



Empowerment through Knowledge

# Africa Institute for Public Policy



## EXECUTIVE PROGRAMME *On* PERFORMANCE MANAGEMENT IN THE PUBLIC SECTOR

[www.aipp.edu.ng](http://www.aipp.edu.ng)



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# ABOUT THE INSTITUTE

The Africa Institute for Public Policy (AIPP) is a cutting edge research and training institution located in Onicha Ugbo, Delta State. The AIPP was established in 2011 as a platform for capacity building in information and communication technology, leadership training, research, publications, policy dialogues and skills acquisition in various fields. Specific emphasis is placed on the development of knowledge in the public sector, taxation, public policy management, public finance, local government administration and entrepreneurship.

## Strategic Objectives

- To improve the living standards of the people.
- Enhance economic well-being of the State and Country.
- To improve local resource utilization.
- Generate employment opportunities.
- Enhance effective utilization of human resources.

## Facilities

The AIPP offers world class facilities that are designed to make learning an enjoyable experience. These facilities include:

- |                     |                           |                                |
|---------------------|---------------------------|--------------------------------|
| • Conference Centre | • Meeting/Syndicate Rooms | • Board Room                   |
| • E-Library         | • Club House              | • Luxurious Residential Suites |
| • ICT Centre        | • First Aid Room          | • Airport Shuttle Busses       |
| • Lecture Theatres  | • Faculty Lounge          | • Standby Generators           |

# ABOUT THE PROGRAMME

In an era of demanding stakeholders, expectations regarding financial probity, budgetary transparency and the proven impact value of funded work programmes, monitoring and evaluation remains one of those aspects of organizational management that is extensively discussed but rarely practiced. Nonetheless, developments projects need continuous tracking in order to be effective and efficient. Donors, stakeholders, project implementation team, beneficiaries and general public require constant feedback on project performance.

Monitoring and evaluation (M&E) is an essential component of any intervention, project, or programme. This course covers the essentials of programme monitoring, evaluation and reporting. It also defines common terms and discusses why M&E is essential for programme management. The course is designed to enable the participants gain the skills for developing an M&E system through:

- undergoing a step-by-step learning process; and
- Completing tasks (practical exercises) related to what they learn to make it quite certain that they have learnt and understood the process.

## Course Overview

This course aims to introduce you to the concepts, tools and techniques of monitoring and evaluation, including the steps and components required to implement the monitoring and evaluation of a project or programme. To measure and report project/programme outcomes to your stakeholders, including donors, funders, supervisors or the general public, a robust mechanism needs to be put in place..

This 1-week M&E training workshop will equip you with Project Monitoring and Evaluation skills including developing an appreciation of the com-

ponents of an effective M & E Plan, Data collections methods, tools, ethical considerations in data collection, statistical analysis, processing, storage, sharing and feedback mechanisms and reporting, in order to enhance your capacity to manage projects effectively and efficiently and to deliver on the expected intervention.

- Identify the basic purposes and scope of M&E
- Distinguish between the concepts of monitoring and evaluation and their relationships
- Describe the functions of an M&E plan and Identify the main components of an M&E plan
- Equip participants with the ability to know the criteria for conducting an evaluation
- Identify and differentiate between conceptual frameworks, results frameworks and logic models
- Equip participants with the ability to develop monitoring and evaluation indicators for their organizations
- Equip participants with the ability to determine the appropriate methods, procedures, and techniques for collecting and analysing data monitoring and evaluation data
- Equip participants with the ability to set up monitoring system for their organizations
- Equip participants with the ability to plan for an evaluation
- Describe how M&E information can be used for decision-making

## Who Should attend

Monitoring and Evaluation Officers, Program Officers, Project managers and any other professionals who are involved in the monitoring and evaluation process will benefit from this course. It is particularly recommended for public sector officials at Federal, State and Local governments.

