



MONITORING AND EVALUATION PLAN ON STEP-DOWN TRAINING FOR CSOs ON THE IMPLEMENTATION OF RECOMMENDATIONS FROM THE INTERNATIONAL SAFE SCHOOL CONFERENCE AT STATE LEVEL

Two key elements of the monitoring and evaluation plan are displayed in this document:

- Scope of the monitoring and evaluation plan by 11 States, and
- Reporting template to support the monitoring and evaluation plan

1) Scope of the Monitoring and Evaluation Plan by States

Delta State

Primary objective(s)/Outcomes	Activities to be implemented between January 19 th to February 4 th 2022	Indicators	Means of Verifications (MOV's)	Timelines
Improved knowledge base of government ministries, departments and agencies (MDAs), School Based Management Committee/Community Based	Two-day step-down training on the implementation of recommendations from the International Safe School Conference	• Total no. of people trained. • No. of State government officials/MDAs/SUBEB that attended the training. • No. of LG officials/MDAs that attended the training.	• Scanned attendance list signed each day by participants with name of participants, phone numbers, name of organization/MDA, Designation	19 th January to 4 th February 2022

Management Committees (SBMC/CBMC) and media to prioritize the recommendations from the 4th International Conference on Safe School Declaration in Delta state to ensure that stakeholders are equipped with evidence-based information for action plans to achieve safe schools.		• No. of SBMC/CBMC that attended the training. • Total No. of CSOs that attended the training • No./names of sisters CSOs that participated in the Abuja SSD workshop from your state/region worked with to conduct the training. • Increased awareness on the Safe School Policy and their Roles in the implementation process • Increased number of CSO coalitions committed to issues of school safety	• Photos/pictures of activities • Pre and post workshop Questionnaires administered • Comprehensive activity report	
	Press briefing engagement with media outlets (radio, television, print/online) to create awareness and sensitization on the recommendations from the Safe School Declaration conference	• No. of days used for the step-down training on SSD • No. of radio slots aired. • No. of TV station media coverage. • No. of online/print media activity reports. • No. of key government officials visited for advocacy • No of call in/ text • No of Media Mentions • Increased public concern and security consciousness on school safety • Increased media commitment on issues of school safety	• Media/ News reports • Photographs at media outlets • Comprehensive activity report • Scanned attendance sheet of participants •	

FCT Abuja

Primary objective(s)/Outcomes	Activities to be implemented between January 19 th to February 4 th 2022	Indicators	Means of Verifications (MOVs)	Timelines
Advanced capacity of School Based Management Committee (SBMC)/Governing Body (for public & private schools) and government ministries, departments and agencies (MDAs) on the recommendations from the 4 th International Conference on Safe School Declaration to improve school safety in Gwagwalada Area Council, FCT Abuja.	A step-down training for 10 schools in Gwagwalada Area Council	• Total no. of people trained. • No. of State government officials/MDAs/SUBEB that attended the training. • No. of LG officials/MDAs that attended the training. • No. of SBMC/CBMC that attended the training. • Total No. of CSOs that attended the training • No./Name(s) of sisters CSOs that participated in the Abuja SSD workshop from your state/region worked with to conduct the training. • No. of days used for the step-down training on SSD • No. of radio slots aired. • No. of TV station media coverage. • No. of online/print media activity reports.	• Attendance list signed each day by participants with name of participants, phone numbers, name of organization/MDA, Designation • Photos/pictures of activities • Pre and post workshop Questionnaires administered • Comprehensive activity report	19 th January to 4 th February 2022

		No. of key government officials visited for advocacy		
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Katsina State

