocacy and Awareness Raising	WDC activation: Improving Service Quality
Chap. 3	Developing Action Plan	Developing Action Plan	WDC activation: Increasing Positive Recognition
Chap. 4	Monitoring	Monitoring	WDC activation: Enhancing WDC Management
Chap. 5	Reporting	Reporting	WDC Activation: Ensuring Collaboration with Others

¹⁶ The questions to SMWA were as follows; changes from Phase I and the Project, efforts of SMWA for WDC activation, dissemination to the other LGAs, current challenges faced in the area of four aspects of WDC activation, budget allocation, enquiry from other states, and lesson learnt through the WDC activation activities from Phase I and Phase II.

Chap. 6	Introduction to Small Business/ Enterprise	Introduction to Small Business/ Enterprise	Reporting
Chap. 7	Utilization of Database		Developing Action Plan
Chap. 8	Good Practice		Monitoring
Chap. 9			Introduction to Small Business/ Enterprise

The draft manual for “Developing Action Plan” was tried out during the Action Plan Development Workshop held in September 2014 to get the user’s feedback. Most of the respondents mentioned that they were satisfied with the draft as it was easy to understand with step by step explanation given.

Each chapter was developed and revised based on the feedback from those concerned¹⁷. The draft manual for SMWA and WDO was presented at State Stakeholders Meeting in Abuja, which was held in November to review with the state stakeholders. It was also been presented at a one day National Workshop, which was held in December (Activity 3-5), to receive comments and feedback from a wider audience thought would be included. Federal Ministry of Women Affairs and Social Development (FMWASD), and SMWA/SMLG from thirty six states validated the draft manual. These draft manuals would be finalized by NCWD and would be presented at the NCWA which is expected to be held after the Presidential election in March 2015. Once being approved at the NCWA, the manual would be printed and would be distributed.

Activity 3-5: Hold a Workshop to Share the Knowledge and Experiences of WDC Activation with SMWAs and Other Related Agencies Nationwide

One day National Workshop was held on 11th December 2014 by inviting PS and Director of thirty six States’ SMWA and SMLG. In the workshop, the achievement of the Project was presented by the Project Manager and the draft manual for SMWA and WDO was introduced and explained by the chairperson of Manual Compilation Committee. The attendance from the States was limited to PS and Director from Plateau, Yobe, and Kogi state as the workshop was held during the campaign period February 2015 Presidential election. To ensure to receive the feedback from all States, the draft manual for SMWA and WDO was sent to all SMWA and SMLG of those states which could not attend. After receiving the feedback and comments from each state, the manual draft would be finalized taking into account the feedback. Once being presented and acknowledged by the NCWA in 2015, NCWD would hold another workshop by inviting all state to extend WDC Activation Manual to expand WDC activation model.

Activity 3-6: Make a Presentation on the Progress of WDC Activation to National Council of Women Affairs (NCWA)

NCWA for Year 2014 was scheduled to be held in November 2014, but has been postponed and are not yet being decided when it would be held. Once being held, NCWD would prepare the memorandum including the achievement of the Project with finalized manual to receive

¹⁷ To ensure the quality of the manual, additional Japanese expert was dispatched in October 2014.

acknowledgement. The advocacy tools of the Project would be distributed during the National Council.

2-4. Other Activities

Joint Coordination Committee (JCC) Meeting

JCC¹⁸ was held twice on December 2013 and December 2014. Participants and the agenda of each JCC are summarized as follows.

Table 2-33: Summary of JCC

	2 nd JCC	3 rd JCC
Date	December 4, 2013	December 3, 2014
Participants	60 participants: Representatives ¹⁹ from 6 target states (33), NCWD (21), JICA Nigeria (3), Project (3)	43 participants: Representatives ²⁰ from 6 target states(14), NCWD (17), Terminal Evaluation mission team (4), JICA Nigeria (2), Project (6)
Agenda	<ol style="list-style-type: none"> 1. Presentation on progress and achievement of the Project activities (Nov 2013 - Nov 2014) 2. Reports from respective 6 target states 3. Presentation on the results of the 1st Monitoring Survey 4. Q & A 5. Recommendations 6. Confirmation on 2014 Action Plan and Plan of Operation (PO) 	<ol style="list-style-type: none"> 1. Presentation on achievements of the Project 2. Reports from respective 6 target states 3. Presentation on WDC activation database with activation map 4. Report on the result of terminal evaluation 5. Signing on Minutes of Meeting for terminal evaluation

In the second JCC, the progress of the project activities was reported, and the progress within each target states and challenges were shared. The brief result of the 1st Monitoring Survey, and Plan of Operation (PO) for 2014 was also shared and was approved by the JCC.

In the third JCC which held in December 2014, the achievement of the Project activities was shared and was acknowledged that NCWD and the respective state stakeholders have built their capacity through the Project activities. DG of NCWD emphasized that the improvement of WDCs management skills and the increased positive recognition of WDC within the community were parts of the outstanding outcome of the Project, though there were challenges such as delay of budget disbursement. In addition, Project Manager reported WDC activation model was expanded to other 6 states namely, Ebonyi, Ekiti, Oyo, Adamawa, Gombe, and Zamfara during the project Phase II.

Four²¹ of the target states which attended the third JCC, shared the change brought from the Project activities. Some of the examples which were shared are as follows; 1) increase in registration numbers of new WDC participants due to the radio programme, 2) sensitization campaign in church

¹⁸ First JCC was held in the first half of the project Phase II.

¹⁹ Permanent Secretary, Director (SMWA), Director (SMLG), HOD.

²⁰ Permanent Secretary, Director (SMWA), Director (SMLG), HOD.

²¹ Anambra, Cross River, Kano, Niger state

conducted by stakeholder's (Anambra state), 3) realization of graduate support with equipment (Kano state), and 4) SMWA conducting capacity building training to WDC related stakeholders and holding State Stakeholder Meeting (Niger state).

As the Project terminates, the Project Manager expressed those necessary steps which could be taken to sustain the WDC activation process. These steps are; 1) sufficient collaboration between SMWA and SMLG, and SMWA/SMLG and other State stakeholders, 2) improvement of budget allocation to WDCs so that they could achieve their objectives, and 3) continuous efforts on advocacy and sensitization campaign on the importance of WDC activation by the LGA and State stakeholders to ensure budget allocation. Minutes of Meeting of each JCC were as Appendix 5.

Courtesy Call to Federal Ministry of Women Affairs and Social Development

There were two courtesy visits to FMWASD in the latter half of the Project.

On 28th August 2013, JICA Nigeria Office and Japanese experts held a courtesy call to PS of FMWASD. The PS at that time was familiar with the Project design including Phase I and II, as she was a former Director of PRS of NCWD. The PS expressed her high interest toward WDC Activation guidelines, training materials and manuals and was willing to utilize the guidelines and materials for Skill Acquisition Centre²² which was under progress with the Ministry. Skill Acquisition Centre targets not only women but also youth and person with disabilities. It aims to reduce unemployment and create income generation through job security. It is expected to contribute to job security and increase in employment and is expecting to train 500 participants per year per centre. In addition, she expressed her expectation to JICA's intervention into gender mainstreaming including implementation of the WDC Activation Project.

The second visit was held in In June 2014. Japanese experts, NCWD Project Coordinator, and JICA Nigeria Office paid a courtesy call to PS at FMWASD. The progress of project, especially for the past six months, was reported, and project progress reports, project newsletters and brochure were shared with PS. PS expressed her gratitude toward the support from JICA and reaffirmed her commitment to the Project and expansion of the WDC activation model within the country.

Training in Japan

Regarding the training in Japan, followings are the list of participants who have been selected for those trainings in Japan which are related to the Project from June 2013 to December 2014.

Table 2-34: List of Participants for Training in Japan

	Name	Organization	Name of Training	Training Period
1	Halima Shero Yanki	Kwara State Baruteen WDC Instructor	Development and Marketing of Processed Agricultural Products	28 August 2013 – 11October 2013

²² FMWASD is planning to construct 77 Skill Acquisition Centre nationwide and 24 centres have been constructed and equipped so far.

2	Ramata Bimbola Mohammed	Kwara State Ilorin West WDC, HOC	for Better Living of Women in Farming Communities	
3	Amina Sadeeq Omar	NCWD	Empowerment of Rural Women	23 Sept. 2013 – 7 December 2013
4	Maryam Ibrahim	Niger State Minna Multipurpose Centre, HOC		
5	Jude Onyebuchi Nwakeme	Anambra SMWA Desk Officer	Life Improvement Activity and IGA (Income Generation Activity) for Small Rural Communities in African Countries	13 January 2014 - 1 March 2014
6	Mr. Abdul Bolakale A	PRS, NCWD	Supporting Regional Development by Utilizing Local Resources in Africa	6 May 2014 – 7 June 2014
7	Ms Atu Adiah Ibang	Desk Officer, Cross River State, SMWA	Rural Community Development by Life Improvement Approach for Africa	6 July 2014 - 23 August 2014

Monthly Meeting

To ensure information sharing within NCWD Project members and between Japanese experts, it was decided to hold monthly meeting every month and this became a regular activity.

The objective of the monthly meeting was to create the common understanding of the progress of the Project activities in the month and to prepare for upcoming activities for the following month. Project Coordinator and Japanese experts discussed on the agenda prior to the meeting, which enables the Project Coordinator to facilitate the monthly meeting with ease and confidence. Minutes of the meetings, once reviewed by the Project Manager, were circulated as soon as possible.

The monthly meeting started from July 2013 and was basically being held on the last Monday of each month. By this regular meeting, the NCWD Project member enhanced their understanding on the Project Activities.

Project being Introduced at 2013 Nation Ministerial Platform

On 25th June 2013, Minister of FMWASD, Ms. Hajiya Zainabu Maina, introduced WDC Activation activities of NCWD at 2013 Ministerial Platform, document for the Press²³. In the document, it has been stated that NCWD is currently reactivating WDCs established in the 774 LGA, for the purpose of achieving women empowerment and poverty reduction at the grassroots. It was also noted that the training for WDC instructors and provision of tools and equipment took place as NCWD is implementing technical cooperation project with JICA to reactivate WDCs and NCWD has the role to disseminate the model throughout the country. The document was shared by Project Manager to Japanese expert, and had been reported to JICA Nigeria Office.

Visit to Niger State

²³ 2013 Ministerial Platform, 25th June 2013, p.126 and p.128.

The movements of Japanese experts were restricted and were not allowed to visit any of the Project targeted states. The movement to Niger state had been approved in February 2014 and three visits²⁴ have been made by the Japanese experts in the latter half of the Project.

■ **Courtesy Call to SMWA/ SMLG and Monitoring Targeted WDCs: From 25 to 27 February 2014.**

Japanese experts visited Niger state in February 2014. The opportunity was utilized for courtesy call to SMWA/SMLG and monitoring the Project targeted three WDCs. All three WDCs were managed well with records keepings like students' attendance, minute of meeting of WDC instructors and WDC activity report have been well exercised. LGAs have supported these three WDCs with expansion of the building and renovation, monthly running costs, and graduate support with equipment and materials. In addition, positive recognition of the WDCs has increased through meetings with husbands and selling WDC produced products. Compared to when the Project started, the number of women who want to enroll WDC increased drastically. As a result, WDCs are facing a new challenge as they could not accommodate all applicants and/ or the number of equipment are lacking.

SMLG convinced the target 3 LGA to allocate enough budgets for WDCs and also approached other LGAs to give appropriate budget provision to WDCs. Niger SMWA provided equipment to 16 WDCs out of 25 WDCs within the state in 2013. SMWA also conducted skill-up training for instructors of WDC, two instructors per WDCs for all the 25 WDCs, at the SMWA owned WDC in the state capital.

■ **Accompanying 2nd Monitoring Survey: From 19th to 22nd August 2014**

Japanese experts traveled to Niger state to accompany the 2nd Monitoring Survey team to the state to understand the situation and to support the survey team. The main areas which Japanese experts supported were based on their observation in the field of the followings; 1) setting comfortable environment for interview, 2) time management, 3) coping with unfamiliar language, arrangement of interpreters, understanding the intention behind the questions, 4) team work and communication within the team, 5) advisory role of NCWD toward state members, leadership, and 6) preparation and logistics.

Courtesy call to the Commissioner of SMWA and Chairperson of Paikoro LGAs were made, and their commitment toward the Project activities and their will for sustaining the support toward WDCs were confirmed. Project newsletter and brochure were presented to them. With the Commissioner for SMWA, issues regarding the challenge which WDCs are facing this year as the budget for each WDCs have been reduced for 50% compared to previous year were raised and request were made for their efforts to support WDC.

The officers in charge for the Project in JICA Nigeria Office also accompanied the team from 21st to 22nd August 2014.

■ **Accompanying Action Plan Development Workshop: From 8th to 12th September 2014**

²⁴ Except the trip to Niger state accompanied with JICA terminal evaluation team for the interview to stakeholders during 26-27 November 2014.

Japanese experts took part in the Action Plan Development Workshop which was held in Niger state from 8th to 12th September 2014. The Japanese experts provided support to NCWD Project members to facilitate the workshop and tried to deepen the discussion for further understanding within the participants. For example, it was observed that participants tend to identify the reason for “why the planned activity was not conducted” as “budget not being allocated”. This has been facilitated with further questions toward the participants to think about the differences with those activities which could have been conducted such as “were there any differences in approach?”, “what about the timing of the planning and/ or request for funding?”, and “was the request budget appropriate or not”. In addition, Japanese experts and NCWD members examined those reports which HOC and WDO produced regularly to understand whether the reports were written as expected or whether there were difficulty in writing the report.

Public Relation within Japan

■ Monthly Project News for JICA Website

Progress of the Project activities was compiled on monthly basis and was posted on JICA Japanese website. Since July 2013, nineteen volumes were posted as WDC News.

■ Media Coverage

The Project supported and provided information to the following media agencies regarding general information about Nigeria, project activities and gender issues in Nigeria, through interviews and e-mail.

Table 2-35: List of Media Coverage

Date	Media Agency	Contents of interview	Output
March 2014	International Development Journal Co. Ltd	Introduction of the project activities as one of JICA's gender mainstreaming projects for gender issue special edition in “mundi” (JICA public relation monthly magazine)	“mundi” May 2014
May 2014	Fuji Television	The situation of women and girls education in northern Nigeria.	TV program “Super News” (on the day same day as which interviewed took place)
June 2014	Yomiuri Shimbun (newspaper)	Situation surrounded Nigerian women, the project activities and work of Japanese experts.	Yomiuri Shimbun, Europe version in September 2014
July 2014	International Development Journal Co. Ltd	Verification of English translated article based on “mundi” special edition on gender issue	JICA's World, Vol.6, No.2
July 2014	The Japan Journal	Introduction of the project activities as one of JICA's gender mainstreaming projects, featuring celebration of 60 years long Japanese International Cooperation.	The Japan Journal, October 2014
September 2014	NHK Radio Japan	Expert's activities in international development.	Program for Francophone

		Activities and impacts of the WDC project.	Africa in October
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Terminal Evaluation

Terminal Evaluation was conducted from 19th of November 2014 to 4th of December 2014 by JICA headquarter terminal evaluation team. The result of the terminal evaluation was presented at JCC, which was held in 3rd of December 2014, along with other agenda. The summary of the terminal evaluation is presented in Chapter 4: Project Purpose and Achievement.

Exit Strategy of the Project

Taking into account that the Project ends in February 2015, several meetings were held with NCWD Project members to discuss the achievement and challenges of the Project as well as what activities to be done in order to overcome the challenges and to tackle the remaining issues. Based on the discussions, Project Coordinator developed "Memo on Project Proposal to Continue Activation of Women Development Centre in Nigeria to Improve Women's Livelihood in Collaboration with Japan International Cooperation Agency (JICA)" and was submitted to JICA Nigeria Office after Project Manager's approval in July 2014.

Confirmation of the Handed over Equipment

The equipment, materials and the vehicle procured during the Project implementation were handed over to NCWD, government of Federal Republic of Nigeria regarding to the Project termination. (Please refer to Attachment 7-12)

Chapter 3: Challenges and Countermeasures taken on Project Management

The challenges and countermeasures took by the Project from June 2013 onward are as follows;

Table 3-1: Challenges and Countermeasures

	Challenges	Countermeasures
1	The Level of Understanding on the Role and Responsibility of related Organizations	<ul style="list-style-type: none"> • The roles and responsibilities of concerned parties, NCWD, SMWA, and LGA were not well understood by Project members. Roles and responsibilities of each stakeholder were clarified through each meeting and activities and the Project encouraged supervising role of NCWD through activities in the states such as preparation of Action Plan, monitoring, and Stakeholder Meeting. Main actors in the state activities are SMWA and SMLG, and NCWD takes backstopping role to activate WDCs. • The State Stakeholders Meetings held in Abuja, which were organized in October 2013, March 2014 and November 2014, shared the information on progress of the Project, current challenges and future schedule. Through these meetings, the state stakeholders have increased their understanding and the commitment toward the Project. • In addition, those activities such as Monitoring Surveys and the Action Plan Development Workshop at the states, and the visit of Japanese experts to state and to WDCs, have resulted in clearer understanding on Project Purpose and outputs to the state officers. • The advices provided by the NCWD Project members in the activities mentioned above encouraged state stakeholders on self-help efforts and sustainability by the states, which the project is aiming for. State stakeholders are now more aware of their roles and responsibilities. • In addition, NCWD Project members have also become more aware of their responsibility and increased their commitment while providing practical guidance at occasions such as the State Stakeholders Meetings in Abuja, Monitoring Surveys and Action Plan Development Workshops.
2	Review the Framework of Monitoring	<ul style="list-style-type: none"> • In order to clarify roles and responsibilities of NCWD, the framework of monitoring was discussed and agreed that the NCWD is to support WDCs indirectly by advising and supporting SMWA, SMLG, and LGA to monitor WDCs. • The format for monitoring was modified considering the level of ability and understanding of SMWA and SMLG. Modification of the format took place twice through the process in Activity 3-1.
3	Capacity Development of State Stakeholders through Focal person	<ul style="list-style-type: none"> • TOR of focal person was identified and the roles and responsibilities of focal person were re-clarified through discussion with Project Manager. Focal person requires to communicate, consult and to support desk officers in the target stake on regular bases, which is to facilitate the activities in the state. • It has been agreed that the follow up and feedback of activities to the states would be encouraged and led by Focal person by developing supporting system in the Project.

		<ul style="list-style-type: none"> • Focal persons for respective states became well established and whatever communication necessary with the state stakeholders are done through the focal persons to the desk officer in each states. Focal persons developed good relation with the state desk officers and supported the desk officer actively on project activities through advice and discussion. These have enhanced the focal persons to understand their roles and responsibilities as “focal person”. • The communication with focal persons and desk officers are either through e-mail or telephone call. Telephone calls are more in favor due to the lack of electricity at state ministries. To ensure the communication for the project activities, the Project supported focal person with set amount of mobile recharge card each month.
4	Role and Responsibility of Committees	<ul style="list-style-type: none"> • Though some committees which are responsible for logistics are active, committees on document, reporting, curriculum and data analysis were found as not being active enough. Through the Project activates, each committee was planned to be activated by being assigned on tasks such as data collection, documentation and publication. • Role and responsibilities of committees were discussed for each Project activities, and each committee gradually took active role. • Those committees, which the chair of the committee was active, became more active than the others and frequent discussion with the Project took place. <Example> • Newsletter Committee published 3 newsletters; volume 1 (December 2013), volume 2 (September 2014) and special edition (December 2014). • Manual Compilation Committee members discussed and modified draft manual for NCWD, SMWA and WDO to finalize the WDC activation manual. • Welfare Committee took its active role at the time of training and workshop to arrange tea/ snacks and lunch for the participants.
5	Reorganization of Project members	<ul style="list-style-type: none"> • The replacement of the Project members who could not be involved in Project activities due to their usual task were discussed with the Project Manager. As these were internal issues, it was difficult to replace those members and the Project coped by assigning most suitable members per each activities. • The capacity of the NCWD Project members enhanced through on the job training as well as by setting clear responsibilities throughout the entire flow of each activities, from planning, preparation, implementation, and up till compilation of the result.
6	Information Sharing among Project Members	<ul style="list-style-type: none"> • Monthly meetings have been held regularly • The capacity of Project Coordinator to facilitate the meetings improved significantly. NCWD Project members increased their understanding on the progress of each activity which took place in the former month and on the planned activities in the coming months. • Distribution of the minutes of meeting approved by the Project Manager to all the Project members has facilitated information

		<p>sharing among the members.</p> <ul style="list-style-type: none"> • Transparency of the Project activities among the NCWD Project members has been established with the above-mentioned flow of work.
7	Cost Sharing	<ul style="list-style-type: none"> • It has been learnt that the allocation and remittance of the national budget to NCWD was made directly from the Ministry of Finance, not via FMWASD. The Project has continued to request DG of NCWD for generous allocation of budget to the Project activities. • However, the budget approval as the nation delayed, and the budget for FY 2014 was distributed from the Ministry of Finance only in August 2014. The budget approval as the nation is beyond NCWD and the situation was also well noted. • The detail of the cost sharing up till project completion were discussed continuously with Project Manager, and Project Manager had full understanding on the cost borne by NCWD and the Japanese side for implementation of each activity. • Once the budget was approved and have been partially allocated to NCWD, 2nd Monitoring Survey and Action Plan Formulation Workshop for FY2015 were conducted and NCWD cost were shared by NCWD. • Unfortunately, as the remaining budget which had been approved was not disbursed, NCWD could not further share the cost for the remaining activities. State Stakeholders Meeting in State were held in Kaduna and Niger state in November 2014, but NCWD project members could not attend.
8	Measures against the Restriction on the Japanese Experts to Travel to All Six Target States due to Security Situation	<ul style="list-style-type: none"> • The continuous challenge of the security situation has been a concern to the Project. Japanese experts have been restricted to travel to the targeted six states. The restriction has been lifted in February 2014 for Niger state and the restriction remained effective for the remaining five states. • Under such circumstances, the Japanese experts provided assistance to the state stakeholders in the target states indirectly by supporting the NCWD members. In addition to this indirect assistance, State Stakeholders Meetings in Abuja were organized as an opportunity for the state stakeholders from all the target states to gather together. The meetings have provided practical opportunity for the Japanese experts to discuss and understand the situation directly with the stakeholders from the target states. In addition, the meetings provided the state stakeholders opportunities to exchange information with those from other states and learn others' experiences. • The Project put full emphasis to enhance the capacity of NCWD Project members through daily on the job training. By working together to plan and implement project activities, the Japanese experts could support and ensure each members understanding and performance, and this is creating the room for NCWD Project members to understand PDCA (Plan, Do, Check, Act/Adjust) cycle and is enhancing their management capacity. • The Japanese experts traveled to Niger state on February 2014 to confirm the progress, afterwards visited with NCWD Project members along with the project activities such as monitoring in February 2014, 2nd Monitoring Survey in August 2014, and Action Plan Development Workshop in September 2014. Japanese expert could support and provide assistance directly to the state stakeholders at the time when they could travel.

9	Exit Strategy of the Project	<ul style="list-style-type: none">• The Project members compiled the outputs of the Project and the challenges encountered during project implementation and identified the activities required for the future project. NCWD submitted a memo on the next phase of the Project to JICA Nigeria Office based on the discussion and analysis.• During terminal evaluation, JICA informed that the future project are so far not planned and would monitor WDC activation activities by NCWD and would discuss on follow-up where necessary.
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Chapter 4: Achievement of Project Purpose

4-1. Achievement of Output 1

Output 1 of the Project was “The institutional capacity of NCWD to facilitate and supervise WDC activation is enhanced”.

Indicator A: At least 3 types of user-friendly teaching materials are developed by the Project completion.

Achieved:

In total, twenty subjects of teaching materials were developed as listed in the table below. The Project conducted an institutional capacity analysis as well as a training needs assessment of the concerned stakeholders, and formulated a capacity development training plan for SMWA, SMLG, LGA/ WDOs and for NCWD itself. The teaching materials were developed based on the training plan aforementioned.

The contents of the teaching materials are carefully designed to meet the needs of the recipients at the state level. In developing these training materials, the Project conducted several workshops and review meetings with stakeholders at the state level, and had been making several revisions by reflecting the feedbacks from the concerned stakeholders in order to produce user-friendly and practical teaching materials.

Table 4-1: Teaching Materials Developed by the Project

#	Topic	Purpose/Usage
Capacity Development		
1	Budget Preparation	Teaching materials for training of State/LGA
2	Situation Analysis	
3	Action Plan Development (revision with budgeting included)	
4	Team Building	
5	Management	
6	Gender (revision included)	
7	Micro-credit	
8	Micro Enterprises	
9	Cooperative Society	
10	Business Education	
11	Business Plan	
12	Organizational Development	
Book Keeping & Reporting System		
13	Book Keeping	Teaching materials for training of State/LGA
14	Reporting System	
15	Review Report Writing with Example	Teaching materials for the 2 nd State Stakeholder Meeting (March 2014)
Database		
16	Utilizing "WDC Activation Database (Microsoft Access)" - 1	Teaching materials for training of NCWD Members
17	Utilizing "WDC Activation Database (Microsoft Access)" - 2	
Research/ Monitoring		
18	Conducting Interview	Teaching materials for training of NCWD
19	How to Write Monitoring Report?	

20	What is Recommendation and Lesson Learnt?	
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Indicator B: The number of advocacy materials developed.

Achieved:

Five types of advocacy and educational materials were developed in order to raise awareness of the concerned stakeholders, including on the important role of WDCs for women's empowerment and community development. In addition, the Project has produced newsletters and brochures on Project activities, which also contributed to raise awareness extensively on the role of WDCs to empower women and community development. Details of developed materials/tools are shown in table below.

Table 4-2: Advocacy Materials Developed by the Project

Materials/measures		Timing Developed/ Publicised	Target and Purpose
< Advocacy and Sensitization >			
1	Posters/flyers	<ul style="list-style-type: none"> • The end of 2012:1,000copies (in Hausa, Yoruba, Igbo and Pidgen English) 	<ul style="list-style-type: none"> • Concerned agencies at central, state/LGA, Federal Capital Territory (FCT) etc. • Participants of WDC Community of WDC • To raise awareness of WDC in the community • To introduce and awareness on the Project activities
2	Calendar	<ul style="list-style-type: none"> • 2013 • 2014:1,000 copies 	
3	Radio Programme	<ul style="list-style-type: none"> • Broadcasted for 10 weeks (January to May, 2014) at 6 target states respectively. • It broadcasted once a week for 30 minutes per program, and continued 10 weeks in major local languages used at the states (e.g., Hausa, Yoruba, Igbo, Batunu and Pidgen English, English) during the evening or easier time for women to listen at home. 	<ul style="list-style-type: none"> • To introduce and awareness on the Project activities Women and community • State/LGA • To raise awareness on women empowerment in the community • To introduce activities and benefits of attending WDC
< Introduction on Project and Awareness Raising >			
4	Project Newsletter	<ul style="list-style-type: none"> • December 2013 • September 2014 • December 2014 	<ul style="list-style-type: none"> • Concerned agencies at central state/LGA, FCT • To introduce of the Project activities, WDC and raise awareness on empowerment of women
5	Project Brochure	<ul style="list-style-type: none"> • 2012 • April 2013 (updated) 	

Indicator C : At least 60% of the NCWD CP who participated in the TOT conducts training as a resource person by the end of the Project at the state level

Achieved:

Twenty three NCWD Project members received TOTs and conducted trainings to the state concerned stakeholders more than once as a resource person.

Twelve trainings were conducted by NCWD Project members to the respective six target states and LGs personnel: five training conducted during the first half period of the Project, seven times in the second-half period. Trainings conducted by NCWD to the state stakeholders are shown in the table below.

Table 4-3: Trainings conducted by NCWD for State Stakeholders

States	Kano	Niger	Kaduna	Cross River Anambra Kwara
Training				
Capacity Development • Organizational Management • Business management • Action Plan Development	Dec 2012	Dec 2012	Dec 2012	Dec 2012
Action Plan Development including budgeting	May 2011	May 2011	Sep 2012	Feb 2013
Capacity Development: • Team Building • Management • Gender • Women Empowerment • Community Development		May 2012	May 2012	
Office Management		July 2012 Sep 2012		
IT (Computer skills)	Nov 2012	Nov 2012	Nov 2012	Note attended
Action Plan Workshop (2013)	July 2013 at Kaduna, Cross River, Anambra and Kwara (5 days), September 2013 at Kano and Niger (5 days)			
Action Plan Workshop (2014)	September 2014 (5 days) at 6 target state			
1 st Monitoring Survey	November 2013(5 days) at 6 target states			
2 nd Monitoring Survey	August 2014 (5 days) at 6 target states			
1 st State Stakeholder Meeting (*Except HOC) • Pre-Monitoring Workshop in Abuja • Group work on Reporting System	State counterparts (SMWA, SMLG, LGA/ WDO) were invited at NCWD in October 2013(3 days).			
2 nd State Stakeholder Meeting (*Except HOC) • Results of 1st Monitoring Survey • Database on WDCs • Preparation for State Stakeholder Meeting	State counterparts (SMWA, SMLG, LGAWDO) were invited at NCWD in March 2014(3 days).			
3 rd State Stakeholder Meeting (*Except HOC) • Results of 2nd Monitoring Survey • Review of the Purpose of WDC Activation • Presentation of the Results of Database survey • Women Empowerment and Community Development • Reporting System • Report Writing • Presentation of Stakeholder Meeting in Kaduna and Niger states	State counterparts (SMWA, SMLG, LGAWDO) were invited at NCWD in November 2014(3 days).			

4-2. Achievement of Output 2

Output 2 of the Project was "The effectiveness of WDC Activation model is verified through the Pilot Project implemented in collaboration between NCWD and SMWA".

Indicator A : The target SMWAs organizes a Stakeholder Meeting for WDC activation at least once a year in the target states.

Partially Achieved:

The Project supported SMWA/SMLG and LGA/WDO to increase their capacity to network and coordinate with wider stakeholders at the state level and organize meetings regularly by providing networking and capacity development opportunities in Abuja. The State Stakeholder Meetings in Abuja were held on October 2013, March 2014 and November 2014, and detail plan of Stakeholder Meeting at state has been discussed as part of the agenda. As a result, necessity and importance of organizing a Stakeholder Meeting inviting various concerned stakeholders at the state level was recognized among SMWA/SMLG and LGA/WDO in the target six target states.

SMWA in Kaduna and Niger states successfully organized the Stakeholder Meetings in their state in November 2014, in order to increase awareness of extended stakeholders on the importance of WDC activation. On the other hand, four other target states have yet to be organized a Stakeholder Meeting in their respective states. SMWAs are expected to further strengthen its role to attract wider attention within their states on the importance of WDCs for women's empowerment and poverty reduction.

Indicator B : The numbers of women who register WDC activities in target WDC increased by 30%

Mostly Achieved:

From the data collected by the project during the baseline survey, Monitoring Survey in November 2013 and August 2014, thirteen WDCs out of eighteen WDCs increased the numbers of their participants as compared to the baseline data and also to the data accumulated at the 1st Monitoring Survey. The change in number of registration per period is presented in Table 4-4.

Table 4-4: Number of Registration

Target Sites		No. of Registered Participants at WDC			Increased %	
State	WDC	【1】Baseline Survey (2011/2012)	【2】1st Monitoring (Nov 2013)	【3】2nd Monitoring (Aug 2014)	【1】→【2】	【2】→【3】
Anambra	Idemili North	0	70	140		100%
	Ogbaru	No data	135	167		24%
	Orumba south	No data	130	120		-8%
Cross River	Abi	25	45	52	80%	16%
	Akampka	0	32	27		-14%
	Ogoja	18	40	62	122%	55%
Kaduna	Igabi	No data	30	48		60%
	Jaba	No data	75	85		13%
	Zaria	64	50	85	-22%	70%
Kano	Dala	40	40	68	0%	70%
	Dawakin Tofa	80	40	31	-50%	-23%
	Wudil	80	35	160	-56%	357%
Kwara	Baruten	31	50	105	61%	110%
	Iferodun	60	78	78	30%	0%
	Ilorin West	82	141	104	72%	-28%
Niger	Agaie	17	51	24	200%	-53%
	Paikoro	No data	160	162		1%
	Wushishi	40	95	128	137%	35%

The reasons for the increased numbers of women, who register the target WDCs could be analyzed as follows through the 2nd Monitoring Survey by the Project; 1) upgraded service quality of WDCs including the introduction of post-graduate support scheme, 2) increased management capacity of WDOs and HOCs, and 3) increased awareness about WDCs as a venue for skill acquisitions to generate income as well as a venue for social empowerment and networking in the community.

There were quite difference within the eighteen WDCs on the change in number of registration. This could be understood from when the WDC opens a new course and how much they can cope with those who applied. In the 1st and 2nd Monitoring Survey, the number of the current registration number was being questioned. The Monitoring Survey was conducted on the same timing but as each courses in WDCs are run in different schedule, some courses were not opened at the time of the survey and resulted in low number. In addition, there were tendency in the increase in those who would like to attend but whether they could be all accepted depended on each WDC; some WDCs could cope with all the applicant and others had to limit the applicant as there might not be enough equipment or the facility was too small. Furthermore, the 1st Monitoring Survey was conducted in November 2013, which two years and nine months past since the beginning of the Project. It could be understood that those applicant might have already increased quite an amount and were captured in the 1st Monitoring Survey, and have not changed

significantly in the 2nd Monitoring Survey.

Indicator C: 50% of target LGAs increase budget allocation for WDC activation.

Achieved:

No data was available on each LGA budget and actual allocation towards WDC activation. However, there were many cases identified in the increase of support by the LGA to WDCs. For example, LGAs renovated and constructed facilities of WDCs and have provided equipment/materials and graduates support at the target six target States. These were not observed at the time of the baseline survey conducted in 2011 and 2012.

Among the eighteen target WDCs, there are three cases of constructing new facilities, nine cases for renovating it, and ten cases providing equipment at WDCs by LGA funds. Support for post-graduates of WDCs, by providing cash and materials, were also found at nine WDCs from the 2nd Monitoring Survey carried in August 2014. These could be understood as a significant change from the baseline survey.

4-3. Achievement of Output 3

Output 3 of the Project was “WDC Activation Manuals Developed for NCWD, SMWA and WDC through Target Project Implementation are Disseminated at the Federal Level.”.

Indicator A: Each target States collect at least two good practices and lessons learned.

Achieved:

The project identified a number of good practices undertaken by WDOs, LGAs and SMWAs in activating WDCs through the Monitoring Surveys conducted two times. Some good practices have been also identified by the Project together with SMWA, SMLG, LGA and WDOs in the course of workshops and Stakeholder Meetings conducted in Abuja. Good practices include actions towards 1) improvement of WDC service quality, 2) awareness raise of WDCs, 3) WDC management, and 4) collaboration with other agencies. The details are summarized in Appendix 7-8.

Indicator B : User-Friendly manuals for NCWD, SMWA and WDO are developed.

Achieved:

The WDC activation manual is to be a user-friendly practical manual for NCWD, SMWA and WDO. The steps and what has to be understood are presented with useful information and lesson learnt from the Project activities. During the Action Plan Development Workshop for FY 2015, the draft manual for “Action Plan Development” developed by the Manual Compilation Committee was used to receive user's feedback. Based on their comments, the chapter was revised and other chapters were developed. The draft manual for SMWA and WDO were presented at State Stakeholder Meeting in Abuja in November 2014 and were revised based on the participant's feedback. The revised draft manual has been presented at the National Workshop held in December 2014 to SMWA and SMLG of thirty six State. Based on the feedback and comment from the thirty six States, the Manual Compilation

Committee finalize the manual and would be presented at NCWA for acknowledgement so that it could be disseminated nation wide.

4-4. Achievement of the Project Purpose

The Project purpose was “WDC activation model is expanded at Federal Level through WDC activation in target states”.

Indicator: More than 4 states other than target states newly adopt WDC activation model.

Almost Achieved:

NCWD has already expanded the WDC activation model in other six states beside the Project targeted states, namely Adamawa, Ekiti, Gombe, Oyo, Ebonyi and Zamfara. These states have explicitly expressed their interest to NCWD to adopt the WDC activation model in their states, and provision of equipment, business and management trainings was conducted based on WDC activation model developed by the Project

It is expected that NCWD can further accelerate its efforts to widely expand the WDC activation model to non-target states once the project finalize the WDC activation manuals.

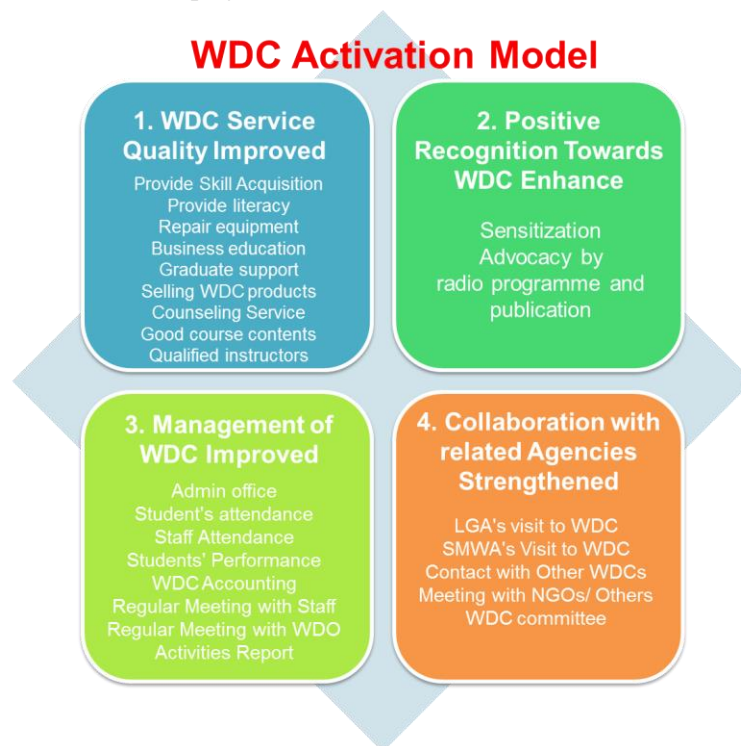


Figure 4-1: Four Aspects of WDC Activation Model

Chapter 5: Achievement of the Project and Remaining Issues

Capacity Development of NCWD in Instructing SMWA/SMLG

In this Project, NCWD directly supported SMWA/SMLG in their capacity development and indirectly supported the LGAs that the SMWA/SMLG instruct. Although the Japanese experts could not visit the target states except Niger State, all the Project members visited all the target states and directly instructed SMWA, SMLG and WDO in the states. During the Monitoring Surveys conducted in 2013 and 2014, two to three Project members conducted research with seven members from SMWA and SMLG and they collected the necessary data and conducted data entry as planned. NCWD Project members also wrote a report on the Monitoring Survey. The Action Plan of each state became realistic and feasible because NCWD taught the state members to analyse the problems identified in the monitoring results. In the questionnaire after the action plan workshop, most state members understood and were satisfied with the contents taught by the NCWD Project members. The capacity of NCWD

Project members to instruct the state members was considerably improved by these activities. On the other hand, the capacity of NCWD members to modify the training and advocacy materials is still not well developed. They need to apply the materials to other states by considering the different needs of the different beneficiaries.

Capacity for Research and Monitoring

The NCWD Project members have definitely developed their capacity for research, analysis and reporting using the research format developed through TOT and OJT in the Project. Most of the members had no experience in data entry and graph-making, and they thought that data entry required special skills that they did not have. After undergoing TOT and OJT, they understood that they were capable of data entry and graph-making, analysis and reporting. They also learnt how to analyse good practices, challenges and recommendations to compose reports.

In each research activity, teamwork between NCWD, SMWA and SMLG was strengthened, and the research capacity of SMWA and SMLG was developed. In the research on construction of the WDC activation database, desk officers from the SMWA and SMLG who have little opportunity to visit WDCs were included in the research team, in order to promote understanding of the current real situation of WDCs in the states.

On the other hand, expansion and maintenance of WDC activation database which covers six target states should be conducted by NCWD after Project completion. Data collection and data entry on other states are needed to enable use of the database as a tool for formulating WDC activation strategies in the nation. The remaining issue for NCWD is to make recommendations to superior organisations using the expanded database and other persuasive data on WDC activation.

Formulation of Action Plan

In the later half of the Project, formulation of an Action Plan for the next fiscal year was conducted in 2013 and 2014. The Action Plan was formulated in the form of a workshop with related state members invited to the state capital. SMWA, SMLG, WDO and HOC were able to make Action Plans following the format developed in the project implemented by the NCWD Project members. All the members understood the importance of making feasible plans to solve the real problems of each centre identified in the Monitoring Survey. In addition, the state members could share their problems by checking the Action Plans of all WDCs in the workshop. The NCWD Project members improved their capacity to instruct the state members in the processes of preparation, implementation and reporting through the workshop.

Follow-up of the Action Plans is a challenge. The progress of the Action Plans must be reported in regular reports by HOC, WDO and SMWA. However, there is not enough feedback in the submitted reports. The reporting system should be strengthened to ensure regular follow-up of the action plans.

Advocacy Activities

In the later half of the Project, a calendar and newsletter were published and distributed to the related agencies. A state radio programme was also utilised to extend WDC activation model and inform people of the important role of WDC in women's empowerment and community development.

The impact of the radio programme was surveyed along with the 2nd Monitoring Survey which was conducted in August 2014. The results revealed that around half of the survey respondents listened to the programme and expressed a favourable impression of the radio programme's content. Some positive feedback was as follows: "I decided to suggest to my friends that they let their wives join WDC activities" (husband of a WDC participant), and "The radio programme inspired my husband to allow me to be a WDC participant" (WDC non-participant).

Several reasons for why some people had no chance to listen to the radio programme could be understood from the following;

- 1) Language was an issue as some of the LGAs targeted by the Project had different local languages from the language used in the programme, although the most commonly understood languages were chosen.
- 2) Though the radio programme was developed to be aired once every week, it was aired irregularly due to other upcoming programmes and it was difficult for listeners to find out when the next programme would be aired.
- 3) There are several radio stations in each state, and listeners listened to different radio stations than the radio station chosen for the broadcast.

Reporting System

Reporting and feedback by NCWD, SMWA, SMLG, WDO and WDC were taught during the implementation period of the Project. In the second half of the Project, the following points were

checked by the experts: 1. format usage, 2. frequency of submission, 3. content of the reports, and 4. relevant feedback. If any lack of reporting occurred, the Project conducted retraining. The stakeholders learned about the timing of submission, content of reporting and person responsible for feedback.

Follow-up of the basic management training was provided by these activities.

At the third State Stakeholders Meeting in Abuja, the states discussed the challenges and solutions in the reporting system and a presentation was given by each state. The main challenges were lack of feedback from LGA, SMWA and SMLG, lack of understanding of the reporting format, and transfer of trained members. The remaining issues can be solved by retraining of HOC, WDO and SMWA.

Stakeholders Meeting

A regular Stakeholders Meeting in the state capital was planned by the NCWD Project members and state members at the State Stakeholders Meeting in Abuja. Because of deterioration in security and delay in budget dissemination, the NCWD Project members could not visit the states to support holding of the meetings. However, SMWA in Kaduna and Niger States held a Stakeholders Meeting on their own initiative in November 2014.

As the PS in Anambra state is willing to hold a Stakeholders meeting, the NCWD needs to provide advice on holding the meeting in Anambra. Kano, Cross River and Kwara states need to plan the holding of meetings.

WDC Activation Manual

A draft of the WDC activation manual for NCWD, SMWA and WDO was formulated by the NCWD Manual Compilation Committee. The draft will be finalised to reflect the comments of all thirty six states in the nation and will be authorised by NCWA. While the Japanese experts are dispatched to the Project, the experts can check and modify the contents of the manual draft together with the manual committee.

However, after the experts leave NCWD after completion of the Project, they cannot directly support NCWD Project members in finalising the manual. Follow-up activities for the preparation of a final version of the manual are needed. The cost of printing the final version of the manual is also a challenge considering the NCWD's lack of budget for WDC activation.

Women's Empowerment and Community Development

In the later half of the Project, TOT in Women's Empowerment and Community Development was implemented. The NCWD Project members learnt how to identify the challenges to starting up a business and how to overcome the challenges. This knowledge will be utilised to develop new training courses in women's entrepreneurship for economic empowerment of WDC graduates.

