

# UBEC 2009

## Annual *Report*



UNIVERSAL BASIC EDUCATION  
COMMISSION

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## FOREWORD

It is exciting for me to write another foreword to this edition of the Annual Report. This is particularly so because we are with experience refocusing the Commission even as we make our calculated strides of achievements. In the last edition we promised to make greater impact in many more areas, including the Intervention Fund, Teacher Professional Development and the supply of Instructional Materials to schools. The Commission has been able to deliver on all and many more in the course of the year.

The Commission held the 2005 and 2006 Good Performance Award in the first quarter of the year. The disbursement formula of the Intervention Fund allows a 5% for disbursement to states that have been adjudged to have performed well during the year to serve as motivation to others in the implementation of UBE. It was only in the year under consideration that the Commission was able to conclude on the criteria to be used for measurement of the implementation activities in the states. Consultants were deployed to the states to review all the activities of the states. The awards for the two years were taken together and it was applauded by all states and other stakeholders that the criteria were fair and just.

The Board and Management members of the Commission made advocacy visits to State Governors and senior government officials on account of the low draw down of the Intervention Fund. The visits, usually led by the Chairman of the UBEC Board, cleared many grey areas and gave the Governors and their lieutenants' greater understanding of the provisions of the UBE Act. Thus, by the end of the year under consideration, states had accessed more than they had ever done within a period of one year.

During the year under consideration, the Commission implemented the modified formula for sharing the Intervention Fund. Specifically, the 15% for Instructional Materials and the 10% for Teacher Professional Development are being implemented from the Commission's Headquarter following approval from the Federal Executive Council. The result of this new approach is that more good quality books and services get to the end users, the Nigerian Child. Thus, the Commission procured and distributed 7,962,812 copies of recommended textbooks in English Language and Mathematics and Science-based Activity books for Primary Four worth N4.287Billion. This is in addition to the 494,875 copies of 107 library titles for JS Schools in the

36 States and the FCT. This unprecedented intervention in the supply of books on such a large scale by the Federal Government to states public primary schools necessitated a national flag off of distribution of the books by Her Excellency, the First Lady of the Federal Republic of Nigeria, Hajija Turai Musa Yar'Adua on Thursday, 19 November 2009. There is no doubt that the Teacher Professional Development will result in a similar widespread acceptability to the actual beneficiaries.

The Commission has continued to reach out to its stakeholders through regular slots on national television and in print to disseminate and educate the public on its activities and some of its achievements. The challenges of the Federal Teachers' Scheme, Self-Help and other activities have been brought to the public for information and support. This approach has helped in many ways to throw light on numerous activities of the Commission. Similarly, the Commission maintained and updated its website regularly bringing to public domain such information that hitherto were considered exclusive or based on request. This open policy has helped to reduce questions from the press at public functions.

The interaction with Development Partners continues to be harmonized so as to give greater avenues for all to make the desired input into the sub-sector so that the goals of EFA and MDGs can be achieved within the time-frame. The Commission has therefore reviewed its instruments of mandate: the Mission and the Action Plan to be able to bring all on board.

During the year under consideration, the Commission has enjoyed tremendous support from the Executive Chairmen of SUBEBs. They have continued to stand up for the Nigerian Child in their activities. Their continued support and commitment to the implementation of UBE has translated into the achievements that the Commission is recognized for from time to time.

As we report on the general performance of the year under consideration, the Commission is encouraged to pledge greater achievements in the coming year until we are able to enroll all the children that are out of school.

**Dr. Ahmed Modibbo Mohammed**  
Executive Secretary

## **VISION OF THE COMMISSION**

To be a world class education intervention and regulatory agency for the promotion of uniform, qualitative and functional basic education.

## **MISSION OF THE COMMISSION**

We shall operate as an intervention, coordinating and monitoring Agency to progressively improve the capacity of States, Local Government Agencies and Communities in the provision of unfettered access to high quality basic education in Nigeria.

## **SECTION 1**

### **OFFICE OF THE EXECUTIVE SECRETARY**

#### **Introduction**

The Executive Secretary is the Chief Executive and Accounting Officer of the Commission responsible for the day-to-day administration of the Commission. He is assisted by two Deputy Executive Secretaries (Technical and Services) and is answerable to the Board and the Minister of Education.

#### **Functions**

The functions of the Office of the Executive Secretary include:

- ❖ formulating and coordinating the execution of policy guidelines for the successful operation of the UBE Programme nationwide;
- ❖ ensuring the timely receipt of block grant from the Federal Government and allocating to States, and other related agencies implementing the UBE Programme in accordance with an approved formula;
- ❖ inquiring into and advising the Federal Government, through the Honourable Minister of Education, on the effective funding and orderly development of basic education in Nigeria;
- ❖ ensuring efficient collation and preparation of periodic master plans for a balanced and coordinated development of basic education in Nigeria;
- ❖ ensuring effective monitoring of Federal Government inputs into the implementation of basic education;
- ❖ presenting periodic progress reports on the implementation of the UBE Programme to Mr. President through the Honourable Minister of Education
- ❖ liaising with the Honourable Minister of Education on matters of implementation, funding and general management of the UBE Programme;

- ❖ liaising with the Presidency and National Assembly from time to time on the funding and implementation of the programme;
- ❖ sustaining cordial relationship and cooperation with SUBEBs, State Governments and other stakeholders;
- ❖ pursuing enrolment campaigns and programme implementation to achieve UBE set objectives and goals; and
- ❖ supervising activities in the Special Project, Physical Planning, Federal Teachers Scheme, Internal Audit, Legal, Public Relations/Protocol, Procurement and Computer Units.

