



UBEC
2010
Annual
Report



**UNIVERSAL BASIC EDUCATION
COMMISSION**



Published by

Universal Basic Education Commission
No. 7 Gwani Street, Wuse Zone 4
Abuja.

© UBEC 2011

Except for purely academic purposes, this book may not be reproduced in part or in full or stored in a retrieval system or transmitted in any form or by any means: electronic, mechanical, photocopying, recording or otherwise without the consent of the copyright owner.

ISBN-10: 978-50391-0-2

ISBN-13: 978-978-50391-0-8

EAN- 9789785039108



CONTENT

Foreword	iii - iv
UBE Vision Statement	v
UBE Mission Statement	v
UBE Core Values.....	v

SECTION 1:

Office of the Executive Secretary.....	1 - 5
Internal Audit Unit.....	5- 6
Physical Planning Unit.....	6- 9
Federal Teachers' Scheme.....	10 - 12
Almajiri Education Programme Unit.....	13 - 15
Procurement Unit.....	15- 17
Special Projects Unit	18 - 20
Legal Unit.....	21
Public Relations & Protocol Unit.....	22- 23
Computer Center.....	23 -24

SECTION 2:

DEPARTMENTAL REPORTS:

Academic Services	25- 30
Planning, Research & Statistics.....	31-34
Social Mobilization.....	35 - 46
Quality Assurance.....	47 - 58
Finance & Accounts.....	59 - 63
Administration & Supplies.....	64-69



FOREWORD

It is exciting for me to write the foreword to yet another edition of the UBEC's Annual Report. This is particularly so because we are benefitting from our experience to refocus the Commission; even as we make calculated strides in 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 2007 and 2008 UBE Good Performance Award during the course of the year. The disbursement formula of the Intervention Fund allows 5% of the FG-UBE Intervention Fund for states that have been adjudged to have performed well during the year. This is to serve as motivation to others in the implementation of UBE. The Award was applauded by all stakeholders.

The Board and Management of the Commission during the year under review undertook advocacy visits to Executive Governors of some States. These visits have positively impacted on the rate of draw down of the Matching Grant by states because the Executive Governors were better informed about their role in basic education delivery and the provisions of the UBE Act. Thus, by the end of the year, states had accessed more than they had ever done within a period of one year.

During the year the Commission procured 2,548 science kits and distributed same to selected JSS across the Federation, using the intervention Fund. A Ministerial Committee was set up early in the year to workout modalities on how to integrate the Almajiri, numbering about 10 million, into the basic education sector. The committee submitted its report in June, 2010. In September, an Implementation Committee was inaugurated and a National Coordinator appointed so as to fast-track the mainstreaming. In the coming years therefore, we expect significant strides in mainstreaming the large number of out-of-school children into basic education so that Nigeria can be positive in achieving EFA and Millennium Development Goals.

The Commission has continued to reach out to its stakeholders through regular slots on national television and the print to disseminate and educate the public on its activities and 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 the numerous activities of the Commission, while the continuous update of the Commission's website www.ubeonline.com regularly informs the stakeholders.

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 sharpened its relationship with the Development Partners so that there can be a more effective coordination of the multi-lateral relations.

During the year under consideration, the Commission 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 programme has translated into the achievements that the Commission is recognized for from time to time. They have also successfully leveraged on the domiciliation of the Matching Grant of the FG-UBE Intervention Fund in commercial banks from the Central Bank of Nigeria (CBN), following the directive of Mr. President, Dr Goodluck Ebele Jonathan, GCFR, in August 2010. This has positively impacted on the rate of draw down of the Matching Grant.

The year also witnessed significant input of textbooks into primary education. Hitherto, the situation in most schools was pathetic, such that the teacher holds the only textbook available to the class. However, by the end of the year and with more than fifty million text books injected into the system, the ratio of book to pupils in the core subject areas of English, Mathematics and Basic Science became more favourable than ever before for effective learning to take place.

For this edition, I have approved inclusion of our core values. While we remain a fund disbursing and monitoring agency, there are values that guide our processes of operations as we deal with the many stakeholders of basic education.

Finally, with ten years of basic education behind us, the Commission has employed the services of some of our universities to carry out impact study of basic education in Nigeria. It is hoped that the findings will help to inform policy and strategy of development in education.

Dr. Ahmed Modibbo Mohammed
Executive Secretary



STRUCTURE

The Office of the Executive Secretary consists of:

1. A Projects Office made up of the following Units:
 - Special Projects Unit (JICA, KOICA, World Bank, etc);
 - Physical Planning Unit;
 - Computer Unit; and
 - Procurement Unit
2. Federal Teachers' Scheme Unit;
3. Internal Audit Unit;
4. Legal Unit;
5. Public Relations & Protocol Unit;

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	Special Assistant (Deputy Director) to the Executive Secretary/National Coordinator (Federal Teachers Scheme)/DD Special Projects	16	3
5	Assistant Director Internal Audit/Ag. Head of Unit (Physical Planning)	15	2
6	Chief Tech. (Architect)/Chief Procurement Officer/Chief Project Coordinator	14	3
7	Assistant Chief Building Officer/Assistant Chief Confidential Secretary/Assistant Chief Procurement Officer/ Asst. Chief Executive Officer Audit, Asst. Chief Admin Officer	13	5



8	Principal Monitoring Officer/Principal Data Processing Officer/Principal Public Relations Officer/Principal Internal Audit/Principal Architect	12	5
9	Senior Architect/Senior Data Analyst/Principal Assistant Quality Assurance Officer/Senior Quality Assurance Officer/Senior Protocol Officer/Principal Procurement Officer/Legal Adviser/Senior Confidential Secretary I/Senior Auditor	10	11
10	Building Engineer/Civil Engineer/Legal Officer/ Procurement Officer/Arch I/Elect. Eng. I/Admin Officer I	09	8
11	Admin Officer/Higher Executive Procurement Officer/ Information Officer I/Civil Eng. II/Prog Analyst II	08	11
12	NYSC	-	1
13	Chief Motor Driver Mechanic/Asst Exec. Officer Admin	07	6
14	Camera Man/Senior Motor Driver Mechanic/Comp. Prog.	06	6
15	Clerical Staff/Motor Driver II	05	3
16	Motor Driver III	04	1
17	Motor Driver IV/Clerical Asst.	03	2
TOTAL			70

ACHIEVEMENTS

The Universal Basic Education Commission has been and will continue to remain at the forefront in ensuring the effective implementation of the UBE programme for the benefit of the Nigerian child. Every effort would be made to address challenges as they arise. The Commission will maintain existing partnerships and evolve new ones with stakeholders in line with our mantra that "Education for All is the responsibility of All".

The Commission's major activities, achievements and challenges in the year under review which are as outlined in the reports from the various Departments and Units, have helped to sustain the tempo of basic education delivery in Nigeria.

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

- * Address at the Meeting of UBEC Management with Executive Chairmen of SUBEBs held in Abuja, January 2010.
- * Remarks on the Occasion of the UBEC Second in-House Seminar, February 2010.



- * Address on the Occasion of the Stakeholders' Meeting organized by the Ministerial Committee on Madrasah Education for Honourable Commissioners of Education at UBEC Conference Room, Abuja, March 2010.
- * Address at Zonal Stakeholders' Forum organized by the Ministerial Committee on Madrasah Education for Practitioners and Stakeholders Involved in Almajirai Education, Kaduna, May 2010.
- * A Keynote Address at the Nigeria International Book Fair (NIBF) 2010 on "Publishing, Education, and the Global Economic Trend", UNILAG, May, 2010
- * Presentation of Award Winning States for the 2007 and 2008 Good Performance Awards for the Utilization of FGN-UBE Intervention Fund, Abuja, May 2010.
- * Remarks at the Occasion of Capacity Building Workshops for Federal Teachers' Scheme (FTS) Participants May 2010.
- * Goodwill Message presented at the Counselling Association of Nigeria (CASSON) Conference. August 2010.
- * Brief of the Activities of UBEC presented to the Honourable Minister of State for Education, August, 2010.
- * Remarks at the Zonal Anti-Corruption Forum organized by the Nigeria Development Initiative (NDI) for SUBEBs in the North East Geo-Political Zone, Adamawa, September 2010.
- * Address on the Occasion of the National Flag-Off of the 2009 UBE Community Initiated Self-help Project Implementation and Disbursement of First Tranche Support Funds to Beneficiary Schools/Communities, Kaduna, October 2010.
- * Address at the Quarterly Meeting of UBEC Management with SUBEB Chairmen, Ibadan, October 2010.
- * Press Briefing on UBEC Activities, Achievements and Challenges in 2010, December 2010. Apart from paper presentations, the Executive Secretary attended the following international summits in 2010:
 - * International Summit on African Leadership and African Leadership Award, 2009, Paris, February 2010
 - * UNESCO World Conference on Early Childhood Care and Education "Building the Wealth of Nations", Moscow City, Russian Federation, September 2010
 - * PCF6 India November 24 28, 2010 Kochu
- Within the year under review, the following awards were conferred on the Executive Secretary on basic education achievements:
 - * African Star Excellence Award in Universal Basic Education 2009 (African Leadership Magazine) Paris, Feb 2010



- * Dynamic Leadership through Diligence & Quality Service Delivery (Lead Times) Ghana, May 2010
- * 2010 Transparency, Accountability and Good Governance Award for Head of Federal Parastatals in Nigeria (Foundation for Transparency & Accountability) Dec 2010
- * Icon of Educational Award 2010 (Institute of School Proprietors, Nigeria) Dec 2010
- * Represented by DES (S) in Adisababa, Ethiopia UNESCO High level Group on EFA February 23rd 25th
- * Represented by DES (T) in Kigali, Rwanda, Roundtable on English for Development in Africa, British Council, 2 3 December, 2010.

INTERNAL AUDIT UNIT

The Internal Audit Unit, which serves as the "watch-dog" and an internal 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 five (5) Auditors in the year under review. Three staff were recruited in addition to the existing two (2), totaling five (5) Auditors.

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 properly incurred;
- * Monitoring of funds disbursed 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 the 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 in both primary and JSS all over the country.
- * Participated in the national monitoring of Federal Teachers' Scheme (FTS) participants nation wide and verification of their account numbers and Certificates.
- * Participated in the 2010 12th 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 the circularization of staff debtors.
- * Undertook the review of half year 2010(Jan-June) Commission's operations.

Future Activities

To continue the review of year 2010 Commission's operations that was started earlier.

To strengthen the existing synergy between the Internal Audit Unit and the Commission's External Auditors.

PHYSICAL PLANNING UNIT

INTRODUCTION

The Physical Planning Unit is under the Executive Secretary's Office and has three (3) sections namely; Architecture, Engineering and Quantity Surveying. The functions of the Unit are in line with the mandate of the Commission as stipulated in the UBE Act, 2004.

FUNCTIONS

The major functions of the Unit include:

- * Setting up of minimum standards for Basic Education infrastructure
- * Assessment and vetting of the infrastructural component of SUBEB Action Plans
- * Participating in the Monitoring of approved and executed 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 and Donor Agencies 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

STRUCTURE

The Unit is under the office of The Executive Secretary and reports to the Special Assistant (S.A) to the Executive Secretary. The Unit is headed by Acting Deputy Director (DDPPU) Physical Planning Unit.