The NCWD lacks the skills and experience to develop new courses for the WDC for economic empowerment of local women. Collaboration by NCWD with other agencies such as the Ministry of Agriculture, SMEDAN and NGOs is not enough for WDC activation. Collaboration with the health

sector and education sector is also needed for the development of literacy education and health education for local women. Strengthening of collaboration with other organisations is a challenge for the NCWD in order to extend the WDC activation model nationwide.

Chapter 6: Recommendation to Achieve Overall Goal of the Project

Utilization and Extension of WDC Activation Manual

The Project developed practical manuals for NCWD, SMWA and WDO. These manuals present the details of each step, know-how, and tools of WDC activation that the Project learnt throughout the Project period and those practitioners involved in WDC activation could use these as their reference book. The Project developed the draft manual and once the feedback from the thirty six states would be consolidated, it would be finalized and presented at the NCWA for acknowledgement. NCWD is to disseminate the manuals nationwide so that the WDC activation model would be introduced and expanded to other states and LGAs. In order to achieve this task, it is recommended for NCWD to advocate states, such as advocacy tour, and explain and gain understanding from PS and Directors of SMWA and SMLG on the importance of WDC activation along with the manuals as their practical tools. In addition, NCWD could explain the importance and needs of WDC activation to LGAs through SMWA and SMLG, and support WDO by supervising SMWA on how to use the manuals for themselves as well as WDOs. For dissemination of the WDC activation manual, it is also required for JICA Nigeria Office to consider follow-up and monitor constantly to support the process.

Utilization of Human Resources who were Involved in the Project

The capacity of NCWD Project members at federal level, desk officers of SMWA and SMLG at state level, HOD and WDO at LGAs level and HOC at WDC have enhanced through various activities and training of the Project which lasted for four years. NCWD Project members, especially, have enhanced their capacity such as activity management, survey, data analysis, and monitoring. They also have full knowledge and understanding of WDC activation model. SMWA desk officers, who have been supported by NCWD Project members directly, also understands the effectiveness of WDC activation model and could plan and take action on how to support WDC activation process. When NCWD expands the WDC activation model to other states, NCWD Project members could be fully utilized, along with manuals, as resource person. Further, NCWD is to advice and support SMWA when they are expanding WDC activation to other LGAs within the states, and also advice SMWA to utilize those desk officers and WDOs who were the main actors of the Project so that the Project experience could be fully utilized.

Strengthening Advocacy and Communication with States

It has been re-emphasized that the advocacy tours by the NCWD to the states are strong tools to strengthen the commitment of the State stakeholders on WDC activation and to increase their budgetary allocation to WDCs. Thus it is highly recommended to NCWD to continue the advocacy tours.

During the Project period, the Project organized State Stakeholder Meetings in Abuja three times, by inviting stakeholders from all six target states, to share the project activities good practices, and to provide technical advices in order to activate WDCs. These meetings provided good opportunities for SMWA and WDOs to share their ideas and good practices as well as to learn from other participants. The

meetings enhanced the understanding and commitment of the state stakeholders. It is recommended that NCWD to provide these kind of opportunities from time to time to other states where WDC activation model been disseminated.

Update and Maintenance of Database

The database developed by the Project is designed to be as a tool to understand the WDC activation situation of each state so that NCWD could plan strategically on WDC activation nationwide. Currently, the entered data are from those six states targeted by the Project but NCWD could collect data from the other states and enter so that it could cover all states. The survey for the database does not have to be conducted by NCWD staff but is designed in a simple way as follows;

- 1) NCWD send copies of two pages questionnaire to those state which are interested in the survey.
The number of copies of the questionnaire is to be the same number of WDCs in the state.
- 2) SMWA send the questionnaire to each WDC.
- 3) Once being filled in, WDC send back the questionnaire to SMWA.
- 4) SMWA send back the collected questionnaire back to NCWD.
- 5) NCWD enters the data and the analysis could be shared with the State.

NCWD could utilize the data of database to examine the status of WDCs throughout the nation and develops dissemination strategy of WDC activation model based on this information, responding to the needs of women in each region. The data could be compiled and reported to NCWA/ FMWASD for future policy direction.

Collaboration with Other Agencies to Diversify WDC Training Courses

The Project conducted various technical trainings to WDOs, HOCs and instructors to support on enhancement of service quality at WDCs. It has been understood that there are need to develop new training courses at WDCs to increase economic empowerment of women. The Project conducted TOT on Women's Empowerment and Community Development with SMEDAN, which focused on starting small business. NCWD training department is also introducing new courses on entrepreneurship. Taking these two steps as the bases, it is recommended that NCWD to strengthen its collaboration with relevant institutions and stakeholders, such as SMEDAN or other ministries, as new resources to respond to the needs from WDCs.

Publicity of the Project to Other Development Partners

NCWD is to take the lead to expand WDC activation model nationwide. This could speed up once NCWD would be supported from other development partners. For this purpose, it is recommended that NCWD to actively publicize the achievement of the Project and the idea of women empowerment through expanding WDC activation model so that other development partners could recognize the importance of WDCs and financially support NCWD to disseminate the model nationwide. Those meeting such as donor meetings and gender related conferences could be one of the useful opportunities.

Allocation of Budget for WDC Activation

Currently, WDC is under jurisdiction of LGA and LGA plays the major role to ensure budget for WDC activation. Many target LGAs of the Project started to allocate the budget on facility, equipment, graduate support, and running cost of WDC. However, the decision of budgetary procedures is influenced by political will of the LGA Chairperson and many WDCs in the nation have challenges of lack of budget on WDC activation. In order to request budget for WDC activation, it is recommended that Action Plan including feasible budget for WDC activation is formulated by WDC and continuously submitted to LGA and SMLG. The practical manual for SMWA and WDO developed by the Project would be useful as a reference on how to develop Action Plan and is advisable that all WDCs to acquire the skill so that they can take their initiative to request for budget. In addition, reporting system would be required to be strengthened within WDC, LGA, SMAWA/SMLG and NCWD to follow-up the developed Action Plan.

SMWA and SMLG are required to be aware of importance of ensuring proper budget for WDC activation for improvement of service quality, enhancement of community recognition, improvement of management and strengthening collaboration with related agencies. It is recommended that SMWA and SMLG facilitate to hold Stakeholder Meeting at the state and conduct regular monitoring to sustain WDC activation process.

Independency of WDC in the Community

For the sustainability of WDC as a place for women empowerment, WDC itself needs to be self-independent to operate centres by themselves along with the constant communication to LGA which the Project supported. In some WDCs, attractive WDC products are developed and sold to generate income for WDC running cost and some community leaders provided equipment and materials for WDC. These indicate that once WDC is recognized as useful and necessary for women and community development, community would financially support WDC and WDC could run without depending on LGA. It is recommended that advocacy and awareness raising to community to be continued by WDO and HOC, by utilizing advocacy tools developed by the Project, so that WDC could be supported by the community. The recommendation to each state and LGAs compiled by NCWD Project members are referred in Attachment 7-9.

Utilization of WDC in Other Projects

WDC is located in each LGA nationwide and has been proven to be functioned as a place which encourages and enhance women empowerment at the community level. Taking into account this characteristic, it could be fruitful to utilize WDC effectively by those organizations such as other donor agencies, ministries, projects, and NGOs, which are targeting community and regional development and poverty reduction at LGA level. WDC could provide its facility, the place where women gather. Women's involvement in the project activities could be strengthened by mobilizing WDC students and

Appendix

Appendix 1: PDM

Project Title: Project on Activation of Women Development Centers (WDCs) to improve Women's Livelihood Phase II
Duration: 4 years (February 2011 - February 2015)
Target Area: Abuja (NCWD), Anambra, Cross River, Kaduna, Kano, Kwara and Niger State
Target Group: National Center for Women Development (NCWD), State Ministry of Women's Affairs (SMWA) of target states, State Ministry of Local Governments (SMLG) of target states, selected 3 Women Development Center (WDC) in each target state

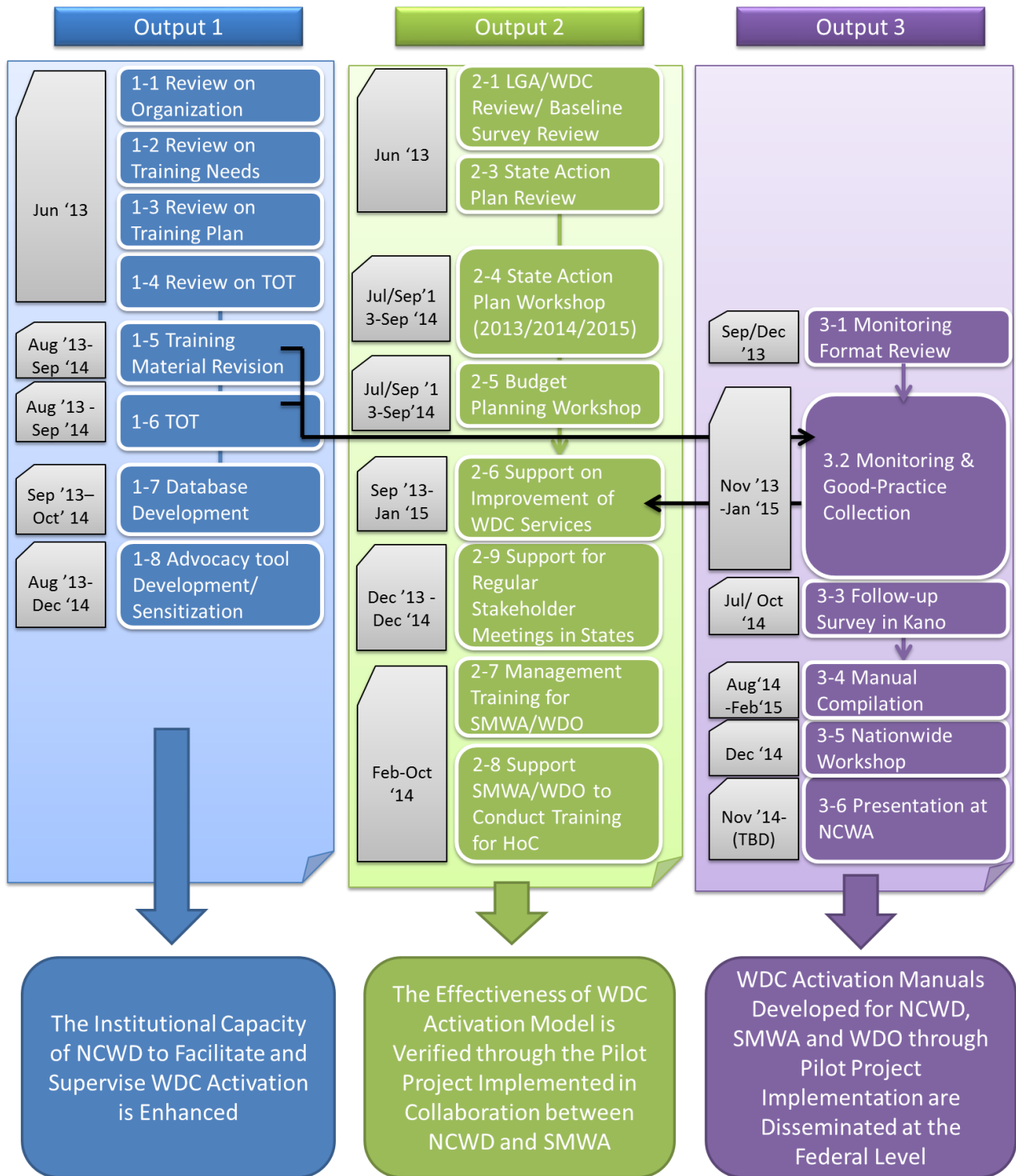
NARRATIVE SUMMARY	INDICATORS	MEANS	IMPORTANT ASSUMPTIONS
【Overall Goal】			
1.WDC activation model is expanded in wider scale at federal and state level. 2. Women's empowerment is enhanced at the community and household level through activation of WDCs	(a) More than 7 states other than target states newly adopt WDC activation model. (b) Women's social and economic participation rate is increased in the target states.	(a) Record of NCWD/SMWA (b-1) Interview to relevant organizations (b-2)Statistical Data of each state (UNDP , WB report)	
【Project Propose】			
WDC activation model is expanded at federal level through WDC activation in target states.	More than 4 states other than target states newly adopt WDC activation Model.	(a-1) Record of NCWD/SMWA (a-2) Interview to relevant organizations	• Policies toward WDC activation at federal level and state levels do not change
【Output】			
1. The institutional capacity of NCWD to facilitate and supervise WDC activation is enhanced.	(a) At least 3 types of user-friendly teaching materials are developed by the Project completion (b) The number of advocacy materials developed (c) At least 60% of the NCWD CP who participated in the TOT conducts training as a resource person by the end of the Project at the state level	(a) Developed teaching materials (b) Developed advocacy materials (c-1) Training report of NCWD/SMWA (c-2) Monitoring and Evaluation sheet for capacity development to be prepared by the Project	• Security in Nigerian communities are not severely deteriorated • Budget to activate WDCs are secured continuously at federal level and in target states
2. The effectiveness of WDC activation model is verified through the Pilot Project Implemented in collaboration between NCWD and SMWA	(a) The target SMWAs organizes a stakeholder meeting for WDC activation at least once a year in the target states. (b) The number of women who register WDC activities in target WDCs is increased by 30%. (c) 50% of target LGAs increase budget allocation for WDC activation.	(a) Record of stakeholder meeting in each target state (b) Record of each target WDCs/WDC report (c) Budget document of target LGA	
3. WDC Activation Manuals developed for NCWD, SMWA and WDO through Pilot Project Implementation are disseminated at the Federal level.	(a) Each target States collect at least two good practices and lesson's leaned. (b) User-Friendly manuals for NCWD, SMWA and WDO are developed.	(a-1) Progress report (a-2) Monitoring records (b-1) List of developed manuals and their quality (b-2) Interview to relevant stakeholders	

【Activities】	【INPUT】		
<p>1-1 The Project conducts an institutional capacity analysis of the concerned stakeholders for WDC activation.</p> <p>1-2 The Project conducts a training needs assessment of the concerned stakeholders for WDC activation.</p> <p>1-3 The Project formulates a capacity development training plan to activate WDCs.</p> <p>1-4 The Project develops teaching materials and conducts TOT for NCWD staff based on the developed training plan above.</p> <p>1-5 The Project develops a database on WDC profile to monitor the level of activation.</p> <p>1-6 The Project develops advocacy and education materials on the role of WDCs for women's empowerment and community development.</p> <p>1-7 The Project conducts an advocacy campaign on the importance of WDC activation by using the advocacy and education materials developed above.</p>	<p><Nigerian Side></p> <p>1. Personnel</p> <p>1) Project Director</p> <p>2) Project Manager</p> <p>3) Project Coordinator</p> <p>4) Counterparts (NCWD, SMWA, LGA(WDO))</p> <p>2. Office Space</p> <p>Office spaces at NCWD</p> <p>3. Local cost</p> <p>Administrative Cost (salary for counterparts, electricity, etc.)</p> <p>Transportation Expense and Per Diem of NCWD CP, etc.</p>	<p><Japanese Side></p> <p>1. Personnel</p> <p>(1) Experts</p> <p>1) Chief Advisor</p> <p>2) Project Coordinator</p> <p>3) Other Experts</p> <p>2. Counterpart Training programme</p> <p>3. Equipment</p> <p>4. Local cost</p>	<p>Security Condition is secured</p>
<p>2-1 The Project selects target States and pilot LGAs and WDCs.</p> <p>2-2 The Project conducts trainings on baseline survey for the target SMWAs and WDOs</p> <p>2-3 The Project supports the target SMWAs and WDOs to conduct baseline survey on women's needs and the current status of pilot LGAs and WDCs</p> <p>2-4 The Project conducts a planning workshop for the target SMWAs and WDOs to formulate an action plan to activate WDCs in the state.(Budget planning to be included)</p> <p>2-5 The Project supports target SMWAs and WDOs to develop an action plan to activate pilot WDCs in the state.</p> <p>2-6 The Project supports target SMWAs and WDOs to conduct technical trainings to improve service quality of WDCs based on the developed action plan above. (Skill-up trainings for WDC instructors, WDC graduates support initiatives)</p> <p>2-7 The Project conducts management trainings for target SMWAs and WDOs.</p> <p>2-8 The Project supports target SMWAs and WDOs to conduct trainings for WDC heads to improve WDC management.</p> <p>2-9 The Project supports target SMWAs and WDOs to conduct regular stakeholder meetings for coordination, advocacy and networking on WDC activation</p> <p>2-10 The Project supports target SMWAs and WDOs to conduct an advocacy and awareness raising on WDCs in the community.</p>			
<p>3-1 The Project develops monitoring and evaluation formats to review and assess the implementation processes and their impact for the Pilot WDCs activation.</p> <p>3-2 The Project reviews and analyzes the monitoring and evaluation format together with SMWAs and identify good practices and challenges.</p> <p>3-3 The Project conducts a follow-up study on the WDCs in Kano states, which were supported in Phase One Project, to clarify the current issues, challenges and lesson's learned.</p> <p>3-4 The Project compiles the knowledge and lesson's learned from the Pilot Project implementation, and formulates manuals for NCWD, SMWA and WDO which will be their practical reference for WDC activation.</p> <p>3-5 The Project conducts a national workshop on utilization of the above formulated manuals for SMWA and WDO.</p> <p>3-6 The Project conducts workshops on the level of WDC activation as well as on the developed manuals at the National Council of Women Affairs/Federal Ministry of Women's Affairs.</p>			<p>【Pre-condition】</p>

(※) Pilot Project means the whole processes of implementing WDC activation Model in 6 target states under the Project in order to verify the effectiveness of WDC activation model which was developed through the implementation of the Phase one Project in Kano state.

Appendix 2: Work Flowchart

Work Flowchart



Appendix 3: Detail Plan of Operation

Detail Plan of Operation

No	Year Month	2013												2014												2015	
		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb				
Activities for Output 1: The Institutional Capacity of NCWD to Facilitate and Supervise WDC Activation is Enhanced																											
1-1	Review of the roles and the capacity of the organizations related to WDC activation	BF	→																								
	AF	→																									
1-2	Review of the training needs of the organizations related to WDC activation	BF	→																								
	AF	→																									
1-3	Understand of the Capacity Development Training Plan and TOTs for WDC activation	BF	→																								
	AF	→																									
1-4	Review of the Capacity Development Training Plan and TOTs for WDC activation	BF	→																								
	AF	→																									
1-5	Revise Training Materials	BF			→																						
	AF				→																						
1-6	Conduct TOT for NCWD Project members	BF								→																	
	AF									→																	
1-7	Develop Database on WDC Profile	BF																									
	AF																										
1-8	Develop advocacy and educational materials and conduct sensitization campaign on the importance of WDC activation	BF																									
	AF																										
Activities for Output 2: The Effectiveness of WDC Activation Model is Verified through the Pilot Project Implemented in Collaboration between NCWD and SMWA																											
2-1	Understand the Situation of Targeted LGAs and Pilot WDCs/ Review the Result of Baseline Survey	BF	→																								
	AF	→																									
2-2	Conduct Follow-up Training related to Baseline Survey	BF																									
	AF																										
2-3	Review of Action Plan of the States for WDC activation	BF	→																								
	AF	→																									
2-4	Conduct a planning workshop for Target States to formulate Action Plan	BF																									
	AF																										
2-5	Conduct a Budget Planning Workshop for Target States	BF																									
	AF																										
2-6	Support Target SMWAs and WDOs to Conduct Technical Trainings to Improve Service Quality of WDCs Based on the Developed Action Plan	BF																									
	AF																										
2-7	Conduct Management Trainings for Target SMWAs and WDOs	BF																									
	AF																										
2-8	Support Target SMWAs and WDOs to conduct Trainings for WDC Heads to Improve WDC Management	BF																									
	AF																										
2-9	Support target SMWAs/WDOs to conduct regular stakeholder meetings for coordination and collaboration for WDC activation	BF																									
	AF																										
Activities for Output 3: WDC Activation Manuals developed for NCWD, SMWA and WDO through Pilot Project Implementation are Disseminated at the Federal Level																											
3-1	Review and analysis on developed monitoring format	BF																									
	AF																										
3-2	Conduct regular monitoring and collect good practices and lesson learnt	BF																									
	AF																										
3-3	Conduct follow-up survey on WDCs which were supported in the Phase One Project in Kano state	BF																									
	AF																										
3-4	Compile a practical manual for NCWD, SMWAs and WDOs based on the knowledge and experiences of the activities in the pilot project	BF																									
	AF																										
3-5	Hold a workshop to share the knowledge and experiences of WDC activation with SMWAs and other related agencies nationwide	BF																									
	AF																										
3-6	Make a presentation on the progress of WDC activation to National Council of Women Affairs (NCWA)	BF																									
	AF																										
Other Activities																											
4-1	Quarterly Meeting with NCWD	BF	▲																								
	AF																										
4-2	JCC	BF																									
	AF																										
4-3	Evaluation after Project Completion	BF																									
	AF																										
4-4	Thematic Training in Japan & its Selection/Review	BF																									
	AF																										
4-5	Project Newsletter (English)	New																									
4-6	Project News (Japanese)	New																									
Reports	Inception Report	△																									
	Work Plan																										
	Project Progress Report																										
	Project Completion Report																										

Plan as of June 2013
 Actual
 Preparatory work
 Meeting
 Reporting
 Draft Final

Appendix 4: Japanese Expert Dispatch Schedule

Dispatch Record/ Schedule of Japanese Experts

Project on Activation of Women Development Centres (WDCs) to Improve Women's Livelihood Phase II

	Name Title	Plan/ Actual	# of Dispatc hment	Project Period																								Total Days	Total MM
				2013 Fical Year												2014 Fical Year													
				5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2				
現地業務	Etsuko IKEDA (Chief Advisor/ Gender Mainstreaming/ Institutional Capacity Development)	Plan	6			39		30		45			32				83			35			264	8.80					
		Actual	5	6/5	7/13	8/17	9/15	11/6	12/20			3/27	4/27	6/1	7/16	8/17	9/7	11/16	1/4					264	8.80				
	Etsuko IKEDA (WDC Activation)	Plan	1																		12/30	1/30			32	1.07			
		Actual	1																		1/5	1/14			10	0.33			
	Kiyomi KAIDA (WDC Activation)	Plan	6		27					77			76			71			70			84			361	12.03			
		Actual	6	6/5	7/1			10/2	12/17	1/16	4/1	5/9	7/7	8/5	10/9	10/30	12/18							356	11.87				
	Hiromi TAKENAKA (Formulation of Capacity Development Plan/ Awareness Raising/ Organizational Development)	Plan	5			75			30			70			84						78			349	11.63				
		Actual	5			8/1	10/14		11/3	12/2	1/29	4/8	4/30	7/22	9/11		12/9							349	11.63				
	Satoko KURATA (Formulation of Capaci Development and Awareness Raising Material)	Plan	0																					0	0.00				
		Actual	1															10/13	11/2					21	0.70				
Yuki OBA (Database Development and Maintenance)	Plan	0																					0	0.00					
	Actual	1																		10/26-10/31			6	0.20					
Takashi KITAHARA (Project Coordinator /Organizational Development)	Plan	3		81				39			58												178	5.93					
	Actual	3	6/8	8/27			10/5	11/12	12/5	2/2													178	5.93					
Mirei SAKAMOTO (Project Coordinator)	Plan	3											60							51		35	151	5.03					
	Actual	3											3/27	5/5					8/5	9/18	11/20	1/14	141	4.70					
																		Activities in Nigeria: Sub total		Plan	1,335	44.50							
																				Actual	1,325	44.17							

国内業務	Etsuko IKEDA (Chief Advisor/ Gender Mainstreaming/ Institutional Capacity Development)	Plan	6	5																		10	15	0.75	
		Actual	4	5/29	6/4																		10	15	0.75
	Kiyomi KAIDA (WDC Activation)	Plan	6	5																			10	15	0.75
		Actual	3	5/29	6/4																		10	15	0.75

Note : Activities completed in Nigeria/Japan Activities Scheduled in Nigeria/Japan

Activities in Japan: Sub total	Plan	30	1.50
	Actual	30	1.50

Total	Plan	46.00
	Actual	45.67

Reports Submission Timing Note: "Δ"Month of Submission	Δ Inception Report Δ Work Plan	ΔPR (1)			ΔPR (2)			ΔPR (3)	DF/RΔ ΔTE	F/RΔ
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(TE:Terminal Evaluation 11/19-12/5)

Appendix 5: Joint Coordination Committee Meeting
(December 2013 and December 2014)

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W/A
W/A

**REPORT OF 2ND JOINTCOORDINATING COMMITTEE MEETING OF NCWD/JICA WDC
ACTIVATION PROJECT HELD ON 4TH DECEMBER,2013 AT THE BANQUET HALL**

OPENING :

The meeting commenced at 10:30am with the opening prayers offered in Christian & Islamic faiths.

WELCOME REMARKS BY THE DIRECTOR-GENERAL

The Director-General in her speech expressed great pleasure and welcomed members to the 2nd Joint Coordinating Committee (JCC) meeting which comes once in a year. She informed the members that the purpose of the meeting is to appreciate the activities of the NCWD/JICA project on the activation of Women Development Centres in six states; Anambra, Cross Rivers, Kaduna, Kano, Kwara & Niger states.

She added that gender inequality which in turn contributed to uneven development and the feminization of poverty. These disparities, she said have significant impact on the capacity of women to contribute to economic growth of the country especially at the household levels. She also added that it was also against the backdrop and the need to enhance socio-economic and the potentials of women through skills acquisition and improvement of literacy level that the NCWD in line to its mandate carried out a nationwide survey of Women Development Centres (WDC's) in Nigeria to assess their situation and ensure their optimal utilization. She reiterated that the finding of the survey revealed that these WDC's were grossly underutilized, seriously lacked equipment & qualified instructors to function effectively. She added that it was consequent upon this that NCWD through the NPC entered into correspondence with JICA in the area of technical support to build an effective strategy to fully utilize WDC's as resource base for skill acquisition.

The Director-General informed the meeting in her speech that the phase two of the project was designed to expand activation of WDC's to other states in Nigeria which included Anambra, Cross River, Kaduna, Kwara, Niger and Kano for a period of 4 years; 2011-2015.

She added that since the last JCC meeting of 2012 the project had achieved the following in its second year:

- Completed advocacy tours to State Governors, Commissioners, Local Government chairman in December 2012
- Conducted computer literacy training to desk officers in states & NCWD project team members
- Conducted training on the revised organisational management for WDC's
- Produced 2000 copies of organizational management document for WDCs
- Facilitated development of state Action plan for 2013
- Training of trainers of project members on organizational capacity development
- Conducted monitoring survey in the six states.

The Director-General reiterated that the implementation of the various planned project activities had been quite difficult and one of the central issues to note is lack of adequate funds. She added that the challenge of non-release of counterpart fund by the government despite several applications by the Centre to the Budget Office had affected the smooth implementation of the project activities in the

targeted states and the Centre has been funding all the activities from its meagre revenue and other sources.

However, the Director-General is optimistic that since the JCC is a committee of important stakeholder that review performances of the project at designated times and takes decisions towards actualising the goals of the project, the decision will be targeted towards the sustainability of the project beyond 2015.

The Director-General implored the members from the six targeted states to redouble their efforts in facilitating the activities of the project in their states for sustainability, ensure adequate funding, sustainable moral and financial support to graduates of WDCs to enable them set up businesses of their own so as to earn income.

She commended the efforts of the JICA and Stakeholders in the States Ministries of Women Affairs and Ministries of Local Government for their supports towards the success of this project. At this point the Director-General formally welcomed members to the JCC meeting.

OPENING REMARKS BY MR. TETSUO SEKI, CHIEF REPRESENTATIVE OF JICA NIGERIA OFFICE.

In his opening remarks, he expressed his pleasure to be at the 2nd JCC meeting of the WDC Activation project phase II. He recalled the first JCC meeting which was held a year ago and where the meeting discussed the result of the mid-term review and how to move forward, he added that after a year he was keen to learn the progress made in the six states.

He reiterated that the collaboration between JICA and NCWD had been on-going since 2007 and the success of the first phase was the reason why the second phase was formulated in 20011. However, he added that there had been challenges along the way but a reasonable progress had been achieved.

Mr. Tetsuo Seki was also pleased with the NCWD's initiative of expanding the WDC Activation models to other states which he said was the essence of the JICA's intervention as hand-in-hand cooperation. He added that what is most important in the project is that results will be sustained and expanded to other parts of the country.

Mr. Seki emphasised that the immediate concern is lack of counterpart funds from NCWD to conduct activities which is a serious obstacle that would jeopardise the collective efforts to revive the WDCs. He thus appealed to NCWD Management to find a solution that will ensure counterpart funds is available for 2014 and subsequent years.

He noted that the monitoring and evaluation exercise was successfully conducted which was one of the key recommendations from the mid-term review for assessing the progress of the project for necessary changes.

He encouraged the members of the project to double their efforts in the implementation of project so as to achieve the goal of empowering rural women through WDC activities.

He added that the Japanese Government is very committed to women empowerment and will continue to support Nigeria in this regard.

PROGRESS REPORT BY THE PROJECT MANAGER: MR. SADEEQ U. OMAR

The project Manager, Mall Sadeeq U. Omar presented to the meeting the progress report of the project. He stated that one of the functions of the JCC is to look at what the project had achieved within a year, its challenges and so on. Below is the progress report of the project activities from November 2012- November 2013:

- The project organised a five day training workshop at the Administrative Staff College of Nigeria (ASCON) Badagry, Lagos for 20 project members in November 2012
- A 5-day tailor-made training on Monitoring and evaluation at Centre for Management Development (CMD) Lagos State for 20 project members in September 2013
- The first edition of the NCWD/JICA project on WDC activation (phase II) quarterly newsletter is on editing stage and will be published by end of December 2013 and distributed to all stakeholders at both Federal and State levels while the project calendar of the year 2014 has been printed
- Also in November 2013 the Radio program that is targeted towards creating awareness on WDC activities at each of the targeted state is still on planning process.
- In February 2013, the project facilitated a workshop on Action plan development training for year 2013 for some states at the NCWD Abuja for desk officers of SMWA, 3 Women Development Officers, 3 Head of Centres, 3 Head of Departments in the LGA responsible for overseeing the affairs of the WDCs from each State. The training was facilitated by the NCWD project members throughout the sessions of the workshop.
- State Action plan of 5 stakeholders to this project in the state namely SMWA, SMLG, and 3 WDCs for each of the targeted state was formulated for the remaining part of year 2013 and 2014 at each of the 6 targeted states. The action plan was formulated at a 5 day workshop under 6 sessions on stakeholder analysis, situation analysis, gender analysis, problem analysis, budget preparation and action plan development. The NCWD project members facilitated each session and instructed how to make action plan to state and LGAs. The project Team reviewed each action plan and final copies were sent back to the states for consideration.
- In November and December 2012, the project embarked upon an advocacy visit by the Director-General and project team members of NCWD to all 6 targeted states. The purpose was to create awareness and acceptance of the WDCs activities in their communities. The advocacy team visited the state Executive Governors, Commissioners of LGAs, Religious/Community Leaders etc. he also noted that future advocacy visits will include other stakeholders like Speakers and Committees of on Women Affairs of the State houses of Assembly of the targeted states.
- The published organizational management for Women Development Centres Text Book under Phase I of the project was later reviewed as 2nd Edition of Organizational Management for Women Development Centres". A total of 2000 copies were printed in April 2013
- In order to enhance the capacity of the Desk Officers in the states and facilitate the flow of information a 3day computer literacy training was conducted at the NCWD in October 2012 and December 2012. The training contents included MS word (producing documents by MS word, include text/table /graph and page layout) using internet explorer. In addition to this and in

order to establish reporting structure from the target states to NCWD, the project provided computer systems and printer as well as internet data modems to all Desk officers with an MTN recharge cards that will cover 3 months usage.

- In October 2013, the project developed monitoring format and questionnaire targeted on WDC activation and Women empowerment. The questionnaires were revised at the 2 day workshop after the training on monitoring and evaluation at CMD Lagos. A preparatory to the 1st M & E of the project under phase II the revised questionnaire were tested for verification at Zuba WDC, Abuja on 2nd October, 2013.
- Stakeholders Workshop was in October, 2013. Desk officers from SMWA, SMLG and WDOs in 6 states were invited to NCWD Abuja and discussed the roles/responsibilities of the target states with respect to planned activities of the project in their states with a view to fully understand the project framework. The questionnaire for M & E was also examined and reviewed at the workshop
- In November 2013, the project carried out Monitoring exercise with aim of identifying whether the project objectives and goals are on course or not.

REPORT OF ACTIVITIES FROM STATE MINISTRIES OF WOMEN AFFAIRS

ANAMBRA STATE

The state reported that the Centres have been functional and equipped by the NCWD/JICA and the State Ministry of Women Affairs recently. The Permanent Secretary also added that the slow take off of the Centres was as a result of poor funding by the Local Government and other relevant stakeholders. He added that the state achieved the following:

- Conducted Sensitization on the existence of the WDCs in the Local Communities has been carried out.
- There is increase in WDC enrolment
- Conducted visits to all WDCs
- Provision of equipment and instructional materials to the WDCs by the State Ministry of Women Affairs
- Visited Traditional rulers, chairmen of Town Unions during the M & E in order to talk to them to see the need for sustainability of the project
- Mobilization of NGOs, Donor Agencies etc to help in the activation project

CHALLENGES

- Inadequate funding of the WDC
- Non-payment of instructors
- Inadequate supply of training equipment
- Training of instructors

CROSS RIVER STATE

The Director Women Affairs reported that the project began in 2011 in Cross River State in three senatorial district of the state; Abi, Ogoja and Akamkpa (Central, Northern and Southern senatorial

districts respectfully) with the signing of the MOU by the Executive Governor of the state and the three LGAs Chairmen.

Equipment following equipment were delivered to the three Centres:

1. Sewing machines
2. Embroidery machines
3. Knitting machines
4. Gas cookers
5. Office furniture
6. Generators
7. Hairdressing saloon equipment
8. Hat making materials
9. Decoration materials
10. Grinding machines

The following trainings were also conducted by the NCWD/JICA for HOCs, Instructors WDOs:

- Skill-up and maintenance training for instructors from 16th-22nd July, 2012
- Development of Action plan from 11th-15th February, 2013
- Training on good practices on 9th April, 2013
- Stakeholders meeting from 23rd – 24th October, 2013
- Monitoring and evaluation from 18th -22nd November, 2013
- Lectures were delivered to women on public speaking
- Lectures were also delivered to women on maternal and child mortality
- Many women have been trained and now have a source of livelihood
- School drop outs, widows and less privilege have been empowered
- The activities of the WDCs attracted Industrial Training Fund (ITF) to conduct appraisal study of the Centre at Ogoja and found it qualified to enter into partnership with the organization.

STATUS OF THE CENTRE

The Director also briefed the JCC meeting on the current status of the three WDCs at Abi, Ogoja and Akamkpa that are presently functioning and are carrying out training in tailoring, hairdressing, knitting, bead making, hat making, catering and decoration. Twenty women graduated in Abi WDC, 120 women graduated from Akamkpa and ogoja WDC trained 89 women.

CHALLENGES

- The Centres need crèche facilities to take care of their babies while they are being trained
- Lack of vehicles to enable the WDOs reach out to women in the rural areas
- Some sewing and knitting machines are not functioning
- Lack of computers to train women on ICT
- Need for a borehole for adequate water supply
- The Centre is in need of a bigger generator to enable it carry other equipment

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- The centre needs budgetary allocation to enable it to function well
- Beading machines for all the Centres
- Monthly salaries for the instructors

The following were the recommendations made by the Director Women Affairs for Cross River state:

1. There should be a stakeholders meeting to remind members of their roles in the management of the project
2. Monthly allocation should be provided for WDCs
3. Monthly salaries should be paid to instructors
4. Computers should be provided to the Centres for training and to make report writing system smooth.

KADUNA STATE:

The WDC Activation project kicked off in Kaduna state in 2011 in Jaba, Zaria and Igabi LGAs which respectfully represent the Southern, Northern and Central senatorial zones of the state. In the first year, the State Ministry of Women Affairs benefited from the activities such as baseline survey of the three WDCs and the state Women Centre in Kaduna state. Trainings were also conducted for the WDCs Staff and SMWA. The three WDCs were also provided with the following equipment:

- 21 sewing machines
- 6 knitting machines
- 6 cooking stoves
- 6 cabinets
- 6 tables
- 3 chairs
- 3 refrigerators
- 3 gas cookers
- 3 embroidery machines
- 3 generators
- 1 computer desk top with printer for the desk officer at the SMWA

ACTIVITIES OF 2013

- March 13th – 14th 2013, a 3 day workshop to refresh the skills and competence of women in the area of daily activities e.g checklist, book keeping, gender.
- 7th May, 2013, stakeholders meeting was held in Abuja to review questionnaire for M & E and designing of Radio program on awareness of the WDC activities
- Women empowerment program was organised on bead making, yoghurt making, sewing, knitting, hairdressing, baking at the NCWD from 16th – 26th June 2013
- Workshop on good practices was conducted at the NCWD Abuja
- Development of action plan workshop was organised for the three WDCs, SMLG and SMWA from 2nd -6th September, 2013
- The NCWD/JICA team from Abuja and seven members from SMLG and SMWA conducted Monitoring and evaluation survey at Jaba, Igabi and Zaria from 18th – 22nd November, 2013.

- The staff of the ministry who have gone to Japan for training were invited to share their experience in Japan to see how they can help in the development of women Centres in their states.

ACHIEVEMENTS

During the year under review, WDCs in Kaduna State were able to record the following achievements:

- Training of women in various functional skills has greatly improved as a result of the equipment donated to the three WDCs
- Women economic activities have improved as more women now participate in training and have acquired skills that empowered them
- Women now form cooperative societies that support the WDCs and the women in general
- The WDC in Jaba is undergoing total renovation
- Kaduna State government has concluded arrangement to reactivate six more WDCs (2 from each senatorial zones)
- The state owned WDCs would be upgraded for effective services to commence
- The SMWA is embarking on training of over 500 women in various skills to be self-reliant.
- Conducted monitoring from 16th – 18th May, 2013 and in November 18th - 22nd 2013.

CHALLENGES

- Inadequate funding of the three WDCs.
- The issue of transfer of staff is a big challenge. Presently in Jaba LGA as two key officers have been transferred ie Heads of Agric and ESd which has hindered the progress of the project.
- Lack of budgetary provision and transportation to conduct monitoring of the three WDCs
- Non active participation of SMLG in the project

KWARA STATE

Kwara State has WDCs established in the sixteen LGAs modelled after the National Centre for Women Development Abuja. The mandates of the WDCs are training, research and documentation of concerns and situation of Kwara state women at the grassroots level. The WDCs at the Local Government levels perform the following functions to help develop women to be self-employed and improve their livelihood; support women as economic providers and innovators, nurturers, caregivers, community leaders and agents of change.

BENEFIT OF THE PROJECT IN THE STATE

- Through the WDC activation project, the state has benefited in capacity building in terms of training of WDC instructors and other officers in the team
- The project has also donated equipment such as sewing machines, embroidery machines, generators, grinding machines, refrigerator, tables, chairs, cabinets and a set of computer for the project Desk officer in the state.
- The project also provided an opportunity for two instructors to undergo training on food processing and management in Japan

- The impact of the project has given tremendous improvement in the activities of the WDCs which also increased the number of enrolment of students

Report of Ilorin West LG:

The Centre was established in 1996 for the purpose of training women to be self-employed. The centre was renovated after it was chosen as a target LGA for the project so as to meet up with the guidelines and strategic plan of the activation project. The centre was equipped by the NCDW/JICA and the LG council. The centre also introduced new courses such as; health talk/personal hygiene/ HIV/AIDS awareness programs, creation of additional sections for hairdressing, knitting, soap making and computer science, introduction of cooperative society, standard format for record keeping and enlightenment on income generation.

COURSES	PARTICIPANTS
• Catering	35
• Tailoring	18
• Tie & dye	20
• Computer	5
• Soap making	35
• Knitting	10
• Bead making	30

Number of graduates from inception:

Catering	305
Tie & dye	90
Sewing	114

Number of graduated from January 2013 to date

Tailoring	20
Hairdressing	10
Knitting	5
Tie & dye	20
Bead making	35
TOTAL	90

ACHIVEMENTS

The WDC generates income from sales of products such as snacks, liquid soap, tie and dye, beads and sewing. The money generated is used to maintain the WDC though the Local government council gives support occasionally. The LG council also gave financial support of N20,000 to graduates and

three best graduates in each course were given training equipment to encourage them. The community also gave the graduates the opportunity to get a space of their choice to start their business.

CHALLENGES

- Training classes are too small
- No enough tables and chairs
- Inadequate training equipment
- Lack of maintenance of existing equipment
- Lack of computers for training
- Inadequate funding of WDC

Report of WDC Ifelodun LGA

Established in 1996 and from inception the courses available to date are:

- | | |
|-----------------|-----|
| • Sewing | 20 |
| • Soap making | 75 |
| • Hair dressing | 15 |
| • Knitting | 15 |
| • Catering | 15 |
| • Tie & dye | 9 |
| • Bead making | 102 |

ACHIVEMENTS

- Graduates in each course are given financial support by the LG Council as shown below, though in 2013, no financial support has been given to graduates due to the transition period.

YEAR	AMOUNT
• 2009	N15,000
• 2010	N10,000
• 2011	N10,000
• 2012	N10,000

- The Centre also generates income to run and maintain the Centre through sale of sewn clothes, knitted materials, beads and tie & dye
- Trainees are encouraged to involve in daily contribution and cooperative society to support their business
- conducted of monitoring and evaluation by the LG council, officers of SMWA and HOD Education

CHALLENGES

- non availability of vehicle for monitoring
- inadequate funding by the LG council
- inadequate training equipment

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- Lack of attention or support from the LG council
- Non availability of utility such as water supply and electricity

Report of WDC Baruten

The Centre was also established in 1996 and offers the following courses

Catering	6
Knitting	8
Sewing	15
Interior decoration	4
Bead making	4
Shea butter processing	10

ACHIEVEMENTS

- LG Council has given financial support, equipment and renovated the centre
- Training of instructors
- The WDC generates fund through sale of shea butter, soap making etc to run and maintain the Centre
- The WDC has requested for financial support to graduates from the LG council to enable graduates start their business after graduation.

CHALLENGES

- Inadequate funding of the WDC
- Lack of vehicle for the WDC
- Inadequate training equipment
- Inadequate office furniture

REPORT OF NIGER STATE

On 12th March 2013, fourteen WDCs were fairly equipped by the SMWA and support from the SMLG. Also on 27th – 28th February, 2013, a capacity development workshop on report writing, record keeping and cash book keeping were organised for WDOs of the three LGAs (Paikoro, Agaei and Wushishi). Another workshop was organised on 26th March, 2013 on organizational Management for WDCs on how to keep records such as syllabus, time table, registration forms, attendance register for trainees, attendance register for instructors, equipment list, minutes of meeting, store records and account records.

There was also a training on good practice on 7th May, 2013 at the NCWD, Abuja for the six target states. Action plan development workshop was conducted in September 2013 to enable the WDCs and the SMWA develop their 2014 Action Plan. In November 2013, members of the project team from states who have attended training in Japan shared their experiences with other members at the meeting held in NCWD, Abuja.

ACHIEVEMENT

- Completion of a new storey building for the WDC in Paikoro
- Renovation of WDCs
- Training of instructors
- Imprest are released to WDCs
- Paikoro WDC graduated 29 participants and supported with N10,000 to start their business
- Wushishi WDC trained 105 and graduated 10 participants who were given equipment relevant to their training to start a business
- Agaie trained and graduated 45 students.
- There is also increase in enrolment of women in WDCs

CHALLENGES

- Insufficient training equipment

Niger state requested that the NCWD/JICA activation project should consider the involvement of the state in the 3rd phase of the project.

REPORT OF MONITORING AT TARGET STATE

The project coordinator called on Team leaders for the monitoring survey conducted in the 6 states to present their reports. Due to time constraints, only Cross River State was able to complete and present its report at the meeting. The report was presented by Mrs Atim Esuekong.