### **Structure**

The Office of the Executive Secretary consists of a Projects Office made up of the following Units

1. Special Projects Unit (To liaise with International Development Partners and Private Sector)
2. Physical Planning Unit
3. Computer Centre
4. Procurement Unit
5. Federal Teachers' Scheme Coordinating Office
6. Internal Audit
7. Legal Office
8. Public Relations & Protocol

### **Staff Disposition**

S/N	RANK	GRADE LEVEL	NO
1	Executive Secretary	Consolidated	1
2	Deputy Executive Secretary (Technical)	Consolidated	1
3	Deputy Executive Secretary (Services)	Consolidated	1
4	National Coordinator (Federal Teachers' Scheme)	Consolidated	1

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S/N	RANK	GRADE LEVEL	NO
5	Special Assistant to the Executive Secretary	16	1
6	Assistant Director Special Projects/Assistant Director Internal Audit	15	2
7	Chief Research Officer, Chief Technical Officer/Chief Engineer/Chief Procurement Officer/Chief Program Analyst	14	5
8	Assistant Chief Building Officer/Assistant Chief Executive Officer/Assistant Chief Administrative Officer	13	3
9	Principal Executive Officer Accounts/Principal Data Processing Officer/Principal Public Relations Officer/Principal Executive Officer (Audit)	12	5
10	Senior Architect/Senior Data Analyst/Principal Assistant Quality Assurance Officer/Principal Data Processing Officer/Senior Quality Assurance Officer/Principal Executive Officer (Protocol) Officer/Principal Executive Procurement Officer/Senior Legal Officer/Senior Data Analyst/Principal Confidential Secretary	10	10
11	Building Officer/Senior Executive Officer/Procurement Officer/Senior Confidential Secretary/Administrative Officer I	9	5
12	Draughtsman/Higher Executive Procurement Officer/Electrical Engineer	8	3
13	Camera Man/ Executive Officer Admin	6	3
14	Chief Driver Mechanic	7	4
15	Clerical Staff	5	2
16	Senior Motor Driver Mechanic	6	1
17	Motor Driver Mechanic	5	1
18	Data Processing Assistant	5	1
19	Motor Driver	3	1
<b>TOTAL</b>			<b>51</b>



## Achievements

In the year under review, the repositioning of the Commission embarked upon in the previous year had continued to yield positive results. The inauguration of Universal Basic Education Commission Governing Board in the first quarter of the year added a fillip to policy formulation thereby enhancing the operations of the Commission towards effective and efficient implementation of the Universal Basic Education programme for the benefit of the Nigerian child.

The introduction of new conditions of service for staff during the year helped in boosting staff morale. Team work spirit was resuscitated in the Commission and greater synergy between the various departments and units evolved in the year under review. The achievements recorded by the various departments and units attest to these developments in the Commission.

During the year, the Executive Secretary made remarks, presented papers and delivered addresses on various topics related to implementation of Universal Basic Education programme at a number of fora.

These include the following:

- press briefing on the Activity and Achievements of the Universal Basic Education Commission in 2008, *Jan. 2009*
- a Goodwill Message delivered at the Opening Ceremony and Official Launching of Pamoja Nigerian at Peace Haven Hotel, Wuye, Abuja, *26<sup>th</sup> Jan. 2009*
- remarks at the Launching of Science Kits for Junior Secondary Schools across the Country in Sokoto, *5<sup>th</sup> Feb. 2009*
- address presented on the Occasion of the National Flag-Off of the 4-Day Camping and Induction Course for the 2<sup>nd</sup> Batch of Federal Teachers' Scheme (FTS) participants in Minna, Niger State, *9<sup>th</sup> Feb. 2009*

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- promoting Teacher Effectiveness in Basic Education School in Nigeria: A Keynote Address presented at the Capacity Building Workshop for Teachers Handling the Nine-Year Basic Education Curriculum held in Gusau, Zamfara State, *16<sup>th</sup> Feb 2009*.
- community Mechanism and Community Participation in the Context of Education for All (EFA): UBEC Approach-Paper on the Occasion of the 2-Day Conference of Ex-Chairmen of COMPASS Supported LGAs in Nigeria, *17-18 Feb 2009* Held in Abuja.
- goodwill Message at the Opening Ceremony of NATCOM-UNESCO National Forum on Capacity Building of Human Resource for the Teaching Profession through UNESCO Initiative on Teacher Training in Sub-Saharan Africa (TTISSA) held at the NCCE Conference Hall, Abuja, *23<sup>rd</sup> March 2009*
- keynote Address delivered at a Two-Day Workshop on the Effectiveness of e-Payment in UBEC, held in Kaduna from *6<sup>th</sup> to 7<sup>th</sup> April 2009*
- opening Remarks at the Quarterly Meeting of UBEC Management with Zonal Quality Assurance Officers and Brainstorming session on Quality Assurance Concept Note on *23<sup>rd</sup> April 2009* in Abuja
- opening Remarks at UBEC Management Meeting with Chairmen of SUBEBs held in Abuja, *5<sup>th</sup> May 2009*
- functional Curricula and Quality Assurance for Human Capital Development and the Attainment of Vision 20-2020 and the Seven-Point Agenda; Being a Paper delivered to participants of Senior Executive Course No. 31 (2009) of National Institute for Policy and Strategic Studies, Kuru, Jos Nigeria, *Thursday 7<sup>th</sup> May 2009*.
- address on the Occasion of the Distribution of Instructional Materials to Schools Providing Educational Services to Children with Special Needs, held in UBEC Conference Room, *Thursday 6<sup>th</sup> August, 2009*.
- a Short Speech delivered on the Occasion of the Signing Ceremony of the "Minute of Discussion to the Japanese Grant Aids Project for the Construction of Additional Classrooms in Nigeria, *8<sup>th</sup> Sept 2009*.

