

# Bauchi State Open Government Partnership [ OGP ]



**Bauchi State Government**  
*..... Pearl of Tourism!*

## State Action Plan



[ 2023-2025 ]

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## ACRONYMS

BASNEC	Bauchi State Network of Civil Society Organizations
BIRS	Bauchi State Internal Revenue Service
BSUWSC	Bauchi State Urban Water and Sewerage Corporation
CITAD	Centre for Information Technology and Development
CSACEFA	Civil Society Action Coalition on Education for All
CSOs	Civil Society Organizations
EDF	Executive Directors Forum
FAWOYDI	Fahimta Women and Youth Development Initiative
FIRS	Federal Inland Revenue Service
FOI	Freedom of Information
FOIA	Freedom of Information Act
HILWA	High Level Women Advocates
ICAN	Institute of Chartered Accountants of Nigeria
ICT	Information and Communication Technology
FIDA	International Federation of Women Lawyers
MDA	Ministry, Department, and Agency
MLG&CA	Ministry for Local Government and Chieftaincy Affairs
MWA&CD	Ministry for Women Affairs and Child Development
NEWSAN	Society for Water and Sanitation
NOA	National Orientation Agency
NUJ	Nigerian Union of Journalist
OA	Open Alliance
OGP	Open Government Partnership
PHCDA	Primary Health Care Development Agency
RWDP	Rahama Women Development Programme
RUWASSA	Rural Water Supply and Sanitation Agency
SAP	State Action Plan
SBMCs	School-Based Management Committees
SHoA	State House of Assembly
SSC	State Steering Committee
SSG	Secretary to the State Government
SUBEB	State Universal Basic Education Board
TWG	Technical Working Groups
USAID	United State Agency for International Development
WDCs	Ward Development Committees
YLN	Young Leaders Network

# Foreword

The Bauchi State Government had joined the Open Government Partnership (OGP) in July 2022 as part of its commitment to ensure accountability, transparency and citizens' engagement in governance. The State Government, had in that respect, made concerted efforts to institutionalize these OGP principles within the operational processes in all sectors of the state. Our membership of the OGP demonstrates our commitment in establishing effective procedures for the actualization of the public's right to access information held by government, ensuring more effective participation of citizens through the developing a permanent dialogue mechanism through technology-based Citizen Feedback on all projects and programmes, Increased Capacity for Revenue Generation by the State and enhanced participation of the vulnerable groups (women, young people, persons with disability and marginalized groups) thereby addressing the systematic barriers and improving inclusive service delivery in governance and decision-making processes. The maiden OGP Action Plan 2023-2025 will focus on the four commitment areas which include, Open Access to Information, Citizens' Engagement, Fiscal Transparency and Strengthening Social Protection System. The Commitment Areas have been

broken down into activities and targets for implementation by the relevant MDAs.

I wish to express my deep appreciation to USAID funded State-2-State Activity for its commitment and continuous support throughout the process leading to the State joining the OGP and beyond and to all Government officials, the Civil Society Organizations (CSOs), Development Partners, Communities and Religious Leaders and Global OGP for the support and collaboration in the processes of development of this first Action Plan. We look forward to the continuing support of our partners as we move to the next level of implementation.

In conclusion, it is my hope that the co-creation and co-implementation of the plan by the Government and Civil Society actors will further enhance the relationship between the citizens and government, and ensure the citizens' belief and trust in the governance process.

**Sen. Bala A. Mohammed (CON)**  
(Kauran Bauchi)

**Executive Governor, Bauchi State.**







Efforts to get Bauchi State signed into OGP started way back in 2015 before the administration of His Excellency, Senator Abdulkadir Mohammed (Kauran Bauchi), the Executive Governor of Bauchi State. However, this was not achieved owing to lack of strong political will until July 2022 when the State formally signed into the OGP program. At the heart of this success, has been the sustained effort of the USAID funded State2State Activity and the collaborative efforts of state officials, civil society, National Orientation Agency (NOA), and the National OGP Secretariat which did not stop at just getting the state to sign into OGP but also getting the state to develop and approve the First OGP State Action Plan (SAP I) in May 2023. Since inception in 2019, the administration of Governor Bala Mohammed has demonstrated strong will and commitment to running an accountable, transparent, and effective government which made it easier for the State to join the global OGP community. Though CIRDOC recent reports rated Bauchi low in terms of Oversight Index, State Public Participation Index, and State Procurement Process Index, the report acknowledged improvement of Bauchi state in 2022 compared to 2020 on the Budget Transparency Survey. In fact, Bauchi State Government was ranked 3rd position among Nigerian States in the ICAN Accountability and Transparency Index for the 2021 assessment year. This assertion was disclosed by the President of the Institute of Chartered Accountants of Nigeria

(ICAN) Mallam Tijjani Musa during a public presentation and Award to Governor Bala Mohammed on, Monday, 22nd May 2023 at the Council Chambers of the Institute in Victoria Island, Lagos. Furthermore, Bauchi State emerged as 1st in Tax Remittance in Nigeria for the first quarter of the year 2022 as disclosed made by the State Coordinator of the Federal Inland Revenue Service (FIRS), Mohammed Abare Mayanda who on behalf of the service presented the award letter to the State Commissioner for Finance and Economic Development. These are a few among many evidences of the state commitment to achieving tangible and sustainable governance reform.