Primary objective(s)/Outcomes	Activities to be implemented between January 19 th to February 4 th 2022	Indicators	Means of Verifications (MOVs)	Timelines
Enhanced knowledge base of government ministries, departments and agencies (MDAs), School/Community Based Management Committees (SBMC/CBMC), media and influential leaders to support the prioritization of the recommendations from the 4 th International Conference on Safe School Declaration in Katsina state to ensure that stakeholders are equipped with evidence-based knowledge for informed policy actions to promote safe schools.	Step-down training on the implementation of recommendation from the International Safe School Conference	- Total no. of people trained. - No. of State government officials/MDAs/SUBEB that attended the training. - No. of LG officials/MDAs that attended the training. - No. of SBMC/CBMC that attended the training. - Total No. of CSOs that attended the training - No. names of sisters CSOs that participated in the Abuja SSD workshop from your state/region worked with to conduct the training. - Increased knowledge on SSD and recommendations.	- Scanned attendance list signed each day by participants with name of participants, phone numbers, name of organization/MDA, designation and email - Photos/pictures of activities Pre and post workshop questionnaires administered - Comprehensive activity report	19 th January to 4 th February 2022
	Media conference engagement with media outlets (radio, television,	- No. of radio slots aired. - No. of TV station media coverage.	- Media/ News reports - Photographs at media outlets	

	print/online news press) to create awareness and sensitization on the recommendations from the Safe School Declaration conference	• No. of online/print media activity reports. • No. of key government officials visited for advocacy • No of call in/ text • No of Media Mentions • Increased public concern and security consciousness on school safety • Increased media commitment on issues of school safety	• Comprehensive activity report • Scanned attendance sheet of participants	
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Adamawa State

Primary objective(s)/Outcomes	Activities to be implemented between January 19 th to February 4 th 2022	Indicators	Means of Verifications (MOVs)	Timelines
Advanced knowledge base of Teachers, School/Community Based Management Committees (SBMC/CBMC), government ministries, departments and agencies (MDAs), and influential leaders to support the prioritization of the recommendations from the 4 th International Conference on Safe School Declaration in Adamawa state to ensure that stakeholders are equipped with evidence-based knowledge for informed decision making and actions to promote safety in schools and learning environments	Two-day awareness creation on development of school Emergency Preparedness Response Plan	• Total no. of people trained. • No. of State government officials/MDAs/SUBEB that attended the training. • No. of LG officials/MDAs that attended the training. • No. of SBMC/CBMC that attended the training. • Total No. of CSOs that attended the training • No./names of sisters CSOs that participated in the Abuja SSD workshop from your state/region worked with to conduct the training. • Increased awareness on the Safe School Policy and their Roles in the implementation process • Increased number of CSO coalitions committed to issues of school safety	• Scanned attendance list signed each day by participants with name of participants, phone numbers, name of organization/MDA, designation and email • Photos/pictures of activities • Pre and post workshop Questionnaires administered • Comprehensive activity report •	19 th January to 4 th February 2022

Ebonyi State

Primary objective(s)/Outcomes	Activities to be implemented between January 19 th to February 4 th 2022	Indicators	Means of Verifications (MOVs)	Timelines
Improved knowledge base of Teachers, School/Community Based Management Committees (SBMC/CBMC), government ministries, departments and agencies (MDAs), and influential leaders to support the prioritization of the recommendations from the 4 th International Conference on Safe School Declaration in Ebonyi state to ensure that stakeholders are equipped with evidence-based knowledge for informed decision making and actions to promote safety in schools and learning environments in Ebonyi state	One day (1) briefing meeting/awareness creation with Key Education Stakeholders on Safe School Declaration/ Safe School National Policy in Nigeria	• Total no. of people trained. • No. of State government officials/MDAs/SUBEB that attended the training. • No. of LG officials/MDAs that attended the training. • No. of SBMC/CBMC that attended the training. • No. names of sisters CSOs that participated in the Abuja SSD workshop from your state/region worked with to conduct the training. • Increase awareness of stakeholders on the SS initiative/policy • Level of stakeholder commitment and Willingness to take action supporting Safe school Policy • Willing of State Government to domesticate the National Safe School Policy and Implement the SSD.	• Scanned attendance list signed each day by participants with name of participants, phone numbers, name of organization/MDA, Designation • Photos/pictures of activities • Pre and post workshop Questionnaires administered • Comprehensive activity report	19 th January to 4 th February 2022