- the Role of UBEC in Achieving the Millennium Development Goals (MDGs) in 2015, *August 2009*
- accessing FGN-UBE Intervention Fund; A Presentation to the Nigeria Governors' Forum, 5<sup>th</sup> Oct 2009 in Abuja.
- "the Falling Standard of Education in Nigeria: Implications for Development delivered to the Participants of The Executive Intelligence Management Course 2 at the Institute for Security Studies, Lower Usman Dam, Bwari – Abuja, Monday 26<sup>th</sup> October, 2009 in Abuja.
- "Monitoring, Accountability and Quality Assurance" being a Paper presented at the 24<sup>th</sup> Annual Congress of the Nigerian Academy of Education, 2<sup>nd</sup> – 6<sup>th</sup> November, 2009 in Abuja.
- "setting the Tone for UBEC-ESSPIN Collaboration for Institutional Strengthening in Basic Education in Nigeria", being a Lead Presentation at a UBEC-ESSPIN Collaboration Retreat to develop Strategic Action Plan on Strengthening UBEC Capacity to meet its implementation challenges, held at Obudu Mountain Resort, 13<sup>th</sup> November, 2009.
- goodwill Message delivered at the Opening Ceremony of National Annual Delegates Workshop/Award Ceremony of Conference of Primary School Head teachers of Nigeria at Murtala Mohammed Library Complex, Murtala Mohammed Way, Kano, 18<sup>th</sup> and 19<sup>th</sup> November 2009.
- a Brief on the Achievements and Challenges of Universal Basic Education Commission from January to December, 2009.

## INTERNAL AUDIT

The Internal Audit Unit which serves as the “watch-dog” and an Internal Control Mechanism in the system strives to promote transparency and accountability in ensuring that financial and other controls established by Management are operational and effective. The Unit also ensures strict compliance with Government Financial Regulations and other extant Circulars.

The Unit was manned by two (2) Auditors in the year under review after the death of the Assistant Chief Internal Auditor in January, 2009.

### Function

The Internal Audit Unit performs the following functions both in the Commission’s Headquarters and at the various Zonal and State offices:

- ❖ pre-auditing of payment vouchers.
- ❖ checking compliance with Financial Regulations, Procurement Act and other laid down Management Policies and Procedures.
- ❖ vetting of Staff claims, Payroll, Pension and Gratuity and contractors’ claims before payment;
- ❖ verification of Assets and Liabilities to ensure that assets are safeguarded and liabilities are properly incurred;
- ❖ monitoring of funds disbursement to the SUBEBS with a view to accomplishing the statutory mandate as provided by Section 9a and b of UBE Act 2004;
- ❖ monitoring procurement procedures with a view to ensuring compliance;
- ❖ making observations on weaknesses in the Internal control system to management by way of memos and circulars;
- ❖ performing any other assignment as may be directed by the Executive Secretary.

## **Achievements**

Achievements of the unit for the year under review are as outlined below:

- vetting of all payment vouchers presented to the unit for auditing.
- all store items purchased either through supplies or direct purchases were duly inspected and verified.
- conducted (in conjunction with Procurement Unit) the verification of supply of Science Kits funded by Education Trust Fund (ETF) to some selected states in the country.
- participated in the verification of supply of instructional materials for children with special needs nationwide.
- participated in the national monitoring of Federal Teachers Scheme (FTS) participants nationwide and verification of their account numbers.
- participated in the 2009 1<sup>st</sup> and 2<sup>nd</sup> Quarters Routine Financial Monitoring of State Universal Basic Education Boards (SUBEBs) in conjunction with the Department of Finance and Accounts.
- worked closely with Finance and Accounts Department in circularization of staff debtors.

## **Future Activities**

The Unit intends to:

- ◆ work in concert with Office of the Auditor-General for the Federation on the production of an auditing manual.
- ◆ submit a Proposal to Admin. & Supplies Department on the need to sponsor Internal Audit staff for relevant trainings.

- work towards creating a synergy between the Internal Audit Unit and the Commission's External Auditors.
- embark on the review of Year 2009 Commission's operations with a view to submitting Report to Management before the arrival of External Auditors.

## **FEDERAL TEACHERS' SCHEME (FTS)**

The Federal Government established the Federal Teachers' Scheme in 2006 with the primary aim of addressing the shortfall in teacher supply to basic education institutions as well as providing employment opportunities to NCE graduates. This initiative is part of Government's efforts to assist States in the implementation of the UBE programme and also ensure that Federal and State resources are efficiently pooled for optimum results in line with the objectives of attaining Education for All (EFA) and the Millennium Development Goals (MDGs). The Scheme, which is a two-year programme for unemployed qualified NCE graduates, is expected to serve as a period of internship, preparatory to formal absorption of the participants into the teaching profession. These participants are expected to teach in Public Primary Schools and Junior Secondary Schools across States of the Federation and the FCT.

### **Function**

The functions of the unit include:

- ❖ coordinating all activities related to the Federal Teachers' Scheme;
- ❖ administering/running the day-to-day schedules of the scheme;
- ❖ sensitizing and mobilizing stakeholders to ensure successful implementation of the scheme;
- ❖ monitoring and evaluation of the scheme implementation; and
- ❖ liaising with the SUBEBs to ensure that participants carry out the assignments for which they were enlisted.

## Achievements

Various stakeholders in the basic education sub-sector have applauded the introduction of the Federal Teachers' Scheme. Though relatively new, the scheme has impacted positively in the following areas:

- reducing the perennial shortage of qualified teachers, more especially in the rural areas, throughout the country;
- exposure of young NCE graduates to full practical experience in their chosen career;
- improvement in the quality of classroom interactions which will eventually lead to the attainment of quality education for pupils/students in the UBE programme;
- providing adult literacy services, most especially in some rural communities in various states; and
- providing employment to NCE qualified graduates who have been without any means of livelihood thereby reducing poverty and criminal tendencies in the society;
- another major achievement during the year is the nationwide monitoring of the Scheme involving major stakeholders i.e. FIS, NTI, NCNE, UBEC and TRCN which was conducted to check cases of truancy, absenteeism and abscondment.

## Challenges

- cases of impersonation and other related unwholesome practices by some participants;
- high rate of abscondment of the participants due to the temporary nature of the Scheme, "unattractive" allowances and non-provision of accommodation by some SUBEBs;
- presentation of fake certificates by participants;
- the introduction of e-payment policy has brought in many challenges on how to ensure that these participants are constantly monitored at their places of assignment;
- delay in crediting the beneficiaries Accounts by the Banks;
- non-submission of Bank Account details by some FTS participants;
- submission of wrong Bank account details;
- submission of dormant Accounts by the FTS participants;

- submission of Bank Account details from non-clearing Banks e.g. Mortgage Banks, Micro-Finance Banks, Agric Bank, etc.
- replacements of FTS participants by some SUBEBs without the approval of the Commission;
- non-monitoring of FTS participants by some SUBEBs;
- lack of commitment by the States to absorb the participants at the end of their two-year service.

