**CONCEPT NOTE**

**Name of Activity: Conduct baseline assessment for PDOs and Intermediate indicators of CoPREP project in the 36+1 States**

**Project Background:**

The recent outbreak of COVID-19 menace has become a worldwide pandemic and major public health problem with several countries of the world adopting extraordinary disease prevention and control measures to instantly curb its spread. On the 6th of August 2020, the World Bank's Board of Executive Directors approved credit for the Federal Republic of Nigeria's COVID-19 Preparedness and Response Project. The development objective of the Coronavirus Disease 2019 (COVID-19) Preparedness and Response Project for Nigeria is to prevent, detect, and respond to the threat posed by COVID-19 at state level in Nigeria.

**Justification**

Baseline survey for any project is a key factor that will guide in assessing project performance over time. It measures conditions of project indicators before the project starts for later comparison. The lack of a clear project baseline can lead to [scope creep](https://www.wrike.com/project-management-guide/faq/what-is-scope-creep-in-project-management/), cost overruns, and even [project failure](https://www.wrike.com/blog/top-reasons-for-project-failure/). In other to track PDOs and Intermediate level indicators for CoPREP project in Nigeria, there is a need to carry out a baseline assessment across the 36+1 States so as to oversee the entire project, [monitor performance](https://www.pmi.org/learning/library/monitoring-performance-against-baseline-10416), spot potential problems, and easily identify areas for change. Initially, baseline data per indicators are available in the Project Appraisal Document (PAD) for CoPREP, but due to delay in implementation (since August 2020 till date), there is a need to conduct another baseline survey so as to identify changes, set target and effectively track implementation progress when the project fully commenced

**Objectives of the Baseline Survey**

The main objective of this assessment is to capture baseline data that will define starting point for CoPREP PDOs and Intermediate indicators. This will also help in setting target and assesses the performance of the project over time. Specific Objectives are to:

* collect project baseline data electronically from the 36+1 States in Nigeria
* select and visits 8 States randomly for data check and validation
* organize a meeting of 5 PIU members to analyze and interpret baseline data collected
* generate a baseline report for the project

**Methodology**

The baseline survey for CoPREP project will employ quantitative survey approach. Data will be collected electronically. A questionnaire/checklist will be developed via the kobo collect App by the project M&E team, this tool will undergo a pre-test and pilot survey before deployment to the States. For data validation purposes, the M&E team will select and visit 8 out of the 36 States to confirm and validate data collected electronically. Also, a 3-day non-residential meeting of 5 project staff (3 M&E Officers, 1 State liaison officer, and 1 Communication Consultant) would be held where data analysis and interpretation will be performed and a baseline report will be generated for the project

**PARTICIPANTS:**

The three (3) M&E Officers, 1 State liaison officer and 1 Communication Consultant

**EXPECTED OUTCOME:**

At the end of this activity, a baseline report for the project will be generated

**Activity timeline:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Activity** | **Start date** | **End date** |
| 1. | Design of a baseline questionnaire | Done | Done |
| 2. | Code the (1) above into electronic data collection tool “Kobocollect App” | 24/04/2023 | 25/04/2023 |
| 3. | Pilot survey | 26/04/2023 | 27/04/2023 |
| 4 | Data collection | 28/04/2023 | 06/05/2023 |
| 5. | Field visits to 8 states for data check and validation | 07/05/2023 | 12/05/2023 |
| 6. | 3 days meeting for data Analysis and Interpretation, then generate a baseline report for the project | 15/05/2023 | 17/05/2023 |

**Team Members:**

|  |  |
| --- | --- |
| **Participant** | **Number** |
| M&E Officers | 3 |
| Communication consultant | 1 |
| State liaison officer | 1 |
| **Total** | **5** |

[**Budget**](https://sswm.info/humanitarian-crises/prolonged-encampments/planning-process-tools/implementation-tools/budget-allocation-and-resource-planning) **:** The total cost for this activity is **N2,492,000:00** (see the attached excel document for details)