	Two Days (2) Step-down Training for CSOs on the implementation of Recommendation from the International Safe School Conference held on 6th -8th of December 2021	• Total no. of people trained. • No. of State government officials/MDAs/SUBEB that attended the training. • No. of LG officials/MDAs that attended the training. • No. of SBMC/CBMC that attended the training. • Total No. of CSOs that attended the training • No./names of sisters CSOs that participated in the Abuja SSD workshop from your state/region worked with to conduct the training. • Increased awareness on the Safe School Policy and their Roles in the implementation process • Increased number of CSO coalitions committed to issues of school safety	• Scanned attendance list signed each day by participants with name of participants, phone numbers, name of organization/MDA, designation and email • Photos/pictures of activities • Pre and post workshop Questionnaires administered • Comprehensive activity report	
	Two slots of 1hour each, radio awareness on Safe School Policy in Nigeria	• No. of radio slots aired. • No. of TV station media coverage. • No. of online/print media activity reports. • No. of key government officials visited for advocacy • No of call in/ text • No of Media Mentions	• Media/ News reports • Photographs at media outlets • Comprehensive activity report • Scanned attendance sheet of participants	

		- Increased public concern and security consciousness on school safety - Increased media commitment on issues of school safety		
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Benue State

Primary objective(s)/Outcomes	Activities to be implemented between January 19 th to February 4 th 2022	Indicators	Means of Verifications (MOVs)	Timelines
Increased knowledge base of Teachers, School/Community Based Management Committees (SBMC/CBMC), government ministries, departments and agencies (MDAs), and influential leaders to support the prioritization of the recommendations from the 4 th International Conference on Safe School Declaration in Benue state to ensure that stakeholders are equipped with evidence-based knowledge for informed decision making and actions to promote safe schools and	Advocacy Visits to Key stakeholders and Policy Makers to advocate and create awareness on the need to prioritize safe school and learning environment in Benue	- No. of State government officials/MDAs/SUBEB that participated - No. of LG officials/MDAs that participated. - Total No. of CSOs that participated - No./names of sisters CSOs that participated in the Abuja SSD workshop from your state/region worked with to conduct the advocacy. - No. of key government officials visited for advocacy - Willing of State Government to domesticate the National Safe School Policy and Implement the SSD	- Scanned attendance sheet highlighting name, designation, phone number and email of State/LG officials visited for advocacy - Photography with key State/LG policy makers/stakeholders visited for advocacy - News/ Media reports activity reports	19 th January to 4 th February 2022

learning environments in Benue state	3-day step down training for CSOs and School/Community Based Management Committee/Governing Body working in Humanitarian Sector/ education thematic Area to implement recommendation from the safe school conference	• Total no. of people trained. • No. of State government officials/MDAs/SUBEB that attended the training. • No. of LG officials/MDAs that attended the training. • No. of SBMC/CBMC that attended the training. • Total No. of CSOs that attended the training • No./names of sisters CSOs that participated in the Abuja SSD workshop from your state/region worked with to conduct the training. • Increased awareness on the Safe School Policy and their Roles in the implementation process • Increased number of CSO coalitions committed to issues of school safety	• Scanned attendance list signed each day by participants with name of participants, phone numbers, name of organization/MDA, designation and email • Photos/pictures of activities • Pre and post workshop Questionnaires administered • Comprehensive activity report	
	Sensitization on safe school through media (Radio Programme)	• No. of radio slots aired. • No. of TV station media coverage. • No. of online/print media activity reports. • No. of key government officials visited for advocacy • No of call in/ text • No of Media Mentions	• Media/ News reports • Photographs at media outlets • Comprehensive activity report • Scanned attendance sheet of participants	

		• Increased public concern and security consciousness on school safety • Increased media commitment on issues of school safety		
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Sokoto State