GENERAL DISCUSSION

The Project coordinator facilitated this session. He advised states to ensure that the computers allocated to states are used by for the purpose of the project. He also advised states to give the project at all times the right target participants as the project contributes to the reduction of unemployment and poverty. He opened the floor for a general discussions to enable them give their views, comments as it affects the project. Below are the comments:

- i. Niger state suggested that the project should find a way to get their directors to accept the project as key officers are yet to fully accept the project

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- ii. Anambra also suggested that a sensitization of key stakeholders should be conducted to enable the success of the project and the need to also equip the centres and be adequately funded;
- iii. Kwara state also advised NCWD/JICA to put more efforts on Advocacy visits to the states as that would help and encourage the participation of WDCs in budget preparation. The problem of cash backing was also stated as part of the challenges in kwara state;
- iv. Kano stressed the need for an advocacy visit to the key stakeholders on the importance of sustainability of the project;

COMMENT BY PROJECT MANAGER

The project manager advised that stakeholders should take ownership of the project and address the problem of funding and also encourage collaboration with other agencies in the activities of the WDCs. He added that the issue of funding is a major problem that has been reoccurring in all the meetings. He however states that as part of the requirement, states must make provision and make available funds to WDCs as well as training of staff and travel costs for staff, such commitment is expected also of the SMLG.

The Project Manager also stated that the non-provision of budget to WDCs is a serious challenge and there is need to encourage the LG Councils to provide funding and also provide stipends for graduates to start their businesses after graduation. He also advised that LG should provide some funds as imprest for WDCs to enable them function more effectively.

The project Manager noted that State Ministries of Local Government and Local Government Chairmen ought to be part of this meeting to be able to address the issues raised, however, he informed the meeting that letters would be written to states Ministries for Local Government and Chairmen of Local Government of their importance of their attendance at stakeholders meetings like the JCC.

On the issue of collaboration, the Project Manager stated that it is important for the SMWA and SMLG in the states to understand their respective roles in the activation project and the concerns of women should be their most concern he added that SMLG should ensure the implementation of the agreement signed and stated that a fresh letter would be written by the Centre in that respect.

Also on the issue of advocacy, he stated that it had been planned and would ensure that appointments are made with the relevant offices/persons to meet in the same venue where everything would be discussed.

To this end, the project manager commended members on the remarkable achievements made especially in the new innovations as seen in Kwara and Anambra states and many WDCs have done so much to show.

On the issue of misallocation of equipment to the right target, the project manager stated that states that do not use their equipment as appropriate or to the right person, the project would be taken out of the state.

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ACTIVITIES FOR YEAR 2014

The Project Manager presented the plan of operation for approval at the meeting and activities for 2014 to the meeting as follows:

Dec 2013	stakeholders meeting
Jan 2014	TOT: Data analysis, Database data collection entry, Radio program, and advocacy tour
Feb 2014	state stakeholders meeting at Abuja for feedback
Mar 2014	TOT: women empowerment and community development
Apr 2014	Management training for SMWA and WDO, revised training materials
May 2014	2 nd monitoring
Jun 2014	Kano follow-up study
Jul 2014	Action plan workshop 2015
Aug 2014	2 nd state stakeholders meeting at Abuja for feedback
Sep 2014	2 nd stakeholder meeting
Oct 2014	compiling manuals
Nov 2014	compiling manuals, JCC meeting and Terminal Evaluation

CLOSING REMARKS

On behalf of the Director-General, the Project Manager gave the closing remarks. In his remarks, he stated that the meeting had been successful with reports from all the states except Kano state that were absent. He prayed that the project would achieve more in the coming year. He assured the meeting that the challenges faced by states had been noted and would act accordingly.

He thanked members for responding to the invitation letters and their full participation at the meeting and emphasized that what the project is doing is helping the women of Nigeria and urged them to continue with their efforts. He thanked and wished the participants well and safe trips back to their various states.

CLOSING:

The meeting closed at 1:55pm

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ATTENDANCE:

S/N	STATE/ORG	NAME	DESIGNATION
1.	Anambra	Udebizunam F. Ogbaru	HOD
2.	Anambra	Nwakaeme Jude	D(WA)
3	Anambra	Ezekwu E. N	HOD
4	Anambra	Willy Ume	HOD
5	Anambra	M. N. Ezeanuna	Director SMLG
6	Anambra	Okeke G. N	Perm Sec
7	Cross River	Douglas N. Eyegbe	D(Education) Abi
8	Cross River	Ogban Catherine P.	D education (akamkpa)
9	Cross River	Mose Cordelia	D education (Ogoja)
10	Cross River	Margaret Ifuni Njar	D (WA)
11	Cross River	Jacob E. using	Perm Sec
12	Cross River	James Eno Uket	D (MLG)
13	Kaduna	Aminu jaafar	HOD
14	Kaduna	Grace Sarki	HOD
15	Kaduna	Pauline Maikori	Desk officer
16	Kaduna	Ramatu Tanko	WDO Zaria
17	Kaduna	Asmau A. Mohhammed	DD(MLG)
18	Kaduna	Ladi Friday	Desk Officer
19	Kaduna	Comfort Sawol	P.O
20	Kano	Mohammed G. Salihu	HOD (MLG)
21	Kano	Mohammed Ali Danbatta	HOD(D/Tofa LGA)
22	Kano	Musa Salihu F.	HOD Comm (Dala)
23	Kwara	Kikelomo Amaja	Perm Sec SMWA
24	Kwara	Alyeleso Rasaki	Dir Comm Dev
25	Kwara	Toki Christiana M.	Dir SMWA
26	Kwara	Bilkisu A. Usman	HOD Edu (Baruten)
27	Kwara	Adeboye R. Bolanle	HOD Edu (Ifelodun)
28	Niger	Danlami I. tanko	HOD (Paikoro)
29	Niger	Rahama L. Bawa	Dir. WA
30	Niger	Haj. Safiya Shehu	HOD
31	Niger	Deborah L. Jatha	Desk officer
32	Niger	Agi Ibrahim	HOD
33	Niger	Gana Mohammed	Dir Comm Dev.
34	JICA Nigeria Office	Tetsuo Seki	Chief Rep
35	JICA Nigeria Office	Chie Shimodaira	Rep
36	JICA Nigeria Office	Emiko Mikami	Project formulatiom advisor
37	JICA Nigeria Office	Halima Ahmed	Consultant
38	NCWD	Lady Onycka Onwenu (MFR)	D.G, Project Director
39	NCWD	Sadeeq Omar	DPRS, Project Manager
40	NCWD	Umar Idris Muhammed	Project coordinator
41	NCWD	Aisha Mohammed	Deputy project coordinator
42	NCWD	Azubuike Ogu	Project Secretary
43	NCWD	Ismaila Baba	Project member

44	NCWD	Abdul Bolakale A.	Project member
45	NCWD	Atim Esuekong	Project member
46	NCWD	Habiba Tumsah	Project member
47	NCWD	Ashi Samuel Emeana	Project member
48	NCWD	Larai H. Shira	Project member
49	NCWD	Wale Fakoya	Project member
50	NCWD	Raphael Akolade	Project member
51	NCWD	Nneka Elonu	Project member
52	NCWD	Yinka Oye	Project member
53	NCWD	Jummai Modu	Project member
54	NCWD	Waffiya S. Mustapha	Project member
55	JICA Expert/Team	Etsuko Ikeda	Chief Advisor
56	JICA Expert/ Team	Kiyomi Kaida	Expert
57	JICA Expert/Team	Abieyuwa Igbinoghene	Project Staff

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Minutes of Meeting

Title	NCWD/JICA WDC Project Phase 2. One Day Joint Coordinating Committee Meeting (JCC)		
Date & time	3 rd December 2014 11:35am- 2:45pm	Venue	Banquet Hall
Participants	-D.G/DPRS- Mal. Sadeeq Omar, DoT- Princess Jummai Idonije, Ismaila , Azubike, Nneka , Umar, Abdul, Habiba, Atim, Yinka, Blessing, Aisha, Amina, Rapheal, Moh'd, Jafaru, Jummai Modu, -State Delegate rom: Anambra, Kano, Niger and Cross River -JICA Country Rep. Mr. Tetsuo Seki, Ms. Emiko -JICA Evaluation Team -WDC Project Team- Ikeda, Mirei, Hiromi, Kiyomi, Abieyuwa		
Record Date	Same as meeting date	Recorder	Abieyuwa
Contents	<p>1. Opening remarks</p> <ul style="list-style-type: none"> • The JCC Meeting with the National Anthem and then the opening prayer by a volunteer. • The Project Coordinator facilitated the one day JCC meeting. He introduced the guest and delegate from the State and Abuja. • Present at the meeting were the DG NCWD represented by the DPRS, Director Training NCWD, JICA Country Rep. JICA Programme Officer and representatives from the FMWASD and NPC. Also present at the Coordinating Committee meeting were the Terminal Evaluation team from JICA head Office, Japan. <p>2. Welcome remarks</p> <ul style="list-style-type: none"> • The welcome remark by the DG NCWD was presented by the representative DPRS Mal. Sadeeq Omar. In the presentation, she welcomed all to the last JCC meeting for the NCWD/JICA project where the terminal activities will be highlighted and appraisal of the WDC activities that have been implemented in the last four years in the six target states of Anambra, Cross River, Kaduna, Kano, Kwara and Niger. • Through the project tremendous success has been achieved as the literacy level of the grass root women who attended has improved, management structures in the WDCs is established, social perception of women has changed as they are now able to contribute to the economic stability in their various families. • Additional achievement is the production and publication of the Guideline and strategic implementation plan for the activation of WDC in Nigeria was developed and it serves as a veritable tool in activation of WDCs in Nigeria. • During the second phase the WDC activation project has been able to record successes in expansion of WDCs in target states and other states in the country Throughout the project year, there have been capacity building for both State partners and NCWD project members in the areas of field experience and technical expertise • The NCWD has extended the experience gained in the activation of WDC to other states in the country like Ebonyi, Ekiti, Oyo, Adamawa, Gombe and Zamfara. They provided capacity building and skill acquisition training as well as supplied variety of equipment to respective WDC • Noting the major challenge of funding as a barrier to achieving maximum successes in the states, though pleased with the rate of achievement so far but more need to be done • As the 2nd phase wind up noting that only six states 18 WDCs out of 36 state including FCT in Nigeria has been activated • In her recommendation, she advised that further collaboration and technical support should continue with JICA as we seek to improve more grassroots women livelihood in other states not yet activated • She expressed the NCWD sincere gratitude to JICA and Government of Japan for their support in the WDC activation project, the State stakeholders, SMWAs, SMLG and LGAs for their support throughout the project <p>3. Progress Report of Project Activities</p> <ul style="list-style-type: none"> ■ The progress report of project activities was presented from December 2013- November 		

2014 by the DPRS

- Presenting from the three identified output table 1 to 3 of the project activities outlined are;
 - **Output 1: Training of Trainers- Data analysis:** Training organized for 20 project members in February 2014
 - ✚ **ToT on Women Empowerment and Community Development:** Training organized for project members in collaboration with SMEDAN in September 2014
 - ✚ **Develop Database on WDC Profile:** Field Survey conducted in the 6 target states in April 2014 and a one day utilization meeting held in September
 - ✚ **Development of Advocacy materials:** Radio programme for advocacy and awareness creation was organized in the 6 target states for 10 weeks in January 2014. The project has published two newsletter in December 2013 and September 2014 and the third currently on going to be published in December 2014
 - **Output 2: Action Plan-** Action Plan Development workshop for 2015 organized in the 6 target state in September 2015 for SMWA, SMLG, HODs/CDOs, WDOs facilitated by two NCWD project staff
 - ✚ **Management Training:** The Reporting format training was held for state partners of WDC during the State stakeholders meeting in Abuja in March 2014 and during the 3rd Stakeholders meeting another training was held in November 2014 and the project members share knowledge on women empowerment and Community Development training they had
 - ✚ **Stakeholders Meeting at State:** In November 2014 Kaduna and Niger State organized their own state meeting which provided all stakeholders at the state the opportunity to discuss progress issues and concerns of the centres
 - **Output 3: Monitoring Survey at State:** The 2nd monitoring survey was held in August 2014
 - ✚ **Follow-up Survey** of 6 WDCs in Kano WDC in Phase 1 was carried out in April 2014
 - ✚ **Draft Manual** for NCWD, SMWA and WDO is currently being compiled by the committee which was appointed in March 2014. The practical manual is a guideline for the activation of WDC was introduced and share at the state stakeholders meeting held in Abuja

4. Presentation of State Activity Report

- ❖ **Anambra State:** The activity report was presented by the Permanent Secretary of the State Ministry of Women Affairs. In her report she started by appreciating the NCWD/JICA project for considering the 3 Senatorial District selected for the WDC activation project and since the activation of the WDCs tremendous achievements have been recorded in the State which are;
 - ✚ Baseline survey, Advocacy visits in the states to the Governor and other stakeholders in the 3 target LGAs,
 - ✚ TOT capacity building for SMWA, SMLG, LGA and WDO staff,
 - ✚ Provision of equipment to the 3 target WDCS in the state,
 - ✚ Capacity building on report writing, WDC Service Quality etc.
- Supply of training equipment for bead making, Tailoring, Hair dressing, Catering, Outdoor and indoor decoration.
- The SMWA during the project life was able to pay salaries of all the instructors at the 3 target LGA for one year
- Carried out sensitization workshop and activities in church, using town cries, radio advert
- The SMWA has 63 WDCs constructed and equipped but not activated except for the 3 target LGAs that are fully functional and have graduate 850 students since its activation
- The centres are poorly funded and so hinders the service quality

- The SMWA has benefited immensely in the project as the project desk officer was sent by the NCWD/JICA project to Japan for training
 - ❖ **Kano State:** The activity report was presented by the Permanent Secretary of the SMWASD. She started by presenting the report on the activities of the State Governor investing in women initiative to capacity building of women in the state and providing graduate support scheme to help them and also provide free equipment.
 - The WDC activation project in the 2nd phase has brought tremendous success to the state in addition to the activities of the governor. The radio programme helped to sensitize and create awareness of the women empowerment initiative
 - The data survey done in the state helped to build the capacities of the staff of the SMWA, SMLG and LGAs
 - The project has built the capacities of the state staff in different dimension in skill acquisition training for WDC instructors and TOTs
 - The three target LGAs namely, Wudil, Dawakin Tofa and Dala in the state have experienced changes as the LG has renovated the WDCs, introduction of new skills at the centres such as embroidery, poultry etc., provision of adequate working materials by the LG, collaboration with development agencies and financial institutions
 - In her recommendation; she stated that the Ministry of Local Government should expand and renovate WDCs to create conducive environment for learning
 - SMWA and LG should provide more equipment and repair the spoilt ones
 - State Ministry of Education should provide standard curriculum to encourage participants
 - And SMWA/SMLG should organize periodic trainings for WDC instructors and hence employ qualified instructors
 - ❖ **Niger State:** The State activity report was presented by the representative of the Permanent Secretary of the SMWA. In the state report, she lighted some of the benefits of the WDC activation project in the state especially at the 3 target WDCs as database survey was conducted for the collection of necessary data.
 - The WDC project organized a 10 weeks radio programme for to sensitize husbands of participants and non-participants on the importance of allowing their wives to attend WDC to learn skill to be able to earn income and contribute to the household.
 - The radio programme sensitization programme resulted to increase in enrolment of students at the WDC
 - The project has also helped built the capacity of SMWA, SMLG and LGA staff in areas of Action Plan workshop both at state and Abuja, skill acquisition workshop, report writing workshop, WDC management training etc.
 - The SMWA has also organized capacity building workshop for WDC instructors to learn new skills
 - The SMWA working with the State Government have activated other WDCs in 18 LGAs and provided working materials for the centres
 - The SMWA in November 2014 organised Stakeholders meeting at State attracting relevant stakeholders and were able to channel their challenges and sought for possible solution
 - The SMWA expressed their profound gratitude to NCWD/JICA for their support and choosing to work with the state and there is a huge impact of the WDCs in the various communities.
 - ❖ **Two states namely; Kwara and Kaduna were absents from the JCC meeting**
- 5. Database Presentation**
- The report was presented by the Project Coordinator. The presentation was made from the findings from the survey carried out in the 6 target states of Anambra, Cross River, Kaduna, Kano, Kwara and Niger in April 2014
- The purpose of the WDC survey was to ascertain the level of functionality of the

WDCs in the states.

- The survey was in four categories such as; Functional, Not Functional, Not existing and Converted
- **Functional:** WDC having some level of activity, having students and graduating students learning skills
- **Not Functional:** Those WDCs where there is no activity going on as observed at the time of the survey
- **Not Existing:** For WDCs who only existed as document but not physically sited
- **Converted:** Those WDCs converted for other uses and functions different from WDC
- In total, 146 WDCs were surveyed to view their status in the 6 target states
- The survey showed that Niger state has the most functional WDCs, followed by Kwara, Kaduna, Cross River and Kano while Anambra has the list functional WDC
- In summary of all the 6 target states, 58% of the WDCs surveyed are functional, 26% Not Functional, 12% Not Existing and only 4% Converted
- In the aspect of graduate support, Kano WDC has the highest graduate support scheme in place for WDC graduates as since activation have given graduate support to 408 graduates of WDC, followed by Cross River with graduate support for 193 WDC graduates, Niger with 176 graduates supported and Kwara with 125 graduates given graduate support. It was noted that in Anambra and Kaduna state there is no provision for graduate support and so the graduates are not assisted and it has affected the activities of WDCs
- Other areas in consideration during the survey are the four aspect of WDC Activation which are WDC Service Quality, Positive Recognition, WDC Management and Collaboration
- From the analysis done relating to the four aspect of WDC activation, it was observed that Niger has improved services and highest sufficient services at the WDC than others while Kaduna and Kwara has the weakest or under progress WDC service
- To further buttress the findings, graphical representation was shown to show the different level of WDC activation and Functionality

6. Terminal Evaluation

The evaluation team of 4 arrived Nigeria in November 2014 from JICA headquarter in Japan. Their major aim was to evaluate the progress of the project, its input, activation level and achievements.

❖ Five evaluation criteria was applied:

- Relevance
- Effectiveness
- Efficiency
- Impact
- Sustainability

❖ The above criteria is to identify the promoting factor and impending factor

❖ To suggest better implementation of the remaining project period

❖ Methodology used for Evaluation:

- Documentation review on the progress report and project documentation
- Questionnaire survey to NCWD project members, SMWA, SMLG, WDO, HOC and Japanese expert
- Interview to NCWD, SMWA, WDO, HOC and Japanese expert
- Visit to project state- SMWA, 3 pilot WDCs in Niger

❖ Achievements form Evaluation:

- Various trainings has helped to enhance the capacity of NCWD Counterpart
- 20 types of teaching materials and advocacy tools developed and produced during the project

	<ul style="list-style-type: none"> • 23 NCWD project members received TOT and conducted training at state <p>❖ Effectiveness of WDC Activation Model</p> <ul style="list-style-type: none"> • Mostly fulfilled • Majority of the WDC has increased number of participation • WDCs renovated and new building constructed, equipment and materials provided for learning and provision of graduate support <p>❖ Achievement of Project Purpose</p> <ul style="list-style-type: none"> • Almost achieved purpose • Project Management and communication challenge – effort made and functions well now • Security situation, delay in budget hinders realization of project activities • Relevance of Project of the project is high • Effectiveness is relatively high, project purpose is almost achieved • Efficiency input are adequate but some constraint such as disbursement of funds for project activity implementation • Impact- there are various positive impact observed. Expansion of WDC Activation Model at federal and state levels: consultation with six (6) non-target states. • Some target LGs have been initiating various activities for reactivation of WDCs i.e. Paikoro (Niger) LG allocated 27 million Naira to construct a two story building • Attention to WDC activities by different sectors, NGOs, finance agencies • There is support to WDC graduates in 8 LGAs <p>❖ Sustainability: Relatively high</p> <ul style="list-style-type: none"> • Policy and institutional sustainability : high • Financial Aspect: feasible mechanism to cope up with the problems shall be prepared • Technical Aspect: • Capacity of NCWD C/P: Greatly improved by trainings and OJTs • SMWA/WDO: Improved coordination and networking <p>❖ In conclusion- Capacity of NCWD counterparts has greatly improved.</p> <ul style="list-style-type: none"> • Targeted 18 WDCs were activated. • Strong commitment and leadership of NCWD to finalize WDC • Activation Manuals are highly expected <p>❖ Recommendation</p> <ul style="list-style-type: none"> • Manuals including good practices and lessons learned in 6 target states should be finalized by the end of the Project • National Workshop planned to share and update • Dissemination of manuals throughout the country • Manuals for SMWA/SMLG, WDOs should be disseminated in a timely manner • Effective utilization of the capacity of C/Ps and state level stakeholders involved in the Project • Capacity of NCWD, SMWA, WDOs improved • There should be opportunities for sharing experiences among state level stakeholders • NCWD should ensure Sustainability of the project at State levels • There should be Strategic planning to expand WDC Activation Model by utilizing the data base introduced by the Project • There should be identification of resource institutions to further improve the service quality at WDCs <p>7. Way Forward - The project manager in his speech on the next step to be taken to ensure the sustainability of the WDC Activation Project, it is expected that the various state government should be able to duplicate the model in other LGAs seeing that the project will terminate in February 2015 and NCWD will go round to check how much the</p>
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	<p>government have done in activating other WDCs in the state.</p> <ul style="list-style-type: none"> • More collaboration is needed between SMWA/SMLG and the State Government • It should be noted that most WDCs did not meet their target due to lack of funding because with budget plans cannot be made to sustain the project • LGAs and State Government need more sensitization so they can make budget for WDC activation • Drawing from the DG's speech, a 3rd phase is required • A national workshop will be organised for the practical manual to be presented to them for verification and adoption • There is a possibility of a 3rd phase judging from what the terminal evaluators have reported, NCWD hope for a bigger platform will in 2015 conduct training and workshop for women in other areas of skill acquisition such as plumbing, electrical, bricklaying, volcanizing etc. <p>8. An MOU was however signed by the JICA terminal evaluator chief and the NCWD</p> <p>9. Closing Remark</p> <ul style="list-style-type: none"> • JICA Terminal Evaluator- The leader of the Evaluators speaking on the behalf of the team said they were pleased to attend the JCC meeting after they had visited one of the project states, attended the stakeholders meeting in Abuja, interviewed and discussed with State participants and CP. They are impressed with their findings. It is a success case for women to be empowered to be able to earn income to support their families. In conclusion, they said there is greater need for cooperation of stakeholders of the project. • JICA Chief Rep. – He said for JICA, the project is very unique and important. The collaboration since 2007 is gradual coming to an end, it is important that the positive achievements be recognize. Listening to the outcome of the evaluators is very impressive as there are significant changes and good practices from the project so far. • The terminal evaluation report provides us with a comprehensive summary of what have been done right and what need is to do better. The activation model guide to be developed will be a great resource to women who attend WDC at the local level. • It is important to start thinking and strategizing on how to transfer the model to other WDCs across Nigeria. • Though JICA's supports ends in February 2015, it does not mean they are no longer with NCWD in the journey to activating WDCs in Nigeria. JICA Nigeria office is still available to support activities as much as possible. Hoping that NCWd and state counterpart are able to take up the challenge of sustaining the result of the project so far. • He appreciated NCWD for effort put in to ensure the success of the project though not without its challenges. <p>10. Vote of Thanks</p> <p>The Project Manager who represented the DG, in his closing remark expressed the Dg's profound gratitude to JICA for all their immense support throughout the project. Also, NCWD look forward to future collaboration soon from JICA. Appreciating all the delegates from the state that made effort to be available for the workshop, he wished everyone safe journey back to their various state.</p> <p>*The JCC meeting ended with a closing prayer, after which a group photo was taken by all delegate, NCWD & JICA staff</p>
Materials collected	<p>Report of WDC activities at State from:</p> <ul style="list-style-type: none"> • Anambra • Kano • Niger

Appendix 6: List of the Project Members

List of the Members of WDC Activation Project

No.	Name	Department/Division	Position
1	Onyeka Onwenu	Director General NCWD	Project Director
2	Sadeeq U. Omar	DPRS	Project Manager
3	Umar Idris Muhammad	PRS	Project Coordinator
4	Aisha Mohamed	PRS	Deputy Coordinator
5	Azubike Ogu	PRS	Project Secretary
6	Ismaila A. Baba	PRS	Project Member
7	Princess Jummai Idonije	Director of Training & Development	Project Member
8	Emmanuel Onilearo	Assistant Director Programme Analyst, PRS	Project Member
9	Wafiyyah S. Mustapha	Chief Planning Officer, PRS	Project Member
10	Abdul Bolakale A	PRS	Project Member
11	Aliyu Muazu Maigini	Estate (*Resignation)	Project Member
12	Habiba M. Tumsah	Procurement	Project Member
13	Ashi Utor	Admin	Project Member
14	Muktar Usman	Assistant Chief Planning Officer, PRS	Project Member
15	Duru Ijeoma	PRS	Project Member
16	Mohammed S. Aliyu	Acting Chairman of Procurement Office	Project Member
17	Larai H. Shira	Legal Unit	Project Member
18	Wale Fakoya	Accounts	Project Member
19	Raphael O. Akolade	Accounts	Project Member
20	Nneka Elonu	PRS	Project Member
21	Oboh U. Blessing	PRS	Project Member
22	Yinka Oye	PRS	Project Member
23	Jummai Modu	PRS	Project Member
24	Atim Esuekong	PRS	Project Member
25	Amina Ibrahim Sadiq	Day care	Project Member
26	Musa Ja'afaru	Admin	Project Member

Members who colored are not active to participate to the Project activities due to their designating management positions (Director of Department, Chief and Assistant Chief etc).

Appendix 7: Other activities

1. Review of the first part of the Project (Phase 2)

Review of the First Part of the Project Phase 2

PO	Activities	State	Date	Detailed Activities	Lecturer / Researcher	Participants/ interviewees	Responsible Person	Reports
2-2 2-3	Baseline Survey	Kano	Nov-11	Basic info of State and target LGAs/ WDCs, 5 aspects of women empowerment from WDC students, interview/FGD with WDC students/ husbands, Market survey(intervnew and observation)	Aisha, Blessing, Emma, Bolakale, Musa, Umar, Wale, Ijeoma, Wafiyya, Yinka, Muktar, Azubike, Atim, Ismaila, Larai, Nneka, Ebi, Ashi, Raphael,Otsuka, SMWA	WDO, HOC, WDC instructors, WDC students/ husbands, LGA, SMWA, cooperatives/entrepreneurs/b rokers	Ms. Otsuka	X (Raw data)
		Kaduna	Feb-12	Basic info of State and target LGAs/WDCs, Roles of SMWA/SMLG/LGA/WDC, Market survey (observation)	George , Princess Jummai, Blessing, Habiba,Ijeoma, Raphael, Musa, Aliyu, Wale, Larai, Miura, SMWA	WDO, HOC, WDC instructors, WDC students/ husbands, LGA, SMWA	Ms. Miura	X (Raw data)
		Niger	Nov-11	Basic info of State and target LGAs/WDCs, Roles of SMWA/SMLG/LGA/WDC, Market survey (observation)	Ebi, Azubike, Princess Jummai, Umar, Habiba, George , Aisha, Blessing, Kurata, SMWA	WDO, HOC, WDC instructors, WDC students/ husbands, LGA, SMWA	Ms.Kurata	●
		Anambra	May-12	Basic info of State and target LGAs/WDCs, Market survey (observation)	Ismaila , Aisha, Azubike, Clement	WDO, HOC, LGA, SMWA ,sellers/buyers in Market	NCWD team	●
		Cross River	Feb-12		Umar , Atim, Ijeoma,Suleiman			●
		Kwara	Feb-12		Ema , Bolakale, Nneka, Raphael			●
2-2 2-3	Baseline follow-up	Kano	X	/	/	/	/	/
		Kaduna	X					
		Niger	X					
		Anambra	Feb-13	interview with WDCstudents/non students, graduates to assess 5 aspects of women empowerment	Yinka, Jummai, Ijeoma	WDCstudents/graduates, non students. Total of 15 women/WDC=45 women.	Ms. Niioka	X (Raw data)
		Cross River	Sep-12		Yinka,Jummai, Nneka, Umar, Niioka		Ms. Niioka	
		Kwara	Jul-12		George, Ijeoma, Bolakale,Umar, Aliyu, Otsuka, Niioka		George(?)	●

Review of the First Part of the Project Phase 2 (Remarks and Way Forward)

PO	Activities	State	Remarks	Way forward
2-2 2-3	Baseline Survey	Kano	Survey report is a compilation of raw data. There is no analysis.	Baseline survey should be utilized for planning the following activities and designing indicators for monitoring. But appropriate data was not collected enough. It is better not to utilize the results of this baseline survey, rather it should be set up indicators for monitoring of 4 aspects of WDC activation and 5 aspects of women's empowerment based on Guideline and other relevant documents.
		Kaduna	Survey was well done and enough data was collected, but not well analyzed and compiled as a report. No data about 4 aspects of WDC activation is presented.	
		Niger	Information about WDC is not enough. No data about 4 aspects of WDC activation.	
		Anambra	Information presented in the report is not enough. For WDC, there are no data about 4 aspects of WDC activation.	
		Cross River		
		Kwara		
2-2 2-3	Baseline follow-up	Kano	Data is not well analyzed and compiled in a report. There is a summary of data only.	The questionnaire for women's empowerment can be modified and used for monitoring. The experiences of conducting interview survey of NCWD members should be fully utilized.
		Kaduna		
		Niger		
		Anambra		
		Cross River		
		Kwara		

Review of the First Part of the Project Phase 2

PO	Activities	State	Date	Detailed Activities	Lecturer / Researcher	Participants/ interviewees	Responsible Person	Reports
3-1	Monitoring (4 aspects of WDC activation)	Kano	X	For WDC Management, a consultative workshop to develop the monitoring format was held at NCWD with SMWA/LGA (HOD, WDO, HOC). Monitoring for the 4 aspects of WDC activation was not done, but the format for WDC management aspect was developed.	For WDC Management, based on Ms. Harada's monitoring format.	For WDC Management, HOC, WDC instructors, WDO/LGA	Ms. Harada	X (only format of management aspect, no report)
		Kaduna	X					
		Niger	X					
		Anambra	X					
		Cross River	X					
		Kwara	X					
3-1	Monitoring (women's empowerment)	Kano	May-13	5 aspects of women's empowerment were evaluated by Questionnaire. The questionnaires were distributed in March 2013, and collected /analyzed in March2013.	based on Ms. Harada's monitoring format.	WDC students (10 students / WDC =total of 180 students)	Ijeoma, Ms.Niioka	X (summary of data only)
		Kaduna						
		Niger						
		Anambra						
		Cross River						
		Kwara						
3-2	Good Practice	Kano	May-13	Each WDC made a presentation on their " Good practice". Their presentation was evaluated by 5 aspects(usefulness, effectiveness, creativeness, good model to other WDC, presentation) by JICA office.	Ms. Niioka	HOC, WDO, HOD, SMWA, SMLG (11 people from each state were invited). Total attendance was 60 people.	Ms. Niioka	X
		Kaduna						
		Niger						
		Anambra						
		Cross River						
		Kwara						
2-9	Bi-Annual Activity Report (to monitor reports from States)	Kano	X	/	/	/	Muktar	X
		Kaduna	X				Habiba	
		Niger	X				Aisha	
		Anambra	X				Azubike	
		Cross River	X				Atim	
		Kwara	X				Bolakale	

Review of the First Part of the Project Phase 2 (Remarks and Way Forward)

PO	Activities	State	Remarks	Way forward
3-1	Monitoring (4 aspects of WDC activation)	Kano	Japanese short-term expert developed a monitoring format which cover one of the 4 aspects of WDC activation.	WDC activation has 4 aspects. To monitor WDC activation should be evaluated by those 4 aspects. Indicators of evaluating the level of WDC activation should be set up based on Guideline. And the monitoring survey will be conducted regularly.
		Kaduna		
		Niger		
		Anambra		
		Cross River		
		Kwara		
3-1	Monitoring (women's empowerment)	Kano	Questions are too superficial to assess women's empowerment. All questions are yes-no question, and the questionnaire is distributed, not face-to-face interview. The most of interviewees answered 'yes' to most of questions.	For monitoring the level of five aspects of women's empowerment, detailed questionnaire was used in the baseline follow-up survey in Anambra, Crossriver and Kwara, but the raw data was not well analyzed. Based on this questionnaire, the indicator of monitoring women's empowerment will be developed, and the monitoring survey will be conducted regularly.
		Kaduna		
		Niger		
		Anambra		
		Cross River		
		Kwara		
3-2	Good Practice	Kano	The definition of "Good practice" is not clear. Also the way to collect good practice should be reconsidered.	The definition of "Good practice" should be reviewed and discussed based on the Guideline. The way of collecting "Good practice" also need to be reviewed and discussed.
		Kaduna		
		Niger		
		Anambra		
		Cross River		
2-9	Bi-Annual Activity Report (to monitor reports from States)	Kano	After the training on organizational management for NCWD focal persons of target state by Ms. Harada in March 2013, focal persons were expected to instruct SMWA/LGA and collect the Bi-Annual Activity report from each State. Six months has not passed since the training, so their by-annual report has not been collected.	According to the reporting system which was taught at the organizational management training to NCWD focal persons and SMWA/LGA (HOD, WDO, HOC) by Ms. Harada, this reporting system is expected to be checked by NCWD. Focal persons should encourage SMWA to check report from WDO and WDC, and focal person should instruct SMWA to write and submit their report regularly. The reporting system should be closely checked by focal persons.
		Kaduna		
		Niger		
		Anambra		
		Cross River		
		Kwara		

Review of the First Part of the Project Phase 2

PO	Activities	State	Date	Detailed Activities	Lecturer / Researcher	Participants/ interviewees	Responsible Person	Reports
2-5	Action Plan	Kano	May-11	Action plan was developed, but not enough.	Ms. Otsuka, NCWD	SMWA/LGA	Ms. Otuka	X
		Kaduna	Jul-12	Action plan for 2013 was not completed. Action plan was made only up to July 2013.	Ema, Habiba, Raphael, Musa	SMWA(6officers), SMLG(4 officers), LGA (3HODs, 3WDOs, 3HOCs)	Ema	●
		Niger	May-12		George, Ema, Muktar, Blessing, Wale, Otsuka	SMWA(17 officers), SMLG(2 persons) /LGA(3HODs, 3WDOs.	Ms. Otsuka	●
		Anambra	Feb-13	Action Plan 2013 was developed.	Ema, Jummai business education (Azubike) also done.	SMWA (desk officer) 3WDOs, 3HOCs, 3HODs) from each State	Ema	(not report, but teaching materials)
		Cross River	Feb-13					
		Kwara	Feb-13					
1-6 1-7 2-9 2-10	Advocacy Tour	Kano	Nov-12	DG and NCWD officers (about 10 officers) visited Govoner, Commisioner to raise their awareness of project and to increase their commitment to the project.	DG, NCWD officers (about 10 members)	State Govoner, Commisioners of SMWA and SMLG	NCWD team	X
		Kaduna	Dec-12					
		Niger	Dec-12					
		Anambra	Oct-12					
		Cross River	X					
		Kwara	Dec-12					
	Advocacy Materials / awareness in community	For All State		Poster (Aug.-12) Calendar for 2013(Dec.-12), Frier in 5 local languages(1000 copies:), News letter (Niger state)		Stakeholders in target state and non-target state.	Ms. Miura, Ms.Nioka	● (advocacy materials, not report)

Review of the First Part of the Project Phase 2 (Remarks and Way Forward)

PO	Activities	State	Remarks	Way forward
2-5	Action Plan	Kano	Action plan for 2013 was not developed at all.	Action plan for 2013 need to be developed as soon as possible, and for 2014 also need to be developed including budeget planning.
		Kaduna	Action plan for 2013 (from August-) was not completed.	Action plan for 2013 (from August-) need to be developed as soon as possible.Action plan for 2014 need to be developed including budget planning.
		Niger		
		Anambra	Action plan for 2013 was developed.	Action plan for 2014 need to be developed including budget planning.
		Cross River		
Kwara				
1-6 1-7 2-9 2-10	Advocacy Tour	Kano	Japanese exparts were not participated. The reports of the advocacy tour was not presented. So the details of advocacy tour is not clear. Need to collect info.	NCWD plans to conduct Advocacy tour once more for the rest of the project period. If security situation is ok, Japanese exparts would be better join the tour.
		Kaduna		
		Niger		
		Anambra		
		Cross River		
	Kwara			
	Advocacy Materials / awareness in community	For All State	Advocacy material are enough. Awareness in community needs to be	Something like community event/ radio program need to be considered to raise awarness on WDC activation in community.

Review of the First Part of the Project Phase 2

PO	Activities	area of training	Date	Detailed Activities	Lecturer / Researcher	Participants/ interviewees	Responsible Person	Reports
1-4	Training (for NCWD)							
1-4-1	Management	N1 team building	Mar-12	importance of working as a team: sharing information, time management, solving and preventing problems, managing logistics.	Ema	NCWD members	Ema	●
		N2 organizational capacity development	Nov-12	strategic management, leadership skills, managing difficult situation/persons, coordination and communication, transparency and accountability, budgeting	ASCON (Lagos)	NCWD members	ASCON	●
1-4-2	Gender analysis	N3 Gender issues	Apr-12	Basic gender training was provided to retain the knowledge of team members.	Blessing	NCWD members	Blessing	● (teaching material only)
		N4 data analysis from gender perspective	May-12	Basic knowledge on gender disaggregated data and gender analysis were taught	Sadeeq Ebi	NCWD members	Ebi	● (teaching material only)
1-4-3	N5 Women's empowerment		Apr-12	Japanese experiences on community development like Livelihood improvement programm was presented by a NCWD member who joined the Japan training.	Wale (?)	NCWD members	Wale	● (teaching material only)
1-4-4	Planning (budget included)		X					
1-4-5	Data analysis		X					
1-4-6	Monitoring &Evaluation		Oct-12	Basic concepts of M&E, Design of M&E, data analysis, sampling.	Resource persons from Bayero University	NCWD members	Resource persons from Bayero University	● (teaching material only)

Review of the First Part of the Project Phase 2 (Remarks and Way Forward)

PO	Activities	Area of Training	Remarks	Way forward
1-4	Training (for NCWD)			
1-4-1	Management	Team building Organizational capacity development	Teaching material of team building training was well developed by NCWD member.	As the teaching materials on these issues were already prepared by NCWD members and those materials were utilized by NCWD, what is left is to modify and compile those teaching materials and make a printed textbook.
1-4-2	Gender analysis	Gender issues Data analysis from gender perspective	There are several teaching materials well prepared by NCWD member.	
1-4-3	Women's empowerment	Japan experiences of community development	NCWD member who went to japan training on community development made a presentation by his teaching material.	
1-4-4	Planning (budget included)		Not yet done. But action plan workshop covered	
1-4-5	Data analysis		Not yet done	Training on data analysis should be organized before NCWD members start M&E to States. Resource persons should be selected and the date/venue for training need to be set.
1-4-6	Monitoring &Evaluation	Basic concepts of M&E, Design of M&E, data analysis, sampling.	This training was highly appreciated by NCWD members, and claimed that the training was too short and need more advanced one.	Although a training on basic M&E was done, the training needs on this issue was very high, and the capacity of NCWD on monitoring need to be more developed. Therefore, another training on M&E should be organized for all NCWD members. And based on the training materials, the textbook on M& E should be well developed.

