

State
Development Plan
Preparation Process



TRANSPORTATION

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State Development Plan Preparation Process

- The State Development Plan (SDP) Preparation Process comprises 26 key activities as outlined in the table below.
- The state will decide the responsibilities and timelines for the respective activities.
- Gender, Social Inclusion and Conflict Sensitivity considerations run throughout the SDP preparation process.
- A PowerPoint presentation on the SDP Preparation Process further elaborates on the respective activities, including purpose of each activity and some key tasks in the activity.

S/N	Activity	Responsibility	Timeline
1.	Constitute a State Development Plan Technical Working Team (SDP-TWT or whatever name is preferred by the state). You may also constitute an SDP Preparation Steering Committee to facilitate resourcing of the process and to help remove brick walls. Develop Core Planning Teams in the Ministry of Planning as foot soldiers. Provide Terms of Reference for each of the above teams to enable them to know what to do.		
2.	Carry out situation analysis of the state to identify key challenges and strategic/priority issues. The situation analysis should also include context analysis with conflict, gender and social inclusion issues well highlighted.		
3.	Organise a sensitisation session on SDP preparation for top-level Government officials (e.g. key members of the State House of Assembly, the Judiciary, Commissioners and Permanent Secretaries) and citizens' groups (e.g. traditional institutions, trade unions, development partners, etc.) and members of the Technical Working Group; to inform them of the SDP, the reasons for its preparation and the roles expected of the attendees.		
4.	Train the SDP Technical Working Team (SDP-TWT) on their roles in SDP preparation. The training should be delivered by a subject matter expert, who may be hired by the state that is developing the SDP or may be provided by a development partner supporting the State on the SDP process.		
5.	Hold high-level consultative meetings with relevant top Government Officials: <ul style="list-style-type: none"> • The State Governor; • Key members of the State House of Assembly (SHoA); • Key members of the Judiciary; • Secretary to the State Government; • Head of Service; and • Etc. The aim of the meetings is to ascertain their visions and priorities for the SDP period.		

S/N	Activity	Responsibility	Timeline
6.	Organise a stakeholders' brainstorming session with relevant stakeholders to seek their buy-in and inputs into the SDP; document key inputs from the session. Stakeholders will include all those mentioned in Activity 3 above and more.		
7.	Carry out sectors classification or validate an existing sectors classification (if any). Ideally, a state's economy should not be classified or divided into more than 12 to 15 sectors.		
8.	Constitute Sector Planning Teams (SPTs).		
9.	Train the Sector Planning Teams on their roles in SDP preparation; and the inputs expected from their respective sectors. As in the case of the SDP Technical Working Team, SPTs training should be delivered by a subject matter expert, who may be hired by the State developing the SDP or may be provided by a Development Partner supporting the State on the SDP process.		
10.	Develop and validate or agree the Table of Contents (ToCs) for the SDP. Validate or agree the ToCs. The agreed ToCs will be used to document the SDP.		
11.	Collate and review all relevant high-level policy documents of the State, including any existing plan of the State, manifesto of the State Governor, the Sustainable Development Goals (SDGs), New Partnership for Africa Development (NEPAD), Economic Recovery and Growth Plan (ERGP) or any subsisting National Development Plan, etc.		
12.	<p>Conduct an Envisioning Session to articulate the state's:</p> <ul style="list-style-type: none"> • Mission; • Vision; • Core Values (operationally defined); • Development pillars; • Goals; • Expected outcomes; and • Broad Strategies. 		
10.	<p>Sectors to prepare their inputs into the SDP as per the agreed templates. The inputs to cover:</p> <ul style="list-style-type: none"> • Sector overview or Situation analysis; • Key learning points in implementing a previous plan (if any); • Key challenges in the sector; • Key opportunities; 		

S/N	Activity	Responsibility	Timeline
	<ul style="list-style-type: none"> • Key sector priorities; • Sector objectives (in line with the State's Vision, SDP goals, key sector challenges and key sector opportunities); • Expected outcomes; and • Broad strategies for achieving the Sector objectives and delivering the expected outcomes. 		
14.	Document the draft SDP along the line of the agreed Table of Contents (Activity 10 above).		
15.	Present the draft SDP to the Development Partner supporting the process (if any) for review and Quality Assurance.		
16.	Validate the Draft SDP with stakeholders (e.g. The State House of Assembly (SHoA), Key members of the Judiciary, private sector, Development Partners, CSOs, etc.).		
17.	Validate the draft SDP with communities (e.g. at Senatorial District levels).		
18.	Update the Draft SDP to incorporate stakeholders' and people's inputs during validation.		
19.	Present the updated quality assured and validated SDP to the state's Executive Council (ExCo) for comments.		
20.	Update or finalise the SDP to reflect ExCo's inputs. You may also wish to send the SDP to a specialist (e.g. a renowned journalist or literary icon) for editing and proofreading. The role of the proof reader should be well spelt out to include only editorial work. The proof-reader should not have mandate to alter the technical contents of the SDP; except the proof-reader is a specialist in state development planning with sufficient knowledge about the subject-matter.		
21.	Present the updated SDP to the state's ExCo for approval.		
22.	Present the approved SDP to the State Governor for signature; the Governor signs the Foreword, while the Hon Commissioner, Ministry of Economic Planning (or its equivalent) signs the acknowledgement.		
23.	Print the SDP and post the SDP on the state's website.		

S/N	Activity	Responsibility	Timeline
24.	Launch the SDP. You may wish to make the launching as elaborate as possible to create or widen awareness about the newly developed SDP.		
25.	Conduct sensitisation or advocacy on the new SDP across communities (e.g. at Senatorial District levels). This is to enlist the communities' supports for the implementation of the SDP.		
26.	Prepare a Briefing Note on lessons learnt and document the SDP preparation process; including the challenges encountered in the course of preparing the SDP and how they were resolved.		



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