It has three (3) sections namely;

1. Architecture
2. Engineering
3. Quantity Surveying.

STAFF DISPOSITION

The Unit has a staff disposition as shown below:

S/N	RANK	GRADE LEVEL	NO
1	Acting Deputy Director	15	1
2	Chief	14	1
3	Asst. Chief Technical Officer (Building)/Asst. Chief Confidential Secretary	13	2
4	Principal Architect	12	1
5	Architect 1	09	1
6	Principal Data Processing Officer.	10	1
7	Senior Technical Officer (QS)	09	1
8	Engineer 1 (Electrical)	09	2
9	Engineer 11	08	4
10	Higher Technical Officer	08	1
11	Draughtsman	08	1
12	NYSC (Youth Corper).	-	1



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 in line with best practices. This aspect of work covers both the Matching Grant and Special Education Funds.
- ✓ Monitoring of SUBEB projects: - The Unit participated in the monitoring of approved and executed projects for various SUBEBs for both the matching grants and Special Education Funds.
- ✓ The Unit participated in the supervision of the completion of works for UBEC Headquarters building, Bauchi and Owerri Zonal Offices
- ✓ The Unit participated in co-ordination meetings with JICA officials for the phase two (2) Additional classrooms construction by the Government of Japan in Nigeria
- ✓ The Unit undertook the Design and costing of the following facilities:
 - I. Construction of additional classrooms in Gombe and Adamawa States by KOICA.
 - II. The Islamiyya/Tsangaya Model Primary School
 - III. Police Model School Jos, Plateau state.
 - IV. Updating the data base for SUBEBs projects in terms of approved proposals
 - V. Arrangements have been concluded to commence taking Action Plans and Reports in soft copies

CHALLENGES

One of the challenges the Unit encountered in the course of carrying out its functions during the period under review is:

- ✓ Lack of costed condition survey

FUTURE ACTIVITIES

Would encourage all SUBEBs to submit their Action Plans in soft copies in view of the limitation of storage space that characterizes hard copies

The Unit would organize workshop for SUBEBs technical officers on the preparation of Action Plans and project monitoring

The mechanism for project monitoring and supervision would be strengthened so as to enhance the quality of projects in some sites



Staff of the Unit would attend local and overseas training for capacity building

The Unit hopes to 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.

The Unit hopes to source for cheaper building materials in the States in order to reduce the cost of infrastructural facilities.

The Unit hopes to develop a maintenance plan for the infrastructural projects in the States.

CONCLUSION

In spite of the challenges mentioned above, the Unit was able to record the highlighted achievements.



FEDERAL TEACHERS' SCHEME

INTRODUCTION

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 for NCE graduates. This initiative is part of the Government's efforts to assist States in the implementation of the UBE programme and to ensure that Federal and State resources are efficiently pooled for optimum results. This is 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.

FUNCTIONS

- ☞ Recruitment and deployment of NCE Teachers to States
- ☞ Reducing the perennial shortage of qualified teachers in public schools;
- ☞ Improving the quality of learning by pupils/students;
- ☞ Providing adult literacy services, especially in the rural communities;
- ☞ Payment of participants' allowances;
- ☞ Conduct quarterly and national monitoring;
- ☞ Conducting of orientation programme for recruited teachers
- ☞ Verification of certificates of recruited teachers
- ☞ Exposing young NCE graduates to full experience in their chosen carrier.

STRUCTURE

The Unit is presently manned by a National Co-ordinator who is assisted by a staff strength of four senior officers and One Chief Data Processing Assistant. Also in the Unit are three NYSC members. The table below shows the staff disposition.



S/N	DESIGNATION	GRADE LEVEL	NUMBER
1.	National Co-ordinator	Consolidated	1
2.	Principal Quality Assurance Officer	12	2
3.	Principal Asst. Quality Assurance officer	10	1
4.	Senior Quality Assurance Officer	10	1
5.	Chief Data Processing Asst.	07	3
6.	NYSC	-	
Total			9

ACHIEVEMENTS

- ◆ Reduced the perennial shortage of qualified teachers in public schools;
- ◆ Improved the quality of learning by pupils/students;
- ◆ Provided adult literacy services, especially in rural communities
- ◆ Provided employment to young Nigerians, thereby reducing poverty.
- ◆ Payment of participants allowances up to December, 2010;
- ◆ Conducted quarterly national monitoring exercises.
- ◆ Exposed young NCE graduates to full experiences in their chosen career
- ◆ Comprehensive nationwide monitoring involving major Stakeholders i.e. FIS, NTI, NCNE, UBEC and TRCN conducted to check cases of truancy, absenteeism and abscondments.
- ◆ Capacity of English Language Teachers developed
- ◆ Capacity of FTS participants in core subjects and ICT developed
- ◆ Conducted Impact Assessment study of the FTS on UBE Programme

CHALLENGES

- Delay in payment of FTS participants monthly allowances due to problems of e-payment
- Non submission of payment returns to the Unit



- Difficulties in tracking payment of allowances to participants who worked for the month
- Inadequate monitoring of FTS participants by SUBEBs and LGEAs as ultimate beneficiaries
- Non- provision of accommodation and payment of extra allowances in-lieu-of accommodation by most of the states

FUTURE ACTIVITIES

Screening/Selection of participants from the states that are yet to be screened

Camping/Induction training for 3rd set of primary and Junior Secondary school participants.

Screening/Selection of participants from the States that are yet to be screened.

Replacement of delisted participants found to have presented fake credentials/shortfalls.

Monitoring of the FTS participants by stakeholders.

A 5day phonics training workshop to help improve participants' English Language teaching techniques.

ICT training for the 3rd set of Primary and Junior Secondary school participants.

Skills Acquisition training.

CONCLUSION

In spite of the laudable benefits of the Scheme, it is not without its challenges. For example, some states could not absorb the 2nd set of their participants while some opted out of the scheme. There were also cases of truancy, absenteeism and abscondment of participants; non-budgetary provision for monitoring; and delays in payments of allowances by banks.

However, the UBE Commission has worked out comprehensive strategies to overcome these challenges and ensure that the Scheme contributes positively towards providing quality basic education and attainment of 'Education For All (EFA)' and the 'Millennium Development Goals (MDGs)'.



ALMAJIRI EDUCATION PROGRAMME UNIT

INTRODUCTION

In view of the importance of developing an all inclusive system of education that caters for all Nigerian children of school age, the integration of Qur'anic schools into the UBE programme becomes imperative. This is in view of the fact that the UBE Act, 2004 mandates the provision of facilities for basic education for duration of 9 years to all classes of children irrespective of their social, religious and physical considerations. More importantly, the Act makes special mention of the Almajiri as a critical class of school age children whose inclusion in UBE delivery is essential.

The Almajirai (itinerant Qur'anic school pupils) constitute the largest group of out-of-school children in Nigeria. Numbering about 10 million, this segment of the Nigerian population poses tremendous challenges to attaining Education for All (EFA) and Millennium Development Goals (MDGs), as well as other notable international conventions and protocols. This necessitated the constitution of the Ministerial Committee on Madrasah Education which was later renamed National Committee on Implementation of Almajiri Education Programme.

FUNCTIONS

- ▶ Study the policy Framework developed by the Ministerial Committee on Almajiri and adopt as appropriate for effective implementation;
- ▶ Develop a national benchmark or strategic plan of action;
- ▶ Develop operational guides
- ▶ Develop a credible work-plan for the effective implementation of the report;
- ▶ Ensure inclusive education where all children of the Qur'anic Schools will be mainstreamed into the Universal Basic Education Programme;
- ▶ Reach out to all stakeholders with a view to making the programme acceptable to all; and
- ▶ Ensure that more than 9 million Almajiri in Nigeria are integrated into the UBE Programme.

STRUCTURE

A Ministerial National Committee on Implementation of Almajiri Education Programme was constituted under the Chairmanship of Professor Shehu A. S. Galadanchi with Prof. Rashid Aderinoye as Secretary



A National Coordinator for Almajiri Education Programme, Professor Muhammad M. Jagaba, was appointed. He coordinates the implementation of the programme at the national level and looks after the day to day running of the Unit.

The National Coordinator is assisted by the following staff:

- (i) Programme Officer;
- (ii) Administrative Officer;
- (iii) Confidential Secretary; and
- (iv) Computer Programme Officer

ACHIEVEMENTS

- ▶ Establishment of the Ministerial National Committee on Implementation of Almajiri Education Programme;
- ▶ Appointment of a National Coordinator for Almajiri Education Programme;
- ▶ Establishment of Almajiri Education Committees in the States and the Federal Capital Territory (FCT) Abuja;
- ▶ Appointment of Desk Officers for Almajiri Education Programme in State Universal Basic Education Boards in the States, including FCT, Abuja;
- ▶ Development and printing of the National Framework for the Development and Integration of Almajiri Education into UBE Scheme;
- ▶ Launching of the National Framework for Development and Integration of Almajiri Education into UBE Scheme by the Vice President, His Excellency Arc. Mohammedu Namadi Sambo, GCON;
- ▶ Designing Almajiri Model School for intervention;
- ▶ Meeting of the National Committee with Chairmen of State Universal Basic Education Boards (SUBEBs) in all 36 State and FCT, Abuja;
- ▶ Befitting functional secretariat established and housed in NCCE Complex

CHALLENGES

- Sourcing for adequate funding.

FUTURE ACTIVITIES

Identifying Tsangaya, Islamiyyah and Ma'ahad Schools across the country for effective integration;

Construction of Almajiri Model Schools;

Harmonization of Almajiri Education Curricula;



Development, production and distribution of learning materials, including textbooks in core subjects;

Mobilization and sensitization of critical stakeholders for effective participation in the programme;

Launching of Almajiri Education Programme in the States and FCT, Abuja.

PROCUREMENT UNIT

INTRODUCTION

The Procurement Unit is a service unit in the Office of the Executive Secretary. Its primary functions and responsibilities are the conduct of procurement processes of goods, works and services.

Functions:

- ▶ Preparing needs analysis
- ▶ Preparing procurement plans
- ▶ Advertising/soliciting tenders or proposals
- ▶ Conduct market surveys
- ▶ Evaluate proposals
- ▶ Recommend award to Tenders' Board
- ▶ Monitor procurement performance
- ▶ Advise the Executive Secretary on issues of procurement
- ▶ Any other duty that may be assigned by the Executive Secretary or the Tenders' Board.

STRUCTURE

The Procurement Unit undertakes various assignments as listed above and as such requires competent staff to man its various sections. The Office is headed by the Head of Procurement, who is supervised by the Special Assistant to the Executive Secretary. The Head of Procurement is assisted by three other Procurement Officers who undertake activities relating to Goods, Works and Services. The three Officers all report to the Head of Procurement Unit.



STAFF DISPOSITION

S/N	RANK	GRADE LEVEL	NUMBER
1	Head of Procurement	GL	1
2	Procurement officer	GL	1
3	Procurement Officer	GL	1
4	Procurement Officer	GL	1

ACHIEVEMENTS

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

- ▶▶ Procured 2 nos. Portakabins for use as office space.
- ▶▶ Procured 1 no. Mitsubishi Canter truck.
- ▶▶ Facilitated the Production of various test items.
- ▶▶ Procured 8,427,687 copies of Primary Four Mathematics, English Language, Basic Science & Technology books and Library Resource Materials.
- ▶▶ Procured 9,639,216 copies of Primary Five Mathematics, English Language, Basic Science & Technology books and Library Resource Materials.
- ▶▶ Procured 7,802,000 copies of Primary Six Mathematics, English Language, Basic Science & Technology books.
- ▶▶ Produced and Distributed 2,569 nos. of Science Kits to selected JSS in Nigeria.
- ▶▶ Procured various furniture and equipment for offices.
- ▶▶ Facilitated the printing of 2009 Annual Reports and other office stationery
- ▶▶ Facilitated the construction and completion of additional works at Owerri Zonal Office.
- ▶▶ Facilitated the re-roofing and other ancilliary works at UBEC Headquarters building, Abuja.
- ▶▶ Procured GPS/GSM/GPRS Tracker(Complete Set) and other Security Gadgets
- ▶▶ Procured the services of Consultants to monitor Matching Grant projects in 36 states and the FCT.



- Procured various sizes of tyres for vehicles in the Commission.
- Procured the services of a security firm for UBEC Headquarters, Zonal and State Offices.
- Procured the services of Consultants for the Good Performance Award programme.
- Procured 46 sets of various types of uniforms for Drivers.

ON-GOING ACTIVITIES

- Procurement of 1 no. 500 KVA Generator.
- Procurement of 13,722,000 copies of Primaries 1&2 Mathematics, English Language and Basic Science books.
- Procurement of 14,586,510 copies of Primary Three Mathematics, English Language, Basic Science and Library Materials books.

CHALLENGES

- Inadequate store space for keeping its documents.
- Procurement of office equipment.

FUTURE ACTIVITIES

All procurements related activities in the future would be undertaken.

CONCLUSION

The Unit has resolved to ensure that all procurement activities are carried out in compliance with the 2007 Procurement Act. This will guarantee the procurement of quality goods, works and services.