Review of the First Part of the Project Phase 2

PO	Activities	State	Date	Detailed Activities	Lecturer / Researcher	Participants/ interviewees	Responsible Person	Reports		
2-6 2-7	Capacity development	Kano	Dec-11	Organizational management, business	?	SMWA, SMLG, LGA/WDO/HOC	?	X (teaching material only)		
		Kaduna	May-12	Management (book keeping, reporting, accounts)	Muktar,Ema, Blessing, Wale, Otsuka		George	●		
		Niger		Business planning, Gender, women's empowerment (Japan experiences of community development)						
	Management Workshop	Kano	/	/	/	/	/	/	/	
		Kaduna								
		Niger	Jul-12	Action plan modified, record keeping of WDC	Azubike, Aisha	HOC, LGA,WDO, SMWA(D, DD)	/	/	X	
			Sep-12	Finance/account, stakeholder analysis	?	?	?	?		
		Anambra	/	/	/	/	/	/	/	
		Cross River								
	Kwara									
	Management Training (book keeping, reprting, accounts) Gender training	Kano	Mar-13	/	/	/	/	/	/	
		Kaduna								
		Niger	Apr-13	/	/	/	/	/	/	/
Cross River										
Kwara										
Compuer Literacy	Kaduna, Niger, Anambra, Cross river, Kwara	Oct-12	/	/	NCWD	SMWA Decs Officer	MsMiura	●		
	Kano, Kaduna, Niger, Anambra	Dec-12			NCWD	SMWA Decs Officer	MsMiura			

Review of the First Part of the Project Phase 2 (Remarks and Way Forward)

PO	Activities	State	Remarks	Way forward
2-6 2-7	Capacity development	Kano	Those training/workshop were overlapped. Same topics were covered by another training which was very similar but different title. Aspects of management was too much emphasized.	Teaching materials need to be modified and compiled, and make a printed text book.
		Kaduna		
		Niger		
	Management Training (Training for State/WDO) (book keeping, reprting, accounts) Gender training	Kano		
		Kaduna		
		Niger		
		Anambra		
		Cross River		
		Kwara		
	Management Workshop (Training for State/WDO)	Kano		
		Kaduna		
		Niger		
		Anambra		
		Cross River		
		Kwara		

Appendix 7: Other activities

2. Questionnaires for the Database Survey

_____ State

Date of survey _____

Position of interviewee
HOC/Deputy/ others (_____)

_____ LGA

Answered by HOC

1 Name of WDC

2 Year of establishment

3 Number of classrooms

4 Daycare centre available

YES	NO
-----	----

5 Water is supplied

YES	NO
-----	----

6 Electricity is supplied

YES	NO
-----	----

7 Available WDC courses	Sewing	Catering	Knitting	Soap-making	Hair-dressing	Literacy	Other1 ()	Other2 ()
course duration								
Number of students								
Number of graduates for the past 1 year								
Number of instructors								
Number of functional equipment								

8 Name of HOC

9 Contact number of HOC

10 Available WDC products

11 WDC products are sold

YES	NO
-----	----

12 Amount of the sale of WDC products per month

13 Any collaborating agencies to produce/ market the WDC products

14 There are other WDC in LGA

YES	NO
-----	----

Number of WDCs in LGA

Answered by WDO

Name of WDO

Contact number of WDO

Monthly budget for WDC from LGA

Pictures taken by researcher

WDC facility	
Equipment	
Students in class	
Management documents	
WDC products	

_____ State _____ Date of survey _____

Position of interviewee
HOC/Deputy/ others ()

_____ LGA

Answered by HOC

1 **Number of registered students is increased for the past 1 year**

YES	NO
-----	----

Number of students for last year _____ / Number of students for this year _____

2 **Number of functional equipment is enough for students**

YES	NO
-----	----

3 **Working material is adequately provided**

YES	NO
-----	----

How much materials do you receive per month? _____

4 **Graduates support is provided**

YES	NO
-----	----

What kind of support do you give? _____

How many graduates received the support last year? _____

5 **Sensitization activity on WDC is held in community**

YES	NO
-----	----

What kind of activity? _____ / How many times? _____

6 **Support to WDC is given by community**

YES	NO
-----	----

What kind of support? _____ / From whom? _____

7 **Record keeping is done**
(check by researcher, and if yes, click ✓)

YES	NO
-----	----

Attendance record for students	
Attendance record for instructors	
Weekly time table	
Equipment list	

8 **WDC activity report is written and submitted to WDO regularly**

YES	NO
-----	----

How often do you submit the report? _____

9 **Meeting is held with stakeholders in community**

YES	NO
-----	----

How often do you have the meeting? _____

10 **Budget for WDC from LGA is adequately provided**

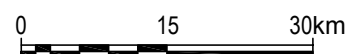
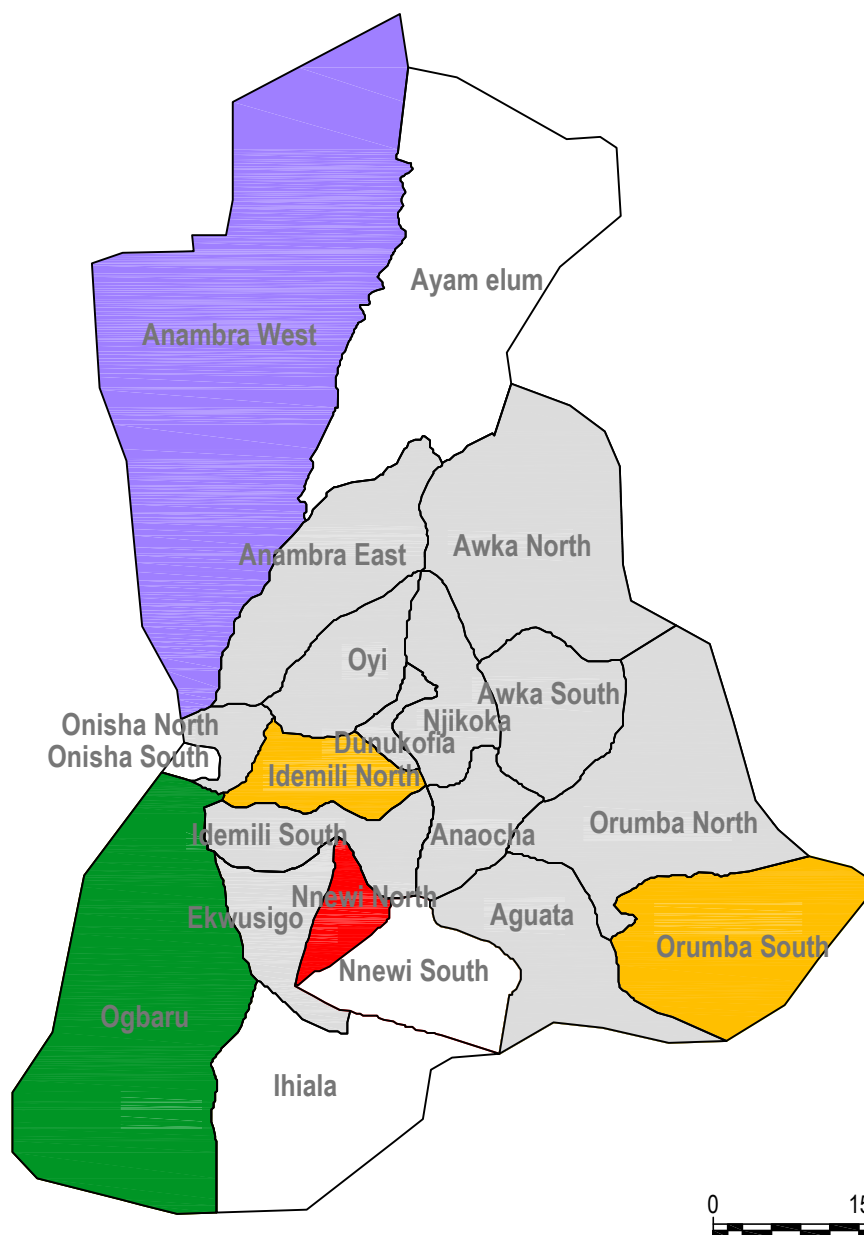
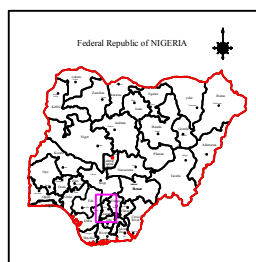
YES	NO
-----	----

How much budget do you receive from LGA per month? _____

Appendix 7: Other activities

3. WDC Activation Map

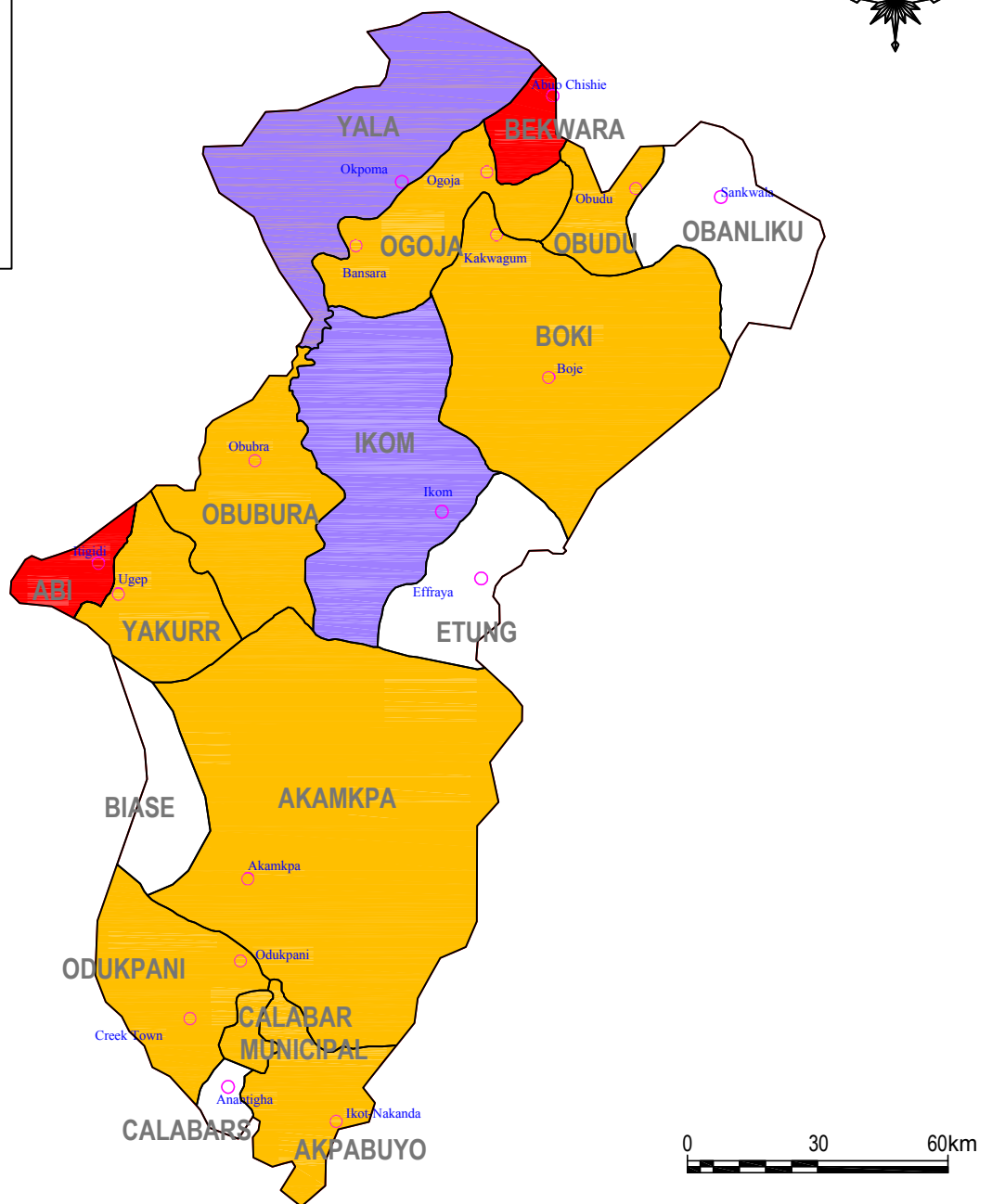
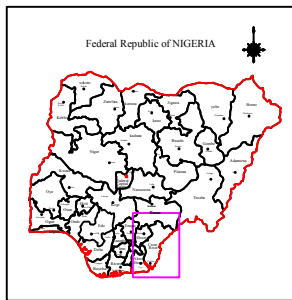
Anambra State



Color	Classification	Criteria
Functional		
Those WDCs that some level of activity was ongoing at the time of the survey. The WDC were engaged in running the training courses with the participants and instructors were available. They have graduate students and/ or under the process of recruiting new students.		
	Green	Level of Activation : Sufficient (70~100%)
	Yellow	Level of Activation : Improving (20~69%)
	Red	Level of Activation : Under Progress (0~19%)
	Not Functional	Those WDCs where no activity was observed at the time of the survey. They were found being locked with no sign of training, students, and no visible mark of instructors that would facilitate the training.
	Not Existing	WDC existed on document, but they were physically not found in terms of facility/ building or sign board.
	Converted	Those WDCs which were converted for other uses. Activities are ongoing some related to women, while some unrelated, but the function was different from WDC.

[Note: The result of the map is based on the WDC Activation Database Survey conducted in April 2014.]

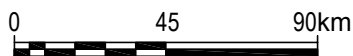
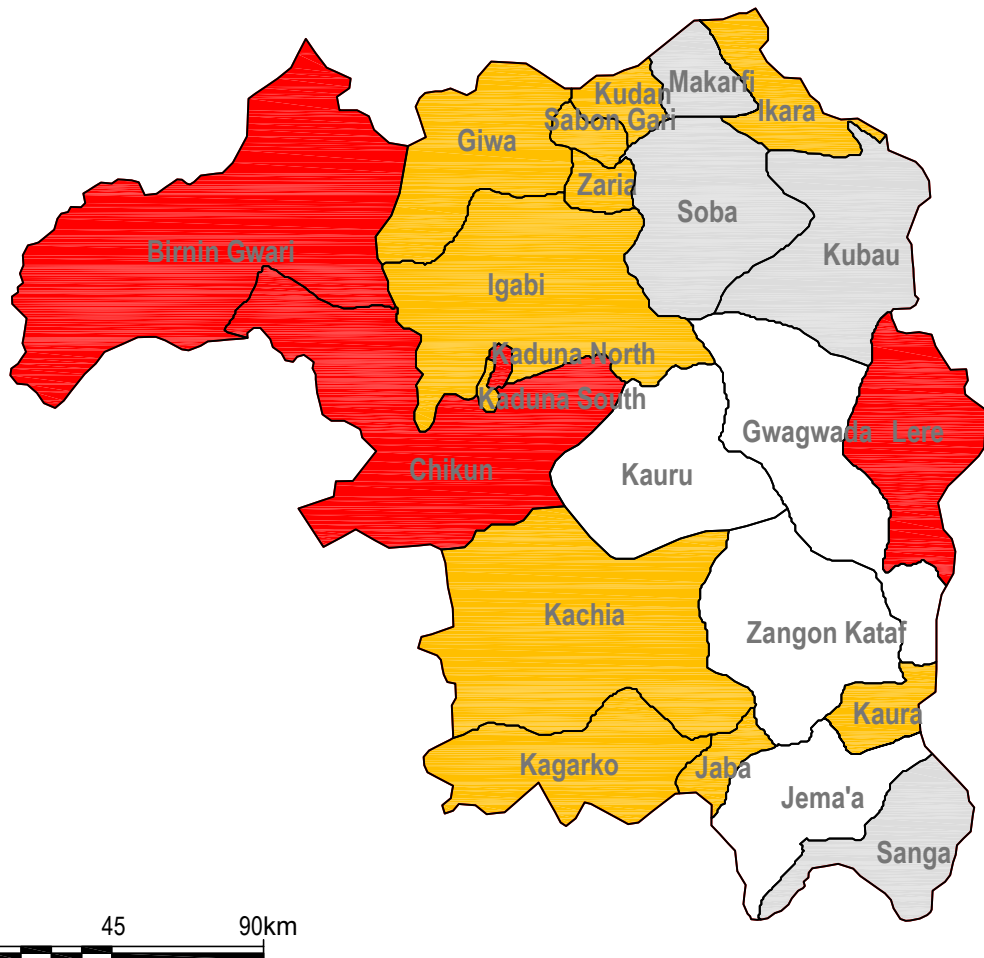
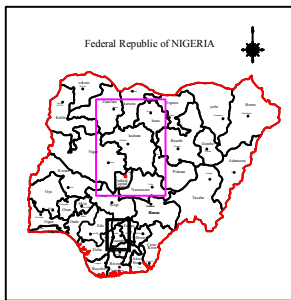
Cross River State









Color	Classification	Criteria
Functional		
Those WDCs that some level of activity was ongoing at the time of the survey. The WDC were engaged in running the training courses with the participants and instructors were available. They have graduate students and/ or under the process of recruiting new students.		
	Green	Level of Activation : Sufficient (70~100%)
	Yellow	Level of Activation : Improving (20~69%)
	Red	Level of Activation : Under Progress (0~19%)
	Not Functional	Those WDCs where no activity was observed at the time of the survey. They were found being locked with no sign of training, students, and no visible mark of instructors that would facilitate the training.
	Not Existing	WDC existed on document, but they were physically not found in terms of facility/ building or sign board.
	Converted	Those WDCs which were converted for other uses. Activities are ongoing some related to women, while some unrelated, but the function was different from WDC.

[Note: The result of the map is based on the WDC Activation Database Survey conducted in April 2014.]

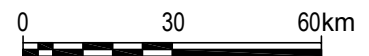
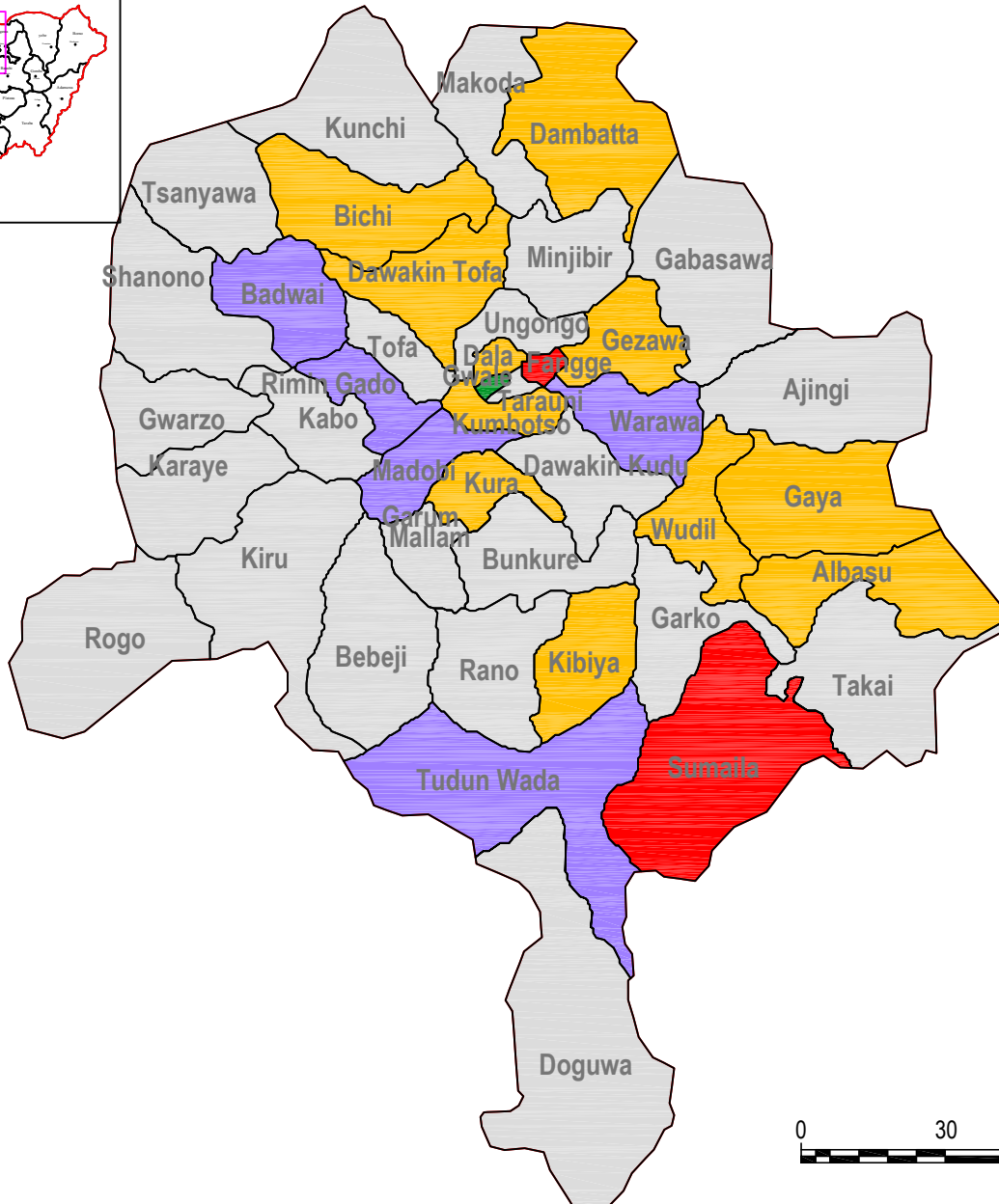
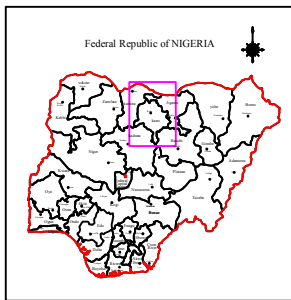
Kaduna State



Color	Classification	Criteria
Functional		
Those WDCs that some level of activity was ongoing at the time of the survey. The WDC were engaged in running the training courses with the participants and instructors were available. They have graduate students and/ or under the process of recruiting new students.		
	Green	Level of Activation : Sufficient (70~100%)
	Yellow	Level of Activation : Improving (20~69%)
	Red	Level of Activation : Under Progress (0~19%)
	Not Functional	Those WDCs where no activity was observed at the time of the survey. They were found being locked with no sign of training, students, and no visible mark of instructors that would facilitate the training.
	Not Existing	WDC existed on document, but they were physically not found in terms of facility/ building or sign board.
	Converted	Those WDCs which were converted for other uses. Activities are ongoing some related to women, while some unrelated, but the function was different from WDC.

[Note: The result of the map is based on the WDC Activation Database Survey conducted in April 2014.]

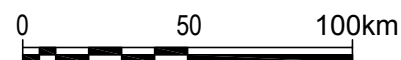
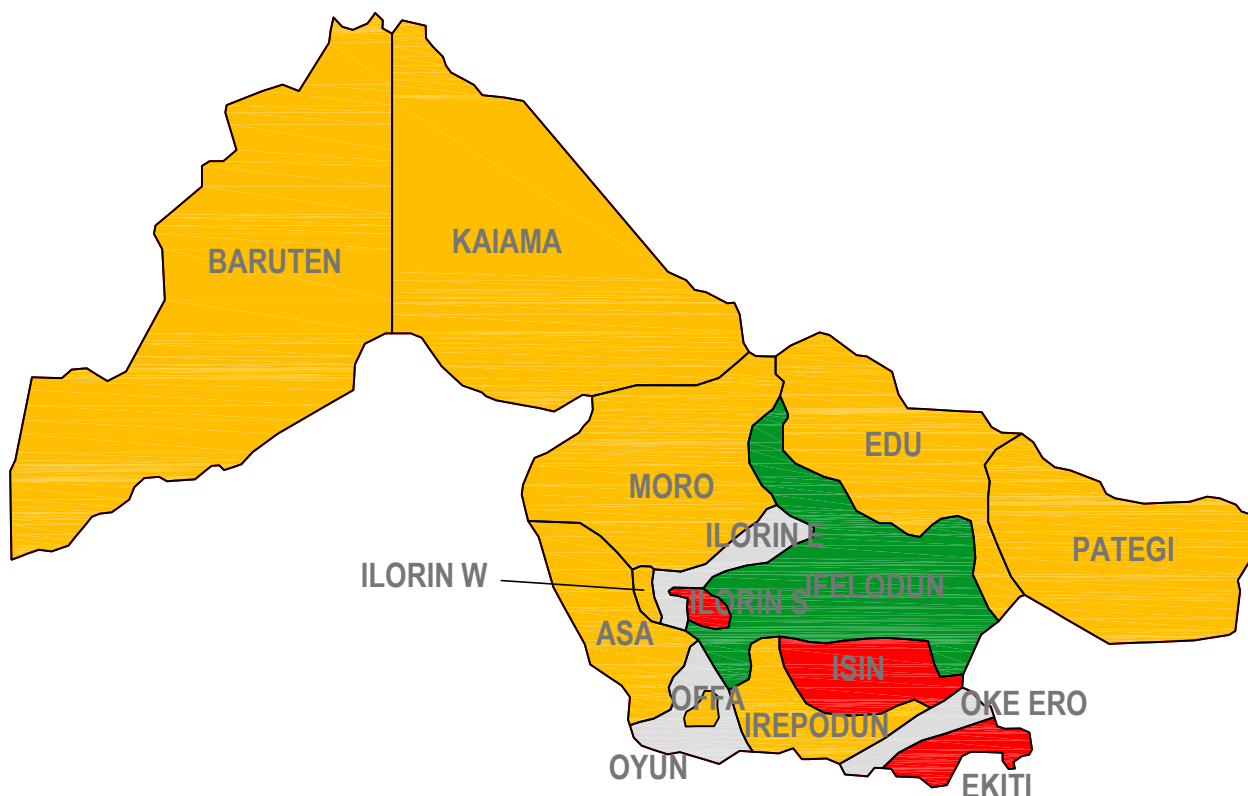
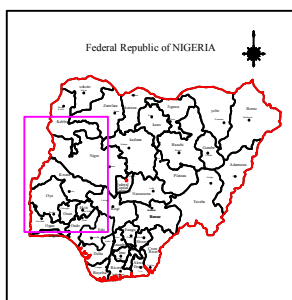
Kano State



Color	Classification	Criteria
Functional		
Those WDCs that some level of activity was ongoing at the time of the survey. The WDC were engaged in running the training courses with the participants and instructors were available. They have graduate students and/ or under the process of recruiting new students.		
	Green	Level of Activation : Sufficient (70~100%)
	Yellow	Level of Activation : Improving (20~69%)
	Red	Level of Activation : Under Progress (0~19%)
	Not Functional	Those WDCs where no activity was observed at the time of the survey. They were found being locked with no sign of training, students, and no visible mark of instructors that would facilitate the training.
	Not Existing	WDC existed on document, but they were physically not found in terms of facility/ building or sign board.
	Converted	Those WDCs which were converted for other uses. Activities are ongoing some related to women, while some unrelated, but the function was different from WDC.

[Note: The result of the map is based on the WDC Activation Database Survey conducted in April 2014.]

Kwara State



Color	Classification	Criteria
Functional		
Those WDCs that some level of activity was ongoing at the time of the survey. The WDC were engaged in running the training courses with the participants and instructors were available. They have graduate students and/ or under the process of recruiting new students.		
	Green	Level of Activation : Sufficient (70~100%)
	Yellow	Level of Activation : Improving (20~69%)
	Red	Level of Activation : Under Progress (0~19%)
	Not Functional	Those WDCs where no activity was observed at the time of the survey. They were found being locked with no sign of training, students, and no visible mark of instructors that would facilitate the training.
	Not Existing	WDC existed on document, but they were physically not found in terms of facility/ building or sign board.
	Converted	Those WDCs which were converted for other uses. Activities are ongoing some related to women, while some unrelated, but the function was different from WDC.

[Note: The result of the map is based on the WDC Activation Database Survey conducted in April 2014.]

Appendix 7: Other activities

4. Report on Advocacy and Sensitization Campaign by Radio Program

Report on Advocacy and Sensitization Campaign for WDC Activation by Radio Program

1. Purpose of Activity

In the project Phase 2, Activity 1-8 “Develop Advocacy and Educational Materials and Conduct Sensitization Campaign on the Importance of WDC Activation” was conducted by several methods. A radio program for awareness raising in the community started its production by taking into account the experience of Project Phase 1.

2. Details of the Activity

2-1. Radio Program, broadcasted languages

One Radio station was identified in each of the six states and 30 minutes program for 10 weeks¹ were aired from January 2014 to May 2014 for not just targeting the 18 LGAs which the project covers as pilot LGAs. NCWD Project members, SMWA, SMLG, target LGAs, WDOs and HOCs, were invited to the radio program to discuss the benefit of WDC activation and Project activities, while graduates of WDCs, husbands and traditional leaders of communities are also invited to present their opinions frankly. Weekly program broadcasted for each state are shown in Table 2-1 which were decided with relevant stakeholders.

Table 2-1: Radio Program

Week	Topic	Participants
Week 1	Background of the Project - Interview with NCWD Director General - Interview with Representative of JICA Nigeria Office The role of WDC in women empowerment	- NCWD DG - JICA Nigeria Office, Representative - SMWA, Representative & Directors
Week 2	Programs of WDC and How to become a Student	HOCs
Week 3	Benefits of WDCs to Women and their Families	WDOs
Week 4	The Role of the LGA in the Development and Management of WDC	HOCs
Week 5	The Needs for Husbands to Encourage their Wives to Learn Vocational Skills and Literacy Program at WDCs	Community Leaders
Week 6	- How WDC Graduates can Secure Credit Facilities - WDC for Community Development/ WDC Products and Local Resources	Appropriate Agency, SMWA
Week 7	Government Initiatives on Women Empowerment through WDCs	SMWA/ SMLG
Week 8	Impact of WDC on WDC Graduates and their Families	WDC Graduates, Graduates' Husbands
Week 9	Impact of WDC on WDC Students	WDC Students, Students' Husbands
Week 10	WDCs a Place of Skill Empowerment for Rural Women	SMWA/ SMLG

¹ Radio program was scheduled to be completed in 10 weeks. However, due to priority of current affairs such as election campaign, the schedule for the program had to be rescheduled time to time. This resulted in difference timing to complete 10 weeks program from states to states.

The program was produced taking into consideration, the language which mostly covers the state and the broadcasting time was set along with the women’s needs. 60 seconds Jingle for WDC introduction were aired in several languages. Thus, the program was aired in the best time when women can listen at home.

Table 2-2: Local Languages Spoken in Each Targeted LGA and Actual Broadcasted Languages of Each State

State	Major Language	Local Languages in Each Target LGA	Broadcasted Language
Anambra	Igbo Pigin English	Igbo, Pigin English	Igbo
Cross River	Pigin English	Pigin English	English
Kaduna	Hausa	Igabi / Zaria: Hausa Jaba: Jaba	English
Kano	Hausa	Hausa	Hausa
Kwara	Yorba	Ilorin west : Yorba, Nupe, Hausa Ifelodun: Yorba, Nupe Baruten: Batunu, Hausa	English, Yorba, Batunu
Niger	Hausa	Agaie: Nupee Paikoro/ Wushishi: Hausa	Hausa

Table 2-3: The Sample of Jingle Aired in Kwara state

The National Centre for Women Development in Abuja in conjunction with Japan International Cooperation Agency (JICA) wish to invite the general public to Women Development Centre established at all the Local Government Areas of the states for skills and vocational trainees with ease and communities and religious leaders are enjoyed to please encourage the women folk and youth to acquire skills and vocational training. It is not too late to learn a skill or to read and write. Let us all encourage and support our women and youth to attend Women Development Centres. Spread across the states to empower themselves. “Train a woman, you train the nation” This message is supported by JICA and the National Centre for Women Development in Abuja.

**Song: Coat Of Many Colours - Dolly Parton*

2-2. Good Practices Introduced in the Program by Guests

Project listened and summarized the radio programme which was broadcasted in English by Cross River, Kaduna and Kwara state. The good practices introduced in the program by the guests were compiled by 4 aspects of WDC Activation as follows.

Table 2-4: Good Practices Introduced in the Program

Aspect	Good Practice
Improved WDC Service	<ul style="list-style-type: none"> • Some Local Governments (LG) sent their professional staffs that are in the Health section of LGs to WDCs to teach how to produce snacks, drinks and hygiene. WDCs deal with food like snacks and drinks, and the health aspects of WDCs are really well-taken care of. (Kaduna) • Local Government tries to provide some assistances or items to graduates of WDCs to start their own business after graduation. (Cross River, Kaduna, Kwara) • Many women graduate from WDCs are given equipment from their LGAs to start their businesses. (Cross River) • SMWA/LGA encourages graduates to join cooperatives so they can

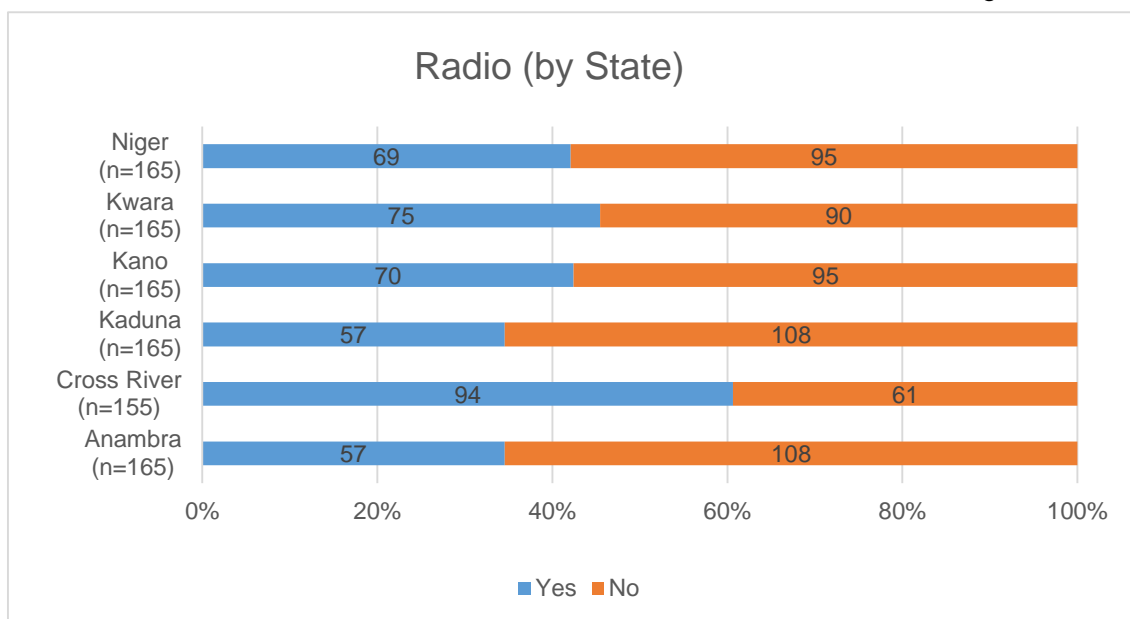
	access loans to start their businesses. (Cross River)
Improved WDC Management.	<ul style="list-style-type: none"> Government utilizes radio, TV, advocacy to religious and community leaders to enhance their understanding. The Govt. efforts encourage and sensitize women to attend WDC. (Kwara)
Increased Positive Recognition	<ul style="list-style-type: none"> LGA supports student's transportation fees. Number of students increase. (Kwara) Community Development Officer (CDO) created awareness rising to husband about the benefits of WDC to allow their wives to attend WDCs by visiting neighbouring villages. Moreover, education for various women groups in the community were conducted to sensitise them on benefits of WDCs such as "how WDC can help them". Encouraging stories about the success of women who graduated from WDCs were shared among women. (Cross River)
Strengthening Collaboration with Relevant Agencies	<ul style="list-style-type: none"> Information of loans from Micro Finance bank is given to graduates. (Cross River)
Women Empowerment (Economical, Physical, Social, Psychological, Political)	<ul style="list-style-type: none"> A WDC participant learnt knitting at WDC. She was good at what she learnt from the WDC. After graduating from WDC, she was given contract to knit sweater for a school in large quantity. (Cross River) Success story of women farmers who made a group with 10 persons and registered as cooperatives was given. Those women farmers now have access to funds. The WDC participants now are sensitized on the need to form cooperatives and register so that as they graduate they can be empowered. (Cross River) SMWA/LGA encourages graduates to join cooperatives so they can access loans to start their businesses. (Cross River) A husband of WDC participant said, "my wife completed computer training in WDC. Local Government assisted my wife to expand her opportunity with her acquired skills. For example, government gave her a computer, a CPU, and a printer. We bought generator and papers. Moreover, state government assisted to seek the customers. She is now a self-employed person with those skills. Before she joined WDC's activity, she didn't do anything by herself. But now, she has high self-reliance and takes care of our household in better way." (Kwara) The women have learnt how to "socialize" at WDCs. (Cross River)

3. Impacts and Good Results by the Activity

3-1. Impact of the Radio Program

The impact of the radio program was surveyed along with second monitoring survey which was conducted in August 2014. Two questions asked are; 1. Did you listen to the radio program? 2. What is your impression on the program? These were asked to 20 interviewees of WDC students, 10 WDC graduate students, 10 non-WDC students, 10 husbands of WDC students and 5 community leaders of each 3 target WDC. The result is as follows.

Table 3-1: Number of the Interviewees who Listened to the Radio Program



In Cross River state, 60% of the interviewees have listened but in other states was only 40%. In Anambra and Kano states, the gap of the numbers of listeners by LGAs were recognized. It was also found that more than half of the interviewees who listened to the program were men as husbands and community leaders in some states though the total number of interviewees were different. On the other hand, two third of interviewees who listened it were women in Cross River and Kwara states, thus three fourth in Kano state. (Refer to the Table3-3)

The result revealed that around half of those respondents of the survey listened to the program and expressed favorable impressions toward the radio program’s contents. Some positive feedbacks were recognized from every category of interviewees as follows; “I understand what WDC does for women”, “It is important that women learn skills”, “WDC became familiar to the community by the program”, “Hope to be continued” and more as follows.

Table 3-2 Feedback about impression on the program from interviewees

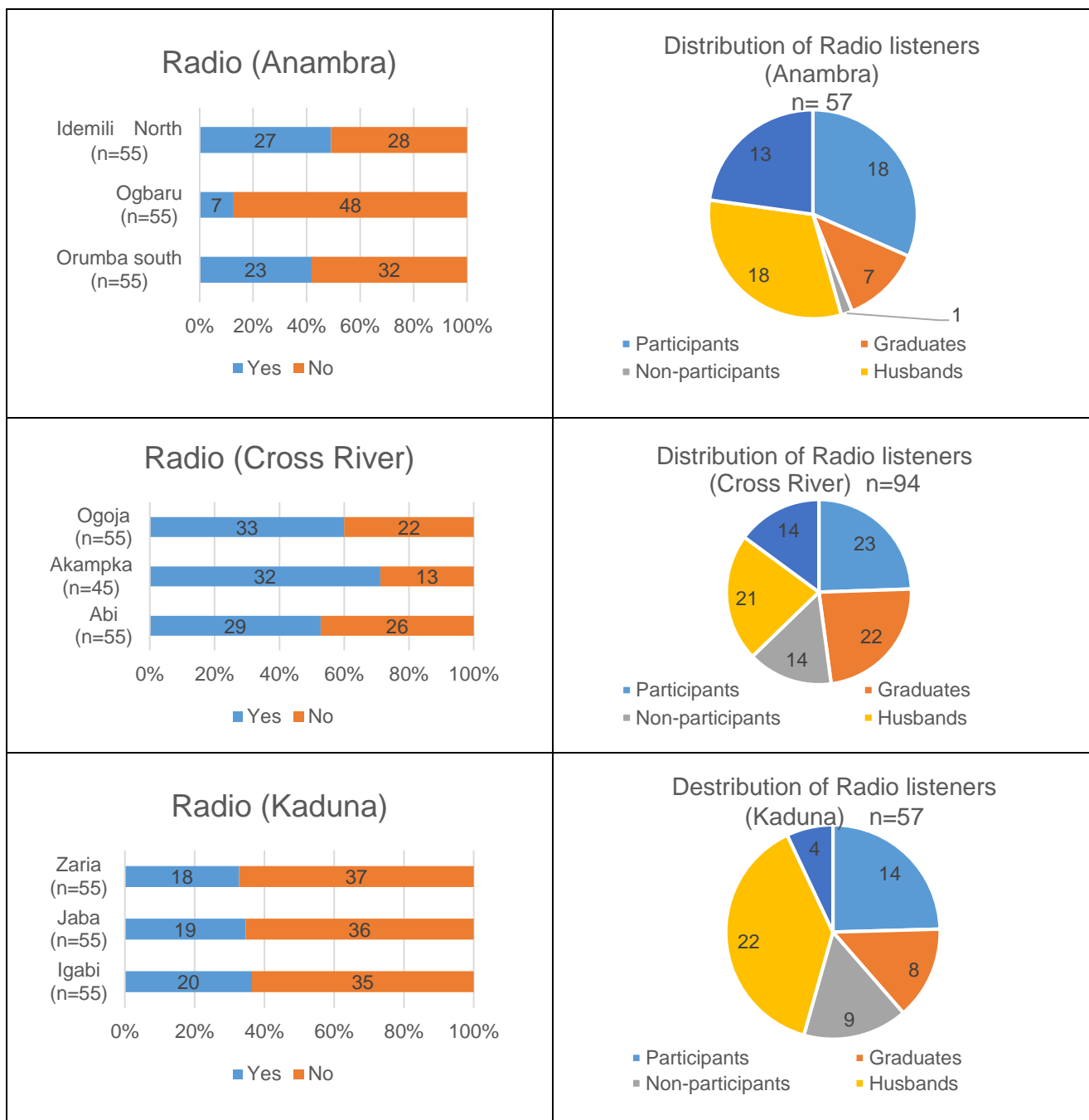
- I’m so pleased to hear it then recommended to friends to listen. (WDC student, Ifelodun, Kwara)
 - Happy for the program as a WDC student (WDC student, Jaba, Kaduna)
 - It was a great program and I suggested own opinions on WDC activity to the government (Husband, Jaba, Kaduna)
 - I decided to suggest that my friends let their wives join WDC to learn skills” (husband of WDC participants, Dawakin Tofa, Kano)
 - Decided to send my children to WDC. (Community leader, Wushishi, Niger)
 - The radio program inspired my husband and he allowed me to be a WDC student (WDC non-participant, Agaie, Niger).
- Some negative feedback were collected especially about the language which used for the broadcasting.
- It should be aired in Nupe language. (Husband, Agaie, Nige)
 - I could understand more clearly if it was aired in Hausa language. (Husband, Igabi, Kaduna)

Several reasons for those who had not had a chance to listen to the radio program could be understood from the followings;

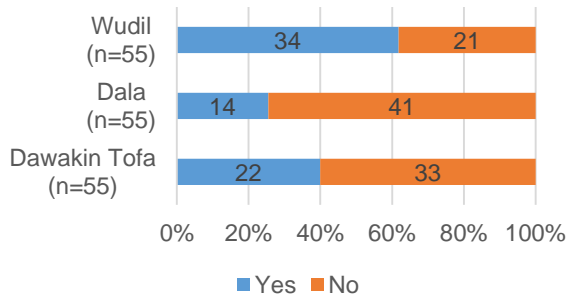
- 1) Language became an issue as some of the project targeted LGAs had different local language from what was used for the program, although the most commonly understood languages were chosen.
- 2) Though the radio programs were developed to be aired once every week, the programs were aired irregularly due to other upcoming programs and became difficult for the listener to track when the next program would be aired.
- 3) There are several radio stations in each state, and the listener have their different radio stations they listen to outside the radio station chosen for the broadcast.

Three points should be utilized as lesson learnt when the future Project selects the way of sensitization as Radio program.

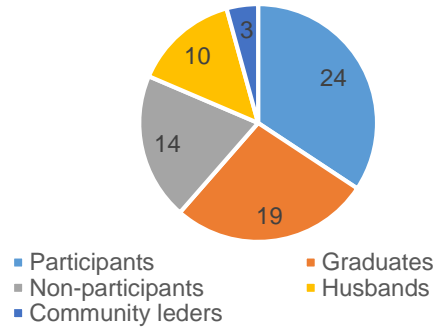
Table 3-3: Interviewees who listened to the program in each LGA



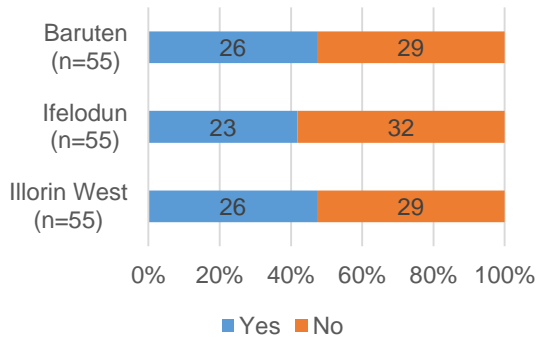
Radio (Kano)



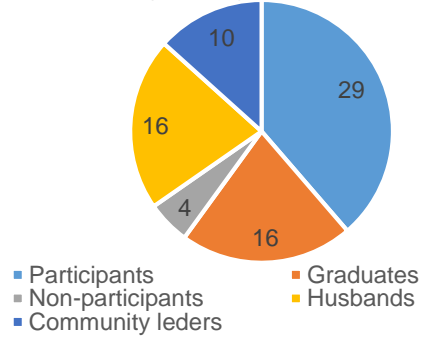
Distribution of Radio listeners (Kano) n=70



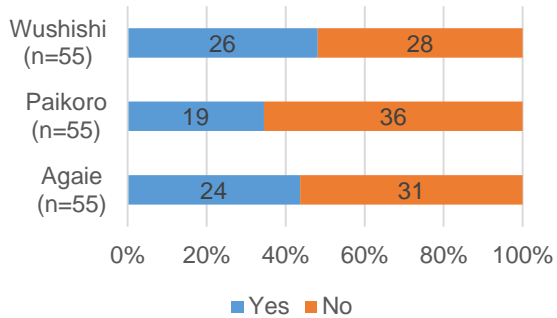
Radio (Kwara)



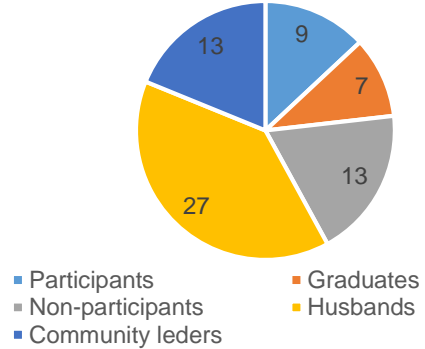
Distribution of Radio listeners (Kwara) n=75



Radio (Niger)



Distribution of Radio listeners (Niger) n=69



3-2. Good Results by the Radio Program

After the program was aired, the radio stations and State Ministry of Women Affairs and Social Development (SMWA) received inquiries from listeners about WDCs and its activities.

In Joint Coordination Committee (JCC) conducted on 3rd of December 2014, two² out of 6 the target states, namely Kano and Niger states had mentioned the good results of radio program in their activity report.

Table 3-4: Good Results by the Radio Program

State	Good Results by the Radio Program
Kano	<ul style="list-style-type: none"> The radio programme helped to sensitize and create awareness of the women empowerment initiative.
Niger	<ul style="list-style-type: none"> 10 weeks radio programme sensitized husbands of participants and non-participants on the importance of allowing their wives to attend WDC to learn skill to be able to earn income and contribute to the household. The radio programme sensitization resulted to increase in enrolment of students at the WDCs. With radio programme, information about WDC existence has reached the interior or rural areas of Niger state.

4. Recommendation

Advocacy and sensitisation campaign by radio broadcasting could partially succeed along with the positive results mentioned as above. However, the impact was limited due to the listener's numbers which was only half of total interviewees. This is much less than the Project expected. Therefore, the Project recommends following tips for the further effective sensitisation campaign.

■ Identify and broadcast a program by the several radio stations

In this activity, the Project selected the most common station in each state but more listeners can be attracted if the program airing by several stations.

■ Fixing the broadcasting time

The Project took consideration on airing time for women listeners; however the schedule for the program had to be rescheduled time to time due to election campaign for example. Based on this situation the radio station surrounded, it requires careful confirmations about this matter when the contract agreed.

■ Language for the program

By the interview of second monitoring survey, lack of consideration on languages for broadcasting was recognized. It is necessary to broadcast the program in multiple languages which is commonly spoken in the area to enhance the effectiveness of advocacy campaign.

² Representatives from four states namely, Anambra, Cross River, Kano, Niger attended to JCC.

- PR activity for the program in advance

PR activity is effective to secure or increase potential listeners before the broadcasting. It is important to announce the program in advance in many ways such as using notice boards at WDC, SMWA and SMLG and utilizing personal communication by stakeholders and community leaders with their cooperation. Thus, jingle includes following information such as airing date, time and contact number for the further information shall be recommended for the people who failed to listen it.