Primary objective(s)/Outcomes	Activities to be implemented between January 19 th to February 4 th 2022	Indicators	Means of Verifications (MOVs)	Timelines
Enhanced knowledge base of government ministries, departments and agencies (MDAs), School/Community Based Management Committees (SBMC/CBMC), media and influential leaders to support the prioritization of the recommendations from the 4 th International Conference on Safe School Declaration in Sokoto state to ensure that stakeholders are equipped with evidence-based knowledge for informed policy actions to promote safe schools.	Two-day step-down training on the implementation of recommendation from the International Safe School Conference	• Total no. of people trained. • No. of State government officials/MDAs/SUBEB that attended the training. • No. of LG officials/MDAs that attended the training. • No. of SBMC/CBMC that attended the training. • Total No. of CSOs that attended the training • No./names of sisters CSOs that participated in the Abuja SSD workshop from your state/region worked with to conduct the training. • Increased awareness on the Safe School Policy and their Roles in the implementation process	• Scanned attendance list signed each day by participants with name of participants, phone numbers, name of organization/MDA, designation and email • Photos/pictures of activities • Pre and post workshop Questionnaires administered • Comprehensive activity report	19 th January to 4 th February 2022

		Increased number of CSO coalitions committed to issues of school safety		
	Organize A 1-Day town hall meeting with media organization and outfits, community stakeholders	- No. of State government officials/MDAs/SUBEB that attended the Meeting. - No. of LG officials/MDAs that attended the training. - No. of SBMC/CBMC that attended the Meeting. - Total No. of CSOs that attended the Meeting - Increased commitment of CSOs/CBOs/ FBOs to issues of School Safety	- Attendance list signed each day by participants invited by the state groups with name of participants, phone numbers, name of organization/MDA, Designation - Photos/pictures of activities - Comprehensive activity Media report if available	

Oyo State

Primary objective(s)/Outcomes	Activities to be implemented between January 19 th to February 4 th 2022	Indicators	Means of Verifications (MOVs)	Timelines
Advanced capacity of government ministries, departments and agencies (MDAs), School/Community Based Management Committees (SBMC/CBMC), media and influential leaders to support the prioritization of the recommendations from the 4 th International Conference on Safe School Declaration in Oyo state to ensure that stakeholders are equipped with evidence-based knowledge for informed policy actions to promote safe schools.	Step-down training for 40 principals (ANCORPS) in Ibadan North LGA	• Total no. of people trained. • No. of State government officials/MDAs/SUBEB that attended the training. • No. of LG officials/MDAs that attended the training. • No. of SBMC/CBMC that attended the training. • Total No. of CSOs that attended the training • No./names of sisters CSOs that participated in the Abuja SSD workshop from your state/region worked with to conduct the training. • Increased awareness on the Safe School Policy and their Roles in the implementation process • Increased number of CSO coalitions committed to issues of school safety	• Scanned attendance list signed each day by participants with name of participants, phone numbers, name of organization/MDA, designation and email • Photos/pictures of activities • Pre and post workshop Questionnaires administered • Comprehensive activity report	19 th January to 4 th February 2022
	Media Advocacy: Hold a press Conference on Safe School Declarations with 15 Media Organizations	• No. of radio slots aired. • No. of TV station media coverage.	• Media/ News reports • Photographs at media outlets	

		- No. of online/print media activity reports. - No. of key government officials visited for advocacy - No of call in/ text - No of Media Mentions - Increased public concern and security consciousness on school safety - Increased media commitment on issues of school safety	- Comprehensive activity report - Scanned attendance sheet of participants	
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Kaduna State

Primary objective(s)/Outcomes	Activities to be implemented between January 19 th to February 4 th 2022	Indicators	Means of Verifications (MOVs)	Timelines
Build knowledge base of School/Community Based Management Committees (SBMC/CBMC), government ministries, departments and agencies (MDAs), media and influential leaders to support the prioritization of the recommendations from the 4 th International Conference on Safe School Declaration in Kaduna state to ensure that stakeholders are equipped	Step-down training on the implementation of recommendation from the International Safe School Conference in 9 schools spread across the 3 senatorial districts (North, Central and South)	- Total no. of people trained. - No. of State government officials/MDAs/SUBEB that attended the training. - No. of LG officials/MDAs that attended the training. - No. of SBMC/CBMC that attended the training. - Total No. of CSOs that attended the training - No./names of sisters CSOs that participated in the Abuja SSD workshop from your state/region	- Scanned attendance list signed each day by participants with name of participants, phone numbers, name of organization/MDA, designation and email - Photos/pictures of activities - Pre and post workshop Questionnaires administered	19 th January to 4 th February 2022

with evidence-based knowledge for informed policy and plan actions to promote safe schools.		worked with to conduct the training. • Increased awareness on the Safe School Policy and their Roles in the implementation process • Increased number of CSO coalitions committed to issues of school safety	• Comprehensive activity report	
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Lagos State