## □ COURSE OUTLINE □

### **Introduction to**

#### **Performance Management**

- Overview and Historical Perspective of Performance Management
- Performance Management in the Nigerian Public Sector
- Designing and Implementing Performance Management Issues

### **Developing Effective Performance**

#### **Measurement Systems**

- Setting Effective Targets and Goals
- Defining Performance Indicators and Setting Targets
- Different Performance Measures

### **Identifying Real Outcomes and other Performance Measures**

- Using Performance Measures to Support Strategic Planning and Measurement
- Comparative Measures to Benchmarking Performance
- Balance Scorecard

### **Data Collation and Management**

- Sources of Performance Data
- Data Collation: Validity and Reliability
- Analysing and Reporting Performance Data
- Using Data to Support Management Decision

### **Implementing Effective Performance Measurement Systems**

- Performance Monitoring Systems
- Management by Objective Measures
- Monitoring Productivity
- Monitoring Service Quality

### **Staying Alive for Optimal Performance**

- Stress Management
- Wellness

### **Course Review and Feedback**

- Certificate Presentation
- Course Review
- Evaluation of Course and Lecturers by Participants
- Presentation of Certificates
- Light Refreshment

## □ DAILY SCHEDULE □

9.00 - 11.00	First Lecture Session
11.00 - 11.30	Tea Break
11.30 - 13.30	Second Lecture Session
13.30 - 14.30	Lunch Break
14.30 - 16.30	Third Lecture Session
16.30	End of the day's Programme

# COST OF THE PROGRAMME

## Tuition

The fee for this training programme is **N149,000** [One Hundred and Forty Nine Thousand Naira] only, **payable into the Institute's Bank Account**. This fee includes cost of tuition, tea breaks and lunch. This Institute **DOES NOT ACCEPT** cash payment on its premises.

Please note that confirmation of places on the programme can only be made on full payment of the tuition. This must be received four weeks before the commencement of the programme. The bank details are as follows:

Account Name: Africa Institute for Public Policy  
Bank Name: UBA Plc  
Account Number: 1016015864  
Sort Code: 033083751

*The Institute does not accept cash on campus.*

## Accommodation

The Institute has a limited number of luxury rooms on the campus at **reasonable cost per night**, for the course participants. **Accommodation can also be arranged in Asaba, which is just 25 minutes drive from our campus.**

Our training programmes deliver cutting-edge content with no fluff. These programmes are based on the latest research, and are highly-interactive. Every topic comes with specific tools that managers and executives can implement immediately (and use to track their progress).

The course material is written to satisfy the practical day-to-day problems and questions of leader managers.

Training takes place in our serene and state-of-the-art facilities, located in Onicha-Ugbo, just 20 minutes drive from Asaba International Airport, Delta State.

**Please note that Participants per diem is not included in the tuition fee.**

## KEY RESOURCE PERSONS



### Professor Sylvester Monye, MFR

Professor Sylvester Monye holds an MBA in Management, and MSc in International Marketing Management, with emphasis on industrialising countries. He also holds a Ph.D in International Business from the University of Strathclyde, Glasgow, UK (1989).

An experienced technocrat, he has held a number of Strategic positions in government, including Executive Secretary, National Planning Commission; Director of International Economic Relations, Federal Ministry of Finance; Member, National Economic Management Team; and other national management committees. He was President Goodluck Jonathan's Special Adviser on Performance Monitoring and Evaluation and Head of the Presidential Delivery Unit in the State House. He is currently the Chief Performance Adviser to the Governor of Delta State.

### Dr. Francisca Odeka

Dr. Francisca Odeka currently leads on the initiative to develop and Implement Performance Management System in the Nigerian Federal Public Service. She is well vast in the development of Policies, Frameworks and other institutional strengthening activities. She is presently carrying out extensive work in Public Sector Reform and Institutional Strengthening in Nigeria. Some of her most recent jobs are in the Power Sector; she has led in the development of Strategic Framework, Key Performance Indicators, Power Sector Content Development Policy (NPSCDP), Strategic Framework, Roadmap and Bill.



Dr. Odeka is a seasoned consultant with extensive expertise in Capacity Building and Training Delivery. Some of her works are in the development of the Mandatory Training and Online Training Programme for the Federal Civil Service of Nigeria since 2010 to date. She is the Managing Partner of Frandek International Consulting Limited and a Member of the Faculty. Dr. Odeka is a top

management coach; she has attended courses in business management and women entrepreneurship in Harvard Business School. Other areas of expertise are in the area of Human Resource Management, Strategic Leadership, Performance Management, Risk Management and Public Protection.

As a seasoned trainer, Dr. Odeka is passionate about high quality training through the use of cutting edge tools that will impact knowledge and ensure that organisational training needs and objectives are met. Dr. Odeka returned to Nigeria to play her part in the development of the Country, She is passionate about transformational changes in the public sector and advocates this through her Change and Performance Management Lectures.