- Attractive program for target listeners

Along with the result of the interview to listeners conducted in the second monitoring survey, because of the program, WDC registration numbers increase, improvement of positive recognition as sending wives to WDC from husband and community leaders were confirmed.

Program includes interesting topics such as successful stories of WDC graduates, experiences of WDC students that the way of starting business and pleasant effects on household by being WDC students would attract on more of future WDC students and their family.

Appendix 7: Other activities

5. List of Opportunity for Capacity Development

Opportunity/training for Capacity Development (After June 2013)

<For NCWD>

#	Title	Date	Contents/Topics	Resource Person	Venue
1	Action Plan Workshop (NCWD Action Plan for the Project)	25-27 Jun-13	Confirm Progress Report of Committees Activities, Focal Persons Review of PDM and PO Discussion on remained activities Development of Action Plan 2013-2015	Japanese Expert Appointed NCWD Members to all NCWD Project Members	NCWD, Abuja
2	Completion of Action Plan 2013-2015 for NCWD	1-Jul-13	Develop Action Plan (Output 1 & 2)	Japanese Expert	NCWD, Abuja
3	Completion of Action Plan 2013-2015 for NCWD	2-Jul-13	Develop Action Plan (Output 3)	Japanese Expert	NCWD, Abuja
4	Team Leader's Meeting for State's Action Plan Workshop	17-Jul-13	Preparation and instruction for State Action Plan Workshop	Japanese Expert	NCWD, Abuja
5	Meeting for sharing working materials for State's Action Plan Workshop	18-19 Jul-13	Preparation for State Action Plan Workshop	Japanese Expert Appointed NCWD Members to all NCWD Project Members	NCWD, Abuja
6	Action Plan Check Meeting (Cross River)	13-Aug-13	Confirm the developed Action Plans with Focal persons	Japanese Expert	NCWD, Abuja
7	Action Plan Check Meeting (Kwara)	14-Aug-13	Same as above	Japanese Expert	NCWD, Abuja
8	Action Plan Check Meeting (Anambra)	16-Aug-13	Same as above	Japanese Expert	NCWD, Abuja
9	Action Plan Check Meeting (Kano)	17-Aug-13	Same as above	Japanese Expert	NCWD, Abuja
10	Action Plan Workshop Review (Kano)	27-Aug-13	Review the developed Action Plan	Japanese Expert	NCWD, Abuja
11	Preparation Meeting for 2 States Action Plan Workshop1 (Kaduna, Niger)	28-Aug-13	Preparation and instruction for State Action Plan Workshop	Japanese Expert	NCWD, Abuja
12	Preparation Meeting for 2 States Action Plan Workshop2 (Kaduna, Niger)	30-Aug-13	Same as above	Japanese Expert	NCWD, Abuja
13	TOT: Monitoring and Evaluation	9-13 Sep-13	Enhance the skills on Monitoring and Evaluation	Centre For Management Development (CMD), Lagos	CMD, Lagos
14	Monitoring Meeting1	17-Sep-13	Verification of questionnaires	Japanese Expert	NCWD, Abuja
15	Monitoring Meeting2	19-Sep-13	Verification of questionnaires Review Reporting system	Japanese Expert	NCWD, Abuja
16	Pilot Survey of Questionnaires testing tools	2-Oct-13	Test modified questionnaires	Japanese Expert	Zuba WDC
17	Project Management Meeting	9-Oct-13	Make all project members aware of the set objectives of the project. Confirm reporting system and NCWD's role	Appointed NCWD Members to all NCWD Project Members Japanese Expert	NCWD, Abuja
18	Planning Meeting for State Stakeholder Meeting	10-Oct-13	Preparation for the Meeting with SMWA/SMLG/LGA	Japanese Expert	NCWD, Abuja
19	State Stakeholder Meeting Preparatory Meeting	21-Oct-13	Preparation for State Stakeholder Meeting in Abuja	Appointed NCWD Members to all NCWD Project Member Japanese Expert	NCWD, Abuja
20	1st Monitoring Survey 2nd Internal Training on the Monitoring Report Format	7-Nov-13	Introduction of Data Entry format and Report format	Japanese Expert	NCWD, Abuja
21	Monitoring Preparatory Meeting	12-Dec-13	Preparation for Monitoring	Japanese Expert	NCWD, Abuja
22	TOT: Data Analysis	5-7 Feb-14	Data Analysis	University of Bayero, Department of Sociology, Dr. Kabir Bello	Hotel, Abuja
23	Preparation meeting for Stakeholder Meeting	3-Mar-14	Confirming Agenda and Schedule	Appointed NCWD Members to all NCWD Project Members Japanese Expert	NCWD, Abuja
24	Review of the 1st monitoring Survey and Preparation for the 2nd Monitoring	14-Apr-14	Learn the lesson learnt from 1st Monitoring	Appointed NCWD Members to all NCWD Project Members Japanese Expert	NCWD, Abuja
25	Review of the 1st monitoring Survey and Preparation for the 2nd Monitoring	22-Apr-14	Lectures on good Field work (interview) Introduction of new Data Entry Tips for Data Analysis, Report Writing, Time management, Team work	Appointed NCWD Members to all NCWD Project Members Japanese Expert	NCWD, Abuja

#	Title	Date	Contents/Topics	Resource Person	Venue
26	Internal Meeting for 2nd Monitoring Survey	23-Apr-14	Review how to enter the data Review how to correct sufficient answers from interviewees	Japanese Expert	NCWD, Abuja
27	Debriefing by the Reserchers for Database Information Collection Survey and Follow-up survey for 6 WDCs in Kano (Phase 1)	5-Jun-14	Share findings and make discussions	University of Bayero, Department of Sociology, Dr. Kabir Bello Japanese Expert	NCWD, Abuja
28	Data Entry Training for the 2nd Monitoring Survey	5-Jun-14	Introduction of new Data Entry and Analysis format	Japanese Expert	NCWD, Abuja
29	Pre-Action Plan Workshop Meeting with team leaders	1-Jul-14	Confirm the agenda and its facilitations	Japanese Expert	NCWD, Abuja
30	Preparation Workshop for Action Plan Workshop	2-Jul-14	Review each topic for action plan development (purpose, each analysis, budget planning etc..)	Appointed NCWD Members to all NCWD Project Members Japanese Expert	NCWD, Abuja
31	Preparation meeting for the 2nd Monitoring Survey	14-Aug-14	Review the modified questionnair, and data entry format. Review the schedule of survey Share tips for 2nd monitoring extracted from 1st monitoring	Appointed NCWD Members to all NCWD Project Members Japanese Expert	NCWD, Abuja
32	2nd Monitoring Report writing WS	4-Sep-14	Observation of 2nd monitoring survey Workshop on monitoring report (Structure of report, Description of data , Analyzing qualitative data, Good practices, Findings, Challenges, Recommendations, Lesson learnt)	Appointed NCWD Members to all NCWD Project Members Japanese Expert	NCWD, Abuja
33	Action Plan Preparation Meeting	4-Sep-14	Preparation for Action plan workshop, Review of PPT materials, confirm each instruction by Facilitator's guidelines Preparation of manuals (Action Plan part)	Appointed NCWD Members to all NCWD Project Members Japanese Expert	NCWD, Abuja
34	1 day Monitoring Report Writing Workshop	18-Sep-14	Group work (monitoring report writing)	Japanese Expert	Alexis Hotel, Abuja
35	TOT: Women's Empowerment and Community Development	23-25 Sep-14	Lecture and field work to enhance the capacity for Women's empowerment and community development	Small and Medium Enterprises Development Agency in Nigeria (SMEDAN)	Alexis Hotel, Abuja
36	Training on Utilization of "WDC Activation Database"	29-30 Oct-14	Utilize the developed database for WDC Activation	Japanese Expert	NCWD, Abuja
37	Preparation worskop for Terminal Evaluation	11-Nov-14	Review of progress of activities, PDM, Project purpose, Indicators, achievements, etc. Review of implementation process Confirm DAC 5 evaluation Criteria Preparation for questionnaire/ interview Schedule of the Terminal evaluation	Appointed NCWD Members to all NCWD Project Members Japanese Expert	NCWD, Abuja
38	Preparation Workshop for State Stakeholder Meeting in Abuja	11-Nov-14	Confirm the programme, Roles of NCWD members, Preparation for each presentations	Appointed NCWD Members to all NCWD Project Members Japanese Expert	NCWD, Abuja

<For SMWA/ SMLG, HOD, WDO, HOC>

#	Title	Date	Contents	Resource person	Venue
1	Pre-Monitoring Workshop in Abuja	22-24 Oct-13	Share the objectives of monitoring survey Confirm the schedule of survey *(1st) State Stakeholder Meeting in Abuja *Except HOC	NCWD Project members	NCWD, Abuja
2	Group work on Reporting System		Develop Reporting and feedback system for WDC Activation *(1st) State Stakeholder Meeting in Abuja *Except HOC		
3	Action Plan Workshop (FY2013/2014)	22-26 Jul-13 2-6 Sep-13	Gender Analysis, Stakeholder Analysis Situation Analysis, Problem Analysis Budget Preparation, Development of a workable Action Plan, Development of Action Plan for SMWA/SMLG & WDCs Development of Action Plan and Presentation	NCWD Project members	6 target states
4	1st Monitoring Survey (Field work (Interview), Asking questions follows by questionnaire, Data entry)	17-23 Nov-13	*Only for SMWA/SMLG Review the objectives of monitoring Skills of interview Introduction Data Entry	NCWD Project members	6 target states
5	Results of 1st Monitoring survey	11-13 Mar-2014	Feedback the result *(2nd) State Stakeholder Meeting in Abuja *Except HOC	NCWD Project members	NCWD, Abuja
6	Database on WDCs		Introduction database development as a WDC activation tool *(2nd) State Stakeholder Meeting in Abuja *Except HOC		
7	Preparation for State Stakeholder meeting		Instruct how to organize the meeting Confirmed its importance *(2nd) State Stakeholder Meeting in Abuja *Except HOC		
8	2nd Monitoring Survey (Field work (Interview), Asking questions follows by questionnaire, Data entry)	17-26 Aug-14	*Only for SMWA/SMLG Explanations for new questionnaire Instruction of good interview with privacy Introduction of new Data Entry Format	NCWD Project members	6 target states
9	Action Plan Workshop (FY2015)	8-12 Sep-14	Lecture/ Group Work: Review of the Last Action Plan, Stakeholder Analysis, Gender Analysis, Problem Analysis, Budget Planning, Development of Workable Action Plan, Action Plan Presentation, Check Progress with Action Plan	NCWD Project members	6 target states
10	Results of 2nd Monitoring Survey	18-20 Nov-14	Feedback the result *(3rd) State Stakeholder Meeting in Abuja *Except HOC	NCWD Project members	NCWD, Abuja
11	Review of the Purpose of WDC Activation		Re-confirm the objectives of WDC Activation *(3rd) State Stakeholder Meeting in Abuja *Except HOC		
12	Presentation of the Results of Database survey		Shared the level of WDCs activation of each LGAs according to the result of database survey *(3rd) State Stakeholder Meeting in Abuja *Except HOC		
13	Women Empowerment and Community Development		Lecture on Women Empowerment and Community Development *(3rd) State Stakeholder Meeting in Abuja *Except HOC		
14	Reporting System		Review reporting system *(3rd) State Stakeholder Meeting in Abuja *Except HOC		
15	Report Writing		Report writing in group work *(3rd) State Stakeholder Meeting in Abuja *Except HOC		
16	Presentation of Stakeholder Meeting in Kaduna	Present at the output of the meeting in Kaduna *(3rd) State Stakeholder Meeting in Abuja *Except HOC			

Appendix 7: Other activities

6. Action Plan for 2015 (Niger State)

Action Plan Development Format

NCWD/JICA WDC Activation Project Phase II
Action Plan SMWA, Niger State: Jan 2015 - Dec 2015

Output	Issues	Identified Problem	Proposed Activities	2015												Responsible Organization/ Person	Budget (N)	
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
WDC Service Quality is Improved	WDC Facility and Equipment	No enough equipment	Facility to be provided and the equipment to the WDC									*					SMWA	300,000
	WDC Curriculum	No curriculum	Development of curriculum		*												SMWA	30,000
	Working Materials	No equipment in some LGA's WDCs	Donating of equipment to some LGA's WDC										*				SMWA	1million
	Health Education	Some women deliver at home	Organise health talk											*			SMWA	70,000
	Access to Information	Most women do not listen to radio	Advise the women on importance of listening to radio												*		SMWA	30,000
Positive Recognition of WDC is Enhanced	Advocacy to Policy makers, Decision Makers	No frequent visit to the stakeholder	Hold a stakeholder meeting												*		SMWA	50,000
	Sensitization of People in the Community	No enough sensitization	Organise sensitization meeting with the stakeholder												*		SMWA	50,000
Management of WDC is Improved	Record Keeping and Filing	No knowledge of record keeping	Organise training for WDO, HOC, instructors											*			SMWA	60,000

Action Plan Development Format

NCWD/JICA WDC Activation Project Phase II
Action Plan SMLG, Niger State: Jan 2015 - Dec 2015

Output	Issues	Identified Problem	Proposed Activities	2015												Responsible Organization/ Person	Budget (N)	
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
WDC Service Quality is Improved	WDC Facility and Equipment	Lack of equipment for WDC	Provision should be made for WDC				*										SMLG	200,000
	Working Materials	Lack of working materials	Working materials should be provided						*								SMLG	300,000
Positive Recognition of WDC is Enhanced	Sensitization of People in the Community	Lack of sensitization to the community	Provision for sensitization should be made atleast 3 times in a year			*				*			*				SMLG	30,000
Management of WDC is Improved	Budgeting	Lack of budget implementation	Provision of budget should be made for WDC					*									SMLG	1million

Action Plan Development Format

NCWD/JICA WDC Activation Project Phase II
Action Plan Agaie LGA, Niger State: Jan 2015 - Dec 2015

Output	Issues	Identified Problem	Proposed Activities	2015												Responsible Organization/ Person	Budget	
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
WDC Service Quality is Improved	WDC Facility and Equipment	No water facilities in the WDC	Provision of borehole at WDC			*											LGA	700,000
	WDC Curriculum	No standard curriculum in the WDC	Provision of standard curriculum in WDC	*													LGA	80,000
	WDC Instructors	Need for additional instructors in the WDC	Employment of additional instructors	*													LGA	720,000
	Working Materials	Inadquate working materials in WDC	Provision of adequate of working material				*										LGA, HOD,WDO, HOC	2,529,600
	Graduate Support	No graduate support in the WDC	Provision of graduate support	*			*				*				*		LGA	1.5million
	Income Generating	Low income generating in WDC	Improved income generating skills and market oriented	*	*	*	*	*	*	*	*	*	*	*	*	*	WDO, HOC,HOD	3million
	Health Education	Some participants are not aware of the danger of home delivery	Sensitization on health matters quarterly			*			*			*			*		WDO, HOD, Health workers, Participants	100,000
	Access to Information	Inadequate advocacy	Adequate sensitization & advocacy to WDC participants	*		*		*		*		*			*		HOD,WDO, HOC, Community	100,000
	Counseling Service	Most participants could not contribute in decision making	Improvement on counseling services	*	*	*	*	*	*	*	*	*	*	*	*	*	WDO, HOC, Participants	50,000
Positive Recognition of WDC is Enhanced	Advocacy to Policy makers, Decision Makers	Inadequate information on WDC	Advocacy visit to policy & decision makers	*			*		*				*			HOD, WDO, HOC, Policy Makers	150,000	
	Sensitization of People in the Community	Low turn up of the participants	More sensitization on the impact of WDC to the community	*				*				*		*		HOD, WDO, HOC, Community	150,000	
Management of WDC is Improved	Office Environment	WDC surrounding is untidy	Monthly WDC general sanitation	*	*	*	*	*	*	*	*	*	*	*	*	All WDC staff & Participants at a period	60,000	
	Record Keeping and Filing	Records are not properly maintained	Frequent supervision of all the Document & files	*	*	*	*	*	*	*	*	*	*	*	*	WDO	20,000	
	Reporting and Feedback	No feedback on the submitted report	Posting of feedback on report to WDC			*			*			*		*		WDO, LG	20,000	
	Personnel Management	Poor management	Re-orientation of management	*				*								LGA	100,000	
	Budgeting	Inadequate funds to run WDC	Adequate budget planning and implementation	*									*			LGA	1million	
Collaboration with Other Organizations are Enhanced	Meeting with Other Organization	There is no synergy between WDO & NGOs	Advocacy meeting with identified NGOs				*				*			*		WDO, HOC, HOD, NGOs	60,000	

Action Plan Development Format

NCWD/JICA WDC Activation Project Phase II
Action Plan Paikoro LGA, Niger State: Jan 2015 - Dec 2015

Output	Issues	Identified Problem	Proposed Activities	2015												Responsible Organization/ Person	Budget (N)	
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
WDC Service Quality is Improved	WDC Facility and Equipment	Insufficient equipment and materials	To purchase more equipment and material			*											LGA	648,000
	WDC Curriculum	Lack of standard curriculum	To provide a standard curriculum	*													LGA	20,000
	WDC Instructors	Insufficient and unskilled instructors	To recruit five skilled instructors				*										LGA	600,000
	Working Materials	No enough working materials	To provide more working materials for all section						*								LGA	300,000
	Graduate Support	No frequent graduates support	To provide frequent graduate support at least to fifty (50) participants							*							LGA	500,000
	Income Generating	Low income generation	To create income generating activities at WDC i.e. soap making, snacks, tye&dye etc.	*	*	*	*	*	*	*	*	*	*	*	*	*	HOC, WDO, DSD, LGA	50,000
	Health Education	Low information on health education	To give more information on health education	*	*	*	*	*	*	*	*	*	*	*	*	*	WDO, HOC	Volunteer service
	Access to Information	Low access to information	To create more access to information e.g. Radio	*	*	*	*	*	*	*	*	*	*	*	*	*	HOC, WDO, DSD, LGA	120,000
Positive Recognition of WDC is Enhanced	Advocacy to Policy makers, Decision Makers	Inadequate advocacy visit	To pay advocacy visit regulary to collaborate with Niger State Radio Cooperation and town criers			*			*			*			*	WDO, HOC	80,000	
Management of WDC is Improved	Office Environemnt	No desk for WDO, HOC and instructors	To provide tables, chairs to WDC			*											LGA	2.1million
	Record Keeping and Filing	Some records are not properly kept	To purchase 2 computer set for record keeping		*						*						LGA	200,000
	Personnel Management	Equipment and materials are not enough	To provide enough equipment and materials					*									LGA	500,000
	Budgeting	No record on income/ expenditure	To give more trainings to WDO and HOC	*		*	*										LGA	120,000
Collaboration with Other Organizations are Enhanced	Meeting with Other Organization	No frequent contact between WDCs and other agencies	To create more synergy with related agencies	*	*	*	*	*	*	*	*	*	*	*	*	HOC, WDO, DSD, LGA	Volunteer service	

Action Plan Development Format

NCWD/JICA WDC Activation Project Phase II
Action Plan Wushishi LGA, Niger State: Jan 2015 - Dec 2015

Output	Issues	Identified Problem	Proposed Activities	2015												Responsible Organization/ Person	Budget (N)		
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
WDC Service Quality is Improved	WDC Facility and Equipment	Most participants share equipments and most facilities not functional	Purchase new equipments e.g. sewing machine, knitting machine, and repairs of facilities			*						*					HOC, LGC	200,000	
	WDC Curriculum	Lack of standard curriculum for the WDC	Development of standard curriculum for WDC		*			*									LGC	100,000	
	WDC Instructors	Insufficient number of instructors in the WDC	Recruitment of qualified instructors in the WDC				*			*			*				LGC	150,000	
	Working Materials	Insufficient working materials	Purchase of some working materials					*						*			LGC	300,000	
	Graduate Support	WDC graduate do not have resources to start their business	Provision of take off grant as a soft loan (Micro Finance Bank)		*							*					LGC	50,000	
	Income Generating	Lack of access to market facilities	Provide room to market facilities	*	*	*	*	*	*	*	*	*	*	*	*	*	*	LGC	60,000
	Health Education	Lack of adequate information on health education	Establish information on health education to WDC participants	*			*			*			*				LGC	10,000	
	Access to Information	No link between WDC and media	Provision of daily news paper to WDC	*	*	*	*	*	*	*	*	*	*	*	*	*	*	LGC	30,000
	Counseling Service	Lack of counseling unit	Create a counseling unit at the WDC				*				*						LGC	20,000	
Positive Recognition of WDC is Enhanced	Advocacy to Policy makers, Decision Makers	Policy makers do not have interest in WDC	Constant awareness to policy makers		*			*			*			*			LGC	5,000	
	Sensitization of People in the Community	WDC is not well recognises in the community	Community leaders holds sensitization campaign		*				*			*		*			LGC	40,000	
Management of WDC is Improved	Office Environment	Instructors office are not furnished	Provision of funds to furnish its offices			*						*					LGC	150,000	
	Record Keeping and Filing	WDC staff do not know how to keep and file records	Record keeping enhanced and introduced		*			*			*		*		*		LGC	5,000	
	Reporting and Feedback	HOC monthly reports has no feedback	Always send reminder	*	*	*	*	*	*	*	*	*	*	*	*	*	HOC, LGC	20,000	
	Personnel Management	Instructors have challenge of managing WDC participants	Instructors training on personnel management of WDC		*				*					*			LGC	15,000	
	Budgeting	WDC has no separate budget in LGC	Provision of budget for WDC in LGC expenditure											*	*		LGC	300,000	
Collaboration with Other Organizations are Enhanced	Meeting with Other Organization	There is no proper link between WDCs and other agencies	Improved proper links between them			*			*			*				LGC	60,000		

Appendix 7: Other activities

7. Questionnaires for the Monitoring Survey

QUESTIONNAIRE FOR MONITORING ON NCWD/JICA WDC ACTIVATION PROJECT

STATE:.....LGA.....WDC..... No.....

Form 001 WDC PARTICIPANTS

WDC SERVICE QUALITY

1. Age (see table below)

15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55 and above

2. Marital Status

Single Married Separated Divorced Widow

3. If Married, Occupation of husband.....

4. Educational Status

No education	Some Primary	Completed Primary	Some Secondary	Completed Secondary	Some Tertiary	Completed Tertiary	Others

5a. What do you think about the WDC services?

Excellent Very Good Good Average Poor

5b. Give Reasons _____

6a. Which of the under-listed course are you attending? **(Choose ONE ONELY)**

Sewing Knitting Catering Literacy Others

6b. What do you think of the contents of the training?

Excellent Very Good Good Average Poor

7. What do you think of the duration of the training programme?

Excellent Very Good Good Average Poor

QUESTIONNAIRE FOR MONITORING ON NCWD/JICA WDC ACTIVATION PROJECT

STATE:.....**LGA**.....**WDC**..... **No**.....

8. What do you think of the competence of the WDC instructors?

Excellent Very Good Good Average Poor

9. What do you think of the WDC training equipment? (Sewing machine, Knitting, gas cookers etc.)

Excellent Very Good Good Average Poor

10. What do you think of the WDC Working Materials that are provided?

Excellent Very Good Good Average Poor

11. What do you think of the condition of the facilities at the WDC? (Class room, toilet, electricity, etc)

Excellent Very Good Good Average Poor

12a. What do you think of Graduates Support from WDC to the participants?

Excellent Very Good Good Average Poor

12b. If there are graduates support at WDC, what kind of support are they?

13a. Have you received information on how to start your own business? Yes No

13b. If Yes, what kind of information do you receive?

14a. Are you engaged in any income-generating activities? Yes No

14b. If yes, what kind of activity? _____

15. How do you utilize the skills and knowledge you acquired at WDC?

16a. Have you learnt anything on health/nutrition/ hygiene since you attended WDC? Yes No

QUESTIONNAIRE FOR MONITORING ON NCWD/JICA WDC ACTIVATION PROJECT

STATE:.....LGA.....WDC..... No.....

16b. If yes, how have you impacted this knowledge on your family members?

16c. What kind of changes do you find in your family members on health/nutrition/ hygiene?

17a. Did you make friends while attending the WDC? Yes No

17b. Have you known any new group/agency since you attend WDC? Yes No

18. What would you like to do after you graduate from the WDC?

19a. Do you participate in decision making at your household? Yes No

19b. If yes, what are they?

20a. Have you experienced any improvement in the livelihood your family since you started attending WDC?

Yes No

20b. If yes, what are they?

21a. Did you listen to the Radio programme activities on WDC? Yes No

21b. If yes, what is your impression of the radio programme?

QUESTIONNAIRE FOR MONITORING ON NCWD/JICA WDC ACTIVATION PROJECT

STATE:.....LGA.....WDC.....No.....

**Form 002 HUSBAND
WDC POSITIVE RECOGNITION**

1. How did you know of the existence of the WDC? **(Choose ONE ONLY)**

Media Friends/Families Posters /Hand bills Participants Others

2a. Are you satisfied with WDC? Yes No Indifferent

2b. Give Reasons

3a. What impact has the WDC made on your wife?

3b. List some of the impact your wife has made in the household since attending WDC?

4a. Will you encourage other husbands to allow their wives attend WDC to learn a skill?

Yes No Indifferent

4b. Give Reasons

5a. Is your wife engaged in any income-generating activities? Yes No

5b. If yes, what kind of activity? _____

6. What would you like your wife to do after her graduation from WDC?

7a. Did you listen to the Radio programme on WDC activities? Yes No

7b. If yes, what is your impression of the Radio programme?

QUESTIONNAIRE FOR MONITORING ON NCWD/JICA WDC ACTIVATION PROJECT

STATE:.....LGA.....WDC..... No.....

Form 003 COMMUNITY STAKEHOLDERS

WDC POSITIVE RECOGNITION (Tick as appropriate)

1. How did you know of the existence of the WDC? **(Choose ONE ONLY)**

Media Friends/Families Posters /Hand bills Participants Others

2a. Are you satisfied with the activities of the WDC? Yes No Indifferent

2b. Give Reasons

3. What impact has the WDC made on your community?

4a. Will your Community encourage other women to attend the WDC?

Yes No Indifferent

4b. Give Reasons

4c. What do you think of the Community's contribution to WDC?

Excellent Very Good Good Average Poor

4d. What kind of contribution has the community provided?

5a. Did you listen to the Radio programme on WDC activities? Yes No

5b. If yes, what is your impression of the radio programme?

QUESTIONNAIRE FOR MONITORING ON NCWD/JICA WDC ACTIVATION PROJECT

STATE:.....LGA.....WDC.....NO.....

Form 004 NON-PARTICIPANTS (WOMEN)

WDC POSITIVE RECOGNITION

1. Age (see table below)

15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55 and above

2. Marital Status

Single Married Separated Divorced Widow

3. If Married, Occupation of husband.....

4. Educational Status

No education	Some Primary	Completed Primary	Some Secondary	Completed Secondary	Some Tertiary	Completed Tertiary	Others

5a. Are you engaged in any income-generating activities? Yes No

5b. If yes, what kind of activity? _____

6a. Are you aware of the existence of the WDC? Yes No Indifferent

6b. If Yes, How did you know? **(Choose ONE ONLY)**

Media Friends/Families Posters /Hand bills Participants Others

7a. Do you think WDC is important to the community?

Yes No Indifferent

7b. Give Reasons

8a. Will you like to attend WDC? Yes No Indifferent

8b. Give Reasons

QUESTIONNAIRE FOR MONITORING ON NCWD/JICA WDC ACTIVATION PROJECT

STATE:.....LGA.....WDC.....NO.....

9. Which skill will you like to study at WDC? **(Choose ONE ONLY)**

- a) Sewing b) Knitting c) Catering d) Literacy e) Others

10. Why are you not attending the WDC training as at now?

11a. Did you listen to the Radio programme on WDC? Yes No

11b. If yes, what is your impression of the radio programme?

QUESTIONNAIRE FOR MONITORING ON NCWD/JICA WDC ACTIVATION PROJECT

STATE:.....LGA.....WDC.....NO.....

Form 005 WDC GRADUATES
Women Empowerment-

1. Date of your enrolment into WDC _____
2. Date of your graduation from WDC _____
3. What skill did you acquire _____

4. Age (see table below)

15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55 and above

5. Marital Status Single Married Separated Divorced Widow

6. If Married, Occupation of husband.....

7. Educational Status

No education	Some Primary	Completed Primary	Some Secondary	Completed Secondary	Some Tertiary	Completed Tertiary	Others

8a. Are you engaged in any income-generating activities? Yes No

8b. If yes, what kind of activity? _____

9a. Did you receive any graduates support from LGA? Yes No

9b. If yes, what are they?

10a. Do you utilize the skills and knowledge you acquired at WDC? Yes No

10b. If yes, how do you utilize the skills and Knowledge you acquired from the WDC?

QUESTIONNAIRE FOR MONITORING ON NCWD/JICA WDC ACTIVATION PROJECT

STATE:.....**LGA**.....**WDC**.....**NO**.....

11a. Is there any impact on health/ nutrition/ hygiene on you / your family members since you attend WDC?
Yes No

11b. If yes, what are the impacts?

12a. Have you known new people / groups/ agencies you can rely on since you attend WDC?
Yes No

12b. If yes, who are they? In which area do you rely on them?

13. What would you like to do in future?

14a. Do you participate in household decision making? Yes No

14b. If yes, in which area?

15a. Have you and your family experienced any changes since you attended WDC?
Yes No

15b. If yes, in which area?

16a. Did you listen to the Radio programme on WDC activities? Yes No

16b. If yes, what is your impression of the radio programme?

QUESTIONNAIRE FOR MONITORING ON NCWD/JICA WDC ACTIVATION PROJECT

STATE:.....LGA.....WDC.....NO.....

Form 006 WDC MANAGEMENT

HOC & WDO: OBSERVATION & QUESTIONS

1. Who runs your WDC on a daily basis?

2. Do you have Offices for the following WDC Staff?

(Tick appropriately; also check to confirm response)

WDC Staff:	Yes	No
1) Head of WDC		
2) Instructors		
3) WDO		

3. Do you have rules and regulations for WDC Staff? Yes No

4. Do you have rules and regulations for students? Yes No

5a. Do you have regular staff meeting including instructors? Yes No

5b. If yes, how often do you have the meeting?

Weekly Monthly Quarterly Bi-annually Annually

6a. Do you have schedule of duties (Roles & Responsibilities) for every WDC staff? Yes No

6b. If No, give reasons

7. Do you have the following documents at the WDC? (Interview and check documents by researcher)

Documents	YES	NO	Reason for NO
7-1 Training course list			
7-2 Weekly Time table			
7-3 Registration forms			
7-4 Attendance book for instructors			
7-5 Attendance book for students			
7-6 Equipment list			
7-7 Minutes of Meeting			
7-8 Store records			

QUESTIONNAIRE FOR MONITORING ON NCWD/JICA WDC ACTIVATION PROJECT

STATE:.....LGA.....WDC.....NO.....

8a. How often do you write WDC report?

Weekly Monthly Quarterly Bi-annually Annually Not at all

8b. Have you written the WDC report for the past six months? Yes No

8c. If Yes, how many times did you submit the report to WDO in the past six months? _____times.

8d. If No, give reasons

8e. If you submitted the report to WDO, did you receive feedback? Yes No

9. What are the challenges faced in the day to day operations of the WDC? (See table below)

Do you face any challenges?	Yes	No	If Yes, how do you cope with them?
9-1. Keeping records			
9-2. Managing instructors			
9-3. Supervising students			
9-4. Leadership			
9-5. Managing materials			
9-6. Managing equipment			
9-7. Others (please specify):			

10. Do you have any sensitization activity(ies) on WDC in your community? Yes No

11a. Has your WDC been given any support by the Community? Yes No

11b. If Yes, What type of support?

QUESTIONNAIRE FOR MONITORING ON NCWD/JICA WDC ACTIVATION PROJECT

STATE:.....**LGA**.....**WDC**.....**NO**.....

12a. Have you had a meeting with related agencies on things that concern women at WDC?
(CBOs, NGOs, Youth Organisation, Cooperative Operators, Health Organisation, Micro Finance Bank etc)

Yes No

12b. Name those whom you had meeting with.

12c. What impact has your meeting with them has over the participants of WDC and WDC in general?

13a. Has the State Government made any effort in the past six months to activate WDC?

Yes No

13b. If Yes, what kind of effort?

13c. What were the results? (Did it work or not)

14a. Has the LGA made any effort in the past six months to activate WDCs?

Yes No

14b. If Yes, what kind of effort?

14c. What were the results? (Did it work or not)

QUESTIONNAIRE FOR MONITORING ON NCWD/JICA WDC ACTIVATION PROJECT

STATE:.....LGA.....WDC.....NO.....

Form 007 WDC General Information

WDO & HOC

1. How many students are currently registered in your WDC? _____

2. Please provide the following information;

Course provided	Number of Students currently registered	Number of graduates in last session	Course duration
Sewing			
Knitting			
Catering			
Literacy			
Hair-dressing			
Soap making			
()			
()			

3. Please provide the following information ;

Name of equipment	Number of functional equipment
Sewing machine	
Knitting machine	
Gas cooker	
Kerosene stove	
Others ()	

4. How many instructors do you have in your WDC? _____

5a. Do you sell WDC products? Yes No

5b. if yes, what kind of products?

6a. Do you receive income for the running of WDC Yes No

6b. If yes how much do you receive monthly and from which source(s)?

6c. How do you spend the income?

7a. Do you have any graduates support scheme? Yes No

7b. If yes, what type of scheme?

Appendix 7: Other activities

8. Good practices

NCWD/JICA WDCs Activation Project Phase 2 Good Practices

1. WDC Service Quality

State	LGA	Actor	Areas	Good Practice	Source of Info ¹
Anambra Cross river Kaduna Kano Kwara Niger	Idemili north/ Ogbaru Akampka / Ogoja Igabi/ Jaba Wudil Ilorin West Agaie, Wushishi	LGA	Facility	Renovation of WDC done by LGA. WDC got convenient learning environment and the number of students greatly increased.	1 st monitoring
Anambra	Orumba south	LGA	Facility	LGA renovated WDC. Good learning environment were created and number of students greatly increased.	3 rd State meeting
Cross river	Akampka	LGA	Facility	LGA construct another WDC in LGA, results in more women are able to attend WDC.	1 st monitoring
Cross river	Ogoja, Akampka	LGA	Facility	LGA carries out expansion of existing facilities. It has created room for additional classrooms and student enrolment increased.	3 rd State meeting
Kaduna	Jaba	LGA	Facility	Provision of electricity by LGA. Conducive learning environment was created.	3 rd State meeting
Kwara	Baruten, Irolin west	WDO/HOC	Facility	Cleaning environment around WDC.WDC got conducive learning condition.	1 st monitoring
Kwara	Baruten, Ilorin west	WDO/HOC	Facility	WDC requested for renovation of the centre. The LG renovated the centres.	3 rd State meeting
Kwara Niger	Baruten Paikoro	LGA	Facility	Construction of new WDC which is bigger than the previous one by LGA. WDC got convenient learning environment and the number of students greatly increased.	1 st monitoring
Niger	All 3 WDCs	LGA	Facility	Construction and Renovation of WDCs. Women now have conducive learning environment which will attract more women	3 rd State meeting
Anambra Kano Kaduna Niger	All 3 WDCs All 3 WDCs Igabi Agaie, Paikoro	WDO/HOC	Equipment	LGA provides equipment to WDC. WDC got more convenient learning environment, and the number of students greatly increased.	1 st monitoring 2 nd State meeting

¹ 1st monitoring (Nov.2013), 2nd State meeting (March 2014), Niger visit (Feb.2014), 2nd monitoring(Aug.2014), 3rd State meeting(Nov.2014), Radio programme (Jan.2014-Apr.2014)

State	LGA	Actor	Areas	Good Practice	Source of Info
Anambra	Orumba south	LGA	Equipment	LGA provides equipment to WDC. WDC got more convenient learning environment, and the number of students greatly increased.	2 nd monitoring
Anambra	Ogbaru	State	Equipment	State provide computers. WDC got more convenient learning environment, and the number of students greatly increased.	2 nd monitoring
Anambra	All 3 WDCs	SMWA	Equipment	Provision of more equipment to WDC was done by SMWA. Enough equipment to students.	3 rd State meeting
Anambra	Ogbaru	LGA	Equipment /materials	LGA provide equipment and working materials. WDC got more convenient learning environment, and the number of students greatly increased.	2 nd monitoring
Kaduna	Zaria	WDO/HOC	Equipment	On weekly bases, WDC clean sewing machines and for knitting daily. the machines are more effective and knitting machines become sharper	2 nd State meeting
Kaduna	All 3 WDCs	LGA	Equipment	Procurement of more sewing machines to WDCs. Improved learning and participation	3 rd State meeting
Kano	Wudil	State	Equipment	State provide enough equipment for participants ,and it brings success and efficiency	2 nd monitoring
Kano	Wudil	LGA	Equipment/ materials	LGA provide equipment and materials. It brings increase of WDC participants.	2 nd monitoring
Kwara	Ifelodun	WDO/HOC	Equipment	WDC instructors give daily maintenance for machines. Equipment are functioning well.	2 nd State meeting
Kwara	Baruten	SMWA	Equipment	Ministry of Women Affairs gave seven (7) sewing machine. More participants have access to machine for their work	2 nd monitoring.
Niger	Wushishi	LGA	Equipment	LGA provides equipment to WDC. WDC got more convenient learning environment, and the students come to WDC to use the machines.	2 nd State meeting
Anambra	All 3 WDCs	WDO/HOC	Course contents	Organise health seminar at the WDC (Health workers invited). Students were taught importance of family planning, good nutrition and personal hygiene.	3 rd State meeting
Cross River	Ogoja	WDO/HOC	Course contents	Make-up course is introduced after a discovery of that make-up business was doing well in the fashion market.	Report nov.2013
Cross River	Ogoja	WDO/HOC	Course contents	Public speak training was introduced.	Report nov.2013
Cross River	Abi, Akampka Ogoja	WDO/HOC	Course contents	NYSC members are engaged to teach new skills such as soap making, embroidery etc. Students learn new skills	3 rd State meeting
Kaduna	Igabi	WDO/HOC	Course contents	New skills are introduced and students got more options.	2 nd State meeting

State	LGA	Actor	Areas	Good Practice	Source of Info
Kaduna	Zaria	WDO/HOC	Course contents	Health personnel from Health Department of LG visited WDC to give lecture on personal hygiene, importance of Anti Natal Care to pregnant women and the urgent need for all mothers to get the children immunized against the killer diseases.	WDO report Oct. 2013
Kaduna		LGAs	Course contents	Some LGs sent their professional staff who are in the Health section of LGs to WDCs to teach how to produce spices and drinks. WDCs deal with food like spices and drinks, and the health aspects of WDCs are really well-taken care of.	Radio programme
Kano	Wudil, Dawakin tofa	WDO/HOC	Course contents	Paralegal Services are provided at WDC. Conflict were resolved.	3 rd State meeting
Kano	All 3 WDCs	WDO/HOC SMWA	Course contents	Marriage counselling & Empowerment are provided at WDC. Peaceful coexistence among families and self-reliance.	3 rd State meeting
Kano	All 3 WDCs	WDO/HOC	Course contents	Introduction of new innovation beans products for cake, couscous, Spaghetti, Tamarine and Zobo instant drink. WDCs income generation increased.	3 rd State meeting
Kwara	Ifelodun	WDO/HOC	Course contents	Health related matters are introduced. And students are aware of health issues.	2 nd State meeting
Niger	Agaie	WDO/HOC	Course contents	NYSC is hired to teach new skills (air freshener). Students got new skills and WDC sells the products.	Niger visit observation
Niger	All 3 WDCs	WDO/HOC	Course contents	Education on health talk is organized. It help improve the health condition of households and their environment	3 rd State meeting
Niger	Agaie	WDO/HOC	Course contents	Counseling service unit was established by LGA. It is part of HOC/WDO schedule to provide counseling services to the WDC attendants	Action plan 2015
Anambra	Orumba south	LGA	Instructors	4 instructors to handle new course; beads-making, computer, guidance/counseling, were recruited by LGA. Identified problem of insufficient instructors was solved.	Action plan 2015
Anambra	All 3 WDCs	SMWA	Instructors	SMWA organises workshop for instructors. Instructors improved in their skills.	3 rd State meeting
Cross river	Abi	LGA	Instructors	Employment of skilled instructors (10) and increase the number of students.	2 nd monitoring 3 rd State meeting
Niger	All 3 WDCs	SMWA/ SMLG	Instructors	Refresher course for instructors. The instructors are more effective and efficient.	3 rd State meeting
Anambra	All 3 WDCs	LGA	Materials	LGA provide enough working materials. WDC students come to centres without working materials.	3 rd State meeting

State	LGA	Actor	Areas	Good Practice	Source of Info
Cross river	Akamkpa	LGA	Materials	LGA provide money for working materials. WDC establish business	2 nd monitoring
Cross river	Ogoja	LGA	Materials	LGA provide money for WDC running, WDC buy materials for WDC class to conduct activities.	2 nd monitoring
Kano	Dala	LGA	Materials	LGA provide enough working materials. WDC participants come to WDC without materials.	2 nd monitoring
Niger	Agaie	WDO/HOC	Materials	Sometimes we do contribute our personal money to purchase materials	2 nd monitoring
Cross river	Akamkpa	LGA	Graduates support	LGA provides equipment and cash to graduates. Many women are coming to WDC, and graduates establish their own business.	2 nd State meeting
Kano	Wudil	LGA	Graduates support	N5,000-N10,000 is given to graduates	2 nd monitoring
Kwara	Ifelodun	LGA	Graduates support	LGA provides equipment and cash to graduates. Their life style has changed and they are able to support their husbands in their various homes	2 nd State meeting.
Kwara	Baruten, Ifelodun	WDO/HOC	Graduates support	WDC requested for graduate support. LGA supports the graduates by providing sewing machines and fund to them.	3 rd State meeting
Niger	Wushishi	LGA	Graduates support	LGA provides equipment(sewing machine, knitting machine, literacy books, beads, catering materials) .Graduates are self- reliant, they open shop and train others	2 nd State meeting
Niger	Agaie	LGA	Graduates support	Graduate support (N500,000 per group)was made to 3 groups of graduates by LGA. Graduate were organised into cooperative society and were linked to the community micro finance bank	Action plan 2015
Niger	All 3 WDCs	SMWA/ SMLG LGA	Graduates support	Graduate Support was provided. It enabled the graduates to take-off their businesses immediately after graduation	3 rd State meeting

2. WDC Positive Recognition

State	LGA	Actor	Good Practice	Source of Info
Anambra	All 3 WDCs	WDO/HOC	Mounting of WDC sign board at WDC. Awareness on the existence of WDC is increased.	1 st monitoring
Anambra	Ogbaru, Orumba south	WDO/HOC	Awareness on the WDC is created at Church every week.	1 st monitoring
Anambra	Ogbaru	WDO	WDO organized workshop with traditional and church leaders about WDC, to help WDC and women to be able to come to WDC	2 nd State meeting
Anambra	All 3 WDCs	WDO/HOC	WDC organised meeting with women leaders. Sensitization via Churches/ Communities. As a result, number of enrolment increased as people are more aware of WDC.	3 rd State meeting
Anambra	SMLG	SMLG	Advocacy to Local Govt. management was conducted to solve the problem of discriminate posting at WDC.	Action plan 2015
Cross river	SMWA	SMWA	Association meeting to enroll in WDC and form cooperatives, age grade meeting to discuss issues on WDC accessibility was done. People (young girls) come to ask about how to enroll at the WDC to be trained, more enrolment with WDC, more promises to register at WDC.	2 nd State meeting
Cross river	All 3 WDCs	WDO/HOC	WDC carry out sensitization campaign. There is more awareness on WDCs activities	3 rd State meeting
Kaduna	Igabi	WDO/HOC	Involvement of community leaders, holding of management meetings. They advise and create awareness to the people	1 st monitoring
Kaduna	Jaba	WDO/HOC	WDC did sensitization campaign. There is more interest in the community	2 nd State meeting
Kaduna	Igabi	WDO/HOC	WDC had a meeting with husbands and community leaders. The community leaders and the husbands encourage more participants	2 nd State meeting
Kaduna	Jaba	Community leaders	Community created a small training centre in the community because of the distance to WDC. More women are able to attend WDC.	1 st monitoring
Kaduna	All 3 WDCs	WDO/HOC/HOD	Advocacy visits and sensitization campaign to communities within the LG. High patronage to participate in WDC activities.	3 rd State meeting
Kwara	Ilorin west/ Baruten	WDO/HOC	Sensitization campaign on WDC is done. People are more aware of WDC.	1 st monitoring.
Kwara	Ifelodun	WDO/HOC	WDC had a sensitization campaign, meeting with husbands and community leaders. The husbands allow their wife to come to the center, support their wife financially. Community leaders support WDC and LG chairman support WDC material.	2 nd State meeting
Kwara	SMWA/SMLG	NCWD/JICA SMWA/SMLG	NCWD/JICA, SMWA & SMLG visited the 3 beneficiaries in the Local Government. Their visitation increased the effort of the instructors. It created more awareness of the centre	3 rd State meeting