	Secretary	1
	Driver	2
	Principal	3
	Secretary	4
	Driver	5



SPECIAL PROJECTS UNIT

INTRODUCTION

FUNCTIONS

The key functions of the Unit are to:

- * coordinate the implementation of all Development Partners' support activities in the improvement of basic education in Nigeria,
- * coordinate and provide support to technical officers to facilitate the achievement of projects targets,
- * initiate new projects or support areas for collaboration with International Development Partners
- * arrange, coordinate and facilitate High Level Donor Coordination meetings in the area of basic education.

STRUCTURE

The Unit is headed by a Coordinator Special Projects who reports directly to the Executive Secretary. He, however, works closely with the Head of Departments and their relevant technical officers in performing the functions of the Unit. He is assisted by an Assistant Project Coordinator.

STAFF DISPOSITION

S/N	RANK	GRADE LEVEL	NUMBER
1	Project Coordinator	GL 16	1
2	Asst. Project Coordinator	GL 14	1
3	Project Officer	GL 08	1
4	Principal Confidential Secretary	GL 10	1
5	Driver	GL 07	1



ACHIEVEMENTS

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

- * Coordinated the Completion and Handing-over of KOICA Projects in Kogi and Katsina States. The Project has a package of 37 classrooms, 8 H/M Offices and 1332 pupils furniture and 37 teachers furniture.
- * coordinated the final survey, signing of the Grant Agreement, Bidding process and final selection of Contractors for the Kano main Project for the Construction of additional 287 classrooms, 5740 2-seater pupils furniture and 272 toilets in Kano State,
- * Coordinated the implementation of the Chinese Project for the Construction of Rural School Classrooms in FCT, Katsina, Kaduna and Ogun States which had in the package 24 classrooms, 1200 Pupils furniture, 24 toilets, 4 Admin Blocks and fence.
- * Coordinated meetings of the World Bank on the proposed new Project- Progressive Investment Lending (PIL)
- * Successfully coordinated the survey mission, Bidding process and Earth Breaking Ceremony of the Project for the Construction of Elementary Schools in Gombe and Adamawa States, with a proposed package of 60 classrooms at 30 per State, 2,160 pupils' furniture at 36 per classroom, 4 Admin blocks at 1 per School and 16 toilets at four per School.
- * Conducted several JICA Support Science and Mathematics Education (SMASE) workshops for teachers in Kaduna, Niger and Plateau States where about 7,000 teachers of Mathematics and Science were trained.
- * 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.
- * Coordinated Project negotiations leading to the signing of MoU for the TKT, Teacher Capacity Building in English Language with British Council which would train 1,800 in 9 States at 200 per State.
- * Initiated discussion with the National Planning Commission and submitted Request for Collaboration with Thailand and Singapore.
- * Three UBEC Staff attended Seminar on Chinese Teaching for Education Managers from October December, 2010 in Beijing, China.
- * Two UBEC Officers attended training on Expert Training for Educational Policy Development, while another officer attended training on Human Resource Development in Education in Seoul, South Korea in May/June and August 2010 respectively.



ON-GOING ACTIVITIES

- * Implementation of KOICA Project for the Construction of four Elementary Schools in Gombe and Adamawa States,
- * Coordination of SMASE activities in Niger, Plateau and Kaduna States.
- * Implementation of JICA Project for the Construction of Additional Classrooms in Kano State.
- * Preparation for Handing-over of Four Models Assisted Primary Schools Constructed under the Chinese Project.
- * Finalization of Proposal to be submitted to China on the next Project for the Construction of Rural Schools in 6 States.

CHALLENGES

Horizontal communication with Departments on Development Partners International activities, which needs to be strengthened for enhanced efficiency and maximum coordination.

FUTURE ACTIVITIES

Coordination of JICA project for the construction of additional Classrooms in Kano State.
Scaling up and cascading of SMASE projects in other States.
Collaborations with China Economic and Commercial Office on the next project.
Collaboration with Thailand and Singapore (in view).

CONCLUSION

All the project outputs were executed with high quality and it is the expectation of the Special Projects Unit that on-going and future activities will be implemented with the same quality.



LEGAL UNIT

INTRODUCTION

The Legal Unit is one of the Units under the Office of the Executive Secretary and provides the following services to the Commission:

FUNCTIONS

- * Proffering legal advice to the Commission.
- * Drafting and executing legal instruments for and on behalf of the Commission.
- * Attending meetings both within and outside the Commission.
- * Interpretation of laws, rules and regulations relating to the functions of the Commission and instruments entered into/executed by the Commission.
- * Dispute resolution and other controversies.
- * Attending to litigations pending in various courts.
- * Custodian of some of the Commission's sensitive documents,

CASES:

There were 5 on going cases involving the Commission in 5 courts namely;

1. Intermarkets LLC U.S.A, Intermarkets Nig. Ltd vs. Universal Basic Education Commission (UBEC) & 2 ors(civil);
2. Federal Republic of Nigeria vs. Molkat Manasseh Mutfwang & 6 ors;
3. Board of Internal Revenue, Kano State vs. Universal Basic Education Commission;
4. Balmita Industrial Ventures vs. Universal Basic Education Commission & 4ors; and
5. Registered Trustees of the Socio-Economic Rights and Accountability Project (SERAP) vs. UBEC & 1 or.

(N.B)- The ECOWAS Court rejected the reliefs orders sought by the Plaintiffs and therefore struck out the case for act of evidence.

CHALLENGES

- Inadequate office space.
- Need for more on-the-job training for the unit staff
- Lack of appropriate storage facilities.

FUTURE ACTIVITIES

Documentation of all contracts involving the Commission.

Amicable dispute resolution arising from the non-payment of debts owed Contractors by the Commission.

Collaborating with Projects Unit of UBEC on the intervention Projects in the States.



PUBLIC RELATIONS AND PROTOCOL

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

FUNCTIONS

The Unit:

- * Has the responsibility of managing the image of the Commission
- * Maintains good relations to achieve set goals and objectives of the Commission
- * Mediates between the Commission and the public
- * Sustains and maintains information about the Commission
- * Produces Newsletters and writes Press releases about the activities of the Commission
- * Plans hitch free flight for both local and international travels
- * Facilitates hotel reservations and transport arrangements for Board Members, Resource Persons and Official Guests of the Commission
- * Shows hospitality to various Guest to the Commission.
- * Serves as advance team during advocacy/official 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:

- * Strengthening of the Unit through increase in number of staff
- * 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 travelling arrangements for top management and staff that travelled officially, both local and international.
- * Hotel bookings and transport arrangement were made for Board Members, Resource Persons and Official Guest of the Commission.
- * Processed and obtained international passports for some staff of the Commission.



- * Successfully hosted various guest to the Commission. This includes Governors, NGOs, IDPs, etc.

FUTURE ACTIVITIES

Timely production of quarterly Newsletters

Timely production of quarterly documentaries

Quarterly press conferences

Media tour of UBEC Projects.

Work in collaboration with Nigeria Immigration in obtaining International Passport for members of staff.

COMPUTER CENTER

INTRODUCTION

The Computer Centre is under the office of the Executive Secretary and ably supervised by the Special Assistant to the Executive Secretary. The Unit is a service provider in areas of information technology and communications, as well as data management and dissemination to end users.

FUNCTION

The basic functions of the Computer Unit include but are not limited to:

- * Advising Management on acquisition, maintenance, utilization and update of IT facilities in the Commission
- * Management of the Commission's website and IT needs
- * Assisting in establishing Data Collation Committee with data processing members from user departments and 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 standard template for collection of data from State Universal Basic Education Boards (SUBEBs)
- * Serving as linkage to collaborating agencies and other stakeholders on ICT development, data management and other related issues
- * Coordinating and managing the basic education databank (NAPER) through collation, processing and dissemination
- * Organising 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



- * 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; and
- * assesses Action Plans from SUBEBs with respect to instructional materials.

Educational Support Services Unit

The Unit comprises the following Sections:

- i. Guidance/Counselling,
- ii. Special Education,
- iii. Sports Development and
- iv. Library Services.

This Unit initiates and coordinates programmes and activities relating to:

- * disbursement of funds to States and Private Providers for the education of children with special needs;
- * development of Guidance and Counseling Services in the UBE Programme,
- * Sports Development in the UBE Programme.
- * Management of the UBE Headquarters' Library, mainly as a clearing house of information on the UBE Programme;
- * library information services to staff and accredited stakeholders;
- * library services at SUBEBs and school levels;
- * promotion of literacy and reading culture in the UBE Programme.

Teacher Professional Development Unit

This Unit performs the following functions:

- * Coordinates and develops guidelines on the utilization of the FGN/UBE Intervention Funds by States for Teacher Professional Development.
- * Ensures judicious utilization of funds released for Teacher Professional Development activities.
- * Ensures that teachers and education managers are regularly exposed to training and retraining for quality basic education delivery.



STAFF DISPOSITION

The Department has 20 staff (19 senior and 1 junior) and Four Youth Corps members.

Personnel

S/N	Designation	Grade Level	Number
1	Director	17	1
2	Deputy Director	16	2
3	Assistant Director	15	1
4	CAPO	14	1
5	ACAPO	13	2
6	PAPO	12	3
7	SAPO	10	1
8	APOI	09	1
9	Librarian II	08	1
10	APOII	08	4
11	Driver	07	1
12	Conf. Secretary	07	1
13	Computer Operator	06	1
	Total	-	20



ACHIEVEMENTS

Academic Planning Unit

The following achievements were recorded by the Unit:

- ▶ conducted verification exercise on the distribution and utilization of 7,962,812 Primary Four (4) English language, Mathematics, Science-based activity textbooks and 94,875 assorted Library Books for JSS procured, using the Home Grown School Feeding and Health Programme Fund (HGSFHP), and supplied to States.
- ▶ conducted flag-off ceremony for the distribution of 2,548 Science Kits to selected Junior Secondary Schools across the country on 1st August, 2010 in Lagos State.
- ▶ conducted a 3-day Capacity Building/Sensitization Workshop on effective implementation of Early Childhood Development in the UBE Programme for Directors/officers in-charge of ECD at the SUBEB level in Minna, Niger State from 29th November 1st December, 2010. Thirty-five participants from 25 States and 10 UBEC staff were in attendance.
- ▶ coordinated the participation of the Commission at the 2009 NCE Meeting held in March 2010, JCCE Reference Committee Meetings held in May, 2010 and JCCE Plenary Session held in September, 2010.

Educational Support Services Unit

The following achievements were recorded by the Unit:

- ▶ coordinated the disbursement of Special Education Funds to all qualified States;
- ▶ verified the utilization of the fund disbursed to States;
- ▶ coordinated the disbursement of the sum of N264,000,000.00, being 2008 Special Education Support Fund, to 51 qualified Private Providers in 24 States and the FCT;
- ▶ coordinated the disbursement of the sum of N235,000,000.00, being 2009 Special Education Support Fund, to 50 qualified Private Providers in 20 States and the FCT;
- ▶ provided relevant information to external accredited library users;
- ▶ produced 2010 Index on UBE related Newspaper articles and reports; and
- ▶ completed the binding of 2006 2010 old newspapers;

Teacher Professional Development Unit

The achievements of the Unit in 2010 were:

- ▶ successful coordination of the conduct of 2009 Teacher Professional Development workshops in all the 36 States of the Federation and the FCT. The Training workshops were coordinated centrally by the Unit. A total number of 175,767 teachers and education managers benefited from these workshops;
- ▶ coordinated the development of training manuals used in the conduct of Teacher Professional Development programme in the following areas:
 - ▶ English Language
 - ▶ Mathematics



- ▶ Science
- ▶ Social Studies
- ▶ Phonics
- ▶ ICT
- ▶ Continuous Assessment and Guidance and Counseling;
- ▶ completed arrangements for the conduct of 2010 Teacher Professional Development Programme.

CHALLENGES

The following were the challenges encountered:

Academic Planning Unit

- non-representation of some Universal Basic Education Boards (SUBEBs) at key workshops designed to draw up strategic plans for effective implementation.
- absence of copies of the new 9-year Basic Education Curriculum in some schools was revealed in the monitoring reports.
- instructional materials available were not sufficient for all the pupils and students.
- insufficient facilities, personnel and equipment to ensure quality teaching and learning.
- low enrolment in ECD in some States.