### **Future Activities**

- replacement of delisted participants found to have presented fake credentials.
- monitoring of the FTS participants by stakeholders.
- a 5-day phonics training workshop to help improve participants' English Language teaching techniques.
- ICT training for the 2<sup>nd</sup> set of Primary School and Junior Secondary School FTS participants.
- research on the impact of FTS on the UBE programme.

### **Conclusion**

In spite of the challenges faced by the Scheme, the UBE Commission has worked out comprehensive strategies to overcome them and ensure that the Scheme contributes positively towards providing quality basic education and in the attainment of 'Education For All (EFA)' and the 'Millennium Development Goals (MDGs)'. The Commission therefore hopes that in the coming year the Scheme would be in the fore front of recruitment of teachers for the states teaching service.



## PHYSICAL PLANNING

### Introduction

The Physical Planning Unit is under the Executive Secretary's Office and has three (3) sections namely: Architecture, Engineering and Quantity Surveying.

### Function

The major functions of the unit which are in line with the mandate of the Commission as stipulated in the UBE Act of 2004 include:

- ❖ setting up of minimum standards for Basic Education infrastructure;
- ❖ assessment and vetting of the infrastructural component of SUBEBs Action Plans;
- ❖ participating in the monitoring of executed approved projects
- ❖ participating in the preparation of short, medium and long term budgets for the Commission;
- ❖ carrying out market surveys for basic construction materials with a view to updating cost norms for Basic Education Infrastructural projects across the country and to set cost specific benchmarks for each SUBEB
- ❖ participating in the monitoring of Special Education Projects
- ❖ attending to major maintenance of facilities
- ❖ acting as Consultants on the projects of Donor Agencies such as JICA, KOICA etc.
- ❖ coordinating the activities of Consultants for school projects or the Commission's projects
- ❖ creating and updating the data base for UBEC/SUBEBs projects in terms of approved proposals and confirmed deliverables

### Achievements

The Unit recorded the following achievements in the year under review:

- assessment and vetting of SUBEB Action Plans:- The Unit undertook the assessment and vetting of the infrastructural component of the Action Plans submitted by SUBEBs. This is to ensure that the specifications for the proposed infrastructural projects in the Action Plans comply with the UBE Minimum Standards Guidelines and also in line with best practices. This aspect of work covers projects under both the Matching Grant and Special Education Funds.
- specialized Monitoring of SUBEB projects:- The Unit participated in the monitoring of executed approved projects for various SUBEBs from both the Matching Grants and Special Education Funds.
- supervision of works in Bauchi and Owerri Zonal Offices.
- in-house and field assessment for States that qualified for the 2007 and 2008 Good Performance Award.
- design of the following facilities:
  - The Girl Child Model Primary School,
  - The Islamiyya/Tsangaya Model Primary School,
  - Model ICT Centre.
- training of staff on Auto Card Design
- updated the data base for SUBEBs projects in terms of approved proposals

## **Challenges**

Some of the challenges the Unit encountered in the course of carrying out its functions for the period under review were:

- SUBEBs submitted their Action Plans in hard copies and the storage spaces were limited
- some of the Action Plans submitted were not based on Condition Survey of actual needs
- difficulty in ensuring quality in some projects sites since the Unit only participated in periodic monitoring and not daily supervision of the projects
- office accommodation is inadequate and Office furniture and working tools i.e. computer and design softwares are not enough.

### Future Activities

- all SUBEBs will be made to submit their Action Plans in soft copies in view of the limitation of storage space for hard copies
- the Unit will organize workshop for SUBEBs technical officers on the preparation of Action Plans and project monitoring
- the mechanism for project monitoring and supervision will be strengthened so as to enhance the quality of projects in some sites
- efforts will be made for the unit to have adequate office accommodation, office furniture and working tools so as to have a conducive working environment for its operation
- staff of the unit will be sent on training for capacity building where possible
- the Unit will undertake market survey of basic construction materials in the States in order to be on top of the problem of proper costing and price intelligence for Basic education projects.

### SPECIAL PROJECTS

The Special Projects unit is under the Office of the Executive Secretary.

The main functions of the unit are:-

- ❖ coordinating the implementation of the UBE activities in collaboration with multi and bi-lateral agencies, and liaising with Donor Agencies, Non-governmental Organizations and other Development Partners on matters of basic education in Nigeria. These are in keeping with the provision of UBE Act, 2004, part II, section (j) and (r)

Specifically the unit;

- ❖ coordinates the implementation of all Development Partners' support activities in the improvement of basic education in Nigeria,

- ❖ coordinates and provides support to technical officers to facilitate the achievement of projects targets,
- ❖ initiates new projects or support areas for collaboration with International Development Partners,
- ❖ arranges, coordinates and facilitates High Level Donor Coordination meetings in the area of basic education.

## **Structure**

The unit is headed by a Coordinator Special Projects. He is assisted by an Assistant Projects Coordinator and works closely with the Head of Departments and their relevant technical officers in getting his responsibilities executed.

## **Achievements**

The achievements of the unit during the period under review are:

- coordinated the implementation of KOICA Projects in Kogi and Katsina States
- processed Shipping Documents for Project Containers and obtained Custom Duty and VAT Waivers from the Federal Ministry of Finance on the Containers on KOICA project
- procured a clearing agent and paid for Port Services charges for the containers on KOICA project
- coordinated the condition survey of JICA projects in seven proposed states (Kano, Oyo, Gombe, Adamawa, Katsina, Ebonyi and Borno)
- coordinated supervision Missions and signing of project for Trial Construction in Kano State.
- assisted in the coordination and participated in the signing of the Chinese Project for the Construction of Rural School Classrooms in FCT, Katsina, Kaduna and Ogun States.
- coordinated meetings with ESSPIN Project Preparation Team
- coordinated meetings of The World Bank with other International Development Partners and state officials.