### **Professor Eric Eboh**

Professor Eric Eboh is a policy economist. He was Executive Director of the African Institute for Applied Economics in Nigeria, and a Professor of Agricultural Economics at the University of Nigeria, in Nsukka. He leads a network of over 100 researchers and economists undertaking studies to inform and influence effective policies in Nigeria and other parts of Africa. For the IRP, Dr Eboh participates in the Working Groups on Water and Land & Soil.

Prof. Eboh's main research interests are resource and environmental economics, agriculture policy, and the social and institutional dimensions of rural development. He is President of the Nigerian Agricultural Policy Network, an independent think-tank on economic policy. He is also an Executive Board member of the African Society for Ecological Economics, and scientific leader of the initiative, Business Environment and Competitiveness Across Nigerian States. Prof. Eboh has carried out research and assessment studies relating to resource pressures and sustainable agriculture within several networks, including the International Foundation for Science and the African Academy of Sciences. He holds a PhD in Agricultural Economics from the University of Nigeria.

### **Ms Alache Ode, OBE**

Ms Alache Ode holds a first degree from ABU, Zaria (1980) and a Master's degree from the University of Lagos (1991). She has held various public and private positions mostly in international development and the media. Prior to her return to Nigeria, she had worked in about 35 countries mainly working for poor and disadvantaged communities. Alache was brought back from the UK as Technical Adviser on project Monitoring and Evaluation for the federal government where she helped establish the National Monitoring and Evaluation office in the National Planning Commission (NPC). She holds the honor of the Officer of the British Empire, OBE, mostly because of her work in about 25 countries which was voluntary.



### **Ms Serah Zainab Makka**

Ms Serah Makka has over 10 years of work experience in the social sector. She has worked with various government agencies and non-profit organisations in Afghanistan, Nigeria, and the United States on strategy and evaluation. In Nigeria, she worked as the Policy and Innovation Fund Manager with EFINA, a financial sector development organisation focused on making the financial sector work better for the poor. EFINA is funded by the Bill and Melinda Gates Foundation and the UK Department for International Development. She was also the Policy and Partnerships Manager at Tony Elumelu Foundation where she worked with the Tony Blair Africa Governance Initiative (AGI) and the Office of the Presidency in Nigeria on performance and evaluation. She is passionate about social impact, i.e., translating the efforts of the government and social sector into tangible results. Serah holds a Master in Public Policy from Harvard Kennedy School and graduated summa cum laude from her first degree in Economics and International Studies from the University of North Florida.

### **Dr Tunji Olaopa, OON**

Dr Tunji Olaopa holds a doctorate degree in public administration, a culmination of two earlier degrees in political science and political theory from the University of Ibadan, Nigeria. From this intellectual background and management consulting practice, Dr. Olaopa joined the civil service as a Chief Research Officer in the office of the president of Nigeria in 1988. He was the Permanent Secretary, Federal Ministry of Information Communication Technology, Abuja, and now the Proprietor of Institute for Government and Public Policy, Ibadan, Nigeria.

His areas of expertise range from public sector reform and restructuring, policy analysis and research designs, sector diagnosis and strategic planning. Dr. Olaopa has published severally and widely. Apart from several seminal articles in peer review journals and books, he is the author of six titles including Theory and Practice of Public Administration and Civil Service Reforms in Nigeria



(2008), Innovation and Best Practices in Public Sector Reforms: Ideas, Strategies and Conditions (2009), and Public Sector Reforms in Africa (2010). He has led and participated in many initiatives like the Nigerian Education Sector Strategy and the National Public Service Reform Strategies Development (in 2000, 2003 and 2007) as well as a number of continental programmes of the African Union's Conference of African Ministers of Public Service (CAMPS). He is a member of several professional bodies like the International Institute of Administrative Sciences, Nigeria Institute of Management Consultants, Commonwealth Association for Public Administration and Management (CAPAM), and guest lecturer at the Administrative Staff College of Nigeria, Centre for Management Development & Pan-African University in Lagos, amongst many others.

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### **Dr Zakari Lawal**

Dr. Lawal Zakariyau, is currently the Director Monitoring and Evaluation, Nigeria's National Planning Commission, e Presidency. Dr. Lawal holds BSc General Agriculture, MSc Agricultural Economics and a PhD Agricultural Economics and an Advanced Diploma in Law, a Certificate in Planning, Monitoring and Evaluation from Wageningen University, e Netherlands and alumni of Harvard Kennedy School of Government where he obtained a Certificate on Driving Performance in Government from. His professional working experiences span over 20 years as a Planning, Monitoring and Evaluation Specialist with International Fund for Agricultural Development (IFAD) and the World Bank Assisted Projects in Nigeria before joining the National Planning Commission.