Educational Support Services Unit

- slow drawdown of the Special Education Fund by some States.
- delay in the utilization of Special Education Funds accessed by some States.
- Lack of libraries/reading corners in most schools.
- inadequate data on school Libraries.
- library services in SUBEBs are below minimum standard.

Teacher Professional Development Unit

- some of the participants have wrong perception of professional development programmes. They were only interested in the monetary aspect of the workshops.
- many participants at the trainings have poor communication skills;
- the number of days allocated by some States for the conduct of the training workshops were not adequate.
- participants were more than the number invited in some States because invitation letters were not given to those nominated for the training workshops.
- in some States, the workshop centres were centralized for ease of coordination but at the same time, it created congestion of venues which affected comprehension and participation.
- most of the States do not provide additional funds for the capacity building of additional teachers. They solely rely on the FGN/UBE Intervention funds.



FUTURE ACTIVITIES

Academic Planning Unit

Follow-up training meetings with ECD Desk Officers in charge of the implementation of ECD programmes at the state and LGEA levels.

procurement and distribution of additional science kits to additional Junior Secondary Schools.

provision of instructional materials to schools, using the 2010 FGN/UBE Intervention funds.

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 the need to actualize the technical and vocational aspect of the UBE Programme.

coordination of the participation of the Commission in JCCE/NCE meetings.

procurement of core textbooks to Primaries 1-2 pupils.

liaising with Quality Assurance Department to ensure that the science kits distributed are properly utilised.

monitoring of the distribution and utilization of instructional materials and science kits.

Educational Support Services Unit

disbursement of 2010 Special Education fund to SUBEBs.

collation, compilation and verification of list of private providers of education for children with special needs by SUBEBs for the disbursement of 2010 support fund.

disbursement of 2010 funds to private providers of education for children with special needs.

meeting/workshop for stakeholders on Sports Development and guidance and counseling activities in the UBE Programme.

workshop for Desk Officers of Special Education on the best way to utilize the special education funds.

verification of the utilization of Special Education Funds by States and private providers of education for children with special needs.

Teacher Professional Development Unit

Conducting a follow up visit to the participants to ensure proper implementation of the basic skills and knowledge acquired during the previous trainings.

Conducting 2010 Teacher Professional Development workshops in all the 36 States and FCT.

Production of training manuals developed by the Commission for use in future trainings.

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 Programmes. It is hoped that the Nigerian child will reap the fruit of these interventions in the nearest future.



PLANNING, RESEARCH AND STATISTICS

INTRODUCTION

The Planning, Research and Statistics Department has the following units:

1. Strategic Planning;
2. Research and Publications; and
3. Education Management Information System and Statistics.

FUNCTIONS

- coordinating UBEC Capital Budget, including budget defence components;
- coordinating UBEC Action and Rolling Plans in collaboration with Department of Finance and Accounts;
- initiates data collection and processing for planning and decision making;
- organizing Seminars/Workshops and Conferences for UBEC;
- monitoring the implementation of Action Plans and Budget;
- collating and editing UBEC Annual Report;
- collating and editing articles for publication in the UBE Forum and UBE Digest;
- developing and designing data collection instruments, including questionnaires for surveys and other field activities that require data generation;
- serving as a linkage to collaborating agencies and other stakeholders on data management and other related issues;
- setting standards and monitoring the progress of EMIS development at the SUBEBs, LGEAs and schools;
- providing professional and technical support to SUBEBs on data generation and EMIS;
- coordinating action research in identified areas of basic education;
- management of research and development components of projects assisted by development partners;
- developing performance indicators on approved Action Plans;
- generating and managing basic education data;
- serving as Secretariat for inter-departmental Committee on Research, and for Consultants on Special Commission's research assignment.



STAFF DISPOSITION

S/No	Designation	Grade Level	Number
1	Director	17	1
2	Deputy Director	16	2
3	Asst. Chief Planning Officer	13	1
4	Asst. Chief Statistician	13	1
5	Principal Research Officer	12	1
6	Senior Statistician	10	1
7	Senior Research Officer	10	1
8	Senior Confidential Secretary	10	1
9	Planning Officer I	09	2
10	Planning Officer II	08	9
11	Statistic Officer II	08	1
12	Higher Statistician	08	1
13	Senior Driver	07	1
14	Youth Corper	-	1
	TOTAL		24

ACHIEVEMENTS

- organised the 2nd UBEC In-house Seminar held in February, 2010;
- developed draft papers for the Executive Secretary and the Chairman of the Board such as:
 - The Success and Challenges of Basic Education Development In Nigeria;
 - Publishing and the Global Economic Trend;
 - Christian Association of Nigeria Seminar Paper on The Role of Christian Education in Nigeria;
- conducted Impact Assessment of UBE Delivery (1999-2010)
- Teacher Training for Basic Education Delivery: Issues and Challenges; etc.



- generated data on basic education from the 36 states and the FCT;
- harmonized the processes of data generation and management with the states;
- requested for research articles for the publication of the next edition of the UBE Forum;
- conducted In-house Capacity Training on Field Guide to Research Methods for Teachers and Administrators to guide research activities in basic education;
- represented the Commission on Roadmap activities;
- served as the Secretariat of the UBEC Roadmap Implementation Desk Office;
- coordinated the design and production of UBEC Roadmap Action Plan;
- developed Sector Plan template which will be distributed to all SUBEBs and FCT for the preparation of 3-Year Strategic Plan i.e. 2011-2013;
- represented the Commission on the Population Technical Working Group toward the achievement of National Population Policy;
- coordinated the UBEC/ESSPIN meetings to review the mission and activities of the Commission by removing duplications and ambiguities so as to reform the organization.

CHALLENGES

- Inability to produce UBEC Forum
- States' provision of inaccurate and inadequate data/falsification of data;
- Failure of States to provide timely and current data for processing by the Commission;
- Inability of State Ministries of Education to provide detailed data on private schools.

FUTURE ACTIVITIES

Strengthening the capacity of the Department to carry out its mandate:

acquire and build staff capacity on the use of computer software for research, planning, budgeting and data analysis;

application of effective and suitable data generation strategies that will provide for prompt, timely and reliable data returns between SUBEBs and UBEC, using a functional EMIS;



an institutionalized culture of data generation from schools to LGEA to SUBEB levels with timely returns for both private and public schools;
capacity building for technical and professional officers in various aspects of basic education delivery at UBEC, SUBEB and LGEA levels; and
production of UBE Sector Plan that would serve as a guide to the implementation of basic education in the country.

Ensure production of UBEC Forum

CONCLUSION

With the institutional support on the ground, the Department will be able to provide current and accurate data for its use, the use of government agencies and other users of basic education data. It is also hoped that research in the Commission will have direct impact on teaching and learning in the classrooms.



SOCIAL MOBILIZATION

INTRODUCTION

The UBE programme is envisaged as the people's programme in line with the slogan 'Education for All, is the Responsibility of All'. To this end, advocacy, sensitization and social mobilization are core demands of the basic education programme implementation strategy. The Department of Social Mobilization thus exists to galvanise all initiatives aimed at keeping basic education stakeholders and the general public informed and involved in all aspects of basic education delivery.

The role of the Department of Social Mobilization is multi-faceted and includes among other things,

- » carrying out mass mobilization, advocacy and sensitization of the general public
- » forging partnerships with stakeholders in basic education.
- » disseminating various messages of the UBE to the general public for increased awareness
- » community empowerment
- » ownership and participation in order to achieve the overall objectives of the compulsory, free universal basic education in Nigeria.
- » Encouraging and mobilizing Donor Agencies for the support of UBE Programme.

FUNCTIONS

The Department of Social Mobilization exists to carry out the following functions:

- » Initiating Social Mobilization Policies and Programmes, especially as they relate to:
 - Advocacy, sensitization and mobilization for successful basic education delivery
 - Community empowerment through Self-Help projects and mobilization to promote enrolment, improvement and inclusion of disadvantaged groups in the ownership of the UBE programme.
- » Orientating stakeholders on their duties, obligations and responsibilities as wards, custodians, implementers and facilitators of UBE Programme, and understanding its policies.
- » Initiating contacts and programmes towards broadening the network of partnerships with CSOs and other stakeholders at the grassroots for the mobilization of additional resources and participation in executing, monitoring and evaluating all basic education delivery processes.
- » Promoting a new set of attitude and culture for the attainment of the objectives of the UBE programme, as well as promoting the spirit of honesty and accountability, integrity and transparency, team work and commitment among the staff.
- » Encouraging formal and non-formal education through public enlightenment activities,



- publications dealing with drop-out, withdrawal, inadequate training etc.
- » Liaising with other UBEC technical departments and Government agencies for the effective mobilization and implementation of all basic education related programmes e.g. Girl Child Education, Education of Street Children and other Disadvantaged Groups etc.
 - » Liaising with, and coordinating the efforts of Nigerian Education Agencies (NTI, NERDC, NBTE, NETC, NCCE, NABTEB, FME, ADNF etc) local and international organizations, and NGOs in the design, production and distribution of public enlightenment and relevant information on UBE.
 - » Encouraging and promoting the formation and establishment of popular community based organizations such as School Based Management Committees (SBMCs) in support of UBEC
 - » Initiating and implementing programmes such as HIV/AIDS awareness campaign and capacity building for States, LGAs and communities/schools.
 - » Researching into, monitoring and evaluating advocacy and mobilization strategies in collaboration with other UBEC line departments/units.
 - » Carrying out any other activities that may be assigned by the Commission.

STRUCTURE

The Department is structured as detailed below:

Units and Sections

The Department has two main sections and nine units that are charged with the above mentioned functions and other related activities of the Commission. Their corresponding units include:

1. Social Mobilization

- I. Advocacy/Mobilization/Sensitization
- II. Girl Child and other Vulnerable Children
- III. HIV/AIDS Awareness
- IV. Private School

2. Community Development and Empowerment Section

- I. Community Initiated Self Help Projects
- II. Donor intervention/Partnerships
- III. Production and Media Relations
- IV. Non-Governmental Organization (CSACEFA)



STAFF DISPOSITION

The Department is presently manned by a staff strength of twenty four (24) comprising eleven (11) senior officers assisted by one (1) secretarial staff and one (1) driver as stated in the Table below:

Staff Designation, Grade and Number

S/N	DESIGNATION	GL	NO
1	Director	17	1
2	Deputy Director	15	1
3	Assistant Director	15	1
4	Chief Social Mobilization Officer	14	1
5	Principal Social Mobilization Officer	12	2
6	Senior Social Mobilization Officer	10	3
7	Senior Confidential Secretary	10	1
8	Social Mobilization Officer I	9	1
9	Social Mobilization Officer II	08	12
10	Senior Driver	07	1
	Total		24



Achievements (Accomplished Activities in 2010)

(a) UBE Community Initiated Self-Help Projects

1.0 Introduction

The Self-Help Project of the UBE Programme is designed as a strategy to involve the community and private sector participation in basic education delivery through the initiation, execution, administration and ownership of designated school projects. The concept is a response to the realization that basic education funding, administration and implementation is the responsibility of the government as well as that of the communities working through appropriate community organs such as Parents Teachers Association (PTAs) and Community Based Organizations (CBOs). Projects under this arrangement are initiated and funded in part by the beneficiaries and supported by the collaborating partners. In the current UBE Implementation strategy, benefiting communities are expected to provide counterpart contributions in cash or kind to the tune of not less than 10% of the total project cost for school-based priority project in public primary schools with a view to enhancing access, equity and quality in basic education delivery in Nigeria. The school community is any group of persons or individuals who have direct interest in the school and can influence its day-to-day activities. These include PTAs, NUT, Old Boys/Girls Association, Traditional Rulers, Community leaders, Community Associations, Faith Based Organizations, philanthropists etc.