State	LGA	Actor	Good Practice	Source of Info
Kwara	State Gov.		Government utilizes radio, TV, advocacy to religious and community leaders to enhance their understanding. This Gov. efforts encourage and sensitize women to attend WDC.	Radio programme
Niger	Paikoro, Wushishi	WDO/HOC	WDO/HOC invited LG Chairman to WDC to supervise activities. LG Chairman decided to renovate WDC.	1 st monitoring
Niger	All 3 WDCs	WDO/HOC	WDC had a sensitization campaign. The existence of WDC is recognized, they allow women to attend, and Local government chairman is encouraged to renovate WDC.	Niger visit interview with WDO
Niger	Paikoro	HOD/WDO/HOC	Frequent Advocacy visit to the community Leaders on quarterly basis was done. There was a good approach to LGA by DSD, WDO, and HOC and the request was made on good timing. Awareness of community leaders on WDC was created.	Action plan 2015
Niger	All 3 WDCs	WDO/HOC	Sensitization and Advocacy was conducted. It educated the community leaders, husbands, non-participants and community at large on the existence of WDCs.	3 rd State meeting

3. WDC Management

State	LGA	Actor	Aspects	Good Practice	Source of Info
Anambra	All 3 WDCs	WDO/HOC	Office environment	Introduction of clear chain of command and communication. Discipline and efficiency of WDC management.	1 st monitoring
Anambra	All 3 WDCs	WDO/HOC	Record keeping	Introduction of attendance for instructors/students, lecture time table. Instructors/ students become punctual.	1 st monitoring.
Anambra	Idemili north	WDO/HOC	Report	Forwarding of reports on the WDC activities to LGA. LGA involvement in the WDC activities and the seriousness of instructors/ students are increased.	1 st monitoring
Cross river	Abi	WDO	Report	WDO always forward report to the Chairman, Director of Education, HOD LGA.	3 rd State meeting
Kaduna		SMWA	Report	SMWA always encourage WDOs to write report by calling on phone and we always discuss feedback. WDOs show more commitment to their work.	2 nd State meeting
Anambra	Idemili north	WDO/HOC	Budget	Introduction of bottom up approach for WDC budget preparation. Equipment, accessories and staff salary are provided, and WDC activities are improved.	1 st monitoring
Anambra	Orumba south	WDO/HOC	Budget	LGA pay salaries of instructors increase commitment of instructors	2 nd monitoring
Anambra	All 3 WDCs	LGA	Budget	Instructors' stipends are regularly paid. Instructors are committed to work.	3 rd State meeting
Kwara	Ifelodun	LGA	Budget	LGA provide money to run the WDC. WDC is able to accommodate more student in the WDC.	2 nd monitoring
Kwara		LGA	Budget	LGA supports student's transportation fees. Number of students increase.	Radio programme
Niger	Wushishi	State Gov	Budget	State Govt. pays allowances of part time instructors. Provision of learning materials, pipe borne water, general renovations	2 nd monitoring.
Kaduna	Jaba	WDO	Management in general	Record keeping, report writing and staff meeting are regularly conducted. There is understanding and cordial relationship	2 nd State meeting
Kwara	Ifelodun	WDO	Management in general	Record keeping, report writing and staff meeting are regularly conducted. Things work smoothly.	2 nd State meeting
Anambra	Idemili North	WDO	Management in general	There was no proper management before. Now, records are kept, meeting hold, repot written ,we are sharing information	2 nd State meeting.
Anambra	Ogbaru	WDO	WDC own revenue	Money generated from selling products used for maintenance of equipment, fuel the generator and materials	2 nd State meeting
Anambra	All 3 WDCs	LGA	WDC own revenue	Stationary for book keeping was purchased through the sale of students forms.	Action plan 2015

State	LGA	Actor	Areas	Good Practice	Source of Info
Anambra	Ogbaru Orumba south	WDO/HOC	WDC own revenue	WDC sell products. Money generated are used in running and maintaining the WDC (buying water, gas, maintenance of equipment etc.).	3 rd State meeting
Cross river	Abi	WDO/HOC	WDC own revenue	Using small revenue from baking for WDC running	1 st monitoring
Cross river	Abi Akampka	WDO/HOC	WDC own revenue	WDC sells students products. Income generated from the sales of the product is used for maintenance of equipment.	3 rd State meeting
Kaduna	Ifelodun Ilorin west	WDO/HOC	WDC own revenue	WDC sells products from the centre. The money realised is used for the maintenance of the WDC	3 rd State meeting

4. Collaboration with Other Agencies

State	LGA	Actor	Good Practice	Source of Info
Anambra	Ogbaru	LGA	Organize meetings with relevant departments of the local government council and educate them on the need for them to synergize with the WDC. Institutional arrangement was improved.	Action plan 2015
Cross river	Akampka	WDO	WDC organized meetings with cooperative and micro finance agencies. And students are able to access loan to start business	2 nd State meeting
Cross river	Abi	WDO/HOC	WDC organize mmeeting with other NGOs such as PHC and Cooperative Societies	3 rd State meeting
Kano	SMWA	SMWA	Collaboration with agency for Mass Literacy and microfinance bank, KNARDA(Kano agricultural rural development agency) for literacy programme and trainings for poultry, husbandry, gardening were conducted. New skills e.g poultry, animal husbandry and gardening have increase the income generation of the WDCs	2 nd State meeting
Kano	All 3 WDCs	WDO/HOC	Collaboration with other agencies:-Isa Wali Empowerment Initiative, Mobilization for Development (M4D), CBOs, Communities, Micro Credit Banks. Improved status of WDCs socially and financially	3 rd State meeting
Kwara	Ifelodun	WDO	WDC organized meetings with cooperative and micro finance agencies. Students get assistance from them.	2 nd State meeting
Niger	Paikoro	WDO	WDC organized meetings with cooperative and micro finance agencies. Students are enlightened, they know where to ask for soft loans as N50,000, N100,000	Niger visit interview

5. Efforts to have adequate budget allocation for WDC Activity

State	LGA	Actor	Good Practice	Source of Info
Anambra		SMLG	By encouraging the LGAs to come up with WDC budget proposals on yearly basis.	2 nd State meeting
Cross river		SMLG	We wrote letter to LGA appealing to include WDC on budget allocation	2 nd State meeting
Cross river	Abi	LGA	Write for monthly subvention of N20,000 - N30,000 and kept reminding LGA chairman about it.	2 nd monitoring.
Kaduna	Jaba	WDO	WDO submitted the action plan to the vice chairman of LG and lobby for the inclusion of the action plan in the 2014 budget proposals of the LG. The vice Chairman ensured the proposed action plan included in the budget.	WDO report on Nov.2013 3 rd State meeting
Kwara		SMLG	They are grossly advised to allocate funds for their WDCs for it to be approved by the ministry	2 nd State meeting

6. Replication of Activities to Other LGAs/WDCs

State	LGA	Actor	Good Practice	Source of Info
Anambra		SMLG	Other LGAs show their interests in WDC activation. (Nnewi South, Ihiala, Oyi, Njikoka)	2 nd State meeting
Cross river		SMWA	Other LGAs show their interests in WDC activation. (Odukpani WDC, Akpabuyo WDC, Yakurr WDC, Baise WDC, Calabar Municipal WDC, Calabar South WDC)	2 nd State meeting
Cross river		SMWA	Besides the target WDCs, Yakurr, Margret Ekpo WDC Calabar are visited.	2 nd State meeting
Kaduna		SMWA	Many LG in the state show their interest in WDC activation.	2 nd State meeting
Niger		SMWA	SMWA provided equipment to 16 WDCs out of 25 WDCs in the state in 2013 and 2 WDC staff from each WDC are provided skill up training at Minna State owned WDC.	Niger visit interview
Niger		SMLG	Minna, Gontagora, Bida, Regio, equipments and table were provided.	Niger visit interview

7. Community's supports for WDC activities

State	LGA	Areas of support	Good Practice	Source of Info
Anambra	Idemili north	Provision of land	A Community leader said that the Community provide land for the building of the WDC and encourage people to attend the WDC	2 nd monitoring
Cross river	Abi	Provision of land	A Community leader said that the Community provide land to build a class where the participants are being trained.	2 nd monitoring
Cross river	Ogoja	Provision of land	A Community leader said that the Community provide free land without collecting any land rent from them.	2 nd monitoring
Cross river	Akampka	Provision of land	A Community leader said that the Community provide land to build WDC. Carry out campaign of the center for the community dwellers.	2 nd monitoring
Kwara	Ilorin west	Provision of land	A Community leader said that the Community give land to build WDC.	2 nd monitoring
Cross river	Akampka	Provision of materials	A Community leader said that the Community give financial support to buy some materials they use for training of the women and youth.	2 nd monitoring
Niger	Agaie	Provision of materials	A Community leader said that the Community assist in giving the WDC money to buy water.	2 nd monitoring
Niger	Paikoro, Wushishi	Provision of materials	A Community leader said that the Community provide financial contribution in terms of transportation, working materials and advice	2 nd monitoring
Cross river	Abi	Cleaning environment	A Community leader said that the Community keep the environment of the WDC clean.	2 nd monitoring
Kwara	Baruten, Ifelodun	Cleaning environment	A Community leader said that the Community clear the surrounding clean.	2 nd monitoring
Niger	Agaie	Cleaning environment	A Community leader said that community provides personnel for environmental sanitation assist in providing instructors for certain skills.	2 nd monitoring
Kwara	Ifelodun	Inspection of WDC	A Community leader said that the Community come and inspect and do some renovation	2 nd monitoring
All State	All three WDCs	Educate men about WDC	A Community leader said that community encourage men and other members of the community to send their wives to WDC	2 nd monitoring
All State	All three WDCs	Educate women about WDC	Elders meet and mobilize men and encourage them to allow their women to participate encourage and enlighten women and youth girls to attend WDC for betterment of their lives	2 nd monitoring

8. Women's empowerment (Impact of WDCs on women from the perception of participants/graduates/husbands)

State	LGA	Good Practice	Source of Info
Anambra	Orumba south	A WDC participant learnt skills and knowledge at WDC. She said that her family do not suffer much from malaria again because their environment is clean and feeding is good.	2 nd monitoring
Anambra	Orumba south	A WDC participant learnt skills and knowledge at WDC. She said that her younger sisters are benefitting from her because she teach them what she has learnt.	2 nd monitoring
Anambra	Idemili north	A WDC participant learnt skills and knowledge at WDC. She said "the money I make from selling snacks helps a lot so I am not borrowing again"	2 nd monitoring
Anambra	Idemili north	A WDC participant learnt skills and knowledge at WDC. She said the impact of attending WDC is that she is financially independent and her family is no more begging and borrowing.	2 nd monitoring
Anambra	Idemili north	A WDC participant learnt skills and knowledge at WDC. She said the impact of attending WDC is that her family is happy because what she learnt impact on them and she also support her husband financially	2 nd monitoring
Anambra	Ogbaru	A WDC graduate said the impact of WDC is that her husband respects her now because she contribute to the family up keep.	2 nd monitoring
Anambra	Idemili north	A WDC graduate said that her husband know that she makes money, her husband seeks her opinion before taking any decision	2 nd monitoring
Anambra	Orumba south	A husband of WDC participant said "my wife supports me financially through the payment of the children's school fees, purchase of food items and clothes for the children.	2 nd monitoring
Anambra	Ogbaru	A husband of WDC participant said "my wife now assist at home financially through selling her products like cake and meat pie"	2 nd monitoring
Cross River	Akampka	A WDC participant learnt knitting at WDC. She was good at what she learnt from the WDC. After graduated from WDC, she was given contract to knit sweater for a school in large quantity.	Radio programme
Cross River		Success story of women farmers who made a group with 10 persons and registered as cooperatives was given. Those women farmers now have access to the funds. The WDC participants now are sensitized on the need to form cooperatives and register so that as they graduate they can be empowered.	Radio programme
Cross River	Ogoja	A WDC participant learnt skills and knowledge at WDC. She said "now I can sew for others and make money from it."	2 nd monitoring
Cross River	Akampka	A WDC graduate said about the impact of attending WDC as "I don't leave all the load on my husband, I support him financially"	2 nd monitoring
Cross River	Ogoja	A WDC graduate said about the change of life after graduating WDC as "I don't depend solely on my parent for food"	2 nd monitoring
Cross River	Abi	A WDC graduate said "My experience after this course is that I can now generate income for myself"	2 nd monitoring

State	LGA	Good Practice	Source of Info
Cross River	Abi	A husband of WDC participant said “It has really made some changes on the abilities of my wife. She has begun to sew her children's clothes and even her own and other people around us, which is giving her some money”	2 nd monitoring
Cross River	Akampka	A husband of WDC participant said “It has made my wife to know how to do soap, detergent and snacks which she doesn't know before. We no longer buy soap and detergent at home and she sell some and use the money to assist at home.”	2 nd monitoring
Cross River	Ogoja	A husband of WDC participant said “It has made my wife to be creative and has started sewing children clothes. It has made my wife to start helping at home because I no longer take children clothes to sew outside anymore”	2 nd monitoring
Kaduna	Igabi	A WDC participant leant skills and knowledge at WDC. She said “ I help to buy food for the family if my husband cannot provide shool uniform, books etc”	2 nd monitoring
Kaduna	Jaba	A WDC participant leant skills and knowledge at WDC. She said “ I sew clothes of the family members free unlike before we have to pay for it”	2 nd monitoring
Kaduna	Zaria	A WDC participant leant skills and knowledge at WDC. She said “The changes are I can read the documents and also write the letters”	2 nd monitoring
Kaduna	Jaba	A WDC graduate said “I am able to contribute through my business to building of our house”	2 nd moitoring
Kaduna	Zaria	A WDC graduate said “I have taught my children how to sew, they can amend their clothing by themselves”	2 nd monitoring
Kaduna	Jaba	A husband of WDC participant said “WDC made my wife very interested and understand something to be empowered. she trained my children and they now know how to sew, knit and make soap”	2 nd monitoring
Kano	Dawakin tofa	A WDC participant leant skills and knowledge at WDC. She said “my life has improved both socially and economically because I have made friends and have income”	2 nd monitoring
Kano	Dala	A WDC participant leant skills and knowledge at WDC. She said “I made friends and know people from different places, co-participant at the WDC”	2 nd monitoring
Kano	Wudil	A WDC participant leant skills and knowledge at WDC. She said “The relationship between my husband and I have improve especially in decision making and in household management”	2 nd monitoring
Kano	Dawakin tofa	A WDC graduate said “I am now more knowledgeable and teach my children the little I know, and I assist my family from the money I generate from knitting and sewing”	2 nd monitoring
Kano	Dala	A WDC graduate said “I am now literate, I can read /write and assist my children in doing their homework”	2 nd monitoring
Kano	Dala	A husband of WDC participant said “my wife bought a sewing machine and use it to generate income and assist the family”	2 nd monitoring

State	LGA	Good Practice	Source of Info
Kwara		A husband of WDC participant said, “my wife completed computer training in WDC. Local government assisted my wife to expand her opportunity with her acquired skills. For example, government gave her a computer, a CPU, and a printer. We bought generator and papers. Moreover, state government assisted to seek the customers. She is now self-employed person with those skills. Before she joined WDC’s activity, she didn’t do anything by herself. But now, she has high self-reliance and takes care of our household in better way.”	Radio programme
Kwara	Ifelodun	A WDC participant leant skills and knowledge at WDC. She said “No quarrel again as I contribute financially to assist my husband.”	2 nd monitoring
Kwara	Baruten	A WDC graduates said “I used to make clothes for my family members”	2 nd monitoring
Kwara	Ilorin west	A WDC graduates said “I help my family members to make their hair and sometimes money to assist them”	2 nd monitoring
Kwara	Ifelodun	A husband of WDC participant said “my wife enable her to know the importance of trading & learning of skills. She now assist by mending some clothes of the family & making dresses for family.”	2 nd monitoring
Kwara	Baruten	A husband of WDC participant said “She is now self- employed and learn different skill & empowering them. She now a bit literate and can speak small English	2 nd monitoring
Niger	Agaie	A WDC participant leant skills and knowledge at WDC. She said “Before her husband do not meet the need of the family as required but now she support him in her way through what they have learnt”	2 nd monitoring
Niger	Paikoro	A WDC participant leant skills and knowledge at WDC. She said “I don’t wait for my husband to buy something for me and I can pay for my children’s school fees. My husband is happy”	2 nd monitoring
Niger	Paikoro	A WDC graduates said “My family benefits from income realized from sale of sewn clothes I make”	2 nd monitoring
Niger	Wushishi	A WDC graduates said “The family enjoying the benefits because it has improved their life”	2 nd monitoring
Niger	Agaie	A husband of WDC participant said “She is self-independent, she even advises some of her friends to attend the WDC. She sew my children clothes, she help to buy some items in the house”	2 nd monitoring
Niger	Paikoro	A husband of WDC participant said “My wife has been exposed to training skills in knitting and tailoring. My wife supports me financially and does not depend on me entirely. She is able to take care of my children needs.	2 nd monitoring
Niger	Wushishi	A husband of WDC participant said “She has her own shop where she sew clothes. My wives contribute a lot in the household, they assist in providing items like food, helping me to pay my children school fees”	2 nd monitoring

Appendix 7: Other activities

9. Follow-up Survey Report on the Target Women Development Centres of the Phase I

Federal Republic of Nigeria
Project on Activation of Women Development Centres (WDCs)
to Improve Women's Livelihood Phase II

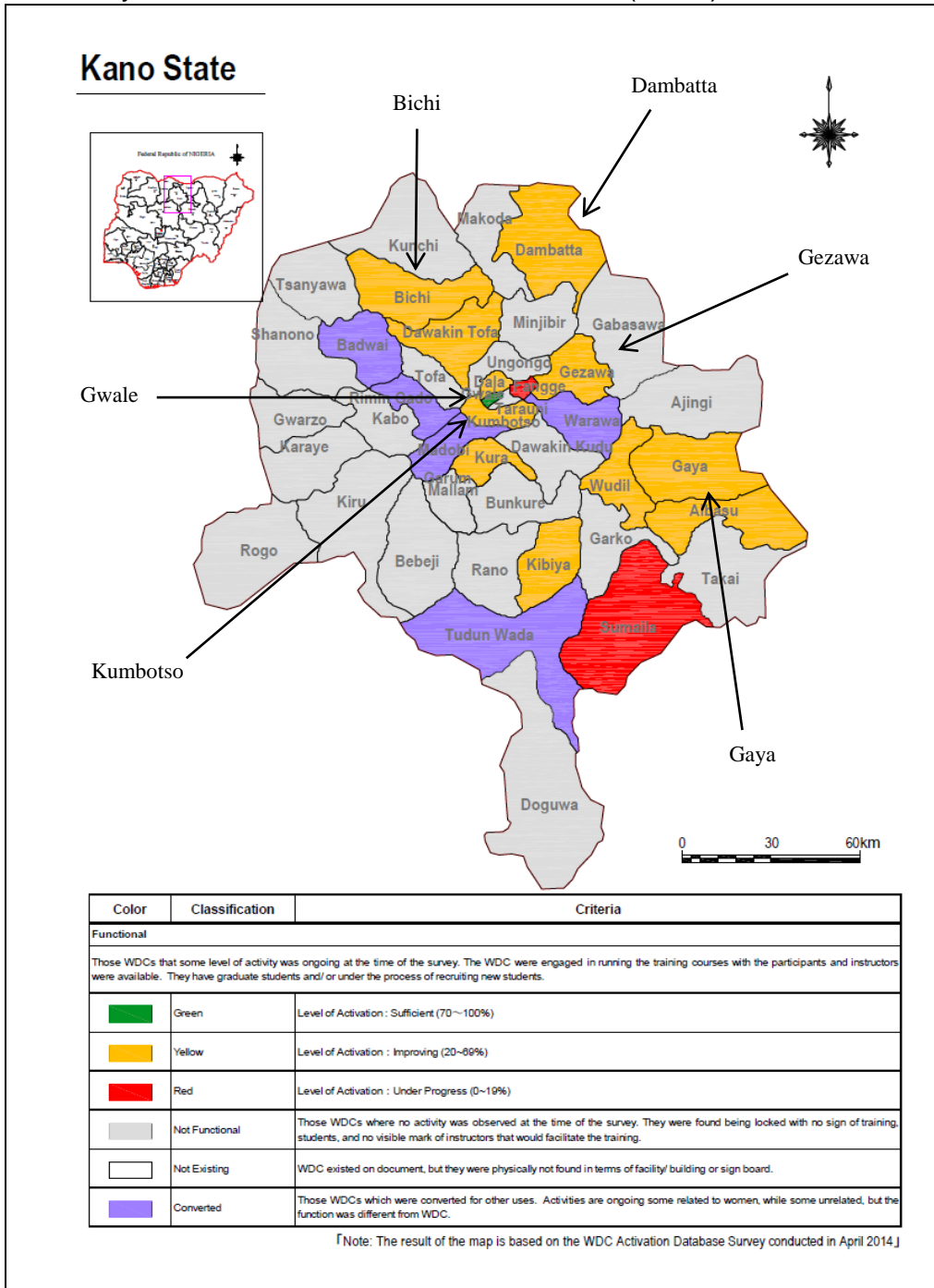
Follow-up Survey Report

on

The Target Women Development Centres of
the Phase II

January 2015

Survey Area : 6 Local Government Areas (LGAs) in Kano State



Source: WDC Activation Map based on the Database Survey conducted by the Project in April 2014

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Map of 6 Local Government Areas (LGAs) in Kano State

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1. Objective of the Survey

This survey was conducted in order to study the following issues of the target Women Development Centres (hereafter referred as “WDCs”), in Kano State for the phase I of the Project on Activation of Women Development Centres to Improve Women’s Livelihood (hereafter referred as “the Project”):

- How the target WDCs are operating at the end of the phase II of the Project,
- Challenges and lessons learned based on the situation analysis of the target WDCs.

2. Methodology and Target of the Survey

This survey report is based on the analysis of the following data:

- (1) Interview with the target 6 WDCs in Kano State: Appendix 1
- (2) Interview with the SMWA Desk Officers in Kano State : Appendix 2
- (3) Questionnaire Survey for construction of the WDC Activation Database (hereafter referred as “the Database.”)¹ : Summary on Attachment 2.

The survey target was the 6 WDCs of the 6 target LGAs in Kano State (hereafter referred as “the 6 WDCs”,) that were the target of the phase I of the Project: namely, Gwale, Bichi, Dambatta, Gezawa, Kumbotso, and Gaya.

3. Survey Result

3-1. Profile of the 6 WDCs

The profile of the 6 WDCs extracted from the Database is as follows. In this report, all the data of other WDCs in Kano and other five target states for the phase II refers to the “functional” WDCs.

3-1-1. Facility Outline of the 6 WDCs

The outline of the facilities of the 6 WDCs are shown in the table below.

Table 1. Facility Outline of the 6WDCs

LGA	Name of WDC	Year of Establishment	Number of Classroom	Availability of Daycare Centre	Water Supply	Electricity Supply
Gwale	Gwale Women Centre	1997	5	✓	✓	
Bichi	Aisha Bala Memorial Centre	1980	2			
Dambatta	Multipurpose Women Centre	1992	12		✓	
Gezawa	Gezawa WDC	2003	5		✓	
Kumbotso	Panshekara WDC	2004	5			
Gaya	Multipurpose WDC	1990	10	✓		

Note : The primary data on the year of establishment of the WDC in Gezawa, as well as the number of the classroom in the WDC in Gaya were corrected by the probe by the Project.

The year of establishment and the building capacity determined by the number of classroom vary among the 6 WDCs. As for the facility situation, all the 6 WDCs have no electricity. Half of them have no water supply. Only 2 WDCs (Gwale and Gaya) have daycare centre. (The ratio of WDCs

¹ Questionnaire survey was conducted in April 2014 targeting one WDC in every LGA in 6 target states for the phase II of the Project.

with daycare center was 19% in Kano State and 12% for the average of all 6 target states for the phase II of the Project.

3-1-2. Training in the 6 WDCs

3-1-2-1. Training Courses

The training courses for the women in the 6 WDCs are shown in the attachment 1. The WDCs in Gezawa, Kumbotso, and Gaya have other courses such as leather craft, beads craft, or poultry than the standard courses. Number of students and graduates (those who have graduated for 1 year before the time of the survey) are shown in the chart below.

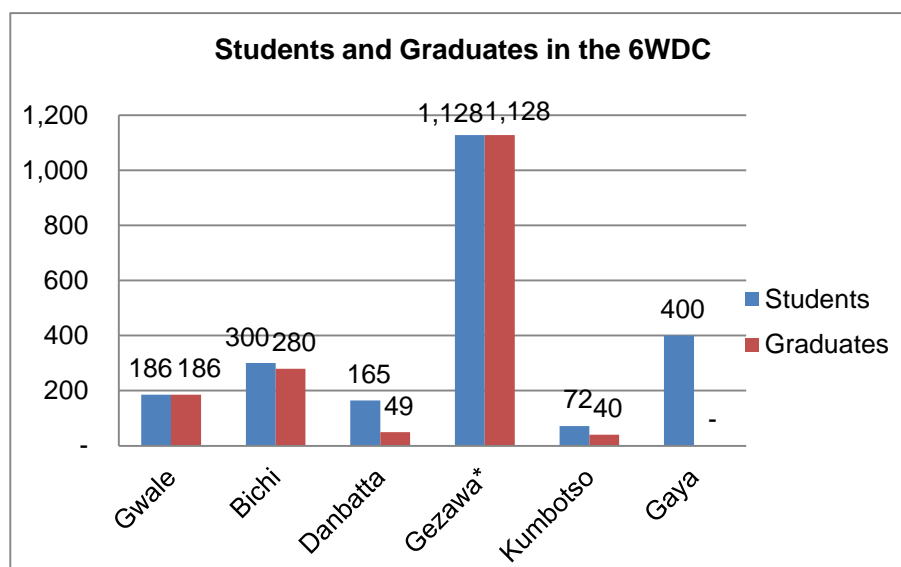


Chart 1 : Students and Graduates in the 6WDC

*Note : The number of students and graduates of the WDC in *Gezawa is an outlier shown in above chart. It was found to be an error.*

3-1-2-2. Number of Beneficiaries (Students and Graduates)

It is not possible to learn the precise number of the beneficiaries (sum of students and graduates) that the 6 WDCs have produced because of the error for Gezawa. If the error for Gezawa was excluded, the average number of beneficiaries per a classroom should be compared in order to eliminate the difference in the classroom capacity of each WDC. The result is shown in the table below. It tells that the 6 WDCs that have received the support by the Project for the phase I have given benefit a little more than the women than the average of all WDCs in Kano state (except Gezawa) as well as five other states that are the target of the Project during the phase II.

Table 2. Comparison of the Average Number of Beneficiaries (Sum of Students and Graduates) per a Classroom

	Number of Beneficiaries
Average per a classroom in the phase I target-5 WDC excluding Gezawa	50.8
Average per a classroom in 15WDC excluding Gezawa in Kano state	48.4
Average per a classroom in the phase II target-69 WDCs in 5 states excluding Kano state	48.0

3-1-2-3. Number of Instructors and Equipment

The numbers of instructors and equipment for the training (except the literacy course) are shown in the table below.

Table 3. Number of Instructors and Equipment in the 6WDCs

	Number of classroom	Number of Instructor	Number of Equipment*
Gwale	5	27	36
Bichi	2	9	42
Dambatta	12	11	21
Gezawa	5	10	23
Kumbotso	5	13	12
Gaya	10	11	17
Total	39	81	151
Average, per a classroom for the 6WDCs		2.1	3.9
Total, of 16 WDCs in Kano state	87	175	267
Average, per a classroom in Kano state		2.3	3.1
Total, in 85 WDCs in phase II-targeted 6 states	337	901	962
Average, per a classroom in 6 states		2.8	2.9

*Excluding that of the literacy courses

Comparing the numbers per a classroom of a WDC, the average number of instructors of the 6 WDCs is less than those of Kano state and 6 states. The reasons would be: 1) 4 WDCs except Gwale and Bichi are considered understaffed due to middle- or large- sized WDCs that contain more than 5 classrooms; 2) the average number of instructors for the 6 states becomes larger due to more instructors in Niger states.

As for the number of equipment, the average for the 6 WDCs is more than those of Kano state and 6 states. It would reflect the support given by the Project during the phase I.

3-2. WDC Operation for the Activation

In this section, how the 6 WDCs are operating, what are their achievements and challenges, are analyzed. The analysis is based on the four aspects of WDC activation: (1) WDC service quality (2) Positive recognition of WDC (3) WDC management (4) Collaboration with other Agencies.

3-2-1. “WDC Service Quality” Aspect

3-2-1-1. Instructors

Majority of the instructors are temporary/ part-time employed, except the WDC in Bichi. The largest group of instructors is found in Gwale in spite of the WDC capacity that has only 5 classrooms. It is 2 to 3 times larger than that of other 5 WDCs. The instructors in the WDC in Gwale are reported to be qualified and experienced. Skill-up trainings for the instructors were held in the WDCs in Gwale, Bichi (Youth Corp instructor was invited in Bichi), Kumbotso, Gaya, in addition to the opportunities that the Project provided. On the other hand, the WDCs in Dambatta and Gezawa were unable to hold the skill-up training for the instructors due to the lack of budget. Skill-up training in the new field was fund to be contributing to development of the new courses.

As for the personnel management, a case of political intervention was reported that resulted unqualified instructor(s) employment in Dambatta.

3-2-1-2. Training Courses

All WDCs but those in Gezawa have responded that “they developed the new courses²”. Those are bead craft, leather craft, pomade making. In Gezawa, the WDC gives poultry course in addition to the standard courses such as sewing or knitting. The WDC in Gwale reports that they are planning new courses that meet the needs of various groups of women. Other WDCs also wish to teach updated technologies that meet the current market demand. The WDC in Bichi is making collaboration with other WDCs to develop a new course.

The challenges are found to be: the lack of budget for new course development, lack or dilapidation of facilities, lack of water supply, and lack of human resources with qualified skills.

3-2-1-3. Equipment

The average number of equipment per a classroom was shown in 3-1-2-3; however, the WDC’s responses about “sufficiency of equipment” are mixed: both “sufficient” and “insufficient” are found in the responses from HOCs/WDOs for the 6 WDCs. It is also hard to judge whether “equipment is sufficient,” as there is no supporting data set. The only WDC that reports “no big problem” was that of Gwale, practicing periodical check-ups. In other 5WDCs, most of the equipment were not well functioning due to the outdated model or damages unable to repair by themselves (e.g., knitting machines in Gaya, oil extracting machines in Dambatta and Gezawa). These 5WDCs have been requesting the budget for repair or spare parts to LGAs; however, they have had no responses. The WDC in Gaya develops their own system that limits the number of students to share, or separating learners from those qualified when using the equipment.

3-2-1-4. Working Materials

There is a serious lack of working materials in all the 6 WDCs after receiving the Project’s support during the phase I. Each WDC has been trying to collect as much budget as possible by the contribution of staff and students or the profit of registration form sales. They all have been requesting budget to LGAs; however, most WDCs have not been provided³. Not only the 6 WDCs but also other WDCs in 6 target states for the phase II found it difficult to obtain working materials: working materials are available only 14% of all the WDCs in 6 states.

3-2-1-5. Graduate Support

28% of the all the target WDCs in the phase II, and 31% of all the target WDCs in Kano state had provided graduate support last year. As for the 6 WDCs supported for the phase I, 3 WDCs (50%) had provided graduate support, which marks the higher ratio than those of Kano state and 6 states. In the WDC in Gwale 108 graduates had received materials, 50 graduates in Bichi received sewing/knitting machines in revolving system. The WDCs in Dambatta and Gaya had started once during the Project support with JICA, and the WDC in Gezawa implemented once in 2010. The biggest challenge was found to be the low return rate. The WDC in Gwale selects the recipients by the class performance and attendance. The WDC in Bichi now keeps N250, 000 in the graduate support account that had been recouping back by LGA.

Low return rate and stagnation caused give negative influence on community recognition toward WDCs as described in coming sections.

3-2-1-6. Facility

Lack of electricity is the common challenge for all the 6 WDCs. The half of them, 3 WDCs in Bichi, Kumbotso, and Gaya neither have water supply. All the WDCs but Gwale are facing dilapidation of the building, lack or improper facilities. They all request support to LGA but no responses were

² However, the WDC in Bichi gave no information on the course title.

³ The WDC in Gwale responded in the Follow-up Survey that there was no budget from LGA. However, they responded that there was as much budget as N15,000 for the Database survey.

given so far. The WDO in Dambatta concerns the sustainability of the WDC as the part of the building was transferred to a clinic or a classroom for the state technical training.

3-2-2. “Positive Recognition of WDC” Aspect

3-2-2-1. Sensitization in Community, Meeting with the Stakeholders in Community, Support from Community

The ratio of implementation of sensitization activities for the 6 WDCs was found to be 100% on Database (it was 75% for both Kano state and 6 states). The frequency of the sensitization is once to twice⁴, which is less than 2.5 times for the average frequency of all WDCs in 6 states. The less frequency may give an impression that the 6 WDCs are not well activated. However, the interview revealed that the necessity of sensitization was minimized as the community had already recognized the WDCs.

Meeting with the stakeholders in community for the 6 WDCs was found less active than the average of Kano state (ratio of implementation 46%, average frequency 2.5 times per year)⁵.

5 WDCs out of 6 responded that there was no support given by community⁶, which marks 17% for the ratio of receipt. On the other hand, 32% of the WDCs in 6 states responded that support to WDC was given by community. It implies that the 6 WDCs would face more difficulty in receiving support by community comparing to the overall situation in 6 states.

3-2-2-2. Recognition from Husbands

All the 6 WDC acknowledge full positive recognition from the husbands that was proved by women’s attendance at WDCs. The contributing factors are: 1) active sensitization or intervention during phase I,2) short and intensive training program that enables women to play their reproductive roles (Gwale). However, another case in Dambatta reveals that the WDC see decrease of recognition due to fading activeness of the WDC after the phase I. The WDC in Gaya appeals that the lack of government support is more serious than community support that includes little resistance from the husbands.

3-2-2-3. Recognition from Community Leaders

All the 6WDC had good relationship with community leaders as a result of active intervention such as visits and invitation to observation tour to the WDCs. The WDC in Gwale tells that the good relationship with the community has been extending to the neighboring area. 3WDCs in Bichi, Dambatta, Gezawa respond that there is a negative impact to the recognition of husbands and community leaders by the graduates’ complaint on graduate support malfunction.

3-2-2-4. Recognition from Women

The recognition from women was found high in all 6 WDCs. At the same time, they share the common challenges of low return rate and insufficiency of graduate support. In Dambatta and Gaya, the WDCs are concerned of losing patronage due to the competing state short training program for women that requires free of charge. In Dambatta, there was an effort to recruit female graduates of the middle school to attend WDC.

3-2-3. “WDC Management” Aspect

3-2-3-1. Record Keeping

All the 6 WDCs responded that they kept records in Database survey; however, 4 WDCs did not respond that they keep records except Gwale and Bichi for the Follow-up Survey interview. The reasons are: 1) lack of budget (Dambatta, Gezawa, Kumbotso), 2) there was no activity with no

⁴ Excluding 2 WDCs with no answer.

⁵ Only the WDC in Gwale (frequency unknown) and the WDC in Gaya (every month) have responded that they had meetings with the stakeholders in community (implementation ratio 33%). It is similar to the average in Kano state.

⁶ The WDC in Gwale responded that they had support by community, namely from “the instructors” by “all causes”.

enrollment (Gaya)⁷. On the other hand, record keeping is properly carried out with the skill learned during the Project period in Gwale and Bichi. For 6 states of the phase II, the average rate of record keeping WDCs are 51%, and 83% in Niger, followed by 69% in Kano state.

3-2-3-2. Budget

The WDCs except Gwale and Bichi are suffering very serious financial situation with no budget allocated by the LGAs. In Gwale, it was reported that the LGA had promised to increase the budget but not yet realized nor disbursed. However, even “insufficient (N15, 000)”, their budget has been supporting training and operation cost of the WDC. In Bichi, the WDC has no budget but support of working materials.

Considering the budget from LGAs as financial basis for WDC operation, the ratio of the WDCs with the budget allocated by the LGAs in 6 states for the phase II was 38%. Particularly the ratio in Kano is the least among 6 states: 12.5%. It is only 2 out of 16 functional WDCs. The average amount of the budget is N40, 313 for 6 states. The 6 WDCs for the phase I have been participating the Project for the longest period, however, the least budget is allocated by the LGAs⁸.

3-2-3-3. Income Generation

All the 6 WDCs have sales of WDC products⁹. The sewn clothes, sweaters, leather products, soap, eggs and so on were on sale. Per month sales varies from WDC to another as shown below, but most significant in Dambatta and in Gwale.

Table4. Sales Products and Per Month Sales in the 6WDCs

LGA	WDC products available on sale	Per Month Sales (Currency unit: Naira)
Gwale	“Available” (as responded. No answer for item)	25,000
Bichi	“Available” (as responded. No answer for item)	5,000
Dambatta	“Available” (as responded. No answer for item)	30,000
Gezawa	Sewn Clothes, Soap, Sweaters, Leather Products and eggs	6,000
Kumbotso	Sewn Clothes, Soap, Sweaters, Leather Products	No answer
Gaya	Sewn Clothes, Soap, Sweaters, Leather Products. Income from the flour mill donated by JICA is also included.	500

In Kano state, 75% of the WDCs sell their products with the average per month sales N12, 775 a WDC. For 6 states, 66% of WDCs have product sales, with the average per month sales of N13, 221. Thus, the WDCs seem to make efforts to generate their own income where little budget is given by the LGAs. The 6 WDCs for the phase I have been continuously demanding more financial support to the authorities.

3-2-3-4. Reporting

All the 6 WDCs write and submit monthly and quarterly reports. The WDCs in Bichi, Gezawa and Gaya responded that they made daily report; however, there was no feedback to find the effect of reporting (Gaya). On the other hand, the WDCs in Kumbotso and Gaya responded that there was nothing to report due to the inactiveness of the WDCs.

⁷ The WDC in Gaya responded that “currently there is no student”.

⁸ Another WDC in Kano state that responded the amount of budget was in Dala. It was N100,000, as 6.7 times as that in Gwale.

⁹ However there is no response on sales amount from Kumbotso.

In Kano state, 56% WDCs submit reports 11 times a year by average, and in 6 states, 75% WDCs submit 5.9 times a year by average.

3-2-4. “Collaboration with Other Agencies” Aspect

It is not very active except in Gwale. A few cases of collaboration are: Isa Wali Empowerment Initiative (NGO) with the WDC in Bichi, or Agency of Mass Education with that in Gaya. The reasons are: 1) there are less organization such as NGO in rural area, 2) the WDCs are expecting coordination by the authorities such as LGA or the state government when establishing collaboration. On the other hand, the collaboration is very active in Gwale: Action Aid, NOA, Isa Wali Foundation, Agency of Mass Education, are the partners. The collaboration is for applying other institution’s training manuals in literacy course (in Bichi), or exploring soft loan for women (in Gwale).

3-3. Activation Level

In this Project, the level of activation of WDCs is calculated quantitatively with regard to four aspects of WDC activation (1)WDC Service Quality (2)Positive Recognition (3)WDC Management (4) Collaboration with Other Agencies. The WDC Activation Ratio, with full marks 100, was measured for each of the 6WDCs as follows:

Table 5. The WDC Activation Ratio and Ranking in Kano State for the 6WDCs

LGA	WDC Activation Ratio	Ranking in Kano State (among 16WDCs)
Gwale	75.00	1
Dambatta	45.83	4
Bichi	35.42	8
Gezawa	35.42	8
Kumbotso	35.42	8
Gaya	35.42	8

The most activated WDC among 6 is the one from Gwale (it is classified as “blue” by the traffic signal system, marked more than 70 points). Other 5 WDCs are all “improving” (classified as “yellow” with 20 to 69 points). The average WDC Activation Ratio in Kano state is 38.8, and 36.2 for 6 states. Therefore, 4 WDCs except Gwale and Dambatta have marked slightly less than the average for Kano state, and rather close to that for 6 states.

Considering the WDC activation level measured quantitatively, it can be concluded that the leading WDC for activation is only the one in Gwale.

The WDC in Gwale is located within the premises of LGA at the center of the city. It has a better access that can attract many students. In addition, the certificate of the literacy course of the WDC is approved as equivalent to the middle school certificate¹⁰. Therefore, it plays the role of an educational institution for the women who dropped out of formal school, or for those who were divorced and widowed (based on the interview with the NCWD officer in charge of Kano state). The WDC in Gwale looks outstanding, being recognized as a kind of “school” in society, attracting respect and support from the LGA.

4. Challenges and Lessons Learned

The following are the challenges and lessons learned based on above analysis.

¹⁰ The literacy course has a unique curriculum that gives Hausa, Mathematics and Science classes.

4-1. Challenges

4-1-1. Lack or Insufficiency of the Budget Allocation by the Government

Lack, insufficiency, or inadequacy of budget allocation by LGA is found to be the obstacle for WDC activation. This seems to negatively impact such issues as recruitment and retraining of WDC instructors, equipment maintenance, and preparing working materials. Repairing dilapidated facilities and equipment, installation of water and electric supply, are far beyond. It leads to the difficulty of developing new courses. In addition, it causes lack of fund for graduate support, resulting decreased patronage and attendance among women. It creates a vicious circle.

The most activated WDC in Gwale has a budget allocation by LGA. The second activated WDC in Bichi has no budget but they have financial support in the form of working materials or recouping of graduate support fund. Other WDCs are making efforts to generate funds by themselves, but the effects are limited.

4-1-2. Lack of Government Concern

Lack of governments' concern, in addition to lack of budget allocation was pointed out by the WDCs that receives no response to frequent request for support or no feedback to the periodical report. The NCWD officer in charge of Kano state comments that disbursement of the budget tends to depend on the personal choice of the LGA chairman in reality even though the budget is approved by the LGA council. There seems that there would not yet be many chairmen of the LGAs who are serious for women's empowerment. Moreover, even the WDC was able to obtain some financial support, it would lose sustainability at the change of the LGA chairman.

4-1-3. Influence of Graduate Support Stagnation

Low return rate of the revolving graduate loan causes stagnation of the graduate support system itself. It leads less attendance of women who expected graduate support of WDC. There is also an anxiety of husbands and community leaders who might share the women's disappointment.

4-1-4. Similar Program for Women

It is concerned that the similar programs by the state (free of charge with working materials / allowance) found in Dambatta and Gaya were affecting WDC negatively. Less enrollment and inactiveness of the WDC activities would be caused.

4-1-5. Collaboration Depends on the Locality

It is more difficult for the WDCs in rural area than urban area where there is less organization such as NGOs.

4-2. Lessons Learned

4-2-1. Securing Budget Allocation by the Government

It is necessary to institutionalize the official support, mainly the budget allocation by the LGA. In order to achieve it, the political commitment throughout the different levels from federal, state to local government is required.

4-2-2. Promoting Governments' Concern

It is necessary to sensitize LGAs and state governments in order to help them understand the importance and methods of feedback to WDC reports.

4-2-3. Strengthening Institutionalization of WDCs

It would be effective for sustainable activation if the WDCs keep the social position that is not much affected by the political change. As was found in the case of Gwale, the WDC has been survived and developed through the political change by institutionalizing itself as a kind of "school". Thus, it would be expected that WDCs are institutionalized as a non-formal educational institution in each LGA.