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### **Mr Joshua Gbolahan**



Mr Gbolahan is a General Manager at Fidelity Bank with responsibility for Strategy Innovation and Business Transformation, his role also includes overseeing Performance Management and Investor relations. He has extensive experience covering the following areas in the banking industry across Tier 1 and 2 banks; Finance, Performance Management, Cost Management, Balance Sheet Optimization, Strategy, Business Transformation, Business Innovation, Process Improvement and Mergers & Acquisitions. He has proven capabilities to significantly improve stakeholders' value by using his skills and experience to lead teams which deploy Management Information Systems and provide insightful macro-economic and industry research to improve profits, enhance the productivity of business units, drive and improve the efficiency of support groups and create a merit driven culture in the organization where decisions are based on facts/data.

His previous work experience spans Financial Assurance, Consulting, a leading investment bank and Financial institutions focused on Nigeria and Africa and he has held senior level positions in the banking industry. He has won various awards in the institutions he previously worked including; Sta of the Year, 2nd prize (best ideas competition) and best graduating sta (banking training school). Gbolahan has undergraduate and professional qualifications in Accountancy.

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### **Dr. Ifeoma Sylvester-Monye**

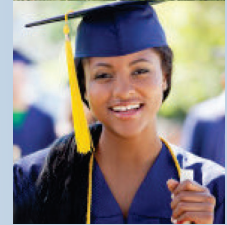
Dr. Ifeoma Sylvester-Monye is a Chief Consultant Family Physician at National Hospital, Abuja, Nigeria. She pioneered the establishment of the Department of Family Medicine in 2003, a department which now ranks as the premier department in the hospital. Dr. Monye was for ten and half years, the Head of the Department (January 2003 – July 2013). In 2014, she founded the Brookeld Centre for Lifestyle Medicine. Her Career focus is on preventing, treating and reversing the course of chronic diseases, using conventional medicine and lifestyle changes. Following her graduation from the College of Medicine, University of Benin, in 1987, and the compulsory National Youth Service Programme, she travelled to the United Kingdom for Post-graduate training in Paediatrics and Child Health. She thereafter did her residency in Family Medicine in the United Kingdom.

Dr. Monye is a diplomate of Paediatrics and Child Health, Obstetrics and Gynaecology, from the Royal College of Paediatrics and Child health and Royal College of Obstetrics and Gynaecology respectively. She is a member of the Society for Family Physicians of Nigeria, a member of the Lifestyle Medicine Association of Nigeria, a member of the American College of Lifestyle Medicine, a member of the European Lifestyle Medicine Organisation and a Fellow of the Royal College of General Practitioners, United Kingdom.

Dr. Monye is currently involved in several multi-national researches in Primary Healthcare, Lifestyle Medicine, either as the Principle Investigator, the Team Leader, Site Coordinator or Co-investigator. She is a regular resource person at the Post-graduate Scientific Conferences in Nigeria, contributes to health journals, she was the health editor in *The Gleaner newspaper*, and now Publisher/Editor-in-Chief of *LifestyleCHOICES* magazine. Dr. Monye is an alumnus of the prestigious SAID Business School, University of Oxford. She is a certified Lifestyle Medicine Practitioner and received her training at the Harvard Institute of Lifestyle Medicine, Boston, USA. She is a trained Counselor. She was recently appointed the Ambassador for Lifestyle Medicine by the European Lifestyle Medicine Organisation (ELMO) for Nigeria, covering the African region.

## WHAT PAST PARTICIPANTS HAVE SAID ABOUT OUR COURSE

- 97.2% said training was relevant to their needs
- 79.1% said length of training day was sufficient
- 88.8% said contents were well organised
- 89.7% said materials provided were helpful
- 91.6% said training met their expectations
- 95.5% said learning objectives were met
- 94.1% said they would recommend our training to others



*For further information on how to join the next batch of participants,  
please contact:*

The Administrator,  
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Delta State, NIGERIA  
Tel: +234 905 308 1237  
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***AIPP ...Supporting Future Leaders with cutting-Edge Education.***