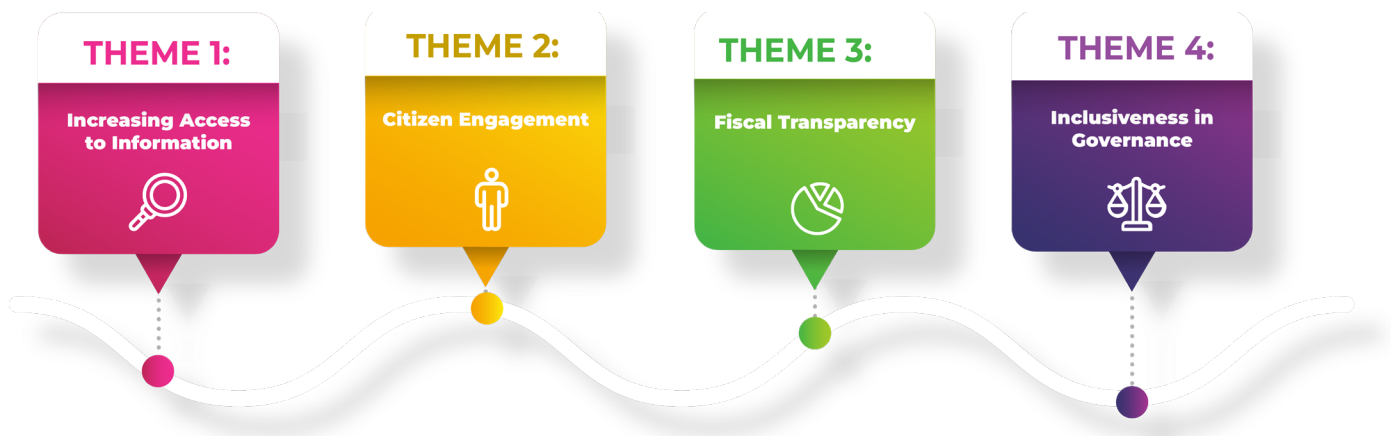
Building on the commitment of the government and ongoing efforts of State2State, other donor partners and civil society in the state, this first State Action Plan seeks to increase access to public information, enhance citizen engagement in public budget process, improve internally generated revenue, and promote inclusive governance reform. Specifically, it speaks to 4 commitment areas spread across the open government principles of transparency, accountability, participation, and technology and innovation. The transformative reforms in this action plan will drive the resolution of key societal challenges. The full implementation of this plan will galvanize support across the board, raise ambition, and broaden ownership as well as political leadership.

# Overview of the State Action Plan

The Bauchi OGP multi-stakeholder forum, State Steering Committee (SSC), with equal membership from government and non-state actors, was established with a governance arrangement consisting of two substantive Co-Chairs (State and Non-State representatives), reflecting the principle, practice, and spirit of co-creation that embodies the Open Government Process. The State Steering Committee (SSC) is comprised of representatives from government Ministries, Departments, and Agencies (MDAs), as well as civil society organizations, the organized private sector, and professional associations, who collaborated to co-create this two-year State Action Plan (SAP), with the State Ministry of Budget and Economic Planning serving as the State Coordinating Secretariat.

The SAP seeks to strengthen and mainstream transparency methods, as well as citizen participation in the administration of public resources across all sectors.

This SAP is focused on the following broad themes:



The three key criteria that led the SAP I's design and development are as follows:

1. Sustain the principles of OGP
2. Address critical issues with the potential to drive transformative reforms
3. Citizens and stakeholders' inputs during the state consultative process

The SAP I identifies the outcome, milestones, and activities that will produce the expected impact. This is motivated by the desire to have a measurable impact on ordinary citizens by identifying the factors that impede effective public engagement in government. The SAP I has four thematic Areas:

- ♦ Access to Information
- ♦ Civic Engagement
- ♦ Fiscal Transparency
- ♦ Inclusiveness

This action plan effectively deals with issues of transparency in budgeting, taxation, freedom of information, communication channels between citizens and government, and inclusion of under-represented groups in government.