- submitted proposal to KOICA for the 2009 projects for the construction of additional classrooms in Gombe and Adamawa States
- conducted several JICA Supported Science and Mathematics Education (SMASE) workshops for teachers in Kaduna, Niger and Plateau States
- participated in the Signing Ceremony of the phase II of the SMASE project for cascading SMASE to local level in Niger, Plateau and Kaduna States and scaling it up in 33 states and FCT.

### **On-Going Activities**

- ✚ implementation of KOICA Project for the Construction of Additional classrooms in Kogi and Katsina States
- ✚ coordination of SMASE activities in Niger, Plateau and Kaduna States.
- ✚ reviewing, in Collaboration with KOICA, the Proposal for Adamawa and Gombe States
- ✚ implementation of China-supported projects for the Construction of Rural schools in Kaduna, Katsina, Ogun States and FCT.

### **Challenges**

- inadequate capacity
- insufficient Counterpart Fund for JICA, KOICA and other Development Partners Support Activities
- weak internal linkages with departments on IDPs technical activities.

### **Future Activities**

- coordinating the SMASE component of JICA projects in Niger, Plateau and Kaduna States
- coordinating of KOICA projects in Katsina and Kogi States
- coordinating the take-off of JICA proposed project for the construction of additional classrooms in (new) five States
- contact with International Development Partners and sourcing for projects

## **Recommendations**

- ❖ adequate Budgetary provision for counterpart fund to support Development Partners Support Activities
- ❖ improved communication and information network on technically based activities between the departments and the project office

## **PROCUREMENT**

The Procurement Unit has the primary responsibility of conducting the procurement process for goods and services by:

- ❖ preparing needs analysis and procurement plans
- ❖ advertising/soliciting for tenders or proposals
- ❖ evaluating proposals
- ❖ recommending contracts for award to the Tenders Board
- ❖ monitoring Procurement Performance.
- ❖ advising the Executive Secretary on issues of procurement

## **Achievements**

For the period under review, the unit has recorded some major achievements in the areas of procurement of goods and services. The activities which were successfully concluded are listed below:

- procurement of Primary Four textbooks, contracts for which were signed in the later part of the third quarter but executed in the fourth quarter. The following publishers, Macmillan, Longman, University Press, Evans Brothers, HEBN, West Africa Books, and Africana First were contracted for the supply of English Language, Mathematics

Textbooks and Science-Based Activity Book for Primary 4 and Library Resource Materials for JSS.

- Thus a total of 7,962,812 copies of recommended texts for English Language, Mathematics, and Science-based Activity book for Primary Four as well as 494,875 copies of 107 assorted titles of Library Resource Materials for JSS have been procured and distributed to all States and the FCT.
- several printing services were procured for the Departments of Social Mobilisation, Quality Assurance, Academic services and office of the Deputy Executive Secretary (T).
- the unit in the last quarter of the year under review successfully concluded procurement processes for; Science Kits, Monitoring of UBE projects nation-wide, Primary Five textbooks, Security service for UBEC Headquarters, Zonal and State Offices for the consideration of UBEC Tenders Board for awards as appropriate.
- the Unit attended some state bid openings and they were adequately advised on certain areas of the Procurement ACT.
- electrical underground cable was installed in the Headquarters,
- Instructional Materials for children with special needs were procured and distributed to selected special schools all over the federation.
- Science kits were procured and distributed through NASENI and Balmita to selected JSS across the country.
- staff of the Unit attended several procurement trainings in the year under review.

### **Challenges**

The unit's major challenge is the inadequacy of office space.

### **PUBLIC RELATIONS AND PROTOCOL**

The Public Relations and Protocol unit is responsible for making UBEC a household name that Nigerians will identify with, relate to through deliberate barrage of information on the activities of the Commission.

## Function

The unit

- ❖ has the responsibility of managing the image of the Commission.
- ❖ maintains good media relations, to achieve set goals and objectives of the commission.
- ❖ mediates between the commission and its public.
- ❖ sustains and maintains information about the commission.
- ❖ produces newsletters and writes Press Releases about the activities of the commission.
- ❖ plans hitch free travels, for both local and international flights.
- ❖ facilitates hotel reservations and transport arrangements for Board Members, Resource Persons and Official Guests of the Commission.
- ❖ shows hospitality to various guests to the Commission.
- ❖ serves as advance team during advocacy visits to States.
- ❖ monitors information about UBEC in the media.

## Achievements

The unit recorded a number of achievements in the year under review as indicated below:

- production of quarterly Newsletters which were distributed to UBE stakeholders. These include Presidency, the Senate, the House of Representatives, FME, Education Parastatals, States and Local Governments and NGOs.
- UBEC activities were given adequate media coverage in both print and electronic media. These include FRCN, NTA, AIT, CHANNELS TELEVISION, THE PUNCH, THE GUARDIAN, THIS DAY, DAILY TRUST, etc.
- the Executive Secretary appeared on NTA and AIT as Special Guest to educate Nigerians on FTS matters and other activities of the Commission.
- another documentary on FTS was aired on both AIT and NTA.
- a Documentary on re-focusing UBEC was aired on NTA..



- hitch free travel arrangements for top management and staff that travelled officially to U.K, U.S.A., France, South Africa, Egypt, etc
- hotel bookings and transport arrangements were made for Board members, resource persons and official guests of the Commission.
- processed and obtained international passports for some staff of the Commission.
- successfully hosted various guests to the Commission. This included Governors, NGOs, IDPs, etc.

### **Future Activities**

The unit will ensure

- timely production of quarterly Newsletters,
- timely production of quarterly Documentary,
- quarterly press conferences,
- media tour to UBEC projects.

### **COMPUTER CENTRE**

The Computer Centre is a Unit under the Office of the Executive Secretary charged with the responsibility of providing essential services in the area of information technology and communication networks as well as processing of statistical data on basic education. Also, services such as internet access and in-house IT training are provided to user departments.