Implementation of the UBE Community Initiated Self-Help Project and the Challenge of Electronic Payment (e-Payment)

- As a result of on-going financial reforms of the Federal Government, it became necessary for UBEC to adopt and implement the disbursement aspect of the Self-Help project through e-payment. Ideally, e-payment mechanism enables the electronic transfer of cash through online transactions for Business to Business (B2B), Business to Consumer (B2C) and most recently Person to Person (P2P) purposes.
- The application of e-payment in the Self-Help project commenced in October 2009 with the disbursement of 1st tranche support funds for 2008 UBE Self-Help projects and subsequently the 2nd tranche Support Funds to beneficiary communities under the 2007 project arrangement. Prior to this, the practice was for UBEC to raise bank drafts in the name of beneficiary communities and hand over to them these drafts. The communities will in turn open bank accounts with the sum raised or lodge the drafts in existing accounts of the school and correctly bearing the beneficiary's name. With the introduction of e-payment, the involvement of the project beneficiary communities in cash or financial instrument handling has been eliminated as the disbursement is effected directly from UBEC clearing banks into the project school/community bank, using details provided by



the school/communities.

- Though e-payment has brought a lot of incentives and reduced risks associated with cash handling, its operations, if not well understood and cautiously applied, can lead to very disappointing consequences as is the case with the Self-Help disbursements.
- The greatest challenge to effective disbursement of the Self-Help funds is the ability of the project beneficiary communities to provide correct banking details in such a manner that ensures disbursed funds are applied to designated accounts. This is not the experience as the Department has been faced with several cases of return of funds that cannot be applied to their beneficiary accounts due to faulty account details. These occur in one of many ways:
 - i. Error recording of account numbers using letter 'O' for digit '0'
 - ii. Mismatch of account name with a completely different account number
 - iii. Misspelling and incomplete statement of account names
 - iv. Usage of personal or different corporate entity account numbers for project funds
 - v. Usage of one account number for various projects within an LGEA
 - vi. Non-transactions on accounts opened by project communities thus leaving the account dormant.

Efforts by UBEC towards addressing e-payment Challenges

In the bid to ensure that the introduction of e-payment does not affect project implementation, a number of steps have been taken with a view to reducing incidences where beneficiary project communities are unable to access fund earmarked for project implementation. Key among such interventions include:

- i. Funding support to SUBEBs for training of Project Implementation Committees (PICs) on overall project management, paying particular attention on project record keeping and accounting.
- ii. Advocacy on the need for SUBEBs to ensure improved capacity of SUBEB personnel involved in the Self-Help project implementation, particularly data collation.
- iii. Advocacy for increased SUBEB/LGEA supervision of activities of Project Implementation Committees (PICs), especially project accounting and commencement procedures, prior to actual project implementation.
- iv. Seasonal meeting with SUBEB Directors of Social Mobilization and Self-Help Project Desk Officers to review and resolve conflicts associated with account details/payments.
- v. Constant review of submissions made to designated banks to cater for the need of project beneficiary communities whose funds were earlier unapplied due to wrong account details.



Impact of the Self Help Project

The Self-Help strategy has proven to be very rewarding in providing requisite infrastructure and services within the school environment, as well as galvanizing popular community support and involvement in UBE delivery. The impact of this strategy on UBE delivery is two-fold:

- i. Provision of much needed infrastructure and other key deliverables
- ii. Mobilization/empowerment of UBE stakeholders/communities for active participation in UBE delivery.

Total funds disbursed to Self-Help project beneficiary communities in the period under review include:

SN	Purpose of Funding	Number of Beneficiary Communities	Amount per community (₦)	Total Disbursements (₦)
1.	2 nd Tranche Disbursement to communities under the 2007 funding arrangement.	6,434	150,000.00	965,100,000.00
2.	1st Tranche Disbursement to communities under the 2008 funding arrangement.	4,225	750,000.00	3,168,750,000.00

Apart from providing the much needed infrastructure, the Self-Help strategy has impacted positively on UBE delivery by:

- i. Empowering local communities to provide and improve their skills in various community based enterprises and occupations.
- ii. Ensuring the institution of transparency and accountability in resource management in schools.
- iii. Paving way for community ownership of UBE programme and opportunities for increasing access, quality and equity in UBE delivery.
- iv. Serving as catalyst to local communities in the provision of conducive learning environment with little contribution either in kind or in cash.
- v. Availing local communities of the opportunity to enroll more of their wards in schools



through the provision of more classrooms and furniture.

Importantly, the Self-Help strategy has empowered school/communities to be part of the ownership of the schools and to contribute meaningfully to the day-to-day administration of basic education institutions at the grassroots.

(b) Quarterly General Monitoring of Projects by UBEC Governing Board Members

The UBEC Board members embarked on nationwide supervision of projects within the period of July to September, 2010. The import of the supervision is to ensure that set standards, targets, and deliverables of UBE programmes are attained. It was also to determine the level of UBE project implementation particularly at the grassroots level. The report of the exercise identified the following as areas that require the urgent attention of both UBEC and SUBEB:

- i. There still exist a lot of technical capacity gaps in the SUBEBs. Management should organize mandatory capacity building programme for schedule officers in planning, research & statistics, finance and social mobilization.
- ii. Special education needs a boost at both SUBEB and UBEC levels to improve on general awareness and delivery.
- iii. The Commission's field Officers in the Zonal and State Offices should be tasked more at their own levels of supervision and monitoring of UBE implementation.
- iv. UBE should continue to engage some States to ensure full access of the outstanding matching grants.

(c) 2007 AND 2008 GOOD PERFORMANCE AWARDS TO STATES

In the approved formula for disbursement of FGN-UBE intervention funds, 5% of the 2% of the Consolidated Revenue Funds (CRF) was allocated for Good Performance Award. This fund was set aside to reward States adjudged as having performed well in the implementation of basic education in the country. The aim of this component of the UBE process is not only to encourage States that have demonstrated a lot of zeal in the execution of the UBE programme, but also to prop up others that did not exhibit the expected level of participation.

The 2007 and 2008 edition of the Award ceremony took place at the International Conference Centre, Abuja on 20th May, 2010.

The occasion was attended by major stakeholders in the Basic Education sub-sector. The President of the Federal Republic of Nigeria, Dr. Goodluck Ebele Jonathan, GCFR, was represented at the occasion by the Honourable Minister of Education, Prof. Rukayat Ahmed Rufai.

The occasion was also attended by the Governors of Ondo and Bauchi States, Dr. Olusegun Mimiko and Alhaji Isa Yuguda respectively, the Deputy Governor of Kogi State, Chief Philip Omeiza Salau and Commissioners of Education of most States. Also in attendance were the Chairman of Senate



and House Committees on Education, Senator Atiku Bagudu and Hon. Faruk Lawan respectively; the Permanent Secretary, Federal Ministry of Education, Chief Executives of Federal Parastatals, UBEC Board Chairman, Prof. Tunde Adeniran and other Board members, as well as members of UBEC Management; 37 Executive Chairmen of State Universal Basic Education Boards and FCT, Traditional Rulers, including the representative of Sultan of Sokoto, the Etsu Nupe, Alhaji Yahaya Abubakar and host of others. There were other special invited guests from the civil societies, International Development Partners (IDPs), CBOs, Faith Based Organizations and members of the press.

Prizes were awarded in both Zonal and National categories as follows:

i. LIST OF THE AWARDEES FOR THE 2007 AWARDS

A. NATIONAL

S/NO	NAME OF STATE	POSITION	PRIZE/AMOUNT (N) MILLION
1.	Ondo SUBEB	1 st	500
2.	Adamawa SUBEB	2 nd	300
3.	Katsina SUBEB	3 rd	200

B. ZONAL

I. NORTH CENTRAL ZONE

S/NO	NAME OF STATE	POSITION	PRIZE/AMOUNT (N) MILLION
1.	FCT SUBEB	1 st	70
2.	Niger SUBEB	2 nd	50
3.	Kogi SUBEB	3 rd	30

II. NORTH EASTERN ZONE

S/NO	NAME OF STATE	POSTION	PRIZE/AMOUNT (N) MILLION
1.	Taraba SUBEB	1 st	70
2.	Gombe SUBEB	2 nd	50
3.	Bauchi SUBEB	3 rd	30



III. NORTH WESTERN ZONE

S/NO	NAME OF STAT :	POSTION	PRIZE/AMOUNT (N) MILLION
1.	Jigawa SUBEB	1 st	70
2.	Kebbi SUBEB	2 nd	50
3.	Zamfara SUBEB	3 rd	30

IV. SOUTH EASTERN ZONE

S/NO	NAME OF STATE	POSITION	PRIZE/AMOUNT (N) MILLION
1.	Abia SUBEB	1 st	70

V. SOUTH-SOUTH ZONE

S/NO	NAME OF STATE	POSITION	PRIZE/AMOUNT (N) MILLION
1.	Rivers SUBEB	1 st	70

VI. SOUTH WESTERN ZONE

S/NO	NAME OF SUBEB	POSITION	PRIZE/AMOUNT (N) MILLION
1.	Ekiti SUBEB	1 st	70
2.	Oyo SUBEB	2 nd	50
3.	Osun SUBEB	3 rd	30

II. LIST OF AWARDEES FOR THE 2008 AWARDS

S/NO	NAME OF STATE	POSITION	PRIZE/AMOUNT (N) MILLION
1.	Adamawa SUBEB	1 st	600
2.	Katsina SUBEB	2 nd	450
3.	Jigawa	3 rd	350
4.	Bauchi	4 th	250
5.	FCT	5 th	200
6.	Kogi	6 th	150



(d) Operations of School Based Management Committees (SBMCs)

An experiential/interactive meeting was held between UBEC, Education Sector Support in Nigeria (ESSPIN), Kaduna SUBEB and Civil Society Organizations (CSOs) in Kaduna on the 14th and 15th of January 2011. The aim of the meeting was to share experiences on good practices that have emerged as a result of the partnership between Kaduna SUBEB and ESSPIN that has led to improved community involvement in UBE delivery at the school level. The communiqué issued at the meeting included among other things:

- i. SBMCs should be given prominence at all levels by UBE Stakeholders
- ii. Adequate funds should be provided for the operations of SBMCs through budgetary allocations.
- iii. SBMCs should be empowered to undertake appropriate school level projects like minor repairs and other light school level activities.
- iv. Advocacy should be intensified towards highlighting the prime importance and relevance of SBMCs in UBE delivery at the school level.
- v. Improved partnership should be developed between UBEC, SUBEB, LGEA, ESSPIN and CSOs whose activities are focused on SBMCs.

The meeting succeeded in demonstrating ESSPIN's commitment in supporting UBEC to lead the formation and administration of SBMCs in all public schools through advocacy.

(e) Activities under CATI

The Commission has since finished compilation and printing of all its intervention in the States from 2005 to 2009. This includes the total amount disbursed under all the basic education programme components, the projects undertaken and deliverables obtained indicating location of such projects. SUBEBs are, hereby, notified that the distribution of the CATI documents to SUBEBs is in progress. In addition to the printed CATI documents on each state, UBEC shall continue to publish its intervention and deliverables obtained therefrom.

(F) Partnership with Anti-Corruption and Non-Governmental Organizations (NGOs)

The Commission's efforts in the fight against corruption in Basic Education sub-sector was recognized as the Executive Secretary, Dr. Ahmed Moddibo Mohammed was given the Transparency, Accountability and Good Governance Heroes Award last year for adhering to high moral standards in the running of UBEC affairs. This is also a tacit recognition of the untiring enlightenment campaigns through sustained Anti-Corruption capacity building for UBEC, SUBEBs and LGEAs staff embarked upon by the Commission in collaboration with Anti-corruption agencies



throughout the country. Indeed, the Heroes Award, by extension, is an award for all the Basic Education operators and the country in general. There is the need, therefore to ensure that the training given to staff is translated into the transparent handling of their official duties.

ON-GOING ACTIVITIES

(a) Partnership with Anti-Corruption and Non-Governmental Organizations

As part of the on-going efforts at fighting corruption in the basic education sub-sector, the UBEC Management approved the conduct of Zonal Anti-Corruption Workshops in the geo-political zones as follows:

- ✓ Anambra (South-East) - 22-23 February, 2011
- ✓ Rivers (South-South) - 1-2 March, 2011
- ✓ Oyo (South-West) - 8-9 March, 2011
- ✓ Zamfara (North-East) - 15-16 March, 2011

(b) Advocacy/Mobilization Activities

In continuation of UBEC's efforts towards sensitizing SUBEBs to access their matching grants as well as participate effectively in all Basic Education activities, the Commission is planning to undertake advocacy visits to some selected states that experience UBE implementation challenges.