The table below provides a summary of the First State Action Plan commitments by thematic areas:





## Section 2:

# COMMITMENTS





# COMMITMENT

## Domesticate the FOIA

# 1



### Thematic Area: Access to Information

<b>COMMITMENT</b>	Domesticate the Freedom of Information Act (FOIA) for improved compliance and timely disclosure of public information by public institutions	
<b>Start and end date:</b>	Continuous from 2023 – 2025	
<b>Lead Ministry, Department and Agency (MDA):</b>	Ministry of Information	
<b>Responsible Persons:</b>	The Honourable Commissioner	
<b>Designation:</b>		
<b>Email and Phone:</b>		
<b>Other Actors Involved in implementation:</b>	<b>State Actors</b>	Secretary to the State Government (SSG) Clerk of the House Office of the Head of Service National Orientation Agency (NOA) Ministry of Finance Ministry of Justice Ministry of Budget and Economic Planning
	<b>Non-State Actors</b>	Civil Society Organizations (CSOs) such as Centre for Information Technology and Development (CITAD), Nigerian Union of Journalist (NUJ), Bauchi State Network of Civil Society Organizations (BASNEC), Fahimta Women and Youth Development Initiative (FAWOYDI), Rahama Women Development Programme (RWDP), Young Leaders Network (YLN), High Level Women Advocates (HILWA), International Federation of Women Lawyers (FIDA)
<b>General problem/challenge addressed by the commitment:</b>	Non-domestication of The FOIA in Bauchi state	
<b>Main Objective:</b>	To domesticate the FOIA in Bauchi state and to promote compliance of public institutions to timely release of public information and strengthen their storage, organization, and management of public records by 2025 in accordance with the Federal FOIA.	

<b>Brief description of commitment:</b>	This commitment addresses the problem of compliance of public institutions to the freedom of information Act. This is largely identified to be due to ignorance and lack of political will of public officials on the provisions of the law.
<b>Specific OGP challenge addressed by commitment:</b>	Poor compliance to FOIA requests
<b>Rationale for commitment:</b>	
<b>Expected Impact:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Increased responsiveness by government to the people's needs.</li> <li><input type="checkbox"/> This will lead to citizens having greater access to information and subsequently reduce waste of public resources and corrupt practices.</li> <li><input type="checkbox"/> Reduced pressure on MDAs for FOI requests as information is increasingly disclosed proactively.</li> <li><input type="checkbox"/> Citizens are more empowered to engage with government and make informed decisions about their lives, as well as demand minimum quality of services at the official price point.</li> </ul>

## Expected Outcomes:



S/N	RESULTS	PERFORMANCE INDICATOR
1	<b>Bauchi State FOI Law Passed</b>	FOI Law and Implementation Guidelines
2	<b>Government Executives, Management and Staff equipped on the use and compliance with the FOI Law.</b>	The institutionalization of FOIA implementation in all MDAs.
3	<b>Improved Compliance with FOI Law requests</b>	Number of requests for information received, and responded to within the year
4	<b>Timely response by MDAs to requests for information</b>	Percentage change in the number of issues or court cases related to FOI Law recorded within the year
5	<b>Increased transparency and accountability in governance.</b>	Percentage of MDAs adhering to transparency and accountability provisions of the law



## Planned Activities



S/N	Planned Activities	Start Date	End Date	Output Results	Performance Indicators
1	Advocate to the State Ministry of Information, SSG, State House of Assembly, key MDAs and other stakeholders on the need to domesticate the FOIA	May 2023	2023	Buy-in of key stakeholders	Number of advocacy initiatives carried out
2	Drafting of the State FOI Bill by the State Open Government Partnership (OGP) Steering Committee	June 2023	August 2023	Draft State FOI Bill ready for presentation to the State House of Assembly (SHoA)	State FOI Bill
3	Transmission of the Draft FOI Bill to the SHoA	August 2023	August 2023	Draft FOI Bill transmitted	Transmission letter
4	Passage and Assent of the FOI Law	Sept. 2023	October 2023	State FOI Law Passed	State FOI Law
5	Two days capacity building retreat for Executives and Management on the compliance to FOI Law.	October 2023	November 2023	Increased knowledge of the Executives and Management on to the provisions of the State FOI Law	Number of Executives trained on State FOI Law
6	Conduct organizational capacity assessment of the management information system of selected MDAs in State's public service.	August 2023	September 2023	MDAs management information systems assessed.	Number of Executives trained on State FOI Law
7	Set up information management systems in selected MDAs according to the assessment outcomes (including procurement and installation of management information equipment).	January, 2024	December 2024	MDAs information management systems strengthened.	Number of MDA Management Information Systems strengthened
8	2 Days Capacity building for Information/storage officers on implementation and compliance with the State FOI Law.	January, 2024	March 2024	--- FOIA desk officers equipped on implementation and compliance to FOIA	Number of FOI Desk Officers and Information storage Officers trained on FOIA implementation and compliance