4-2-4. Facilitating Return of Graduate Support Loan

It is not easy for the WDCs that lack of operation cost to prepare graduate support fund. Therefore, it is necessary to take serious measures on prevention of no return, or facilitation of return for graduate support loan.

Interview with Phase 1 Supported Centres

添付1/Appendix-1

1. Bichi WDC

			Bichi	
			HOC	WDO
WDC Service				
Instructors	1-1	Level of Instructor	7 instructors, 2 temporary instructors Qualification varies from advanced diploma and certificate of skill acquisition are trained on various skills	There are qualified instructors There are ten instructors JICA training
	1-2	Effort to Improve	Collaborated with Youth Corp Members on brokad making, spices, detergent making, hair pomade, shampoo and conditioner are some of the new skills introduced for the instructors	Training of instructors on new skills from Development Centres
	1-3	Challenges	Lack of refresher course Poor funding	Sponsorship for further training
Course	1-4	Assess Courses	The WDC offer many new course in demand at the market	We have many courses offered at the Centre
	1-5	Effort to Improve	Usually invite experts to teach new courses in demand by the participants	By cooperating with other WDCs in other places
	1-6	Challenges	Introducing new course usually require adequate funding which is not forth coming as the LGA refused to fund the centre	Introduction of new skills demand new materials and training
Equipment	1-7	Assess Equipment	Inadequate knitting machines But repair sewing machines by themselves	Some equipments are not working
	1-8	Effort to Improve	We have informed the LGA management	We wrote to the LGA
	1-9	Challenges	The equipments are generally inadequate, most especially the knitting machines	They are inadequate No enough classrooms Leakage of roof Building crack No enough chairs The Centre is too small Knitting machines inadequate No instructors
Working Materials	1-10	Assess	The LGA takes responsibility for supply of some working materials	Local Government do assist with working materials but not adequate enough
	1-11	Effort to Improve	Request to the LGA and the participants to buy their materials which they take to the Centre to work with	We remind by working to the Local Govt. Council
	1-12	Challenges	The raw materials are not forth coming	There are many students, so we need additional materials to cater for all
Graduate Support	1-13	Assess	Experience some degree of default from the graduates gave out only 3 batches of support in knitting & sewing machines There is some limitation as many refused to pay back	Graduate support is effective There are a number of beneficiaries
	1-14	Effort to Improve	Invited the LGA in recouping back the loan given Presently have over N250,000 in the graduate support account which is revolving	We take The loan collected for others to benefit
	1-15	Challenges	Inadequate funding- no enough finances to cover the entire graduate Poor repayment rate	Small default, few women but the Local Govt has intervened on the defaulters for recovery
Facility	1-16	Assess	The structure is in bad condition, too small, cracked walls, broken windows & doors No electricity at the WDC Inadequate furniture - chairs and tables	Tables and Chairs are inadequate and no electricity
	1-17	Effort to Improve	Wrote formal complain to the LGA No response yet from the LGA	Ours is to inform and manage the facilities
	1-18	Challenges	Structure in poor condition No water & electricity supply at the WDC Inadequate furniture	They are dilapidated
Lesson Learnt	1-19		We learn to continue to follow up with the compliant	We keep reminding the LGA and SMWA
Community Positive Recognition				
Husband	2-1	Assess	High rate of acceptance and recognition by sending their wives to attend training in the WDC	The number of women who patronise the Centre indicates a positive recognition
	2-2	Effort	No effort done as the recognition is very high	We have acceptability no need to go further
	2-3	Challenges	Lack of graduate support & transportation for the women	Women from far away are discouraged to attend

Community Leader	2-4	Assess	Is very high	The Community Leaders support us
	2-5	Effort	Paying continuous visits to the community leaders	We do advocacy visits
	2-6	Challenges	Graduates complain of not been supported on graduation from the Centre	Inadequate to go round additional graduate
Women	2-7	Assess	High recognition as women attend the training	We have no problem
	2-8	Effort	Intimated the LGA management to as a matter of priority interven to support the graduates	We informed the LGA
	2-9	Challenges	Not being given any support after graduation	Women are discouraged due to lack of support
Lesson Learnt	2-10		There must be proper arrangement to provide good support for the women who graduated from the Centre	All stakeholders should come together to solve this problem
WDC Management				
Book Keeping	3-1	Assess	Possess up to date book keeping record of sales & returns at the WDC	We use internal money to organise book keeping
	3-2	Effort	We use the skills we learnt	We have training on book keeping so we utilise it
	3-3	Challenges	No challenges identified	Not much
Budget	3-4	Assess	No direct funding from the LGA, only working materials are supplied to the WDC	The LGA does not give out money but it assist with materials
	3-5	Increased?	No budget given to the WDC	We do not know of any budget
	3-6	Income generation?	Yes, as new skills were introduced at the WDC They include; Izal, dettol, handmade bag, curry, thyme and other cooking items	Introduction of new skills
	3-7	Effort	Introduces new skills and sell products made at the market	We get additional sales from them
	3-8	Challenges	Budgetary allocation to the centre not usually accessible from the LGA	Budget should be released to the WDC
Reporting	3-9	Regular Report	Write monthly report to the LGA	Monthly
	3-10	Effort	Daily documentation of what transpires at the WDC	Monthly to the Local Government
	3-11	Challenges	Have been writing without feedback from the authorities	Often we get no reply
Lesson Learnt	3-12		LGA management must be proactive	Lack of response affect the functioning at the Centre
Collaboration with Others				
Collaboration	4-1	Assess	Collaborate with Isa Wali Empowerment Initiative and use their training manual on literacy skills	Yes, we collaborate with just one NGO, i.e Isa Wali Women Empowerment Initiative
	4-2	Effort	None	They are hardly seen in the rural areas
	4-3	Challenges	It is beyond us	It is the role of the State and the LGA
Lesson Learnt	4-4		Kumbotso	They gave us syllabus on Literacy for women The Centre is inadequate More classes, chairs, offices and electricity
Others				
Specific Challenge	5-1		Inadequate classes, offices for instructors and furnitures	Additional facilities are needed
Effort	5-2		Write to the LGA requesting for solution to the problem	We always contact the LGA
Lesson Learnt	5-3		Learnt many new skills techniques from collaboration with JICA Women have become equipped with modern methods of pomade making and became more proactive	Women Empowerment, generally through training by JICA, we have learnt the skills and gotten equipments etc.

Interview with Phase 1 Supported Centres

2. Dambatta WDC

			Dambatta	
			HOC	WDO
WDC Service				
Instructors	1-1	Level of Instructor	They are all secondary school instructors There is need for a higher qualification at least diploma level	Some areas of skills have qualified teachers, sewing, knitting. However, the instructors are inadequate
	1-2	Effort to Improve	We teach those that are not well qualified Politicians have attended the empowerment of qualified people Most are not young people, they go for complex studies We use to write but without response to our requests	Employed new instructors to handle aspect of the training The Parmanent staff contribute money from their pocket to pay 2 temporary staff employed
	1-3	Challenges	There is little improvement They lack new techniques or skills for new design for those things to teach the trainees	Inadequate training on new skills Some are employed on temporary basis Inadequate funding from the LGA to run the Centre
Course	1-4	Assess Courses	Sewing, knittting,Pomade, Tye& Dye,Saloon, Beads. These are the only skills/ courses we teach. Women need things such as animale rearing , poultry etc.	The Centre runs training on sewing, knitting, leather work, beads & hat These courses are extended to trainees but the instructors lack adequate knowledge in the areas, working materials also not provided
	1-5	Effort to Improve	We introduced lesson plan Instructors also do their notice board Train the instructors also	Introduced bead work & leather work to expand the scope of the course Built a room for safe keeping of trasher machine Introduced management system, book & record keeping at the Centre
	1-6	Challenges	They are old, do not have new skills to teach the students, new skills in tune with modern times or trades	Part of the Centre have been taken over by the WDC health insitution. Thus a plan on the way to move the WDC out from the building. No staff to teach some aspect of the course content e.g embroidery, hair saloon training is now not available,no instructor to teach the course
Equipment	1-7	Assess Equipment	Equipments are not improved, some have spoiled but repaired due to training on management received. Our borehole has collapsed No imprest	The centre have enough & functional equipment fot training Instructors take responsibility for maintaining equipments
	1-8	Effort to Improve	We have written to the LGA on additional equipment and repaurs of classes, clinic; but yet without response from the local authorities	Part of the Centre is taken over by the government
	1-9	Challenges	Equipments are functioning but some are not functional. Some of the equipments are beyond repairs and the oil extracting machine is not properly put into use	No enough money to buy spare parts for maintaining the equipments
Working Materials	1-10	Assess	The working materials are not yet adequate. The materials for JICA/NCWD have since finished (Out of stock)	Working materials are not provided by the LGA, they are inadequate
	1-11	Effort to Improve	We use our own money to contribute and get the working materials	Contribute to buy working materials Trainees buy their working materials
	1-12	Challenges	We only have sewing materials, no that of pomade and saloon. This has made the Centre not very functional due to inadequacy	Inadequate working materials due to lack of funding
Graduate Support	1-13	Assess	They are given soft loans to pay back in months There is problem of repayment, many have yet to pay	Graduate support was offered at the WDC only two times (no continuiety) the repayment plan was not successful as half of the beneficiaries refused to pay back
	1-14	Effort to Improve	The Local Govt are yet to contribute to the support and even that of JICA has not been paid	Collaborated with the Police to send warning letter to beneficiaries to pay but this process still did not work as most still refused to pay
	1-15	Challenges	Lack of repayment since this revolving programme, we are now on the third batch but many have not paid	Repayment plan did not work at the WDC

Facility	1-16	Assess	There is no water supply, no enough chairs, no enough benches, chairs are damaged, roof leaking water, no watch man etc.	Facilities in good condition but part of it is taken over for clinic and the other used by state for skills training programme
	1-17	Effort to Improve	We have made efforts to intimate the authorities and we also contribute our own money to see to their maintenance, we also maintain by ourselves	Built a room to harbour rice trasher
	1-18	Challenges	They are in a bad shape and need of repairs, tables , chairs etc.	Part taken over by the government
Lesson Learnt	1-19		We learn to be self reliant by using the little available resource to keep the activity going	If care is not taken we may loose the Centre
Community Positive Recognition				
Husband	2-1	Assess	Husbands contribute a lot to the recognition of the WDC there is positive response	Deminished recognition recorded when JICA withdrew due to current conflict situation
	2-2	Effort	Through women we encourage them to educate their children and other husbands as well as women to participate in the activities to the Centre	Through advocacy
	2-3	Challenges	Only on graduate support, if their wives could not get they become unhappy	Women do not attend because they lack graduate support
Community Lea	2-4	Assess	The people of the community recognise the activities of the centre. They support us, we have meetings with leaders of community to cooperate.Since then we do not have problem	WDC activities are recognised
	2-5	Effort	Constant education of the people of the community especially the leaders on the importance of women empowerment	Community leaders are enlightened
	2-6	Challenges	The basic challenge is that women do not get support after graduation	The introduction of free skill acquisition & graduate support to the State Govt at the LGA level
Women	2-7	Assess	They positiveely recognize its importance but only recently because ctivities are very low	Was very high before the introduction of free services by the Govt which demoralises the women
	2-8	Effort	We have been making contact with the local goveernment on how to make the WDC functional	Reach out to girls secondary school to access graduates from secondary schools to attend training at the centre
	2-9	Challenges	The serious challenge is that no serious activity is going on at the moment	Free graduate support by the government
Lesson Learnt	2-10		We learned that there is no graduate support after learning the skills, other women will gradually withdraw	It was the support that keep women to patronise the WDC
WDC Management				
Book Keeping	3-1	Assess	For the last 3 years book keeping is not strictly adhered to because there is no imprest, all money's are coming from our contribution	Done adequately
	3-2	Effort	N/A	We keep records intact
	3-3	Challenges	N/A	No money or activity to do book keeping
Budget	3-4	Assess	It has determinated	Inadequate capital to work with no impress given from the LGA
	3-5	Increased?	No money, not aware of any budget to the WDC. There is no imprest, nothing comes from the local government as well as the state government as support	No. no money comes to the WDC at present from the LGA
	3-6	Income generation?	None, it has gone bad. There is nothing to show aa far as the financial income generation was concerned	No
	3-7	Effort	We have made general attempts to inform the higher authorities on the financial condition but yet there was no improvement	intend to invest money on leather works
	3-8	Challenges	Everything is at stand still because materials could not be available for women to make use of	Poor working capital, minimal money to invest

Reporting	3-9	Regular Report	Yes, we write reports but there is no feed back	Monthly report to the LGA Quarterly to the SMWA
	3-10	Effort	We make frantic efforts and attempts at that but the situation has not improved for the better	No improvements from the LGA
	3-11	Challenges	The basic challenge is that of lack of feed back from authorities	No reply to our demands which affects our activities
Lesson Learnt	3-12		We often try to manage the little we get and move forward	No active things to manage
Collaboration with Others				
Collaboration	4-1	Assess	Except JICA/NCWD There is no collaboration with other agencies (NGOs)	No collaboration except with JICA
	4-2	Effort	We cannot be on our own, looking for such collaboration but if they come we should cooperate with them	Is something done at the higher level
	4-3	Challenges	Most of the agencies are within urban areas while we are in the rural areas	N/A
Lesson Learnt	4-4		Equipments to be repaired Purchasing working materials Funding (Money) imprest Water Supply (Borehole)	N/A
Others				
Specific Challenge	5-1		As above	Let all our request be solved
Effort	5-2		By writing and constant reminders	By writing and reminders. We have been doing that
Lesson Learnt	5-3		To remain patient and use available sources for the benefit of women	Keep trying, we shall succeed

Interview with Phase 1 Supported Centres

3. Gaya WDC

			Gaya	
			HOC	WDO
WDC Service				
Instructors	1-1	Level of Instructor	Has instructors with certificates and diploma education who are skilled in various areas of trade	Not adequate, not skillful and not qualified. Only two with diploma certification out of which only four instructors are permanent staff while the rest are temporary workers
	1-2	Effort to Improve	Have attended various trainings to improve their capacity in sewing, embroidery machine, leather works etc.	We wrote to the Local Govt on a number of occasions
	1-3	Challenges	Most instructors are on temporary basis	Previous instructors were qualified (JICA trained) but the current ones are not and were withdrawn because they were not skilled and qualified
Course	1-4	Assess Courses	The courses covered at the centre include sewing & embroidery knitting, food & nutrition, leather works, pomade, lzal, soap, curry etc.	New courses were added from the previous ones of sewing, knitting and literacy but now we have added things like pomade, leather works etc.
	1-5	Effort to Improve	Attended trainings at kano for new skills, including training presented by JICA at Abuja on sewing	We do not have qualified personnel to introduce any change to the contents
	1-6	Challenges	Poor and inadequate furniture, not a single sewing or knitting machine is at the moment functional, no water	Not properly in order, there is maintenance problem, we repair those with minor problems
Equipment	1-7	Assess Equipment	The equipments are few and most equipments have stopped working due to poor repairs. The Centre can not repair the machines	Not properly maintained. When we want to use them we repair them. Not shared if it has improved
	1-8	Effort to Improve	Reorted to the LGA & request for repairing the machines	There is division of labour on the allocation of the equipments, learners were seprated from those qualified
	1-9	Challenges	THE LGA has not yet responded to the demands to repair the equipments	Knitting machines are spoiled only one is functional while sewing machines are easily repaired and are available few are spoiled
Working Materials	1-10	Assess	At initial stage, working materials were available however at present the working materials are exhausted	No working materials at all since the ones provided together with that of womem a Affairs
	1-11	Effort to Improve	Requested for funds from the LGA which is not yet forthcoming	We wrote a number of times to the Local Govt to meet bur nyet we could noy get
	1-12	Challenges	The working materials are grossly inadequate. No money with which to buy more working materials to sustain the training	We buy the materials by ourselve, students also contributes through the money realized from the purchase of forms for entry into the Centres
Graduate Support	1-13	Assess	The centre has never provided any graduate support	Only once during the time JICA provided The money is borrowed by the Local Govt some in the account in the bank
	1-14	Effort to Improve	N/A	Constant reminders to the concerned
	1-15	Challenges	How to access funding from important personalities and LGA	We do not have graduate because they are not supported or given certificate
Facility	1-16	Assess	Poor & inadequate furniture, not a single sewing or knitting machines at the Centre is functioning No pipeborn water	No tables and chairs
	1-17	Effort to Improve	Reported to the LGA	We have told Local Govt many times
	1-18	Challenges	The LGA do not give the Centre an functional contribution	Tables are broken as well as the chairs but yet they were not repaired
Lesson Learnt	1-19		That the Government must show adequate interest if the WDC is to progress	Need to focus on improved participation by encouraging women with transport
Community Positive Recognition				
Husband	2-1	Assess	The Centre have high recognition from the men who are ready to allow their spouses attend WDC traning	During the first phase of JICA intervention we often work with the husband and they came and cooperated with us
	2-2	Effort	We often sensitise them	We continue with enlightenment
	2-3	Challenges	There are no resistance at the moment but encouragement	We do not have problem of acceptance but motivation and support from Govt
Community Leader	2-4	Assess	Very high community leaers are always ready to assist on enlightening people about the Centre	They supported because we also wrote them many times to see what we do
	2-5	Effort	Visitations to the community leaders	Advocacy visits
	2-6	Challenges	None	We do not have much

Women	2-7	Assess	Most women have stopped patronising the Centre, claiming that no facility support was ever given to them after graduation	Lack of support hampers involvement of women
	2-8	Effort	At present no single trainee is enrolled at the WDC but we have informed community leaders and our superiors to assist in this direction	We have no trainees at the moment
	2-9	Challenges	The introduction of free short term training (usually 10 days) by the Government has shuttled the main training at the Centre. Women were given a package of working materials plus money	We do not have money to support them, they ran away from the WDC
Lesson Learnt	2-10		Participation of women requires collaborative action from various stakeholders	Without support there will be no empowerment
WDC Management				
Book Keeping	3-1	Assess	No record of any book keeping at the WDC since activities are not going on	No record keeping
	3-2	Effort	N/A	We do not have transaction at the moment
	3-3	Challenges	N/A	N/A
Budget	3-4	Assess	The financial position at the WDC is poor	Our condition is bad financially
	3-5	Increased?	No money is given by the LGA to the Centre	We receive nothing in form of support from the LGA
	3-6	Income generation?	None	Finished products (few) and grinding machine provided by JICA
	3-7	Effort	We have paid visits to the Director Planning & Mgt through the HOD community services to intimate him about the condition at the Centre	We officially lodged our complaint with no solution
	3-8	Challenges	How source for more funds in view of the current lack interest from the LGA	We can not generate anything
Reporting	3-9	Regular Report	Yes. We write report monthly to the LGA. At times we are requested to go to the State Ministry for briefing	We write both weekly and quarterly No effect/action from the report
	3-10	Effort	Record of daily activities for the training	Reports are generated out of records
	3-11	Challenges	Not much to write about	There is no much challenge
Lesson Learnt	3-12		For interest must be elicited and better responses given by the authorities	WDC management involve human and material resources
Collaboration with Others				
Collaboration	4-1	Assess	Collaborates with agency for Mass Education who patronises the WDC sporadically. Also has collaborative relations with JICA	No support from them
	4-2	Effort	In process of working with agency for Mass Education	We look forward to collaborate in the future
	4-3	Challenges	We can not approve any collaboration at our own level	The challenge of getting an agency to bring back our activity functional
Lesson Learnt	4-4		In the process of collaborating with others	No
Others				
Specific Challenge	5-1		Trainees are no longer interested as we have no arrangement for graduate support	Yes, to provide graduate support, chairs, tables, working materials in order to activate the centre, yet we only have 5 to 6 students who patronise the centre. We have 10 classes yet no body also with a day-care centre
Effort	5-2		Writing proposal to the newly elected LGA Chairman to make the WDC an important area of focus	There is hope with the new change of Govt.
Lesson Learnt	5-3		Learnt to continue putting pressure until our objectives are accomplished	N/A

Interview with Phase 1 Supported Centres

4. Gezawa WDC

			Gezawa	
			HOC	WDO
WDC Service				
Instructors	1-1	Level of Instructor	We have qualified instructors in various skills but most of them are temporary staff	Have 10 instructors, 3 permanent staff, the rest is temporary. Only four were trained in skills. All staff have knowledge in various skills. However, most lack paper qualifications, only 2 have completed secondary school
	1-2	Effort to Improve	We informed our superiors	No opportunities for further trainings
	1-3	Challenges	Lack of further training and poor funding	Need more education Confirmation of appointment for temporary staff
Course	1-4	Assess Courses	Have many courses offered	Facilitate training on literacy, sewing, knitting food processing
	1-5	Effort to Improve	We did nothing	We can not introduce new content
	1-6	Challenges	Introducing course usually require adequate funding which is not always forthcoming as the LGA refused to fund the Centre	For wider coverage of more trades, more funding should be available
Equipment	1-7	Assess Equipment	Inadequate and in need of repairs	Have adequate equipments for training but face problem of repairs
	1-8	Effort to Improve	We have informed the LG management	Present written request to the LGA but most often no feedback received from the authorities
	1-9	Challenges	The equipment generally inadequate	The oil extractor presented to the WDC has not been put into use since it was given to the Centre eight years ago
Working Materials	1-10	Assess	The LGA takes responsibility for the supply of some working materials	Use money obtained from the sale of forms to buy raw materials
	1-11	Effort to Improve	We requested the LGA to buy working materials	Write request letters on many occasions to the LGA but no feed back
	1-12	Challenges	The raw materials are not forthcoming	No monye to buy th working materials
Graduate Support	1-13	Assess	Refusal to pay back the loans for others to benefit	Was first presented in the year 2010 which revolves for the first cycle, but could not continue for refusal of payment
	1-14	Effort to Improve	Informed the LGA many times	Always request beneficiaries to pay but they refuse paying back
	1-15	Challenges	Inadequate funding and no enough funding to cover additional graduates	Graduate support has ceased since first beneficiaries are yet to pay back
Facility	1-16	Assess	Is in order and good shape	The WDC has enough facilities. The offices does not have leuvers and buglary proof for protection
	1-17	Effort to Improve	We wrote formal complaint to the LGA, no response yet	Have written to the commission mnistry of women affairs on the condition at the WDC
	1-18	Challenges	Structure is in poor condition No electricity and inadequate furniture	Wall cracks No leuvers and buglary proof
Lesson Learnt	1-19		Follow up	The State Govt policy of free women capacity building affected the WDC to the extent that main training run by the WDC had to stiof for the Govt. arrangement
Community Positive Recognition				
Husband	2-1	Assess	High rate of acceptance and recognition by sending their wives to attend the training at the WDC	We do not have trouble with recognition
	2-2	Effort	No effort is done as the recognition is very high	We ran two sessions per day
	2-3	Challenges	Lack of graduate support and transportation for women	N/A
Community Leader	2-4	Assess	Is very high	There is increase community support
	2-5	Effort	By paying a number of courtesy visits to the community leaders	We did advocacy
	2-6	Challenges	Graduate compliant of not being supported after graduation	Lack of support given to women
Women	2-7	Assess	High recognition as women attend the training	Acceptable to women to the extent that the WDC run two beats per day. Graduated 160 women in April
	2-8	Effort	Intimated the LGA in order to intervene and support the graduates	We approach one of the politicians and he supported women with N2000 as transport and N5000 as graduate support
	2-9	Challenges	Initially not given any support after graduation	Not experienced at the moment
Lesson Learnt	2-10		Arrangements should be made to provide graduate support to women	Impossible to get our way out of the problem like graduate support

WDC Management				
Book Keeping	3-1	Assess	Nothing flows that is worth book keeping	No book keeping
	3-2	Effort	N/A	The Centre has not enrolled and no financial support
	3-3	Challenges	No challenges identified	The lack of finances
Budget	3-4	Assess	No direct funding from LGA	The financial situation is worse
	3-5	Increased?	No budget given to the WDC	The WDC does not have any budget from the LGA
	3-6	Income generation?	Nothing at the moment	No, due to lack of revolving fund
	3-7	Effort	No income generating activity yet	Have requested the LGA to provide funding
	3-8	Challenges	Budgetary allocation not accessible from the LGA	WDC not functioning well
Reporting	3-9	Regular Report	Writes monthly report to the LGA	We write monthly and at times quarterly report to the LGA
	3-10	Effort	Daily documentation of WDC activities	Collaborative efforts
	3-11	Challenges	We have been writing without feedback	No challenges faced
Lesson Learnt	3-12		LGA must be proactive	The WDC must have the attention of the LGA management
Collaboration with Others				
Collaboration	4-1	Assess	No collaboration	Collaborates only with JICA
	4-2	Effort	None	The WDC must have the attention of the LGA
	4-3	Challenges	N/A	No collaboration exist
Lesson Learnt	4-4		Budget for the WDC must be released to the centre and in time	Funds should be available to the WDC
Others				
Specific Challenge	5-1		Write to the LGA requesting for solution to the problem	The WDC is not well secured as the windows are broken down and does not have any buglary
Effort	5-2		Learnt many new skills and techniques from collaboration with JICA	I have informed the LGA and State Ministry
Lesson Learnt	5-3			Enrolment at the centre depends on the nature of materials they get from the authority

Interview with Phase 1 Supported Centres

5. Gwale WDC

			Gwale	
			HOC	WDO
WDC Service				
Instructors	1-1	Level of Instructor	They are well qualified. The WDC has a total of 32 instructors qualified in various fields and vocation	Many are experienced in various skills Have different categories of instructors but most of them operates on part time basis
	1-2	Effort to Improve	Yes, given some skills training on new areas through capacity building and workshop. Interior decoration, leather work, fashion and design are some of the new skills added including soap making, perfum, roll on, dettol etc.	Trainers are given more trainings in home keeping and management and others are soap, Izal, dettol making etc
	1-3	Challenges	Most instructors work on part time basis on little stipend, need to formalise most trainers	Lack of working materials
Course	1-4	Assess Courses	The courses provided new opportunities for the women, improved their capacities and enrolment in the centres. Attracted collaborator such as individuals, spouse, some of the women to the centre	There are many skills to be targeted by the trainers. These courses are new and targeted at women of various class. The courses are interesting and modern
	1-5	Effort to Improve	Trainers who were trained in various skills decided to step down the training at the centre	Hire instructors to teach composite skills covering most of areas above within specific period of time
	1-6	Challenges	Many women hardly want to grauate, many stop attending training No specific time for graduation	Inadequate working materials
Equipment	1-7	Assess Equipment	No problem with this regard. Have enough training machines. The local Govt. handles responsibility for maintaining equipment	Inadequate equipments, but lacking materials to train new modern trades recently introduced
	1-8	Effort to Improve	Moderate number of trainees per machine Help in handling the equipments with proper inspection with specific periods	Make trainees to buy their working materials
	1-9	Challenges	Need more additional equipments	Majority of the equipments are not functioning and need to be repaired
Working Materials	1-10	Assess	A lot of improvements has been witnessed in managing the working materials	Although many skills are available but working materials are grossly inadequate
	1-11	Effort to Improve	Wrote to the LGA and SMWA for more funding for the working materials	Contribute from their pocket to buy Request to the LGA or the participants to buy with their personal money
	1-12	Challenges	Working materials remain inadequate, need to be supported either through direct investment or indirect by the stakeholders	The LGA does not provide finance for the raw materials
Graduate Support	1-13	Assess	Provide soft loans in form of materials and this is a revolving support	Provision was made by JICA at the initial stage for yhr loan which is still revolving at present
	1-14	Effort to Improve	Monitor all graduates who have been supported Graduate support based on criteria such as punctuality, level of commitment & performance of trainer	Ensure accountability and produce in the return for the loan
	1-15	Challenges	Have no serious form of challenge as all supports are attached to a guarrantor Inadequate funding for the support to cover all graduates	Most graduates fail to pay back the soft loans The soft loan is inadequate to cover large number of graduates
Facility	1-16	Assess	Lack adequate electricity and inadequate classroom for the trainees	The facility is in good condition, but classrooms and staff rooms are inadequate No electricity at the centre
	1-17	Effort to Improve	Have requested for expansion of classes Requested for electrical extension with LGA secretariate	Wrote letters to the LGA requesting for support to expand the Centre by letting out at least two of the newly built shops by the LGA to be taken over by the centre
	1-18	Challenges	Lack of stable electricity Inadequate classroom	The space for training is inadequate, also office space for staff not enough
Lesson Learnt	1-19		Created awareness among the public More trainees	We can progress if there is determination as leaders

Community Positive Recognition				
Husband	2-1	Assess	More people are now aware and have accepted and allowed their spouses enrolled in the centre	The WDC is well accepted by the husbands and men. Since most husbands take and allow their wives to attend trainings
	2-2	Effort	Extended advocacy visits to various communities Gather people to sell WDC ideas for them	The time table is short so that women can be allowed to go back home in time Diligent from trainers, no period is allowed without training
	2-3	Challenges	Do not experience any form of challenge from the men	No challenge experienced
Community Leader	2-4	Assess	Established cordial relation with all community leaders in the LGA. This has been extended to other communities neighbouring the LGA	Community leaders have high recognition for the Centres
	2-5	Effort	Sensitization campaign, home visits, enlightenment visits collaborative efforts	We learnt from reaching to the community
	2-6	Challenges	No challenge as the WDC is meant for positive development of their community leaders	No challenge
Women	2-7	Assess	Have high acceptance as more women have registered for various training. Meet with the women at home to deliver training	Very high, as more women patronise the WDC and three shifts are run by the Centre
	2-8	Effort	Meeting women at their homes to train them Including additional variety of skills for the women Soft loans & cooperatives	Teach quality skills and strictly followed the time table
	2-9	Challenges	Lack of adequate funding	Accessing graduate support is hard as the resources are not enough to go round
Lesson Learnt	2-10		Have reduced poverty in many households	More efforts require to expand capacity for graduate support
WDC Management				
Book Keeping	3-1	Assess	Adequate and up to date	Everything is well recorded
	3-2	Effort	Everything well tagged, compactimentalised and serialised Adopted category method, each skilled recorded seperately	They have a well articulated record keeping system kept in the drawers
	3-3	Challenges	No problem as professionalism and division of labour is utilised for this purpose	No much challenge
Budget	3-4	Assess	Inadequate funding, but utilised the little for the training and running of the centre	The WDC is in need of more money to run its affairs even though the LGA has promised to assist with more funding
	3-5	Increased?	Has not been increased from the initial amount	No. The N100,000 for this year is not given or released to the Centre
	3-6	Income generation?	Yes, new source are explored; sale of products	Yes. Various sources are added presently
	3-7	Effort	Request to LGA to increase budget for the WDC	We sell what we produce to individuals and at the market
	3-8	Challenges	Inadequate funding	Inadequate funds to buy raw materials
Reporting	3-9	Regular Report	Write monthly and quarterly report regularly	Writes monthly report to the LGA
	3-10	Effort	Collaborative report writing adopted	Collaborative work with the HOC
	3-11	Challenges	No Challenges	Inadequate space, inadequate funding, no connection with electric power
Lesson Learnt	3-12		To remain focused	Adequate funding must be accessible at the right time
Collaboration with Others				
Collaboration	4-1	Assess	Adequate collaboration with Action Aid, SMWA, NOA and Agency for Mass Education	Collaborates with the Isa Wali Foundation
	4-2	Effort	Accessing more wider collaboration with WOFAN and FOMWAN in the area of Islamic teachings, agricultural income generation activities and soft loans for women	Nothing on ground for this
	4-3	Challenges	No challenges as collaboration based on MOU	We have our limits
Lesson Learnt	4-4		Easy access to loan than from banks, easy community mobilization and better training techniques	N/A
Others				
Specific Challenge	5-1		Inadequate supply of computers for training especially for photography training. Need more support for ICT	No. Need bigger accomodation
Effort	5-2		Wrote to NCWD requesting for the ICT To the LGA	Request forwarded to the LGA
Lesson Learnt	5-3		Access opening for a trainee of ICT at the LGA	When you push you get request

Interview with Phase 1 Supported Centres

6. Kumbotso WDC

			Kumbotso WDO
WDC Service			
Instructors	1-1	Level of Instructor	10 instructors at the Centre They have all category of qualification
	1-2	Effort to Improve	Training on preservation and rice threshing Training on sewing machine repair
	1-3	Challenges	Instructors are on temporary basis No working materials for the training
Course	1-4	Assess Courses	Sewing, Knitting, embroidery, Leather works, bead making, House keeping, spice making, soap, pomade making, air freshner, bag making with maize comb, bedsheet, pillow & cushion
	1-5	Effort to Improve	Introduce new course and techniques in reality with the day
	1-6	Challenges	Use old obsolete equipments. no light to use in working
Equipment	1-7	Assess Equipment	Most equipments are obsolete and not working Trainees have to use their personal equipment
	1-8	Effort to Improve	Reported to the LGA
	1-9	Challenges	Obsolete, not working, no interest to use
Working Materials	1-10	Assess	We are faced with inadequate supply of materials
	1-11	Effort to Improve	We informed the LGA
	1-12	Challenges	We contribute, the students also
Graduate Support	1-13	Assess	Refusal of trainees to pay back
	1-14	Effort to Improve	Continue follow up with the beneficiaries
	1-15	Challenges	Inadequate support, furnitures, office cabinet
Facility	1-16	Assess	Inadequate support, furnitures, office cabinet
	1-17	Effort to Improve	Reported to the DPM and LGA Chairman
	1-18	Challenges	The condition need repairs and provision
Lesson Learnt	1-19		Never give up
Community Positive Recognition			
Husband	2-1	Assess	Level of recognition is high as many husbands enrol their wives themselves
	2-2	Effort	We ensure discipline
	2-3	Challenges	Not a serious challenge
Community Leader	2-4	Assess	Our previous misunderstanding was corrected by the proper interaction with community leaders
	2-5	Effort	We always submit ourselves to convene a meeting in case the need arises
	2-6	Challenges	We have contacts with the communities always
Women	2-7	Assess	Looking at the number of women who turn out at the Centre
	2-8	Effort	Proper enlightenment
	2-9	Challenges	Lack of support to women
Lesson Learnt	2-10		We learned to push for our demands
WDC Management			
Book Keeping	3-1	Assess	No book keeping
	3-2	Effort	N/A
	3-3	Challenges	No money
Budget	3-4	Assess	Financial situation is very poor
	3-5	Increased?	No any money given to the WDC
	3-6	Income generation?	No improvement Infact at present the WDC has no income generating activity
	3-7	Effort	By informing the LGA on the condition of the WDC
	3-8	Challenges	No improvement
Reporting	3-9	Regular Report	Yes. We often write
	3-10	Effort	Without a feedback or response
	3-11	Challenges	When you have nothing to write due to inactivity
Lesson Learnt	3-12		We learnt to work under this conditions
Collaboration with Others			
Collaboration	4-1	Assess	Collaborate with JICA only
	4-2	Effort	Effort on the way to build collaboration with M&D
	4-3	Challenges	The LGA shows no interest in the process
Lesson Learnt	4-4		N/A
Others			
Specific Challenge	5-1		Poor cooperation from LGA management Work at the LGA level has become politicised
Effort	5-2		All effort have yielded no head way with the LGA Have written many letters but the LGA has no interest on women issues
Lesson Learnt	5-3		Lack of interest from the LGA has hindered progress on women empowerment

**Interview with SMWA
(Desk Officer)**

No.	Question	SMWA
1	Since you joined the NCWD/JICA WDC project phase1, how do you assess the current situation of WDC activities in Kano State?	lead to formation of cooperative groups graduate support has empowered the graduates Bichi -Cottage industry (Oil Processing, Rice Processing) have additional income to them The improvement is much, new trades has been discovered and new market outlets have emerged that include safe mother hood clinic Bichi and Gwale now run two sessions
2	What kinds of efforts has SMWA done to activate WDCs in Kano state so far?	Working materials Support to cottage industries (Maintainance of machines)
3	Do you think the idea of WDC activation has been disseminated to other LGAs in Kano state?	No. It has not reached out to other LGAs apart from the six The LGAs are not ready to provide financial running cost to the WDCs
4	What are the current challenges on WDC activation in Kano state in terms of;	No furnitures.
	1) WDC service quality	Most Centres have been taken over for other institutions Lack of additional skills Lack of payments for WDC staff Lack of qualified and permanent staff (LGAs have not provided staff)
	2) WDC positive recognition	Lack of release of funds Dilapidated structure JICA acquired recognition for the programme
	3) WDC management	Management is very active at JICA activation Centres but other Centres not under JICA have poor management. WDC lack LGA commitment to assist the Centres
	4) WDC collaboration with other agencies?	Only a few WDCs have collaboration (Gwale, D/Tofa, Bichi) collaboration with Isa Wali Empowerment
5) any other	N/A	
5	Has the budget for WDC related activities from SMWA been increased?	The budget has various contributors, the LGA do not release budget for the Centres Only N100,000 is meant to come from the 6 LGAs but even that does not come. The counterpart funding from SMWA is also not forthcoming
6	Has SMWA been inquired from other State or other Ministries in Kano about WDC activation?	Linkage with KNARDA and Agency for Mass Literacy in the area of literacy skills (AMA) and Agricultural skills
7	What kinds of lessen-learnt on WDC activation have you got?	The WDC is a good channel to improve womens lives Awareness and enlightened women Improved health and nutrition for women Improved financial independence for women

Attachment 1. Training Courses in the 6 WDCs (Source: WDC Activation Database)

Sewing					
LGA	Duration (days)	Number of Students	Number of graduates	Number of instructors	Number of equipment
Gwale	182	40	30	6	21
Bichi	182	40	40	2	25
Danbatta	182	30	32	2	18
Gezawa*	182	160	160	2	8
Kumbotso	182	30	10	2	1
Gaya	182	50		2	10
Total		350	272	16	83
Catering					
LGA	Duration (days)	Number of Students	Number of graduates	Number of instructors	Number of equipment
Gwale	182		10	5	
Bichi	182	30	10	1	10
Danbatta					
Gezawa*	90	188	188	1	5
Kumbotso	182	3		1	8
Gaya	182	80		1	6
Total		301	208	9	29
Knitting					
LGA	Duration (days)	Number of Students	Number of graduates	Number of instructors	Number of equipment
Gwale	182	20	20	4	15
Bichi	182	30	30	2	7
Danbatta	182	15	7	2	3
Gezawa*	182	28	28	3	5
Kumbotso	182	10	5	2	
Gaya	182	30		1	1
Total		133	90	14	31
Soap Making					
LGA	Duration (days)	Number of Students	Number of graduates	Number of instructors	Number of equipment
Gwale	182	60	60	6	
Bichi	182	100	100	2	
Danbatta	182	55		1	
Gezawa*	182	188	188		5
Kumbotso	182	11	7	2	
Gaya	182	80		1	0
Total		494	355	12	5

Literacy						
LGA	Duration (days)	Number of Students	Number of graduates	Number of instructors	Number of equipment	
Gwale	182	66	66	6		
Bichi	182	100	100	2		
Danbatta	182	10	10	2	3	
Gezawa*	182	188	188	1	100	
Kumbotso						
Gaya	182	50		2	60	
Total		414	364	13	163	
Other Course (1)						
LGA	Course Name	Duration (days)	Number of Students	Number of graduates	Number of instructors	Number of equipment
Gwale						
Bichi						
Danbatta	?	182	55		4	
Gezawa*	Leather	182	188	188	2	
Kumbotso	Leather	182	10	10	3	3
Gaya	leather	182	80		2	
Total			333	198	11	3
Other Course (2)						
LGA	Course Name	Duration (days)	Number of Students	Number of graduates	Number of instructors	Number of equipment
Gwale						
Bichi						
Danbatta						
Gezawa*	Poultry	182	188	188	1	
Kumbotso	Beads	182	8	8	3	0
Gaya	Beads	182	80		2	
Total			276	196	6	0

*Number of students and graduates for Gezawa was found to be errors.

Attachment 2. Summary of Questionnaire Survey for WDC Activation Database

		6 WDCs in Kano	Kano 5 WDCs w/o Gezawa	Kano	Kano WDCs w/o Gezawa	6 States	Remarks
Status	Functional	6	5	16	15	85	
	Not functional			17		37	
	Not existing			6		18	
	Converted			5		6	
	Total			44		146	
Data below : Functional WDCs only	# of functional WDC	6	5	16	15	85	
	%	100%		36%		58%	
Building capacity	Total # of classroom	39	34	87	82	337	*data correction applied
	Average # of classroom	6.5		5.5		4.0	
Facility	Daycare	33%		19%		12%	
	Water	50%		44%		42%	
	Electricity	0%		19%		49%	
Training	# of Students	2,301	1,173	3,574	2,446	10,826	*Kano:includes error of Gezawa
	# of Graduates	1,683	555	2,651	1,523	7,407	*Kano:includes error of Gezawa
	Total Beneficiaries (stu+grad)	3,984	1,728	6,225	3,969	18,233	*Kano:includes error of Gezawa
	Average # of beneficiaries per WDC	664.0	345.6	389.1	264.6	174.0	**6 states": 5 states w/o Kano that includes error.
	Average # of beneficiaries per classroom	102.2	50.8	71.6	48.4	48.0	**6 states": 5 states w/o Kano that includes error.
	Total # of instructors	81		175		901	
	Average # of instructors per classroom	2.1		2.0		2.7	
Equipment	Average # of instructors per WDC	13.5		10.9		10.6	
	Total # of equipment (except literacy course)	151		267		962	
	Average # of equipment per classroom	3.9		3.1		2.9	
Income generation	Average # of equipment per WDC	25.2		16.7		11.3	
	Number of WDCs, products sales available	6		12		56	
	% of WDCs with products sales	100%		75%		66%	
Management for activation	sales amount (N)	66,500		153,300		740,400	
	Average product sales	11,083		12,775		13,221	
	"Graduate support provided"	50%		31%		28%	taking # of responses for recipient numbers
	# of recipients, graduate support WDCs that have sensitization activities	158		408		902	
	Average times of sensitization	100%		75%		75%	
	# of equipment is enough for students			1.8		2.5	
	Community support is provided	100%		31%		6%	
	Record keeping done	17%		25%		32%	
	Reporting is done	100%		69%		51%	
	Average reporting frequency WDCs' meeting is held with stakeholders in community	67%		56%		75%	
	Average meeting frequency	10.0		11.0		5.9	
	Average meeting frequency	33%		31%		46%	
	Average meeting frequency	1.0		1.0		2.5	*Average 6 WDCs in Kano: only Gaya.
	Budget is provided from LGA	17%		13%		38%	
Average Budget from LGA	15,000		57,500		40,313	*Amount for 6 WDCs average: only Gwale.	
Material support is provided	17%		25%		14%		
Average material support amount	10,000		37,500		68,333	*Amount for 6 WDCs average: only Gwale.	
Activation Ratio Marks	Average Activation Ratio (/100)	43.8		38.8		36.2	

Appendix 7: Other activities

10. Report on State Stakeholders Meeting in Niger State

STAKEHOLDERS MEETING ON WOMEN DEVELOPMENT
CENTRES ACTIVATION IN NIGER STATE ON 13TH
NOVEMBER 2014

The meeting started at about 11.00am with a ward of prayer by Desk Officer SMLG.

It was unfortunate that a high personality man died in Kontagora that took away our important guests for prayers along with chief servant and his wife.

They promised to come, but when Chief Servant decided to go that day, they all went along with him.

The Permanent Secretary SMWA represented the overseeing Commissioner by given an opening remark on her behalf. She spoke on how NCWD/JICA entered into Niger State and the legacy they are about to leave behind as their project is coming to an end in February, 2015.

Director, SMWA told the audience how NCWD/JICA has trained the WDOs, HOCs, Instructors and the Directors Social Services of the three benefiting LGAs. She said it has generally improved the livelihood of our women at the grass root levels, because some women are now independent to their husbands and parents.

The representative of Secretary to the State Government (SSG) advised the stakeholders to handle this issue with seriousness, especially wives of the LGA Chairmen should go back and feed their husbands with what has been discussed in the meeting.

The Director social Services in Paikoro LGA said that, with the intervention of NCWD/JICA, their Chairman was impressed with the increase of women at the WDC and that led him to erect and built a storey building as a WDC for women in his LGA.