CHALLENGES

Key challenges encountered in the implementation of Social mobilization activities include:

- ✓ Inadequate funding
- ✓ Stakeholders inadequate involvement in programme implementation
- ✓ Poor private sector partnerships

FUTURE ACTIVITIES

The Department of Social Mobilization is bracing up for increased activities in strategic Areas of Advocacy, Sensitization and Mobilization. In line with this therefore, the Department has set in motion the procedure for stepping up its collaborations with other professional arms of UBEC for the conduct of its activities in the coming year. Key among the proposed activities include:

Stepping up on efforts aimed at communicating UBE towards improving the goodwill of stakeholders for the programme implementation.

More effective co-ordination, monitoring and evaluation of the UBE Community Self-Help Projects in schools for increased outputs and improved outcomes in teaching learning processes will be pursued.



Stepping up on collaborations and partnerships with stakeholders for better basic education service delivery.

Increased advocacy, enrolment drives and other targeted mobilization activities to increase the awareness profile of the UBE programme implementation status such that at least 1.3 million out of school children are enrolled during the year.

Designated SUBEBs will be notified in good time when a time table was finalized so as to give them sufficient notice to make adequate arrangement for the visit.

CONCLUSION

This year, as in previous years, has recorded significant efforts in areas of utilization of educational imbalance funds. Particularly the UBE Community Initiated Self-Help Projects. Other efforts were on collaboration with ESSPIN to improve the functionalities of SBMCs and partnership with Anti-Corruption and Non-Governmental Organizations (NGOs) to fight against corruption in basic education sub-sector.

In the coming year, the Department will intensify its efforts in advocacy and mobilization activities particularly to some selected States that experienced UBE implementation challenges.



QUALITY ASSURANCE

MISSION STATEMENT OF THE DEPARTMENT

We shall ensure that high quality basic education is realized through the carrying out of appropriate quality assurance mechanisms, setting, monitoring and maintaining of minimum standards in all processes of the UBE Programme in Nigeria.

FUNCTIONS

The Department is principally the Quality Assurance outfit of the UBE Commission saddled with the following functions:

- Supporting in the design and implementation monitoring activities and programmes for the UBE.
- Monitoring the implementation of the UBE Programme in State Universal Basic Education Boards (SUBEBs), Local Government Education Authorities (LGEAs) and Schools.
- Establishing performance indicators for Monitoring and Evaluation of the UBE programme.
- Carrying out quality assurance mechanisms in UBE Programme activities.
- Setting, monitoring and maintaining Minimum Standards, as well as determining normative Indices for evaluating Pupils/Students performances.
- Appraising, regularly Monitoring and Evaluating the UBE Programme performance in Primary and Junior Secondary Schools to ensure consistency with government policies/set standards.
- Preparing and sending regular reports to UBEC Management on:
- Routine Follow-up and Follow-through monitoring and evaluation activities in the basic education programme.
- National Assessment of Learning Achievements in Basic Education
- Nationwide Unified Continuous Assessment development and applications.
- Overseeing the operations of the UBEC Zonal/State Offices.
- Supporting in the Monitoring of various Development Partners' Assisted Programmes and Projects in Basic Education Institutions.
- Developing instruments for various monitoring activities of the Commission.

STRUCTURE

The Department has three Units namely:

1. Monitoring and Evaluation Unit;
2. Assessment Unit;
3. Zonal Office Matters Unit.



Responsibilities of the Unit:

Monitoring and Evaluation Unit

The Unit is responsible for Routine and Follow-up/Follow through Monitoring activities. The activities include:

- : Designing and implementing a monitoring scheme for UBE.
- : Receiving, collating and analyzing routine Follow-up/Follow-through monitoring reports.
- : Harmonizing Routine Follow-up/Follow-through Monitoring reports.
- : Receiving, investigating and summarizing complaints/allegations relating to monitoring activities from SUBEBs, LGEAs and Schools for the attention and necessary action of the Director, Quality Assurance/UBEC Management/Board.
- : Setting, Monitoring and Maintaining Minimum Standard Provisions through quality assurance mechanisms

Assessment Unit

The Unit is responsible for:

- : Appraising and regularly evaluating the UBE Programme to ensure its consistency with government policies.
- : Determining the extent of attainment of access, quality and equity benchmarks with respect to basic education.
- : Conducting National Assessment of Educational Progress in Basic Education, with particular focus on the following:
 - assessing learners' achievement in the core subjects, life skills, and non-cognitive aspects of learning;
 - assessing the quality of teachers, learning environment and interactions in the classrooms;
 - developing and distributing Unified National Continuous Assessment instruments and following up their use in schools.
- Developing and maintaining a Test Item Bank for the support of assessment activities of Basic Education implementation.
- : Liaising with other UBEC departments in the development of appropriate instruments for the purpose of evaluating their activities.
- : Assisting in the evaluation of the input of Development Partners in the UBE Programme.
- : Providing information for continuous review and feedback on the UBE Programme.



- Participating in Impact Assessment Studies in the UBE Programme implementation.
- Zonal Office Matters Unit**
- The Unit oversees the activities of the six Zonal Offices in the six geo-political zones, 17 State and FCT Offices. Its activities include:
 - Co-ordinating activities of Zonal Offices.
 - Receiving and collating the Zonal Offices' Quarterly Administrative Reports.
 - Facilitating meetings of SUBEB Chairmen with UBEC Management.
 - Facilitating meeting of Directors of Monitoring and Evaluation/Quality Assurance of SUBEBs with Quality Assurance Officers and UBEC Management.
 - Facilitating meeting of Education Secretaries of LGEAs with Monitoring Officers and UBEC Management.
 - Investigating and reporting on allegations/complaints concerning the Zonal/State Offices.
 - Co-ordinating the annual assessment of the performances of Zonal/State Offices.

UBEC Zonal and States Offices

Table 1: below shows the Location of Zonal/State Offices and the names of States they cover. An Officer of the rank of Deputy Director heads each of the Zonal Offices, while State Offices are headed by Principal Officers and Assistant Directors.



S/N	ZONAL OFFICE	STATE OFFICES	STATES COVERED
1.	SOUTH-WEST (Abeokuta)	i. Ekiti (Ado-Ekiti) ii. Oyo (Ibadan) iii. Lagos (Ikeja)	i. Ekiti and Ondo ii. Oyo and Osun iii. Lagos and Ogun
2.	SOUTH-EAST (Owerri)	i. Enugu (Enugu) ii. Ebonyi (Abakaliki)	i. Enugu, and Anambra ii. Imo, Abia and Ebonyi
3.	SOUTH-SOUTH (Uyo)	i. Edo (Benin-City) ii. C/River (Calabar) iii. Bayelsa (Yenegoa)	i. Edo and Delta ii. Akwa Ibom and Cross River iii. Rivers and Bayelsa
4.	NORTH-EAST (Bauchi)	i. Gombe (Gombe) ii. Adamawa (Yola) iii. Borno (Maiduguri)	i. Bauchi and Gombe ii. Adamawa and Taraba iii. Borno and Yobe
5.	NORTH-CENTRAL (Lokoja)	i. Kwara (Ilorin) ii. Benue (Markurdi) iii. Plateau (Jos) iv. FCT (Abuja)	i. Kwara and Niger ii. Benue and Kogi iii. Plateau and Nasarawa iv. FCT, Abuja
6.	NORTH-WEST (Kaduna)	i. Kano (Kano) ii. Sokoto (Sokoto) iii. Katsina (Katsina)	i. Kano and Jigawa ii. Sokoto, Kebbi and Zamfara iii. Kaduna and Katsina

STAFF DISPOSITION

Tables 2, 3, and 4 below show the distribution of staff by Grade Level. It covers all officers at the Headquarters, Zonal and State Offices.



Table 2: Headquarters

S/N	POST	GL	NO
1.	Director	17	-
2.	Deputy Directors	16	4
3.	Assistant Directors	15	-
4.	Assistant Chief Quality Assurance Officers	13	2
5.	Principal Confidential Secretary	12	1
6.	Principal Quality Assurance Officer	12	1
7.	Senior Quality Assurance Officers	10	4
8.	Confidential Secretary II	08	1
9.	NYSC	-	4
10.	Driver	05	1
		Total	18



Table 3: Zonal officers

S/N	POST	GL	NO
1.	Deputy Directors (Zonal Co-ordinators)	16	6
2.	Chief Accountants	14	4
3.	Assistant Chief Quality Assurance Officers	13	1
4.	Assistant Chief Administrative Officers	13	-
5.	Principal Confidential Secretary	12	1
6.	Principal Accountant	12	-
7.	Senior Administrative Officers	10	1
8.	Engineer I	09	1
9.	Engineer II	08	1
10.	Quality Assurance Officer II	08	4
11.	Administrative Officer	08	2
12.	NYSC	-	-
13.	Executive Administrative Officer	07	2
14.	Chief Driver	07	4
15.	Administrative Executive Officer	06	-
16.	Senior Confidential Secretary III	06	2
16.	Senior Clerical Officer	06	1
17.	Senior Data Processor Assistant II	05	1
18.	Clerical Officer (Accounts)	05	1
19.	Telephone Supervisor	05	-
20.	Driver/Mechanic	04	2
TOTAL			34



Table 4: Staff Profile of State Offices

S/NO.	POST	GRADE LEVEL	NO.
1.	Assistant Directors Quality Assurance	15	6
2.	Chief Quality Assurance Officers	14	3
3.	Chief Accountant	14	-
4.	Chief Social Mobilization Officer	14	-
4.	Assistant Chief Mobilization Officer	13	-
5.	Assistant Chief Quality Assurance Officer	13	4
6.	Assistant Chief Accountant	13	1
7.	Principal Quality Assurance Officer	12	2
8.	Principal Accountant	12	1
9.	Principal Social Mobilization Officer	12	-
10.	Principal Administrative Officer	12	-
11.	Senior Quality Assurance Officer	10	3
12.	Senior Administrative Officer	10	-
13.	Senior Accountant	10	3
14.	Computer programmes	10	1
15.	Senior Confidential Secretary	10	-
16.	Accountant I	09	3
17.	Confidential Secretary I	09	3
18.	Chief Typist	09	1
19.	Quality Assurance Officer I	09	3
20.	Quality Assurance Officer II	08	15



21.	Accountant II	08	10
22.	Administrative officer II	08	9
23.	Confidential Secretary II	08	-
22.	NYSC		1
23.	Assistant Quality Assurance Officer II	07	1
24.	Executive Officer Accounts	07	1
25.	Computer Operator II	07	2
26.	Chief Driver/Mechanic	07	2
27.	Confidential Secretary III	06	7
28.	Senior Driver/Mechanic	06	4
29.	A.E.O	06	2
30.	Assistant Data Processor II	05	-
31.	Assistant Clerical Officer (Accounts)	05	2
32.	Assistant Clerical Officer (Administration)	05	4
33.	Assistant Telephone Supervisors	05	1
34.	Clerical Officer II	04	-
35.	Motor Driver	04	3
34.	Clerical Officer II	04	-
35.	Motor Driver	04	3
36.	Motor Driver	03	1
37.	Motor Driver	02	-
Total			105



ACHIEVEMENTS

Assessment Unit:

- » The In-House Technical Working Committee on Assessment was constituted, approved and Inaugurated by Management.
- » The 2009/2010 National Assessment of Learning Achievements in Basic Education (NALABE) was approved for Implementation in three Phases.
- » The Instruments were developed and printed for main Test Administration.

The following activities are on-going in the Unit:

- Preparation for the final Tests Administration of NALABE in 36 States and FCT.

The following NALABE activities would be covered in Phases two (2) and three (3)

- » Tests administration on NALABE
- » Data Management and Analysis for Objective Test Items;
- » Conference Marking and Processing of Essay Scripts from the Final Test Administration;
- » Report writing and Harmonization of NALABE Reports.
- » Technical Critique and editing of NALABE 2009/2010 Draft Reports;
- » Presentation of draft Report to UBE Management for further Inputs;
- » Harmonization and Printing of final reports; and
- » Distribution and Dissemination of Reports to Stakeholders.