S/N	Planned Activities	Start Date	End Date	Output Results	Performance Indicators
9	Development and distribution of FOI implementation guidelines to all MDAs by the SSG or Head of Service.	January, 2024	March 2024	Guidelines on implementation of FOIA disseminated and shared across MDAs to improve Government responsiveness to FOIA.	Number of MDAs adhering to guidelines on implementation of FOIA
10	Development of information request portal or email for easy coordination of FOI requests in all MDAs.	September, 2023	Jan 2024	One information request portal created.	Number of MDAs with information request portal
11	Biannual review meeting of State OGP Steering Committee to track compliance	November/July 2023/2024	December 2023/2024	2 review meetings of FOI implementation and compliance held with CSOs and public institutions.	Number of FOI implementation and compliance review meetings held.
<b>Source of Funding:</b>		Government funding Technical support from partners such as State Accountability, Transparency, and Effectiveness Activity (S2S), CSOs, OGP Secretariat			





<b>Brief description of commitment:</b>	The commitment seeks to improve citizens access, citizen engagement and participation in government policies and programs for inputs and monitoring through the introduction of technology-based application portals and platforms
<b>Specific OGP challenge addressed by commitment:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Poor citizens engagement and participation in Budget process.</li> <li><input type="checkbox"/> poor government service delivery.</li> <li><input type="checkbox"/> Low level of trust, integrity, accountability, and transparency in governance.</li> </ul>
<b>Rationale for commitment:</b>	Increase awareness of citizens in both rural and urban communities to engage in government programs and projects using technological application, call centers, and media in communicating with policy makers
<b>Expected Impact:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A citizens' engagement/feedback application Adapted for increased citizens engagement and participation.</li> <li><input type="checkbox"/> Increased accountability, transparency, and efficiency in government service delivery through the establishment/strengthening of accountability frameworks, community structure mechanism among others.</li> <li><input type="checkbox"/> Improved citizens access to governance process.</li> </ul>

**Expected Outcomes:**

EXPECTED OUTCOMES:	RESULTS	PERFORMANCE INDICATOR
Improved input of citizens on public resources management.	<p>Improved compliance with project specification.</p> <p>Improved citizens engagement in governance processes and public resource management.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Number of functional information technology platforms for enhancing citizens engagement in the state.</li> <li><input type="checkbox"/> Number of MDAs with functional information technology platforms for enhancing citizens engagement.</li> <li><input type="checkbox"/> Statistics of enquiries citizens made on the platforms.</li> </ul>
Increased citizens' participation in budget monitoring.	Projects reported by citizens	Number of non-state actors participating in monitoring state budget implementation
Improved transparency, efficiency, and accountability in public service delivery.	Improved government responsiveness to citizens' feedback	Number of MDAs with functional information and communication technology (ICT) to enhance transparency.

## Planned Activities



S/N	Planned Activities	Start Date	End Date	Output Results	Performance Indicators
1	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish a technology-based citizens engagement platform.</li> <li><input type="checkbox"/> Conduct Quarterly town-hall meeting on Project Monitored and Feedback received.</li> </ul>	July 2023	December 2023	<ul style="list-style-type: none"> <li><input type="checkbox"/> Technology-based citizens engagement platforms established;</li> <li><input type="checkbox"/> Quarterly town hall meetings conducted.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Number of technological-based platforms available.</li> <li><input type="checkbox"/> Number of town hall meetings held.</li> <li><input type="checkbox"/> Number of responses received through technological based platforms.</li> </ul>
2	Reorganize the Citizens feedback technology to provide feedback to citizens and Concerned Agencies on submissions made	April 2023	July 2023	Citizens received feedback on complaints	<ul style="list-style-type: none"> <li><input type="checkbox"/> Number of feed backs received.</li> <li><input type="checkbox"/> Number of actions taken.</li> </ul>
3	Distribute and expand the Office of the Citizen Feedback App created by CITAD	July 2023	December 2025	Data centers expanded and distributed	Number of data centers in MDAs and LGAs
4	Ministry of Budget and Planning will conduct public hearings in all the three senatorial zones to get citizens' input into the pre-budget statements using the Medium-Term Expenditure Framework (MTEF) documents.	Aug 2023	May 2025	Attended public hearing on budget process by relevant stakeholders.	Number of public hearing conducted in the State
<b>Source of Funding:</b>		Bauchi State Government, Development Partners and Civil Society Organizations			