### **Function**

The functions of the unit are:

- ❖ advising management on acquisition, maintenance, utilization and update of IT facilities in the Commission;

- ❖ establishing Data Collection Committee with data processing members from user departments and the Office of the Executive Secretary;
- ❖ assisting in developing performance indicators of all departments based on the approved action plan and monitor data collection;
- ❖ assisting in developing simple template for collection of data from SUBEBs;
- ❖ management of the Commission's Website;
- ❖ serving as linkage to collaborating agencies and other Stakeholders on ICT and other data management and other related issues;
- ❖ coordinating and managing the Basic Education Databank through collation, processing and dissemination;
- ❖ organizing and initiating computer literacy training to all users of Information Technology facilities in the Commission;
- ❖ setting up standards and monitoring the progress of Computer Centres at the SUBEBs;
- ❖ any other duties that may be assigned by the Executive Secretary.

## **Achievements**

The achievements of the unit in the year under review include:

- provision of 24/7 Internet links to users.
  - processing of 2006/2007 and 2007/2008 Basic Education Statistics simultaneously (involving Pre-primary, Primary and JSS in pupils enrolment by class and by gender, Teacher information by qualification, etc).
  - managing all computer resources of UBEC in various locations.
  - maintenance of the Commission's Website.
- providing technical inputs in the design of instruments for Personnel Audit, FTS Monitoring as well as creating a database for FTS;
- provision of technical inputs to Procurement Unit.

### **Future Activities**

- establishment of 6 ultra modern e-Learning Centres
- processing of Personnel Audit Data
- development of In-house routine monitoring data processing software (flexible)
- provision of ICT links to Zonal Offices.
- re-cabling of LAN and expansion of Internet facilities in UBEC headquarters.
- integration of all departments into the IT web.

### **Challenges**

- inadequate training opportunities for Computer staff to keep them abreast of current IT events.
- inadequate modern IT facilities

### **LEGAL**

The Legal Unit provides the following services to the commission;

#### **Function**

- ❖ proffering legal advice to the Chief Executive and other Departments of the Commission.
- ❖ drafting and executing legal instruments for and on behalf of the Commission.
- ❖ interpretation of laws, rules and regulations relating to the functions of the Commission.
- ❖ resolution of disputes and other controversies.
- ❖ attending to litigations pending in various courts.

#### **Cases**

There were 3 cases involving the Commission pending in 3 courts viz;

1. Intermarkets LLC U.S.A vs Universal Basic Education Commission (UBEC) & 2 ors;

2. Registered Trustees of the Socio-Economic Rights and Accountability Project (SERAP) vs. UBEC & 1 or; and
3. Ajiboye Adigun & 15 ors vs. UBEC & 1 or.

## **Achievement**

Working hand in hand with the Commission's retainer, the Unit succeeded in moving the court to dismiss the Ajiboye Adigun case.

## **Challenges**

- need for additional office space.

## **Future Activities**

- dealing with ongoing litigation (i.e. Intermarkets LLC U.S.A. vs. Universal Basic Education Commission & 2 ors, and the Registered Trustees of the Socio-Economic Rights and Accountability Project (SERAP) vs. UBEC & 1 other).
- to ensure that less number of cases are instituted against the Commission by giving preventive legal advice.
- documentation of all contracts involving the Commission.
- amicable dispute resolution arising from the non-payment of debts owed Contractors by the Commission.
- collaborating with JICA, Kano SUBEB and the Special Projects Unit of UBEC on the JICA Project in Kano State.
- provision of appropriate storage facilities for sensitive legal document.

## SECTION 2

### DEPARTMENTAL REPORTS

#### DEPARTMENT OF ACADEMIC SERVICES

##### Introduction

The Academic Services Department is charged with the responsibility of Coordinating Curriculum Development, Education of Children with Special Needs, Library Development, Teacher Professional Development, Guidance/Counselling and Sports/Quiz Activities in the UBE Programme.

##### Function

The functions of the Department include:

- ❖ stimulating the provision and management of functional libraries for all UBE target groups for the enhancement of learning-to-learn skills and a reading habit for life-long literacy;
- ❖ promoting physical education activities, guidance and counselling services and sports/quiz activities in schools;
- ❖ serving as an observatory of events in the basic education sub-sector, reporting on early warning signs of deterioration and proposing strategies for quick remediation;
- ❖ coordinating and drawing up guidelines for the utilization of the Federal Government Intervention Funds by States in the provision of instructional materials, teacher professional development and education of children with special needs; and
- ❖ serving as desk for JCCE/NCE.
- ❖ prescribes standards for curriculum development and implementation in the UBE Programme;
- ❖ liaises with relevant agencies and parastatals in developing and reviewing primary and junior secondary curriculum consistent with the UBE Act 2004;
- ❖ liaises with relevant parastatals such as National Business and Technical Education Board (NABTEB), Nigeria Education Research and Development Council (NERDC), National Mathematical Centre (NMC), National Board for

- ❖ technical Education (NBTE) e.t.c to develop and sustain the technical skill component of the curricula of primary and junior secondary schools.
- ❖ ensures that every learner has adequate access to good quality textbooks and other instructional materials to facilitate effective learning;
- ❖ liaises with SUBEBs and assists them in the area of development and training for effective use of instructional materials;
- ❖ coordinates the effective participation of the Commission at JCCE and NCE meetings;
- ❖ assesses Action Plans from SUBEBs with respect to instructional materials.
- ❖ initiating and coordinating programmes and activities related to disbursement of funds to states and private providers for the education of children with special needs;
- ❖ development of Guidance and Counselling Services in the UBE Programme,
- ❖ teacher Professional Development and assessment of Action Plans from SUBEBs with respect to Teacher Development; and
- ❖ sports Development in the UBE Programme.
- ❖ manages the UBE Headquarters' Library mainly as a clearing house for information on the UBE Programme;
- ❖ provides library information services to staff and accredited stakeholders;
- ❖ coordinates library services at SUBEBs and school levels;
- ❖ promotes literacy and reading culture in the UBE programme;
- ❖ collates and preserves all UBE related published materials generated in-house and other identified levels e.g. SUBEB, LGEA schools, universities and other collaborating partners and schools;
- ❖ liaises with other relevant libraries for information resource sharing;
- ❖ advises UBEC management on library and print/non-print published materials and related issues

## **Structure**

The Department is structured into three units as follows:

1. academic planning

2. educational support services and
3. library services

### **Academic Planning Unit**

The Unit comprises the following Sections:

- i. Early Childhood Development (ECD)
- ii. Primary Education,
- iii. Junior Secondary Education and
- iv. Curriculum and Instructional Materials.