Zonal Office Matters Unit

- » Conducted a one-day meeting of UBEC Management with Executive Chairmen of SUBEBs, Director of Finance and Accounts, and Planning Research and Statistics Departments;
- » Conducted a One-day emergency meeting of UBEC Management with Executive Chairmen of SUBEBs to deal with new focus on Instructional Materials, Procurement and Teacher Professional Development;
- » Held the Quarterly in-house meeting with Zonal/State Co-ordinators and Quality Assurance Officers;
- » Facilitated the Commissioning of Special Education Materials for use in benefiting States by the Honourable Minister of State for Education;
- » Facilitated the meeting of UBEC Management with Headquarters, Zonal and State Quality Assurance Officers; and
- » Facilitated the Town-Hall meeting of all Headquarters staff with UBEC Management.



Monitoring and Evaluation Unit

- » Conducted Follow-up of First Term 2009/2010 Session Routine Monitoring.
- » Conducted 2nd Term 2009/2010 Session Routine Monitoring.
- » Conducted 3rd Term 2009/2010 Session Routine Monitoring.
- » Held 6th In-House Technical Working Committee Meeting on Routine Monitoring.
- » Conducted the 3rd Term 2009/2010 Follow-up Routine Monitoring.
- » Conducted 1st Term 2010/2011 Session Routine monitoring.

CHALLENGES

The Department accomplished most of the activities slated for 2010. However, the following constraints affected some of these activities.

- ▶ Inadequate office accommodation at the Headquarters and some Zonal/State Offices;
- ▶ Inadequate vehicles for monitoring;
- ▶ Late submission of Quarterly Administrative Reports from the Zonal/State Offices; Zonal Offices Matters
- ▶ Quarterly Administrative Report format was not strictly adhered to by some Zonal/State Offices; Zonal Office Matters
- ▶ Activities were congested some of the time in the Commission such that the termly routine monitoring and follow-up monitoring were affected in their effective implementation and report writing; and
- ▶ Late receipt of routine/follow-up monitoring reports resulting in late harmonization.

FUTURE ACTIVITIES

Monitoring and Evaluation Unit

Harmonization of the first term 2010/2011 Routine Monitoring and Evaluation Reports.

Follow-up monitoring of the first term 2010/2011 Routine Monitoring and Evaluation

Development of soft ware for routine monitoring and evaluation reporting.

Second Term 2010/2011 Routine Monitoring and Evaluation

Harmonization of 2nd Term 2010/2011 Session Routine Monitoring and Evaluation.

Follow-up Monitoring of 2nd Term 2010/2011 Routine Monitoring.

Third Term 2010/2011 Routine Monitoring and Evaluation.



Harmonization of 3rd Term 2010/2011 Routine Monitoring and Evaluation.
Follow-up Monitoring of 3rd Term 2010/2011 Session Routine Monitoring and Evaluation.
First Term 2011/2012 Routine Monitoring and Evaluation.
Follow-up of 3rd Term 2011/2012 Routine Monitoring and Evaluation.
Weekly Monitoring Activities by Zonal/State Officers and Headquarters Staff

Assessment Unit

The activities mapped out for the future include the following:

Monitoring and Evaluation of the conduct/practice of Continuous Assessment at the Basic Education level.

Review and development of an Instrument for National Continuous Assessment Programme in line with the new 9-Year Basic Education Curriculum.

Development of an Item Bank for National Assessment of Learning Achievements in Basic Education (NALABE)

Development of Guidelines for Quality Assurance in Basic Education in Nigeria.

Capacity Building for Teachers, Assistant Head Teachers, Principal/Vice Principals, Guidance and Counselors, Examination Officers and School Services Personnel in LGEAs, SUBEBs and UBEC Monitoring Officers in Quality Assurance mechanisms.

Zonal Office Matters Units

The Unit proposed to carry out the following activities in the coming year:

Facilitate the rotational quarterly meetings of UBEC Management and SUBEB Executive Chairmen or 2011.

Conduct of half-yearly meetings of UBEC Management with Directors of School Services/Quality Assurance of SUBEBs, Zonal and State Co-ordinators.

Annual Assessment of Zonal/State Offices for 2009.

Conduct of the meeting of UBEC Management with Zonal/State Co-ordinators and Quality Assurance Officers.

Harmonization of the Quarterly Administrative Report of Zonal/State Offices for 2008, 2009 and 2010.

Conduct of the quarterly meetings of Quality Assurance Department with the 6 Zonal Co-ordinators.



CONCLUSION

The activities of the Department were vigorously carried out during the 2010 fiscal year. The year saw the transition from Monitoring and Evaluation Department to the current embracive Department of Quality Assurance. The year also saw an increase in the staff dispositions of the Headquarter, Zonal and State Offices. Though this happened during the last quarter, it will certainly give a boost in the implementation of the activities of the Department in the coming year (2011). The Department wants to put on record the tremendous support/assistance received from the UBEC Governing Board and Management in pursuing its mission and contributing to the achievement of the overall objectives of the UBE programme. It therefore looks forward to a more exciting 2011 with the hope of improving on the Quality Assurance efforts in its assigned duties towards effective Implementation of all UBE Programme activities.



FINANCE AND ACCOUNTS

INTRODUCTION

The Department of Finance and Accounts was established at the inception of the first NPEC in 1988. Apart from its traditional functions of financial record keeping, payment of staff salaries, preparation of Annual Budget, Annual Financial and State Accounts, the Department is also involved in fund disbursement to States, Financial Monitoring, Sourcing of funds and payment of Federal Teachers' Scheme participants' monthly allowances (Primary and JSS).

FUNCTIONS

The Department of Finance and Accounts performs many functions as follows:

- disbursing the FGNUBE Intervention Funds to States and other providers of Basic Education;
- conducting Quarterly Financial Monitoring of the FGN UBE Intervention Funds;
- verifying compliance with 50% State Counterpart Fund lodgment requirement;
- advising the Federal Government, through the Federal Ministry of Education, on the funding of Basic Education in Nigeria;
- preparing and presenting Financial Progress Report on the Implementation of the UBE Programme to Mr. President through the Honourable Minister of Education;
- managing Local and International Donor Agencies Grants;
- Liaising with other relevant bodies, such as Federal Ministry of Finance, Federal Ministry of Education, Office of the Accountant-General of the Federation, Office of the Auditor-General for the Federation, National Assembly, Presidency, Education Tax Fund etc, on matters relating to funding of UBE Commission;
- preparation of the Commission's Annual Budget;
- preparing Cash Flow Analysis;
- determining the basis for allocating Funds to states and other UBE Implementing Agencies;
- preparing and presenting the Commission's Annual Financial Statements.
- keeping the Commission's financial records;
- appointing External Auditors for Annual Audit of SUBEBs in respect of FGN-UBE Intervention funds;



- providing other financial advisory services to the Commission on Taxation, Investment, and Foreign Exchange Management e.t.c;
- processing and payment of monthly allowances to Federal Teachers' Scheme Participants; and
- processing and payment of monthly staff salary, emoluments and other financial entitlements.

STRUCTURE

The Department is headed by a Director and assisted by two Assistant Directors. It consists of 4 units, namely:

1. Expenditure Control Unit;
2. State Accounts Unit;
3. Funds and Budget Unit; and
4. Final Accounts Unit.

In addition to the above Units, the Department supervises the financial activities of the Special Projects Unit.

STAFF DISPOSITION

S/N	Designation	Grade Level	Number
1	Director	17	1
2	Assistant Director	15	2
3	Chief Accountant/Chief Conf. Secretary	14	9
4	Asst. Chief Accountant	13	8
5	Principal Accountant	12	3
6	Senior Accountant/Prin. Conf. Secretary I	10	11
7	Accountant I	09	8
8	Accountant 11/FA I	08	28
9	Finance Assistant II	07	3
10	Finance Assistant III	06	2
	TOTAL		75



ACHIEVEMENTS

- ▶ Secured 100% release of 2010 approved budget of **N46,085,865,458.00**.
- ▶ Conducted follow-up of 11th Routine Financial Monitoring.
- ▶ Conducted 12th Financial Monitoring.
- ▶ Disbursed **N18,080,133,883.31** UBE Matching grants to 22 States and F.C.T. viz: Adamawa N980,527,717.95, Akwa Ibom - N832,432,432.00, Bauchi - N829,164,645.03, Bayelsa - N1,300,000,000.00, Borno - N632,364,275.23, Ebonyi -N17,301,351.00, Edo - N1,000,000,000.00, Ekiti - N531,121,621.63, Imo - N2,000,000,000.00, Jigawa - N299,604,064.20, Kaduna - N50,508,427.63, Katsina - N449,406,096.32, Kebbi - N680,856,086.17, Kogi -N132,780,405.00, Lagos - N134,486,489.00, Niger -N843,291,572.22, Ondo - N449,406,096.32, Osun - N947,337,837.63, Oyo -N947,337,837.63, Sokoto - N832,432,432.00, Taraba - N1,663,158,117.83, Zamfara -N1,630,507,532.04 and FCT -N896,108,846.48.
- ▶ Disbursed **N1,012,526,290.60** Special Education fund to 35 States and F.C.T. viz: Abia - N47,871,405.40, Adamawa - N60,871,405.40, Akwa Ibom - N59,876,810.12, Anambra - N41,871,405.40, Bauchi - N19,871,405.40, Bayelsa - N11,302,313.54, Benue -N43,356,756.72, Borno - N14,871,405.40, C/River - N19,356,756.72, Delta -N16,648,648.00, Ebonyi - N29,871,405.40, Edo - N17,356,756.72, Ekiti - N6,000,000.00, Enugu - N36,648,648.00, Gombe - N7,000,000.00, Imo - N36,648,648.00, Jigawa -N14,871,405.40, Kaduna - N28,000,000.00, Kano - N47,871,405.40, Katsina -N26,871,405.40, Kebbi - N20,871,405.40, Kogi - N41,520,053.40, Kwara -N25,871,405.40, Lagos - N11,000,000.00, Nasarawa - N34,648,648.00, Niger -N14,871,405.40, Ogun -N30,005,404.72, Ondo - N5,000,000.00, Osun - N14,871,405.40, Oyo - N31,520,053.40, Plateau - N6,000,000.00, Rivers - N27,356,756.72, Sokoto -N27,871,405.40, Taraba - N46,871,405.40, - Zamfara - N35,871,405.40, and FCT Abuja - N47,871,405.40.
- ▶ Disbursed **N3,739,639,472.22** Good Performance fund to 14 States and FCT namely: Abia- N70,000,000.00, Adamawa - N900,000,000.00, Bauchi - N280,000,000.00, Ekiti -N70,000,000.00, Gombe - N50,000,000.00, Jigawa - N420,000,000.00, Katsina - N650,000,000.00, Kebbi - N50,000,000.00, Kogi - N180,000,000.00, Niger - N50,000,000.00, Ondo - N500,000,000.00, Osun - N30,000,000.00, Taraba - N70,000,000.00, Zamfara - N30,000,000.00 and FCT Abuja - N270,000,000.00.
- ▶ disbursed Educational Imbalance Fund of **N1,505,099,152.00** to 36 States and F.C.T. viz: Abia - N8,500,000.00, Adamawa - N34,500,000.00, Akwa Ibom - N46,500,000.00, Anambra - N16,750,000.00, Bauchi - N24,650,000.00, Bayelsa - N42,750,000.00, Benue -



N97,300,000.00, Borno - N33,250,000.00, C/River - N29,500,000.00, Delta - N53,250,000.00, Ebonyi - N20,000,000.00, Edo - N19,550,000.00, Ekiti - N15,000,000.00, Enugu - N11,150,000.00, Gombe - N51,300,000.00, Imo - N11,750,000.00, Jigawa - N32,500,000.00, Kaduna - N41,400,000.00, Kano - N43,750,000.00, Katsina - N28,750,000.00, Kebbi - N32,200,000.00, Kogi - N46,600,000.00, Kwara - N42,700,000.00, Lagos - N11,000,000.00, Nasarawa - N28,000,000.00, Niger - N48,300,000.00, Ogun - N10,450,000.00, Ondo - N13,300,000.00, Osun - N12,400,000.00, Oyo - N18,300,000.00, Plateau - N31,700,000.00, Rivers - N34,500,000.00, Sokoto - N27,250,000.00, Taraba - N27,000,000.00, Yobe - N29,000,000.00, Zamfara - N29,750,000.00 and F.C.T. Abuja - N42,000,000.00.