# COMMITMENT

# 3

## Increased Tax Base from Informal Sector & Tax Compliance



### Thematic Area: Fiscal Transparency (Enhance Compliance with ADIS treaty on Tax Revenue Transparency)

<b>COMMITMENT</b>	Increase the Tax base by Leveraging the Informal sector and Increase in Level of Tax Compliance	
<b>Start and end date:</b>	2023 – 2025	
<b>Lead Ministry, Department and Agency (MDA):</b>	Board of Internal Revenue Service	
<b>Responsible Persons:</b>	<ul style="list-style-type: none"> <li>a. Executive Chairman Bauchi State Internal Revenue Service (BIRS)</li> <li>b. CSOs Executive Directors Forum (EDF)</li> </ul>	
<b>Designation:</b>	State Actors-Executive Chairman Non-State Actors- State Co-Chair	
<b>Email and Phone:</b>		
<b>Other Actors Involved in implementation:</b>	<b>State Actors</b>	<ul style="list-style-type: none"> <li>a. Ministry of Commerce and Industry</li> <li>b. Ministry of Small and Medium Enterprises,</li> <li>c. Ministry of Lands and Survey</li> <li>d. Ministry of Culture and Tourism</li> <li>e. Department of Revenue in the Local Government Councils of the State.</li> <li>f. Ministry of Finance</li> <li>g. Ministry of Budget and Economic planning</li> <li>h. State and Local Govt. office of the Auditors General</li> <li>i. Ministry of Justice</li> <li>j. Ministry of Agriculture</li> <li>k. SHoA</li> </ul>
	<b>Non-State Actors</b>	<ul style="list-style-type: none"> <li>a. Trade Unions</li> <li>b. BASNEC</li> <li>c. Traditional Institution</li> <li>d. Public Finance Agriculture Committee (FAWOYDI)</li> </ul>

<b>General problem/ challenge ad- dressed by the commitment:</b>	Low performance in terms of internally generated revenue (IGR). Poor Database of the Informal Sector. Inconsistency in Government Policies. Poor Tax Collection and Administration. Low Awareness creation to the public.
<b>Main Objective:</b>	Make Bauchi State financially sustainable through internal revenue generation.
<b>Brief description of commitment:</b>	This commitment will ensure that Bauchi state Government and its citizen, the informal sector, makes concerted effort of Tax payments towards the reduction of the following challenges <ul style="list-style-type: none"> <li>▣ Low internally generated revenue performance</li> <li>▣ High dependence on revenues from Federation Account</li> <li>▣ Low level of tax compliance</li> <li>▣ Low participation of the informal sector within the tax net</li> <li>▣ Frauds and diversion of accruable revenues</li> </ul>
<b>Specific OGP chal- lenge addressed by commitment:</b>	Fiscal Transparency
<b>Rationale for com- mitment:</b>	Internally Generated Revenue is the basis for the funding of Government Budget for better and effective service delivery
<b>Expected Impact:</b>	Improved IGR through Taxation.

## Expected Outcomes:



EXPECTED OUTCOMES:	RESULTS	PERFORMANCE INDICATOR
Government Commitment to Tax Issues Improved	Improved Government policy and implementation	Number of reviews carried out on IGR policies
Informal Sector are captured into the Tax net.	Improved informal sector data base	Number of informal sector actors captured into the Tax net
Improved Tax Collection and Administration	Improved capacity of Staff in Tax Administration / Management	Number of staff with improved capacity on Tax administration

## Planned Activities



S/N	Planned Activities	Start Date	End Date	Output Results	Performance Indicators
1	Establish/Update tax records and conduct enumeration exercise	June 2023	March 2024	Tax record of informal sectors updated	<input type="checkbox"/> Number of business associations enumerated. <input type="checkbox"/> Number of updates carried out of tax records.
2	Conduct Advocacy Engagement with Associations in the informal sector/ relevant Stakeholders on Tax polices	June 2023	March 2024	Advocacy engagements with Informal and relevant stakeholders conducted	Number of advocacy engagements held with informal sector associations and other relevant stakeholders
3	Conduct Continuous Sensitization and enlightenment campaign to the public on tax laws	June 2023	March 2024	General Public Sensitized on tax laws	Number of enlightenment/sensitization campaigns held on tax laws
4	Build Capacity of BIRS staff and CSOs on revenue collections	June 2023	March 2024	Capacity of BIRS staff/ CSO.s built on Revenue collections	Number of capacity building trainings held for staff of BIRs and CSOs
5	Establish an anti-tax fraud unit under the directorate of tax audit and investigation	June 2023	March 2024	Anti-Tax fraud units established and functional	Number of anti-tax fraud units established at the state and Local Government.
6	Strengthen capacity of state counsels on prosecution of tax offences	June 2023	March 2024	Capacity of BIRS staff/ CSO.s built on Revenue collections	Number of capacity building trainings held for staff of BIRs and CSOs
7	Formalization of Business activities in the informal sector	June, 2023	March 2024	Business activates of informal sector formalized	Number of informal sector businesses formalized
8	Continuous Automation of processes of informal Taxpayers	June, 2023	March 2024	Informal taxpayers captured in Tax net	Percentage completion in the Automation of processes of informal taxpayers
<b>Source of Funding:</b>		State Government, Civil Society Organizations (CSO) and Donor Partners			