### **Educational Support Services Unit**

The Unit comprises the following Sections:

- i. Teacher Professional Development
- ii. Guidance/Counselling,
- iii. Special Education and
- iv. Sports Development,

### **Library Unit**

The Library Unit is responsible for coordinating a virile reading/library culture and services as well as providing minimum guidelines for the management of functional libraries within the sector.

### **Staff Disposition**

<b>S/N</b>	<b>Designation</b>	<b>Grade Level</b>	<b>Number</b>
1	Director	17	1
2	Deputy Director	16	2
3	Assistant Director	15	-

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4	Chief Academic Planning Officer	14	2
5	Assistant Chief Academic Planning Officer	13	1
6	Academic Planning Officer I	09	1
7	Librarian II	08	1
8	Academic Planning Officer II	08	1
9	Library Officer	08	1
10	Driver	07	1
11	Confidential Secretary	07	1
12	Computer Operator	06	1
	<b>Total</b>	<b>-</b>	<b>13</b>

### Achievements

- distributed instructional materials for the education of children with special needs procured with support fund from the Education Trust Fund to the 36 States and FCT, Abuja ;
- coordinated the disbursement of Special Education Funds to all qualified states for 2006, 2007 and 2008;
- verified the utilization of the fund disbursed to the states;
- verified the utilization of the 2006 fund disbursed to 40 NGOs/Private Providers of education for children with special needs;
- disbursed the 2007 Special Education Fund to 44 Private Providers in 16 States;
- processed submissions from SUBEBs for the 2008 and 2009 special education fund support;
- collected, collated and analyzed work plans for the 2009 Teacher Professional Development Programme submitted by all the States and FCT;
- successfully coordinated arrangements for the conduct of 2009 Teacher Professional Development for the 36 States and FCT;



- participated in various interactive sessions with SUBEBs leading to the release of Matching Grants for the conduct of Teacher Professional Development Programme.
- initiated the procurement and distribution of 2,332 sets of science kits to Junior Secondary Schools across the country using MDGs support funds;
- successfully coordinated the conduct of research and capacity building for Early Reading Initiative in Public Primary Schools (ERRIPPS) in collaboration with FCT UBEB;
- initiated the procurement and distribution of 7,962,812 copies of Primary Four English Language, Mathematics, Science Based Activity textbooks and 107 titles of Assorted Library Books for JSS using the accrued funds for the Home Grown School Feeding and Health Programme;
- participated in the fourth African International Conference on Early Childhood Development held in Dakar, Senegal;
- participated in various interactive sessions with the SUBEBs leading to the release of Matching Grant for the procurement of instructional materials by the States;
- provided information-on-demand to staff for professional and personal development;
- provided selective dissemination of information and current awareness services to staff;
- provided relevant information to external-accredited library users;
- coordinated the 5<sup>th</sup> edition of the UBEC /SUBEB librarians forum with the theme "The Role of UBE Libraries in the Effective Implementation of the Roadmap to the education sector in Nigeria" held in Bauchi State 23<sup>rd</sup> - 28<sup>th</sup> August, 2009;
- produced 2009 index on UBEC related Newspaper articles and reports;
- binding of 2008 newspapers;
- represented the Commission at the 24<sup>th</sup> Annual Conference of the Nigeria School Library Association with the theme 'Resources in Support of the reforms in School Curricula' held at Ibadan on 26<sup>th</sup>-30<sup>th</sup> Oct, 2009;
- represented the Commission on National Seminar Campaign on Readership Promotion with the theme 'Reading Culture and National Development' held at Abuja on 10<sup>th</sup>-11<sup>th</sup> Nov, 2009;

## **Challenges**

- slow drawdown of the Special Education Funds by some States;
- inadequate data on school libraries; and
- library services in SUBEBs are below minimum standard.

## **Future Activities**

- disbursement of 2009 Special Education Fund to SUBEBs;
- verification of list of private providers of education for children with special needs by SUBEBs for the disbursement of 2008 and 2009 fund;
- disbursement of 2008 and 2009 funds to NGOs and private providers of education for children with special needs;
- further meeting with stakeholders on sport development and guidance and counseling activities in the UBE Programme;
- coordination of the conduct of Teacher Professional Development programmes;
- meeting with desk officers of Special Education on the best way to utilize the Special Education Fund;
- verification of the utilization of Special Education fund by States;
- capacity building workshop for Directors and Desk Officers in charge of implementation of ECD Programmes in the State level;
- procurement and distribution of additional science kits for JSS;
- provision of instructional materials to schools using the 2009 UBE Funds for instructional materials;
- liaising with the Department of Quality Assurance on the assessment of learning achievements and ECD centres to ensure quality at this level;
- Liaising with the Department of Planning Research and Statistics on the conduct of research on implementation status of ECD in Nigeria;
- roundtable meeting with stakeholders on actualizing the Technical and Vocational Aspect of the UBE Programme;
- coordinating the representation of the Commission in JCCE/NCE meetings;

- enforcement of legal deposit of publications at SUBEBs/LGEA levels;
- development of libraries at Zonal and State offices
- coordination of the sixth meeting of the UBEC/SUBEB Librarians' Forum;
- liaising with the Department of Quality Assurance on National assessment survey and effective monitoring of school/UBEB Libraries
- coordination of a Special Education Resource fair to establish available resources/credible vendors.