All Directors of LGAs commended NCWD/JICA on seeing how women are serious in learning skills of their interest and how women are increasing in number.

The Director SMWA explained to people that, it is the way we embrace this project that NCWD/JICA will extend it to some more LGA's by next year or so.

The representative of SSG said the WDCs should not depend on government alone but also sell the idea of sustainability to the politicians to assist in the maintenance, sustainance and other things.

PWDO Paikoro thanked NCWD/JICA for their efforts of LGAs and also pleaded that, the SMWA should collaborate with SMLG to implement budget for sustainability of WDCs.

The Permanent Secretary SMWA emphasized that the wives of the Chairmen present should try to motivate their husbands (Chairmen) to come and assist to the development of these centres to improve the livelihood of women in their communities.

The community leader of Agaie Local Government Area pleaded with the Permanent Secretary of SMWA to write through SSG to the Governor to assist in the sustainance of these centres after the disengagement of

NCWD/JICA in February, 2015. He also pleaded with the wives of the Chairmen to kindly sit with their husbands and discuss about the centres with them.

Deputy Director Child department made mention that, budgets are not the only thing that can sustain the WDCs but the issue of ownership. WDCs should also market their finished goods and get some percentage to run the affairs of WDCs.

In the closing remarks, the Desk Officer, SMWA pleaded with the wives of the Chairmen to please assist to the development of centres so that poverty will be reduced amongst women in the state, and that they should also try to leave a legacy in the few months that they will stay in the office. She also said that NCWD/JICA has helped us and so we should help ourselves. From among the thirty-six (36) states of the country, Niger State is among the lucky ones to benefit.

She also thanked those that came and bid them journey mercies to their various destinations.

Closing prayer was made by Mrs. Felicia O. Kango at about 12;40pm.

Appendix 7: Other activities

11. List of Meetings (May 2013 – January 2015)

Records of Meeting and Workshop

	Date	Time	Agenda	Participants	Venue	Minutes writer
Meeting	29 May 2013	10:00-11:00	Principal Planning Meeting	Nishino, Ochiai, Kubota, Iwase, Ogata, Ikeda, Kaida, Takenaka, Fujii, Kitahara	JICA Japan Headquarter	Kitahara
Meeting	10 June 2013	16:00-17:00	Final Report by Miss Niioka	Niioka, Seki, Kawamoto, Shimodaira, Yamamoto, Ochida, Ikeda, Kaida, Kitahara	JICA Office	Kitahara
Meeting	12 June 2013	14:00~15:00	Introduction of new expert Planned activities on June -August Dispatched schedule of experts	Sadeeq, Kawamoto, Shimodaira, Ikeda, Kaida, Kitahara	DPRS Office	Kitahara
Meeting	20 June 2013	10:00~12:00	Preparation on Action Plan Making Workshop	Umal, Bolakare, Azbike, Aisha, Emma, Habiba, Kaida, Ikeda	Project Office	Secretariat Committee
Workshop	25 - 27 June 2013	9:30~16:30	Action Plan Making Workshop	All Project members, Experts	Meeting Room	Secretariat Committee
Meeting	1 July 2013	12:00-16:00	Completion of Action Plan 2013-2015 - Output 1, 2	Umal, Ismaila, Azbike, Ikeda	Project Office	reflect in Action Plan
Meeting	2 July 2013	10:00-12:00	Completion of Action Plan 2013-2015 - Output 3	Umal, Ismaila, Azbike, Ikeda	Project Office	reflect in Action Plan
Meeting	5 July 2013	10:00-10:30	Planning on Action Plan Making Workshop in Kano, Kwara, Anambra and Cross River in July	Umal, Emma, Ikeda, Kitahara	Project Office	Kitahara
Meeting	8 July 2013	11:00-13:00	A planning meeting before Ramadan	Umar, Ikeda, Kitahara, Abie	Project Office	Kitahara
Meeting	9 July 2013	10:00-11:00	Work Plan Correction	Sadeeq, Ikeda, Kitahara	DPRS Office	Reflected in Work Plan
Meeting	11 July 2013	10:00-11:00	Reporting for Expert Departure	Seki, Kawamoto, Shimodaira, Ikeda, Fujii, Kitahara	JICA Office	Kitahara
Meeting	11 July 2013	12:00-12:30	States' Action Plan Workshop	Sadeeq, Ikeda, Kitahara, Fujii, Kawamoto	DPRS Office	Kitahara
Meeting	17 July 2013	10:00-11:00	Team Leaders' Meeting for States' Action Plan Workshop	Umar, Kitahara, Wale, Ismaila, Ijoma, Abieyuwa	Project Office	Abie

	Date	Time	Agenda	Participants	Venue	Minutes writer
Meeting	18-19 July 2013	10:30-15:00(18th) 10:30-12:00(19th)	Meeting for sharing Working Materials for States' Action Plan Workshop	All the visiting members, Ashi, Kitahara, Abie	Borad Room	Kitahara
Meeting	25 July 2013		Reporting for Expert Arrival		JICA Japan Headquarter	
Meeting	30 July 2013	12:00-13:15	Newsletter Committee Meeting	Bolakale, Umar, Kitahara, Abie	Project Office	Kitahara
Meeting	31 July 2013	10:30-11:45	July Monthly Meeting	Umar, Jummai, Wale, Bolakale, Ijeoma, Ashi, Kitahara, Abieyuwa, Aisha, Habiba, Azubike, Raphael, Princess Jumai	Borad Room	Abie
Meeting	6 August 2013	10:30-12:00	Meeting on TOT	Umar, Takenaka, Kitahara, Abie	Project Office	Kitahara
Meeting	6 August 2013	14:30-15:30	NYSC-NCWD-JICA Meeting	Sadeeq, Umar, Danabia(Director/NYSC), Lawrence, Olcolo, Owace, Manny, Takanaka, Kitahara	Borad Room	Abie
Meeting	12 August 2013	11:30-12:30	Meeting on TOT No. 2	Umar, Azubuike, Takenaka, Kitahara, Abie	Project Office	Abie
Meeting	13 August 2013	10:30-11:30	Action Plan Check Meeting (Cross River)	Wale, Yinka, Larai, Takenaka, Kitahara, Abie	Project Office	Reflect in Cross River each Action Plan
Meeting	14 August 2013	10:30-11:30	Action Plan Check Meeting (Kwara)	Bolakale, Mohamed, Takenaka, Kitahara, Abie	Project Office	Reflect in Cross River each Action Plan
Meeting	16 August 2013	10:30-12:00	Action Plan Check Meeting (Anambra)	Ijeoma, Azubike, Aisha, Takenaka, Kitahara, Abie	Project Office	Reflect in Anambra each Action Plan
Meeting	19 August 2013	10:30-11:30	Planning meeting on TOT	Sadeeq, Ikeda, Takenaka, Kitahara	DPRS Office	Kitahara
Meeting	20 August 2013	10:30-12:00	Action Plan Check Meeting (Kano)	Umar, Jummai, Ikeda, Takenaka, Kitahara, Abie	Project Office	Reflect in Kano each Action Plan
Meeting	20 August 2013	14:00-15:30	Reporting for Expert Departure	Seki, Kawamoto, Mikami, Ikeda, Takenaka, Kitahara	JICA Office	Kitahara
Meeting	21 August 2013	14:00-15:30	Reporting on Expert Arrival/Departure	Seki, Kawamoto, Mikami, Ikeda, Takenaka, Kitahara	JICA Office	Kitahara
Meeting	22 August 2013	10:30-11:45	Newsletter Committee Meeting	Bolakale, Umar, Ikeda, Takenaka, Kitahara, Abie	Project Office	Kitahara
Meeting	23 August 2013	10:30-12:00	August Monthly Meeting	cf. Minuites	Borad Room	Abie

	Date	Time	Agenda	Participants	Venue	Minutes writer
Meeting	26 August 2013	11:30-12:30	Discussion on TOT: M&E	Azubike, Ijeoma, Umar, Ikeda, Takenaka, Abie	Project Office	Abie
Meeting	26 August 2013	15:00-16:00	Brief on TOT: M&E, 2 State Action Plan Workshop (Progress on Cost Sharing), Data Analysis Committee, Database	Sadeeq, Ikeda, Takenaka, (Umar)	DPRS Office	
Meeting	27 August 2013	10:30-11:30	Kano Action Plan Workshop Review (2nd)	Muktar, Jumai, Umar, Ikeda, Takenaka, Abie	Project Office	Reflected in Kano Action Plan
Meeting	27 August 2013	14:30-16:00	Discussion with Data Analysis Committee regarding 1) TOT: M&E, 2) Monitoring Formats, 3) TOT: Data Analysis, and 4) Database	Emma, Umar, Ikeda, Takenaka	Project Office	
Meeting	28 August 2013	9:00-10:00	Preparation Meeting for 2 State Action Plan Workshop (Kaduna, Niger: 2-6 Sep 2013)	Emma, Umar, Ikeda, Takenaka, Abie	Project Office	Abie
Courtesy Call	28 August 2013	13:00-14:00	Courtesy Call to FMWA, PS	FMWA: PS, 9 Directors, 1 Staff JICA: Ms Mikami, Halima Project: Ikeda, Takenaka	FMWA, PS Office	
Meeting	29 August 2013	10:30-11:30	TOT: Women' Empowerment & Community Development (Braistorming)	Umar, Jummai, Ikeda, Takenaka, Abie	Project Office	Abie
Meeting	30 August 2013	11:00-12:30	Preparation Meeting for 2 State Action Plan Workshop (Kaduna, Niger: 2-6 Sep 2013)	Umar, Jummai, Amina, Atim, Wafiyah, Ikeda, Takenaka, Abie	Borad Room, Project Office	Abie
Meeting	2 September 2013	10:00-11:00	Regular Update on Project Activities: TOT M&E, TOT: Women Empowerment, TOT: Data Analysis, Database, 2 States Action Plan Workshop, Issues raised while preparing for Action Plan Workshop (Logistics + Info Sharing)	Sadeeq, Ikeda, Takenaka	DPRS Office	
Meeting	4 September 2013	11:00-12:00	1) Feedback Seminar by those who received training in Japan, 2) WDC Activation Project Media Appeal	Sadeeq, Mikami, Ikeda	DPRS Office	Ikeda

	Date	Time	Agenda	Participants	Venue	Minutes writer
Meeting	16 September 2013	10:30-11:00	Monitoring' Reporting System	Sadeeq, Takenaka	DPRS Office	
Meeting	16 September 2013	11:30-13:30	TOT: Women' Empowerment & Community Development - Call for Proposal to step forward	NERFUND (Umar/ Azubike), NAPEP (Mrs.Akano Edith, Umar, Azubike, Takenaka, Abie), Umar, Azubike, Takenaka, Abie	NERFUND, Project Office	Abie
Workshop	17 September 2013	11:00-16:30	Monitoring Meeting (Verification of Questionnaires for WDC Activation & Empowerment)	All Project members, Takenaka	Board Room	
Workshop	19 September 2013	11:00-13:00	Monitoring Meeting (Verification of Questionnaires for WDC Activation & Empowerment + Monitoring Reporting System)	All Project Members, Takenaka	Board Room	
Monthly Meeting	27 September 2013	10:30-12:00	September 2013 Monthly Meeting	Ashi, Aisha, Habiba, Jummai, Mohamed, Nneka, Wale, Muktar, Umar, Ismaila, Azubike, Atim, Takenaka, Abieyuwa, Takenaka, Abie	Board Room	Abie
Meeting	2 October 2013	10:00-11:00	Reporting for Expert Arrival	Tsujino, Iwase, Ikeda, Fujii, Kitahara	JICA Japan Headquarter	Kitahara
Meeting	7 October 2013	14:30-15:30 17:30~18:30	Meeting on the progress/problems of project	Sadeeq, Kaida	Project Manager's Office	Kaida
Meeting	9 October 2013	10:00-11:30	Project Management Meeting	Sadiq Omar, Aisha, Azubike, Ismaila, Umar, Emmanuel, Wafiyah, Bolakale, Habiba, Ashi, Muktar, Moh'd, Larai, Nneka, Yinka, Jummai, Atim, Ja'afaru, Kaida, Takenaka, Takashi, Abieyuwa	Committee Room	Abie
Meeting	9 October 2013	14:00-15:00	Reporting on Expert Arrival	Seki, Mikami, Kaida, Takenaka, Kitahara	JICA Office	Kitahara
Meeting	10 October 2013	10:30-11:10	Planning Meeting (Agenda for Meeting with SMWA/SMLG/LGA)	Jummai, Habiba, Emmanuel, Umar, Bolakale, Atim, Aisha, Ismaila, Kaida, Abieyuwa	Project Office	Abie
Meeting	10-11 October 2013	11:00-11:30	Newsletter Publication	Umar, Bolakale, Kaida, Kitahara, (1st day) Umar, Kitahara (2nd day)	Project Office	Kitahara

	Date	Time	Agenda	Participants	Venue	Minutes writer
Meeting	21 October 2013	10:20-13:20	State stakeholder Workshop Preparatory Meeting	Ismaila, Bolakale, Onilearo, Umar, Aisha, Ijeoma, Azubike, Muktar, Yinka, Atim, Nneka, Larai, Kaida, Abieyuwa	Project Office	Abie
Meeting	22 October 2013	11:00-11:45	Newsletter Publication	Umar, Bolakale, Kitahara	Project Office	Kitahara
Meeting	8 November 2013	10:30-11:00	Reporting on Expert Arrival	Seki, Mikami, Ikeda, Fujii, Kitahara	JICA Office	Kitahara
Meeting	22 November 2013	12:00-13:00	Meeting on TOT data analysis 1	Dr. Kari, Ikeda, Kaida	Project office	kaida
Meeting	19 November 2013	13:00~14:00	Budget for Monitring	Sadeeq, Mikami, Ikeda	Sadeeq Room	Ikeda
Meeting	25th November 2013	17:00~18:00	planned activities for the period of December 2013-March 2014	Sadeeq, Ikeda, Kaida	Sadeeq Room	Kaida
Meeting	2 December 2013	10:00~12:00	Monthly Meeting	Project Members, Ikeda, Kaida, Abie	Board Room	Abie
Meeting	2 December 2013	14:00-14:30	Meeting on TOT data analysis 2	Dr. Kari, Ikeda, Kaida	Project office	kaida
JCC	4 December 2013	10:30~15:30	JCC		Vanquet Room	Habiba
Meeting	5 December 2013	10:00~12:00	Meeting for reviewing JCC and other issues	Umar, Ikeda, Kaida	Project office	kaida
Meeting	9 December 2013	10:30-11:35	Focal Person Meeting	Aisha, Habiba, Muktar, Umar, Azubike, Atim, Bolakale, Ikeda, Kaida, Abieyuwa	Project Meeting Room	Project Office Board Room
Meeting	12 December 2013	8:00-9:30	Kwara Radio Station	Musa, Umal. Ikeda, Kaida, Kitahara	Project Meeting Room	Abie
Meeting	12 December 2013	12:30-13:40	Monitoring Preparatory Meeting with NCWD Project Members	Ashi, Habiba, Yinka, Azubike, Umar, Bolakale, Atim, Aisha, Ismaila, Larai, Ja'afaru, Wale, Atim, Ikeda, Kaida, Abieyuwa	Board Room	Abieyuwa
Meeting	16 December 2013	11:00-11:40	Meeting on TOT data analysis 3	Dr. Kari, Ikeda, Kitahara, Umar	Project office	Kitahara
Meeting	16 December 2013	15:50-16:30	Meeting with Sdeeq on PDM	Sadeeq, Ikeda	Sadeeq Room	Ikeda
Meeting	17 December 2013	14:30-16:00	Reporting on Expert Departure	Seki, Mikami, Shimodaira, Ikeda, Kitahara	JICA Office	Kitahara
Meeting	18 December 2013	11:00-12:00	Niger Radio Meeting	Rep. Radio Station, Umar, Ikeda, Kitahara	JICA Office	Abie

	Date	Time	Agenda	Participants	Venue	Minutes writer
Meeting	18 December 2013	3:37-3:51	Kano Radio Meeting	Rep. Radio Station, Umar, Ikeda, Kitahara	JICA Office	Kitahara
Meeting	19 December 2013	14:30-15:30	Meeting on Radio Programming for the first airing	Umar, Kitahara, Halima	NCWD/JICA Office	Kitahara
Meeting	22 December 2013	11:00-12:00	Anambra Radio Meeting	Rep. Radio Station, Umar, Kitahara	JICA Office	Kitahara
Meeting	22 December 2013	19:30-20:00	Cross River Radio Meeting	Rep. Radio Station, Umar, Kitahara	JICA Office	Kitahara
Meeting	7 January 2014	14:30-15:00	Meeting on Radio Programming for the first airing with reporter	Umar, Kitahara, Hadiza	JICA Office	Kitahara
Meeting	9 January 2014	11:00~13:00	Reporting for activities progress	JICA : Nishino, Tsujino, Iwase, Kubota OPC : Tsuyuki, Ikeda, Kaida, Fujii, Takenaka	JICA Japan Headquarter	Takenaka
Meeting	15 January 2014	3:00pm-3:30pm	Radio Programme Preparatory Meeting	Halima, Mikami, Kitahara, Abieyuwa, Hadiza	JICA Office	Abie
Meeting	20th January 2014	11:45~12:15	planned activities, and others.	Sadeeq, Kaida	Sadeeq Room	Kaida
Meeting	23 January 2014	10:25-12:58	Monthly Meeting	Aisha, Azubike, Ismaila, Umar, Emmanuel, Jummai Modu, Wafiyah, Bolakale, Moh'd, Larai, Princess Jummai, Wale, Raphael, Yinka, Amina, Muktar, Kaida, Takashi, Abieyuwa	Board Room	Abieyuwa
Meeting	27 January 2014	20th January (email) 21st January (email) 22nd January (phone) 22nd January (email) 26th January (e-mail) 27th January (phone)	TOT Data Analysis (with Dr.Kabir)		Through phone/email	Kaida
Meeting	5 February 2014	-	Database Information Collection Activity and Kano FU Survey	Dr. Kabir, Dr. Bello, Kaida, Takenaka	Project Office	Takenaka

	Date	Time	Agenda	Participants	Venue	Minutes writer
Meeting	5 February 2014~7 February	Day 1: 09:00-4:45 Day 2: 10:10-5:25 Day 3: 9:30-16:00	TOT Meeting	<p>Day 1 :Arrived before 9:30 (Umar, Ashi, Jummai Modu, Atim, Ismaila, Bolakale) Arrived around 10:00; (Ufoma,Wale, Aisha, , Habiba, Wafiyyah, Amina) Arrived around 10:30; (Nneka, Larai, Yinka, Azubike, Emmanuel) Kaida, Hiromi, Abieyuwa Resource Persons: Dr. Kabir Bello, Dr. Bello Ibrahim</p> <p>Day 2 : Arrived before 9:30 (Jummai Modu, Aisha, Umar, Ashi, Atim, Nneka, Habiba, Bolakale) Arrived around 10:00 (Amina, ,Yinka) Arrived around 10:30 (Ufoma, Wale) Arrived around 11:00 (Azubike, Wafiyyah) after 11:30(Ismaila,Larai) Kaida, Hiromi, Abieyuwa Resource Persons: Dr. Kabir Bello, Dr. Bello Ibrahim</p> <p>Day 3 :Arrived before 9:30 (Ufoma, Jummai Modu, Aisha, Umar, Ashi, Habiba, Atim, Amina, Bolakale, Nneka, Wale) Arrived around 10:00; (Wafiyyah) Arrived after 11:00;(Yinka) Kaida, Hiromi, Abieyuwa Resource Persons: Dr. Kabir Bello, Dr. Bello Ibrahim</p>	Siman Suites Bed & Breakfast	Abieyuwa
Meeting	7 February 2014		Database Information Collection Activity and Kano FU Survey	Dr. Kabir, Dr. Bello, Kaida, Takenaka	Project Office	Takenaka
Reporting	10 February 2014	10:15~11:30	Reporting for implementation schedule Other explanations about activities	Mikami, Kaida, Takenaka	JICA Office	Takenaka
Meeting	12 February 2014	14:00~14:30	Discussion with Project Manager, Mr. Sadeeq	Sadeeq, Kaida	Sadeeq Room	Kaida
Meeting	13 February 2014	10:00-12:00	Reporting and discussion of project activities and personnel matter	Tsujino, Kubota, Iwase Ikeda, Fujii	JICA Japan Headquarter	Fujii

	Date	Time	Agenda	Participants	Venue	Minutes writer
Meeting	24 February 2014	10:30am-11:00am	Monthly Meeting	Aisha, Azubike, Jummai, Ismaila, Umar, Emmanuel, Bolakale, Habiba, Ashi, Moh'd, Atim, Kaida, Hiromi, Abieyuwa	Board Room	Abiyuwa
Meeting	25-27 February 2014		Niger Visit	Takenaka, Kaida, Abieyuwa	Niger State	Abieyuwa
Meeting	3 March 2014	11:15am- 12:00pm	Stakeholder Preparatory Meeting (WDC Activation Project Meeting with Monitoring team leaders in preparation for State Stakeholders Workshop in Abuja)	Bolakale, Umar, Azubike, Habiba, Jummai Modu, Kaida	Project Office	Abieyuwa
Meeting	11 March 2014		Consultation about personnel allocation (kitahara⇒Sakamoto) Approval of 2 Uchiawase-bo Info sharing about study session in OPC held on Feb 19, 2014.	Iwase, Okumoto (successor of Iwase), Ikeda, Tsuyuki, Sakamoto	JICA Japan Headquarter	Sakamoto
Meeting	17 March 2014	10:00~11:30	Progress report and discussion about several concerning matters on the project	Mikami, Kaida, Takenaka	JICA Office	Takenaka
Meeting	19 March 2014	13:00-14:30	Database Information Collection Activity and Kano FU Survey	Dr. Kabir, Kaida, Takenaka	Project Office	Takenaka
Meeting	29 March 2014	27th January (phone)	Work handover/ Progress & information sharing (Kaida, Takenaka ⇒Ikeda, Sakamoto) Briefing about project activities on April to May	Ikeda, Kaida, Takenaka, Sakamoto	Project office	Sakamoto
Meeting	2 April 2014	14:00-15:00	News Letter Committee Meeting	Umer, Bolakale, Ikeda, Sakamoto	Project office	Sakamoto
Meeting	2 April 2014	16:00-17:30	Reporting on progress of project activities and remaining activities up to February 2015	Chief Representative Mr. Seki, Ms. Shimodaira, Ikeda, Takenaka, Sakamoto	JICA Office	Sakamoto
Meeting	4 April 2014	11:00-12:00	Manual Committee Meeting	Ikeda, Takenaka, Ismaila, Habiba, Abie	Project Office	Abie
Meeting	4 April 2014	12:00-13:00	Discussion with Sadeeq	Sadeeq, Ikeda, Takenaka	Sadeeq Office	Takenaka

	Date	Time	Agenda	Participants	Venue	Minutes writer
Meeting	10 April 2014	9:30-10:00	Discussion with Sadeeq	Sadeeq, Ikeda, Sakamoto	Sadeeq Office	Ikeda
Meeting	10 April 2014	10:00-11:00	News Letter Committee Meeting (No.2)	Umar, Bolakale, Ikeda, Sakamoto, Abie	Project Office	Abieyuwa
Meeting	14 April 2014	10:45:00-12:00	Review of the 1st Monitoring and Preparation of 2nd Monitoring Meeting	Ismaila, Bolakale, Umar, Aisha, Habiba, Jummai Modu, Emmanuel, Wafiyyah, Ashi, Larai, Wale, Yinka, Raphael, Nneka, Amina, Ja'afaru, Atim, Ikeda, Mirei, Abieyuwa	Board Room	Abieyuwa
Meeting	15 April 2014	10:00-11:00	Report on activities Confirmation of recent schedule	Ms. Mikami (JICA Nigeria), Ikeda, Sakamoto	Project Office	Sakamoto
Meeting	23 April 2014	13:30-16:00	Internal Meeting for the 2nd Monitoring Survey	Ismaila, Bolakale, Umar, Azubike, Aisha, Emmanuel, Wafiyyah, Ashi, Larai, Wale, Raphael, Nneka, Ja'afaru, Atim, Ikeda, Mirei, Abieyuwa	Board Room	Abieyuwa
Meeting	24 April 2014	13:00-14:00	Visit NCWD by JICA Mission Team Meeting with DG, PM	JICA: Mr. Machii, Mr. Seki, Ms. Mikami, Ms. Halima Project: Ikeda, Sakamoto, Abieyuwa	Board Room	Sakamoto
Meeting	25 April 2014	16:00-16:40	Meeting with Mr. Monday Ewans in SMEDAN about TOT and further collaboration with JICA	Mr. Monday Ewans (SMEDAN), Ikeda, Sakamoto	SMEDAN	Sakamoto
Meeting	5 May 2014	14:10-14:30	Meeting with JICA Vice President and DG	JICA: Mr. Kato, Mr. Seki, Halima NCWD: DG, Directors (Finance, Info/Technology, Training, Legal Advice, PR) Project: Takenaka	DG Big Meeting Room	Takenaka
Meeting	5 May 2014	14:30-15:05	Meeting with JICA Vice President and PM	Mr.Kato, Mr. Seki, Halima, Takenaka	PM Office	Takenaka
Meeting	7 May 2014	16:30-18:00	Meeting with JICA Vice President and PM	Mr.Kato, Mr. Seki, Halima, Takenaka	PM Office	Takenaka
Monthly Meeting	14 May 2014	10:30-11:00	Report on activities Confirmation of coming activities	JICA: Mr. Tsujino, Ms. Okumoto Project: Ikeda, Tsuyuki, Sakamoto	JICA HQ	Sakamoto

	Date	Time	Agenda	Participants	Venue	Minutes writer
Meeting	19 May 2014	15:00-16:00	Discussion on Possibility regarding New Project	Ms. Mikami Kaida, Takenaka	Project Office	Kaida
Workshop	5 June 2014	10:30-15:00	Debriefing by the Researchers for Database/ Phase 1 FU Data Collection & Discussion for the findings	Sadeeq, Umar, Ashi, Yinka, Wale, Jaffer, Jumai, Wafia, Ismaila, Habiba, Nneka, Aisha, Ijeoma, Emma, Blessing, Amina, Atim, Mohammed, Ikeda, Kaida, Takenaka	Board Room	Habiba
Monthly Meeting	5 June 2014	15:00-15:30	May Monthly Meeting	Project Members, Takenaka	Board Room	Habiba
Training	5 June 2014	15:30-16:00	Data Entry Training for 2nd Monitoring (Introduction of New Data Entry/ Analysis Format)	Project Members, Kaida	Board Room	Habiba
Meeting	5 June 2014	14:00-16:00	Feedback & Discussion with Researchers for Database/ Phase 1 FU Data Collection	Dr. Kabir, Dr. Bello, Kaida, Takenaka	Project Office	-
Meeting	5 June 2014	15:00-17:30	Meeting at JICA Nigeria Office	JICA Nigeria Office: Mr. Seki, Ms Shimodaira, Ms Mikami, Halima Project: Ikeda	JICA Nigeria Office	Ikeda
Meeting	12 June 2014	11:00-12:30	Meeting for Possibility for the Future Project	Sadeeq, Umar, Ikeda, Kaida	PM Office	-
Meeting	16 June 2014	12:30-13:00	Meeting for Possibility for TOT Women's Empowerment with SMEDAN	Mr. Monday Ewans (SMEDAN), Umal, Ikeda	SMEDAN	Ikeda
Meeting	25 June 2014	9:30-12:00	Meeting for Possibility for the Future Project	Umar, Aisha, Atim, Azubike, Bolakale, Habiba, Ikeda, Kaida	Project Office	-
Courtesy Call	25 June 2014	13:00-14:00	Progress report and discussion about several concerning matters on the project	FMWA: PS (Dr. Habiba Lawal), Deputy director of economic service (Mr. Olowwoyeku J. Olusoji) , Special assistant to PS (Ms.Akpabio Grace I.A.) , Personal assistant to PS (Ms. Ebi Emezue) JICA: Ms. Mikami, Ms, Halima NCWD: Umar, Ikeda, Kaida	FMWA, PS Office	Kaida

	Date	Time	Agenda	Participants	Venue	Minutes writer
Meeting	1 July 2014	10:00-13:00	Pre-Action Plan Workshop Meeting with Team Leader	Aisha, Azubike, Ismaila, Umar, Emma, Bolakale, Habiba, Ikeda, Kaida, Abie	Project Office	Abie
Meeting	2 July 2014	10:00-10:30	Monthly Meeting	Aisha, Azubike, Ismaila, Umar, Ijeoma, Jafaru, Raphael, Ashi, Nneka, Wale, Atim, Moh'd, Emmanuel, Bolakale, Habiba, Ikeda, Kaida, Abieyuwa	Board Room	Abie
Workshop	2 July 2014	10:30-13:00	Preparation Workshop for Action Plan Workshop	Aisha, Azubike, Ismaila, Umar, Emma, Bolakale, Habiba, Ashi, Ijeoma, Mohammed, Wale, Raphael, Nneka, Atim, Musa Ja'afaru, Ikeda, Kaida, Abie	Board Room	Abie
Meeting	11 July 2014	11:00-12:20	Updates of Project Activities & Challenges Facing	JICA Nigeria Office: Ms Mikami Project: Ikeda, Takenaka	JICA Nigeria Office	Takenaka
Meeting	17 July 2014	14:00~15:30	Updates of project activities Challenges facing project implementation (budget of Nigerian side, PDM indicators, Terminal Evaluation Schedule), Q&A	JICA: Ms.Hara, Mr.Tsujino, Ms.Kubota, Ms. Okumoto Ikeda, Kaida, Tsuyuki	JICA HQ	Kaida
Meeting	8 August 2014	8:45-9:10	News letter Committee Meeting	Umar, Bolakare, Kaida, Sakamoto	Project Office	Sakamoto
Meeting	12 August 2014	10:20am- 10:40am	Monthly Meeting	Azubike, Nneka, Ismaila, Umar, Abdul, Ijeoma, Wale, Yinka, Jummai Modu, Atim, Aisha, Sadeeq Omar, Kaida, Sakamoto, Abieyuwa	Board Room	Abie
Meeting	14 August 2014	10:00-14:00	Preparation meeting for the 2nd monitoring survey	Aisha, Azubike, Ismaila, Umar, Bolakale Habiba, Ashi, Ijeoma, Wale, Raphael, Nneka, Blessing, Yinka, Atim, Clement, Kaida, Sakamoto	Board room	Sakamoto
Monitoring	21 August - 31 August 2014	All day	Monitoring at 6 States	SMLG, SMWA, NCWD Monitoring Team members	6 States	Kaida, Sakamoto for Niger state
Meeting	26 August 2014	12:30 pm- 13:00pm	Pre-discussion for TOT Programme development by SMEDAN	Mr. Ado A. Bello (Assistant Director, Training SMEDAN), Ms. Rejoice Gapani (SMEDAN), Mrs. Ijeoma Duru, Ms. Ikeda,	Project Office	Ijeoma, Abie

	Date	Time	Agenda	Participants	Venue	Minutes writer
Meeting	1 September 2014	11:00-13:00	Reporting on August Activities and Discussion on Activities up till December 2014	JICA Nigeria Office: Mr.Seki, Ms.Mikami Ikeda, Kaida, Sakamoto	JICA Nigeria Office	Sakamoto
Meeting	3 September 2014	10:30-12:50	Manual Committee	Ismaila, Umar, Atim, Ashi, Ikeda, Sakamoto, Abieyuwa	Project Office	Abieyuwa
Meeting	4 September 2014	9:00-16:00	Monitoring Reporting WS Action Plan Preparation Meeting Project Monthly Meeting	Azubike, Nneka, Ismaila, Umar, Abdul, Ijeoma, Wale, Yinka, Emmanuel, Atim, Aisha, Raphael, Ja'afaru, Habiba, Wafiyah, Larai, Wale, Blessing, Amina, Clement, Ikeda, Kaida, Mirei, Abieyuwa	Board room	Abieyuwa
WS	7 September - 12 September 2014	All day	Action Plan Workshop for 2015	SMLG, SMWA, Respective LGAs (HOC, WDO, HOD), NCWD Action Plan WS Members	6 States	Abieyuwa for Niger State
Meeting	11 September 2014	10:30-12:15	Reporting on August to September Activities and Discussion on Activities up till December 2014	JICA: Ms Kubota, Ms Okumoto Project: Ikeda, Takenaka, Tsuyuki	JICA HQ	Takenaka
Meeting	16 September 2014	11:45am-12:30pm	Newsletter Committee meeting	Umar, Bolakare, Takenaka, Sakamoto	Project Office	Sakamoto
Meeting	17 September 2014	12:30-13:00	TOT: Women Empowerment & Rural Development	Mrs. Justina David (Director, Enterprise, Promotion and development) Mr. Ado A. Bello (Assistant Director, Training SMEDAN) Umar, Kaida	SMEDAN	Kaida
WS	18 September 2014	9:00-16:00	Monitoring Report Writing WS	Umar, Aisha, Azubike, Atim, Ufoma, Yinka, Ismaila, Jafa, Ashi, Nneka, Amina, Habiba, Bolakale, Raphael, Ema, Ijeoma, Jummai, Clemant, Kaida	Alexis Hotel	Kaida
TOT	23-25 September 2014	9:00-16:00	TOT: Women Empowerment & Rural Development	Azubike, Nneka, Ismaila, Umar, Blessing, Amina, Abdul, Ijeoma, Wale, Yinka, Jummai Modu, Atim, Aisha, Jafaru, Rapheal, Emmanuel, Wafiyah, Kaida, Takenaka Abieyuwa	Alexis Hotel	Abieyuwa
Monthly Meeting	30 September 2014	10:00-10:30	Monthly Meeting	Project members, Kaida, Takenaka	Board Room	Abieyuwa
Meeting	30 September 2014	10:30-11:00	Manual Committee	Ismaila, Ashi, Umar, Atim, Abieyuwa, Hiromi	Board Room	Abieyuwa

	Date	Time	Agenda	Participants	Venue	Minutes writer
Meeting	28 October 2014	15:00-14:30	Preparation Meeting for Terminal Evaluation	Ikeda (by Skype), Kaida, Sakamoto	OPC	Sakamoto
Meeting	28 October 2014	17:00-18:30	Preparation Meeting for Terminal Evaluation with Evaluator	Ms. Kawahara Ikeda (by Skype), Sakamoto	OPC	Ikeda/Sakamoto
Training	29 October 2014	10:00-12:00	Training on Database Utilization DAY 1	Azubike, Nneka, Ismaila, Umar, Abdul, Waffiyah, Wale, Yinka, Atim, Aisha, Amina, Rapheal, Kurata, Yuki, Hiromi, Abieyuwa	Bolaige Building, NCWD	Abieyuwa
Training	30 October 2014	10:00-12:00	Training on Database Utilization DAY 2	Azubike, Nneka, Ismaila, Umar, Abdul, Waffiyah, Wale, Yinka, Atim, Aisha, Amina, Rapheal, Kurata, Yuki, Hiromi, Abieyuwa	Bolaige Building, NCWD	Abieyuwa
Meeting	30 October 2014	1:35-2:05	Monthly Meeting	Azubike, Nneka, Ismaila, Umar, Abdul, Waffiyah, Wale, Yinka, Emmanuel, Blessing, Atim, Aisha, Amina, Rapheal, Moh'd, Kurata, Yuki, Hiromi, Abieyuwa	Bolaige Building, NCWD	Abieyuwa
Meeting	5 November 2014	10:30-12:30	Meeting on Database development	Ikeda, Kurata, Oba, Sakamoto	OPC	Sakamoto
Meeting	13 November 2014	17:00-18:00	Meeting on Terminal Evaluation	Mr. Tsujino, Ms. Kubota, Ms. Mikami, Ms. Nishihata, Mr. Seki, Ms. Mikami, Ms. Shimodaira Ikeda, Sakamoto, Kaida(Nigeria)	JICA HQ	Sakamoto
Workshop	18-20 November 2014	9:00-16:00	State stakeholder Meeting in Abuja Day-1~Day-3		NCWD	Abieyuwa
Interview	21 November 2014	12:00-13:00	Interview to Japanese Expert for Terminal Evaluation (Ikeda)	Ms. Kawahara, Ikeda	NCWD Library	Ms. Kawahara
Interview	21 November 2014	14:00-15:30	Interview to Japanese Expert for Terminal Evaluation (Kaida)	Ms. Kawahara, Kaida	NCWD Library	Ms. Kawahara
Interview	22 November 2014	13:00-14:00	Interview to Japanese Expert for Terminal Evaluation (Sakamoto)	Ms. Kawahara, Sakamoto	Hotel	Ms. Kawahara
Meeting	25 November 2014	10:15-11:00	Newsletter Committee Meeting	Umar, Bolakare, Ikeda, Sakamoto	Project Office	Sakamoto
Interview	25 November 2014		Interview to Japanese Expert for Terminal Evaluation (Takenaka)	Ms. Kawahara, Takenaka	Project Office	Ms. Kawahara

	Date	Time	Agenda	Participants	Venue	Minutes writer
JCC	3 December 2014	9:30-14:30	JCC, Result of Terminal Evaluation	D.G/DPRS- Mal. Sadeeq Omar, DoT- Princess Jummai Idonije, Ismaila , Azubike, Nneka, , Umar, Abdul, Habiba, Atim, Yinka, Blessing, Aisha, Amina, Rapheal, Moh'd, Jafaru, Jummai Modu, State Delegate rom: Anambra, Kano, Niger and Cross River JICA Country Rep. Mr. Tetsuo Seki, Ms. Emiko, JICA Evaluation Team, WDC Project Team- Ikeda, Mirei, Hiromi, Kiyomi, Abieyuwa	Banquet hall, NCWD	Abieyuwa
Meeting	8 December 2014	14:00-19:00	Manual Committee Meeting Check the contents of SMWA/WDO	Umar, Ismaila, Ikeda, Sakamoto	Project Office	Sakamoto, Takenaka (Manual Revision)
Meeting	9 December 2014	9:30-15:00	Manual Committee Meeting Check the contents of SMWA/WDO	Umar, Ismaila, Ikeda, Sakamoto	Project Office	Sakamoto, Takenaka (Manual Revision)
Workshop	11 December 2014	9:30-15:00	National Workshop on WDC Activation Manual		Art and Craft block, NCWD	Abieyuwa
Monthly Meeting	16 December 2014	10:00-12:00	Monthly Meeting	Ismaila, Umar, Abdul, Jafaru, Raphael, Ashi, Jummai Modu, Aisha, Ikeda, Kiyomi, Sakamoto, Abieyuwa	Project office	None
Meeting	12 January 2015	09:30-10:30	Reporting to JICA Nigeria office due to project termination	JICA Nigeria Office: Mr.Seki, Ms.Mikami Ikeda,Sakamoto	JICA Nigeria Office	Sakamoto
Meeting	12 January 2015	11:30-12:30	Reporting to Embassy of Japan in Nigeria due to project termination	Embassy: Chiba, JICA: Mikami Ikeda, Sakamoto	Embassy of Japan in Nigeria	Sakamoto

Appendix 7: Other activities

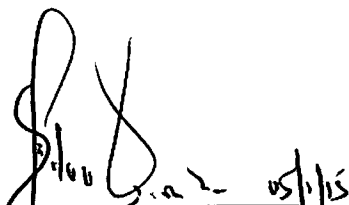
12. Confirmation of the Handed over Equipment procured in the Project

AGREEMENT
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
NATIONAL CENTRE FOR WOMEN DEVELOPMENT
ON
CONFIRMATION OF THE HANDED OVER EQUIPMENT, MATERIALS AND THE
VEHICLE PROCURED IN THE PROJECT ON WOMEN DEVELOPMENT CENTRES TO
IMPROVE WOMEN'S LIVELIHOOD IN NIGERIA (PHASE II)
REGARDING TO THE PROJECT TERMINATION

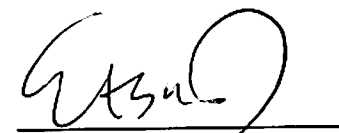
Japan International Cooperation Agency (hereinafter referred to as "JICA") procured various equipment and a vehicle for the "Project on Women Development Centres to Improve Women's Livelihood in Nigeria (Phase II)" (hereinafter referred to as the "Project" which was launched on February 2011 to February 2015). In here with permissions of the Records of Discussions signed between JICA and the government of the Federal Republic of Nigeria on 12 October 2010, things mentioned the list (ANNEX-1) were properly used for the Project implementation and immediately handed over to NCWD after the procurement.

It is certified that JICA and NCWD mutually confirmed once again due to the termination of the Project the machinery, equipment and other materials necessary for the implementation of the Project shall become the property of the government of the Federal Republic of Nigeria. Those things shall be utilized to extend WDCs Activation after the completion of the Project.

January 9, 2015
Abuja FCT, Nigeria


Sadeeq U. Omar

Project Manager,
National Centre for Women Development


Ms. Etsuko IKEDA

Chief Advisor/ Gender Mainstreaming/
Institutional Capacity Development
Women Development Centres to
Improve Women's Livelihood in
Nigeria

ANNEX-1

List of Vehicle, Equipment and Office Supplies which are handed over to NCWD from JICA

Equipment procured by the Project (the later Phase 2) *Mentioned to the "Terminal Evaluation"

Item	QTY	Specifications
AVR	1	StablizerMecury A100
Computer (Laptop)	1	HP Pavillion g6
UPS	1	Crista pro-pcMecury1500
Printer	1	HP LaserJet 400 M401 PCL 6
Projector(**purchased by OPC)	1	Acer
D-Link (Internet)	1	D-link internet booster

Equipment procured by the first Phase 2

Item	QTY	Specifications
Vehicle	1	Mitsubishi Pajero Jeep 6G72XH7221 Registration #: BT556KUJ Chassis #: JMYLRV93WBJ000144 Engine #: 6G72XH7221 Color: Custom Transmission: Automatic <u>Note: *Licence will be expired on March 2015.</u> <u>*As of handing over, JICA Nigeria is the owner of this vehicle.</u> <u>Kindly register it as NCWD immediately after handover.</u>
Minibus	1	Nissan Civilian 4.5LT Chassis #: JN1UDHW Engine #: TB 45-117047 Color: White Transmission: Manual
Laptop	1	HP Pavilion DV6/ P3400
HP Color Printer	1	Laserjet CP1515n
Photo copier	1	Canon 2525i image runner <u>Note: *Periodical maintainance is up to February 2015</u>
Desktop Computer	2	HP LE1901w, HP S2031a <u>Note: *A desktop is for "Data Library" which stores information related to the WDC Activation</u>
Desktop Computer (with box)	1	HP LE1901w, HSTND-2671-F (NK570AA) <u>*It has not been opened yet.</u>
Scanner	1	HP Scanner G311
Cash box	1	Eagle Safer
Refrigerator	1	LG
Printer	1	Digital

Office goods procured by the first Phase 2

Item	QTY	Specifications
Punch for binding	1	BY2088
Electric kettle for WS	1	Masterchef/small kettle
Cup (with containar)	1	80 cups
Stabilizer	3	Original super master, 2 Mecury A 2000
Mercury Sound down 280W	1	Mercury
Axtron speaker	1	Axtron
Kchibo Band Radio	1	Kchibo
SONY Handicam	1	SONY,
SANYO paper cutter	1	SANYO,
Extension code	5	3 Luccy England and 1 APC, 1 Mecury
Money counter	1	Stila
Electric kettle (Small)	1	Black & Decker
Camera	2	Lumix
Camera	3	Samsung ES 95
Laminating Machine	1	Buyor

Others

Item	QTY	Specifications
MTN USB for internet	2	MTN
USB	6	Imation (2GB)
Calculator	4	Casio, Citizen

Stationary

Item	QTY	Specifications
Iron flip chart stand	1	
Screen for projector	1	
Toner (HP color)	8	Laserjet color A208
Toner (HP black)		HP M400
Toner (Canon)		Canon
Scissor	2	
Flip chart		
Marker		box
A4 Papers		box
Notebooks		
Plastic back for WS		packets
Ball point pen		box
Envelopes		packets
Sticker		
Plastic basket with plates	1	Plastic box & basket
Project reciever stand	1	Banner Stand