<b>General problem/ challenge ad- dressed by the commitment:</b>	Sustainable development in Bauchi State is constrained by high unemployment, underemployment, widespread poverty in all its dimensions, inequities, high maternal and infant morbidity and mortality, low levels of education and productivity.
<b>Main Objective:</b>	Promotion of social protection policy and commitments
<b>Brief description of commitment:</b>	Engagement of key stakeholders (Government and the Non-State Actors on awareness creation / sensitization with the view to increase access to service delivery as well as policy and decision making)
<b>Specific OGP chal- lenge addressed by commitment:</b>	Inequalities, poor access to basic services, inadequate inclusive citizens engagement and participation, Low level of Transparency and Public Accountability,
<b>Rationale for com- mitment:</b>	To ensure equitable access and opportunities in services delivery
<b>Expected Impact:</b>	Improved quality of life of the vulnerable and marginalized groups

**Expected Outcomes:**

S/N	RESULTS	PERFORMANCE INDICATOR
1	Improved access to service de- livery	Percentage of citizens with access to social services
2	Increased citizens participation	Percentage of citizens participating in governance
3	Increased Empowerment	Percentage of citizens empowered
4	Poverty Reduction	Poverty rate



# Planned Activities



S/N	Planned Activities	Start Date	End Date	Output Results	Performance Indicators
1	Development of Implementation guidelines of the state social protection policy	June 2023	September 2023	Social protection policy guideline in place	Social protection policy Implementation guidelines
2	Orientation training for the coordination structure on the state social protection policy and implementation guidelines	June 2023	September 2023	Orientation Training report produced	Number of orientation trainings on the social protection policy held
3	Dissemination of the social protection policy and implementation guidelines to key stakeholders	October 2023	November 2023	Dissemination meeting report	Number of copies of the policy and guidelines disseminated
4	Review, produce and Disseminate state gender policy	October 2023	March 2024	Gender policy reviewed, produced and disseminated	Number of reviews carried out on the State Gender policy, number of review meeting held,
5	Develop state gender policy implementation guidelines	April 2024	September 2024	Draft gender policy implementation guidelines developed	Copies of the gender policy implementation guidelines
<b>Source of Funding:</b>		State Annual Budget, Development partners, CSOs and others.			





# Context

The OGP governance framework in Bauchi State seeks to model the national mechanism. The process requires multi-stakeholder engagement and equal representation of government and non-state actors in the Steering Committees. Against this background, Bauchi has a twenty-member State Steering Committee made up of ten government agencies, as well as ten Civil Society Organizations, private sector institutions, and professional bodies whose mandates cut across the OGP thematic areas.

It is important to state that the membership of the State Steering Committee is for two years, spanning the lifecycle of a State Action Plan, with fresh elections scheduled for the end of every implementation phase. This will give other Ministries, Departments and Agencies, Civil Society Organizations, and private sector actors the opportunity to become members of the National Steering Committee.



# State Steering Committee

The State Steering Committee (SSC) is drawn from civil society, private sector institutions and government agencies, and will meet quarterly unless there is an urgent need to convene the SSC. The roles of the SSC are to:

- ❑ Set high-level strategy, policies, and procedures.
- ❑ Provide targeted outreach and support to encourage members, government institutions, and non-state actors to meet their OGP commitments.
- ❑ Help with fund raising.
- ❑ Represent OGP and promote its accomplishments on the international stage.
- ❑ Set a strong example by upholding OGP values and principles and make ambitious commitments.
- ❑ Recruit and brief new Steering Committee members during the second phase of the State Action Plan.
- ❑ Connect the OGP Secretariat to key potential partners; and,
- ❑ Approve the Budget of the OGP Secretariat and annual work plan.



# Co-Chairs for the OGP State Plan

## [ Governance and Leadership Sub-Committee ]

Two co-chairs will lead the SSC. It comprises one government co-chair and one co-chair from the nonstate actors. The two co-chairs and the State Secretary will also serve as the Governance and Leadership Sub-committee of the SSC. Their responsibilities are to:

- Ensure vitality of OGP leadership by recruiting and orienting new members and new cochairs of the State Steering Committee.
- Work with the OGP Secretary to plan and run Steering Committee meetings..
- Ensure sufficient funding for the OGP to achieve strategic objectives; and,
- Provide financial, legal, and ethical oversight.



# OGP Secretariat MGNT' Team

The OGP Secretariat will be led by the Secretary of the SSC supported by a minimum of four Advisers, namely the, (i) Civil Society Adviser, (ii) Public Sector Adviser, (iii) Communications Adviser and (iv) Legislative Engagement Adviser. There will be four support staff on finance and administration, monitoring and evaluation/independent review, technology, and innovation. The Roles of the Advisers shall include:

### ⇒ Adviser on Civil Society

- Build and maintain trust and credibility with civil society organizations.
- Design effective engagement strategy and work plan.
- Design and jointly implement civil society programming and activities.
- Support Civil Society Partners to constructively engage the OGP process.
- Build partnership between the private sector, businesses and the OGP Platform.



## ⇒ Adviser on Public Sector

- ▣ Provide advisory support and guidance on all public sector issues as it relates to engagement of government agencies with the OGP process.
- ▣ Maintain communication with MDAs responsible for implementing specific commitments during the NAP implementation period.
- ▣ Contact MDAs responsible for implementation of specific commitments to get information on progress for inclusion in the self-assessment report.