### **Conclusion**

The Department has been able to maintain the momentum of ensuring quality basic education delivery as occasioned by coordinated activities in support of Special Education, provision of Instructional Materials and Teacher Professional Development. It is hoped that the Nigerian child will reap the fruit of these interventions in the nearest future.

## **Introduction**

The Department of Administration and Supplies carries out general administrative duties bordering on the control and coordination of Personnel and Equipment. Being a support department, all its functions are geared towards assisting the Chief Executive in the day to day administration and smooth running of the Commission.

The department also ensures that support services are provided to all other departments for effective implementation of the UBE Programme.

## **Functions**

The functions of the Department centre mainly on the effective management of both human and material resources. Others include:

- ❖ assisting the Executive Secretary by providing support services in the daily/routine administration of the Commission;
- ❖ carrying out, in concert with States and Local Governments at regular intervals, a personnel audit of teaching and non-teaching staff of all basic education institutions in Nigeria;
- ❖ interpreting and implementing administrative and personnel policies in accordance with government regulations and circulars;
- ❖ processing and advising on personnel related matters;
- ❖ liaising with other departments for the compilation and coordination of establishment vacancies for all cadres and levels of staff for purposes of appointments, promotions, transfer of service etc;
- ❖ conducting proper documentation of newly employed staff;
- ❖ compiling Annual Performance and Evaluation Reports (APER) and writing promotion briefs for presentation to the appropriate Committees;

- ❖ coordinating Promotion Examination and Interview for staff of the Commission;
- ❖ issuing annual incremental papers and processing salary variation advice in conformity with government regulations;
- ❖ issuing annual and casual leave advice to deserving staff and processing their resumption of duty certificate on resumption from leave;
- ❖ processing requests for transfer of service, secondments and contract appointments;
- ❖ ensuring proper investigation and recommending appropriate sanctions in respect of disciplinary matters;
- ❖ liaising with the Establishment Department of the Office of the Head of Service of the Federation for the participation of Clerical Staff in Confirmation and Promotion Examination;
- ❖ evolving and coordinating Training and Manpower Development Policy for the Commission;
- ❖ processing requests for long and short term training in institutions of higher learning and attendance of workshops and seminars;
- ❖ coordinating in-house training of Senior and Junior Staff of the Commission;
- ❖ organizing induction/orientation course for newly recruited staff;
- ❖ interpreting and implementing the Commission's policies as they affect staff welfare, such as staff health/medical care, staff transport etc.;
- ❖ liaising with and coordinating the participation of staff in the National Health Insurance Scheme (NHIS);
- ❖ reviewing UBEC Staff Conditions of Service from time to time and ensuring that all claims due to the staff of the Commission are paid;

- ❖ serving as Secretariat to the Board of Trustees of the Commission's pension Scheme as well as handling all matters relating to terminal leave, pensions and gratuity;
- ❖ processing requests and applications from Brokers, Underwriters and Actuaries on the Commission's Pension Scheme;
- ❖ liaising with the National Pension Commission and Office of the Head of Service of the Federation on Matters concerning contributory Pension Scheme;
- ❖ coordinating the signing up of staff with Pension Fund Administrators and ensuring the transfer of Pension deductions to Retirement Savings Accounts (RSAs) of staff;
- ❖ ensuring the cleanliness of offices and office environment through effective supervision of the cleaners and provision of water;
- ❖ beautification/landscaping of office environment and maintenance of Headquarters' office building;
- ❖ ensuring effective Postal and Telephone Services for staff of the Commission;
- ❖ ensuring proper storage of equipment and goods;
- ❖ serving as Secretariat to the Governing Board and its standing committees;
- ❖ serving as Secretariat to Management Committee;
- ❖ following-up implementation of decisions arising from Board and Management meetings;
- ❖ insuring UBEC relevant assets i.e. buildings, motor vehicles, plants, office equipment, furniture etc;
- ❖ drawing up and ensuring that UBEC Service Charter is implemented;
- ❖ determining customers' expectations and satisfaction; and ensuring the delivery of quality service at all times.

- ❖ issuing of Local Purchase Orders (LPOs)/Job Orders to contractors for the supply of consumables as well as maintenance of office furniture and equipment;
- ❖ maintenance of the Commission's Fixed Asset Register;
- ❖ receiving of goods into the store from suppliers;
- ❖ inspecting goods delivered against notification of award or Local Purchase Order (LPO) to ensure specifications are complied with;
- ❖ preparing stores Receipt/ Reject voucher;
- ❖ recording Receipts and goods on Basic Inventory Card (Bin Card) and Ledger;
- ❖ ensuring periodic stock taking;
- ❖ ensuring stocks are not allowed to reach minimum or zero level before placing orders for replenishment;
- ❖ overseeing the security of the Commission.

### **Structure**

The Department has five Units, namely:

1. Establishment
2. Training and welfare
3. Stores and supplies
4. Maintenance and services
5. SERVICOM

### **Staff Disposition**

S/N	DESIGNATION	GL	NUMBER
1	Director	17	1
2	Deputy Director	16	2
3	Assistant Director	15	2

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4	Chief Administrative Officer	14	4
5	Assistant Chief	13	1
6	Principal	12	-
7	Senior Administrative Officer	10	-
8	Administrative Officer I	09	2
9	Confidential Secretary	09	2
10	Administrative Officer II	08	3
11	Higher Executive Officer	08	2
12	Executive Officer	07	1
13	Technical Officer	07	2
14	Driver/Mechanic	07	8
15	Clerical Officer	06	1
16	Technical Officer	06	1
17	Senior Driver/Mechanic I	06	2
18	Clerical Officer	05	1
19	Driver/Mechanic	05	2
20	Driver	04	1
21	Driver	03	1
	<b>TOTAL</b>	<b>39</b>	

## Achievements

- serviced Board and Management meetings and coordinated the implementation of decisions arising from them.
- assisted the Executive Secretary in the daily and routine administration of the Commission.
- processed sponsorship for staff on long term and short term training in various institutions of higher learning, workshops, conferences & seminars.
- carried out Pensioners Verification exercise for severed staff of the Commission as well as active pensioners.