Primary objective(s)/Outcomes	Activities to be implemented between January 19 th to February 4 th 2022	Indicators	Means of Verifications (MOVs)	Timelines
Increased knowledge base of government ministries, departments and agencies (MDAs) and influential leaders to support the prioritization of the recommendations from the 4 th International Conference on Safe School Declaration in Lagos state to ensure that stakeholders are equipped with evidence-based knowledge for informed policy actions to promote safe schools.	Advocacy Visit to State Policy Actors on Safe Schools Declaration and Recommendations across, Relevant Stakeholders and Community Influencers, with Special Focus on Tackling the Menace of Bullying, Cultism, Drug Issues and Kidnapping in Both Primary and Secondary Schools in Lagos State	- No. of State government officials/MDAs/SUBEB that participated - No. of LG officials/MDAs that participated. - Total No. of CSOs that participated - No./names of sisters CSOs that participated in the Abuja SSD workshop from your state/region worked with to conduct the advocacy. - No. of key government officials visited for advocacy - Willing of State Government to domesticate the National Safe School Policy and Implement the SSD	- Scanned attendance sheet highlighting name, designation, phone number and email of State/LG officials visited for advocacy - Photography with key State/LG policy makers/stakeholders visited for advocacy - News/ Media reports activity reports	19 th January to 4 th February 2022

Kebbi State

Primary objective(s)/Outcomes	Activities to be implemented between January 19 th to February 4 th 2022	Indicators	Means of Verifications (MOVs)	Timelines
Enhanced knowledge base of government ministries, departments and agencies (MDAs), School/Community Based Management Committees (SBMC/CBMC), media and influential leaders to support the prioritization of the recommendations from the 4 th International Conference on Safe School Declaration in Kebbi state to ensure that stakeholders are equipped with evidence-based knowledge for informed policy actions to promote safe schools and learning environment	A Dissemination Workshop of Safe School Declaration to relevant stakeholders	• Total no. of people trained. • No. of State government officials/MDAs/SUBEB that attended the training. • No. of LG officials/MDAs that attended the training. • No. of SBMC/CBMC that attended the training. • Total No. of CSOs that attended the training • No./names of sisters CSOs that participated in the Abuja SSD workshop from your state/region worked with to conduct the training. • Increased awareness on the Safe School Policy and their Roles in the implementation process • Increased number of CSO coalitions committed to issues of school safety	• Scanned attendance list signed each day by participants with name of participants, phone numbers, name of organization/MDA, designation and email • Photos/pictures of activities • Pre and post workshop Questionnaires administered • Comprehensive activity report	19 th January to 4 th February 2022
	Media Engagement (Weekly radio phone-in program) press conference	• No. of radio slots aired. • No. of TV station media coverage. • No. of online/print media activity reports.	• Media/ News reports • Photographs at media outlets • Comprehensive activity report	

		• No. of key government officials visited for advocacy • No of call in/ text • No of Media Mentions • Increased public concern and security consciousness on school safety Increased media commitment on issues of school safety	• Scanned attendance sheet of participants	
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2) Reporting Template to Support the Monitoring and Evaluation Plan

Name of Activity: _____ State/Address of Activity: _____ Date: _____
Introduction/Background:
Objective(s):
Participants profile
Methodology
Overview of activities
Evaluation Findings
Outcome:
Conclusions/ Recommendation:
Next Steps
Number of Persons Reached:
M
F

Note:

1. Please add pictures, attendance list and the agenda of activity/program.
2. Attendance list should capture information on participants' names, organization, designation/position, and gender, email, phone number, among others.