## ⇒ Adviser on Communications

- ▣ Provide necessary input and guidance to implement the communication strategy in line with management decision.
- ▣ Build partnerships between all forms of media and the OGP process.

## ⇒ Adviser on Subnational Engagement

- ▣ Responsible for developing and building the relationship between the OGP process and the State House of Assembly.

## Support Staff

The Secretariat is made up of the Executive Secretary and support staff that work directly with him/her. They cover crosscutting areas such as technology and innovation, monitoring and evaluation, administration, and finance. The Executive Secretary will be at liberty to hire more support staff if the need arises, subject to the availability of funds.

## Working Groups

Working Groups will be established along the OGP working groups – Four thematic areas. Co-Chairs selected by each working group will lead the Working Groups made up of Representatives of Ministries, Agencies, Departments, CSOs and private sector depending on expertise. They will be elected every two years by the members of the working groups. The Working Groups will also be required to develop their terms of reference and guidelines with the support of the OGP Secretariat.

## Funding

In its design, funding, and implementation, OGP is not treated as a stand-alone “project.” For the process to be successful, there is need for it to be largely funded through the government’s annual budget, including contribution from agencies that have primary responsibility on commitment areas. However, Development partners and Civil Society Organizations with interest in promoting good governance, accountability and transparency focused reforms in Bauchi State will continue to support the process by providing financial and technical assistance to the OGP Secretariat and to sub-nationals in line with the co-creation spirit of the OGP.



Section 4:

# IMPLEMENTATION



IMPLEMENT



To ensure effective implementation of the State's OGP commitments, the SAP I will adopt the use of the following tools:



The SSC will establish three specific working committees tasked with the responsibility of integrating these tools into the commitments under the thematic areas and work closely with MDAs and civil society in the use and implementation of these tools. The tools remain relevant in achieving all commitments and objectives under SAP I.

## TOOL 1: Technology and Innovation

The use of technology to provide greater access to information and data is at the heart of an open and transparent government. The SSC recognizes that Technology and Innovation cuts across all the State OGP thematic areas and that appropriate solutions and infrastructure are required to deliver on each of the commitments. Therefore, a specific Technology and Innovation Working committee will be needed to:

- ❑ Identify existing government IT solutions and infrastructure that are available for the implementation of OGP commitments.
- ❑ Establish what their status is and what gaps exist.
- ❑ Recommend how those gaps can be filled through improvements in existing

systems and infrastructure or the use of new and innovative tools that are realistic given the present economic realities.

Bauchi State has websites and State2State is providing support to the Ministry of Budget and Economic Planning and the State House of Assembly on development and adoption of an Android Application tag "Office of the Citizen" Android Application developed by the civil society.

The application if adopted will make information sharing with the citizens.

and civil society easier and more efficient. This public-facing platform will be real-time, sharing information with citizens about the progress on implementation of the OGP SAP commitments and other relevant governance information. The Technology Working Committee follow up on these innovations to ensure their effective use for information sharing between the OGP Secretariat and citizens of the State.



## TOOL 2: Media & Communications

Recognizing that openness in and of itself is not an end with respect to achieving transparency and accountability, the SSC will use the State Communication strategy and the identified platforms for citizens engagement and feedback on the four SAP I thematic areas. The State Communication Strategy includes methods to reach out to citizens directly through civil society, religious leaders and influencers, elected representatives, and the media.

Key elements of the strategy include creating awareness and sensitizing public officials and citizens with respect to their responsibility related to public budget, internal revenue generation basic services delivery; reducing the communication gap between the government and its citizens by the identification and adoption of existing or establishment of new, credible, and

robust feedback mechanisms, which promote transparency and support participation in governance by the citizens and other stakeholders in the business of governance.

Through this, citizens will be better informed about the progress made towards the implementation of OGP commitments and can hold government to account. This includes understanding their rights under existing and new laws, along with the obligations of government and the private sector regarding openness and transparency.





## TOOL 3:

# Monitoring and Evaluation



Internal Monitoring & Evaluation (M&E) of the SAP implementation is important to: (i) ensure that MDAs are on track to fulfill their obligations under each commitment; (ii) assist the SSC to oversee the implementation process, identify potential gaps and determine where support and resources need to be directed; and (iii) enable citizens, the private sector, civil society and the media to hold government to account with respect to delivering on its OGP commitments. The SAP I will use a Results Based Management (RBM) Framework, along with appropriate output and outcome Key Performance Indicators (KPIs), crafted to track achievements, results and impacts of OGP commitments. The M&E system will be presented in a simple template to make it easy for implementing MDAs and civil society to monitor and evaluate progress.

Each of the four commitments articulated in the SAP I have KPIs that will guide the M&E process. Through consultation with stakeholders, the M&E framework will include acceptable results (what should be expected or seen) for each commitment area. Each of these results will be reviewed with respect to how they link to citizens' needs and there will be agreed indicators for these results.



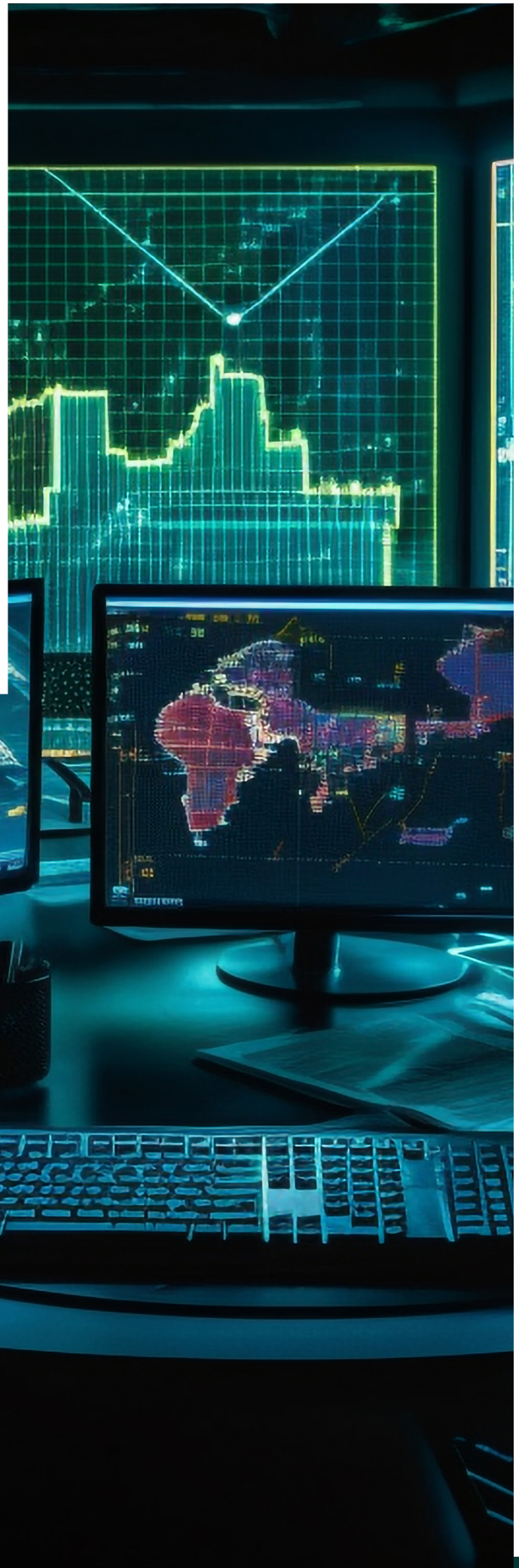
The method to capture results most effectively will be agreed upon as well as who will be responsible for this, within the MDAs.

The results framework will give a clear view of the performance status of the commitments at a glance. It will be sequentially presented, linking commitments to ambitions (outcomes/impacts) and indicators to ensure that implementation of activities (milestones) is purposeful, and results oriented. The OGP focus areas of openness (Transparency, Accountability, Public Participation and Technology / Innovation) provide direction to specific commitments captured in the SAP. Therefore, this M&E strategy recognizes that the performance of each of the commitments in the SAP will be measured against the four focus areas to determine the overall level of change that has been achieved.



A yearly qualitative assessment will also be conducted across the commitments to ascertain the level of openness regarding each of the four openness areas. Prior to the qualitative assessment, a set of questions/checklist, in addition to the KPIs contained in the results framework, shall be prepared to ensure consistency in assessment.

In addition, the USAID funded State2State and the National OGP M&E Specialist will be involved to provide technical support by providing technical guidance and capacity building at the in line with the performance management process of the OGP.





## Section 5:

# CONCLUSION



The process of preparing the SAP I involved robust consultations with civil society and relevant government agencies supported by the National OGP Secretariat and USAID funded State2State Activity. The partnership that the civil society and government provided ensured that the content of this plan was co-created from the beginning. Such a robust participatory process inspired a communication strategy that will enable both government and the citizens to take complete ownership of this plan and what it intends to achieve. It is expected that civil society will co-creatively partner with government to ensure that implementation is consistent with all aspects of the promises contained herein. Policy makers at all levels of governance are expected to remain open to receive constructive feedback and suggestions on ways to improve the implementation of the SAP I and maximize its impact.

As we proceed on these positive steps in our State's journey from transparency to accountability and ultimately, improved service delivery, the Bauchi State OGP Secretariat and the State Steering Committee stand ready to work hand in hand with all stakeholders to ensure that a more open and transparent government delivers the equitable and sustainable development that meets citizens' desire for tangible improvements in service delivery.

## Contact Details



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