- ▶ secured the release of 2010 MDG/DRG (Federal Teachers' Scheme) approved budget of N6,844,673,761.000.00 out of N9,000,000,000.00 thus representing 76% achievement.
- ▶ payment of FTS Allowances up to the month of December, 2010
- ▶ successful closure of 2010 Books of Accounts.
- ▶ finalization and review of 2006 and 2007 draft audited Financial Statements.
- ▶ finalization and review of FTS 2006 and 2007 draft audited Financial Statement.

ONGOING ACTIVITIES

2011 Budget Defense before the National Assembly.

Audit of the SUBEBs 2008 and 2009 Accounts.

Computerization of the Commission's Accounting System.

Updating the new Accounting Manual.

Audit of UBEC 2008 and 2009 Accounts

Audit of FTS 2008 and 2009 Accounts

CHALLENGES

- Inadequate Office Accommodation.
- Slow utilization of the FGN-UBE Intervention Funds by SUBEBs.
- Submission of wrong Bank Account details by FTS participants.
- submission of Financial Returns by SUBEBs is not timely.
- 2010 MDGs (FTS) Budget shortfall of N2,155,326,239.00.



FUTURE ACTIVITIES

Conducting the 13th, 14th and 15th Financial Monitoring of the FGN-UBE Intervention funds.

- ▶ Training of UBEC/SUBEB staff on the new Accounting Manual.
- ▶ Printing and distribution of the Accounting Manual.
- ▶ Development of procedural manual.
- ▶ Submitting of 2006 and 2007 Audited Accounts to the Office of the Accountant-General of the Federation, Auditor-General for the Federation and National Assembly.
- ▶ Production of UBEC 2010 Annual Accounts.
- ▶ Preparing the UBEC 2012 Budget estimates.
- ▶ Closure of 2011 Books of Accounts.

CONCLUSION

The Finance and Accounts Department has been able to respond to the many changes based on the support by the progressive Board and UBEC Management. This has resulted in new and efficient ways of performing our functions. Data on FGN-UBE Intervention Fund are put on the internet for public knowledge, thereby reducing the time spent by individuals and organizations in requesting the update of the Intervention Fund. The UBEC financial transactions will remain open and transparent in line with the core values of the Commission.



ADMINISTRATION AND SUPPLIES

INTRODUCTION

The Department of Administration & Supplies is saddled with the task of assisting the Chief Executive in the day to day administration of the Commission. Through effective management of the available human and material resources, the Department creates a favourable working environment, mobilizes and motivates the entire workforce towards attaining the goals and objectives of UBE, as well as achieving the dictum "Education for All is the Responsibility of All".

FUNCTIONS

The Department of Administration & Supplies is a service department which performs the following functions:

- ▶ Assisting the Executive Secretary in the daily/routine administration of the Universal Basic Education Commission (UBEC)
- ▶ Advising Management on general administration, establishment and personnel matters.
- ▶ Serving as the Secretariat to the UBEC Management Committee
- ▶ Implementing UBEC Board and Management decisions
- ▶ Serving as the Secretariat to the Governing Board and its Committees
- ▶ Evolving and coordinating training and manpower development policy for the Commission
- ▶ Interpreting and implementing the Commission's policies as they affect staff welfare such as health/medical care, housing, transport, etc.
- ▶ Liaising with the Establishment Department of the Office of the Head of Service of the Federation for the participation of Clerical Staff in the Combined Promotion and Confirmation (COMPRO) Examination
- ▶ Interpreting and implementing administrative and personnel policies in accordance with government rules, regulations, codes and circulars
- ▶ Keeping records of all applications for employment, requests for transfer of service, secondments and contract appointments
- ▶ Liaising with other departments for the compilation and coordination of existing vacancies for purposes of appointments and promotions
- ▶ Distributing, collating and compiling the Annual Performance and Evaluation Report (APER) forms and writing promotion briefs for presentation to the appropriate Committees
- ▶ Preparing the Commission's nominal roll and departmental/unit staff list and reviewing same on a regular basis
- ▶ Compiling annual increments and issuing salary variation advice in conformity with Government's regulations
- ▶ Serving as the Secretariat to the Board of Trustees of the Commission's Staff Pension



Scheme, as well as handling matters relating to terminal leave and pensions

- ▶▶ Handling insurance matters
- ▶▶ Ensuring adequate stock and replenishment of consumables like stationery, office equipment/furniture etc
- ▶▶ Ensuring documentation of newly employed staff and organizing induction/orientation courses for same
- ▶▶ Issuing annual and casual leave advice to deserving staff and processing their resumption of duty certificate
- ▶▶ Providing and coordinating security for UBEC assets
- ▶▶ Ensuring the cleanliness of offices and office environment through supervision of the cleaners.
- ▶▶ Ensuring the procurement and sustained provision of utility services like telephones, water, electricity, postal/mailings etc
- ▶▶ Administration and maintenance of official vehicles
- ▶▶ Beautification of office environment
- ▶▶ Ensuring capacity building for staff at both national and international forums
- ▶▶ Ensuring adequate office accommodation for staff

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	NO
1	Director	17	1
2	Deputy Director	16	2
3	Assistant Director	15	3
4	Chief Admin Officer	14	3
5	Assistant Chief Admin Officer	13	1
6	Principal Admin Officer	12	0
7	Senior Admin Officer	10	1
8	Admin Officer I/Conf Sec/Senior Exec Officer	09	12
9	Admin Officer II	08	17
10	Executive Officer/Tech Officer/Chief Driver Mechanic	07	8
11	Senior Clerical Officer I/Senior Driver Mechanic I	06	2
12	Clerical Officer/Senior Driver Mechanic II	05	1
13	Driver Mechanic	04	1
	TOTAL		52



ACHIEVEMENTS

- ☛ Promoted thirty eight (38) staff in the 2008 Senior Staff Promotion exercise
- ☛ Promoted Twelve (12) staff in the 2009 Junior Staff Promotion exercise.
- ☛ Sponsored eleven (11) staff for International capacity building courses
- ☛ Sponsored 10 staff for long term training in various institutions of higher learning
- ☛ Confirmed the appointment of 10 Junior Staff of the Commission.
- ☛ Secured Transfer of service for senior staff who met the conditions as stipulated in our relevant rules
- ☛ Provided additional office accommodation by purchasing and installing 2 Nos. Portakabins
- ☛ Paid Monthly Pension as and when due to the Commission's Pensioners
- ☛ Transferred staff Pension Contributions to their respective RSAs
- ☛ Initiated the process of taking Group Life Policy for the Commission's Staff.
- ☛ Displayed Roll up banners depicting the Mission, Vision and Core Values of the Commission in strategic locations within the Headquarters' building, Zonal and State Offices.
- ☛ Placed Suggestion/Complaint boxes in strategic locations within the Headquarters' building and Zonal/State Offices.
- ☛ Produced name tags for all members of staff.
- ☛ Changed Sign post and Direction signs within the Headquarters' building
- ☛ Initiated the procurement of a new utility vehicle Mitsubishi Canter
- ☛ Installed modern vehicle security tracking and recovery system in eleven of our vehicles
- ☛ Carried out regular maintenance and servicing of official vehicles in the Headquarters, Zonal and State Offices
- ☛ Conducted Survey/Valuation of unserviceable motor vehicles in the Headquarters, Zonal and State offices in conjunction with the staff of Federal Ministry of Works
- ☛ Ensured that all vehicles were kept clean and serviceable
- ☛ Completed 2010 Stock taking.
- ☛ Distributed 50th Independence Anniversary items to States and stakeholders.
- ☛ Procured and installed 50 Nos. additional intercom lines.
- ☛ Repaired and serviced 118 office air conditioners of various models
- ☛ Serviced and maintained over 41 desk and laptops
- ☛ Processed payment of utility, rent, office cleaning and security service bills to clients
- ☛ Maintained and repaired the Head Office generators, fire extinguishers, water borehole, etc
- ☛ Maintained and repaired office equipment photocopiers, fridges, printers, PABX system with intercom extensions, electrical fittings and electric transformer with RMU
- ☛ Installed 500KVA Volvo standby generator from World Bank support project to ensure



uninterrupted power supply to the Head Office

- Installed electrical fittings and split unit air conditioners in the Portakabin Offices

ON-GOING ACTIVITIES

- ✓ Processing of the 2009 promotion exercise for eligible staff
- ✓ Processing of confirmation of appointments for qualified staff
- ✓ Introduction of clock-in system for staff to check lateness to work and absenteeism.
- ✓ Constitution of Special Awards Committee
- ✓ Provision of more shelves in the Store
- ✓ Disposal of obsolete/depreciated items.
- ✓ Reactivation of security lights within the Head Office premises.
- ✓ Routine maintenance of office equipment such as air conditioners, photocopiers, computers etc
- ✓ Trunking of external and internal cables within the Headquarters
- ✓ Submission of proposal for Enhanced Salary Structure for Governing Board's consideration and seeking approval of the National Salaries, Incomes and Wages Commission
- ✓ Provision of better canteen facilities

CHALLENGES

- ✓ Lack of Budgetary Provisions for implementation of certain aspects of the approved Staff Condition of Service.
- ✓ Inadequate funds to carry out scheduled trainings
- ✓ Inability to conduct the Interactive Session with PFAs
- ✓ Lack of adequate/sufficient shelves in the store.
- ✓ Frequent breakdown of high tension electric lines.
- ✓ Lack of funds to meet urgent maintenance requests
- ✓ Obsolete office equipment and non-availability of genuine service parts
- ✓ High cost of maintenance and repairs due to inflation

FUTURE ACTIVITIES

- ✓ Conduct the 2009/2010 Senior Staff promotion exercise
- ✓ Conduct the 2010 Junior Staff Promotion exercise
- ✓ Confirmation of appointment of Officers who are due for confirmation
- ✓ Enhance long term training for staff
- ✓ Staff empowerment through seminars and workshops
- ✓ Appointment of an Actuarial firm to handle the Actuarial Valuation of the UBEC Pension Scheme
- ✓ Appointment of an Insurance Broker/Underwriter to implement the Group Life Policy of the Commission
- ✓ In-House sensitization workshop for members of staff on effective service delivery
- ✓ Inspection/Valuation of 12 unserviceable vehicles in the State Offices
- ✓ Procurement of twelve (12) new project vehicles (Toyota Hillux) to replace the old vehicles allocated to the following State Offices: Ekiti, Edo, Enugu, Oyo, Kwara, Kano, Sokoto, Benue, Borno, Ebonyi, Lagos and FCT for effective supervision and mobilization of UBE projects across the states



- ✓ Up-grade the UBEC Pension Management Software
- ✓ Payment of Monthly Pension to Pensioners of the Commission
- ✓ Conduct of quarterly meetings of the UBEC Pension's Board of Trustees
- ✓ Computerization of the Store for ease of recording and retrieval of information.
- ✓ Provision of more shelves/rackets in the Store.
- ✓ Servicing, re-gassing and replacement of faulty compressors of 134 Nos air conditioners
- ✓ Routine servicing and maintenance of 3 Nos generating sets
- ✓ Prompt processing and payment of utility, cleaning and security services bills from January to December, 2011
- ✓ General servicing, refilling and re-gassing of 28 fire extinguishers and other accessories
- ✓ Servicing and routine maintenance of the Head Office water borehole
- ✓ Purchase of new 500 KVA generator to beef up electricity supply to the Head Office
- ✓ Installation of water meter and reconnection of the Head Office water line to the Water Board main supply line
- ✓ General overhauling and servicing of 500 KVA Perkins standby generator
- ✓ Routine maintenance of 20 photocopiers, PABX system with 110 extensions, 113 computers, 34 printers, office furniture, plumbing works, structures and facilities
- ✓ Purchase and replacement of electrical fittings and appliances in offices and premises
- ✓ Construction of concrete platform for refuse disposal waste bins by the Head Office gate
- ✓ Identification, construction and replacement of broken concrete slabs on the drainages within the Head Office premises
- ✓ Beautification of the Head Office premises
- ✓ Reactivation/Renovation of UBEC electrical sign post by the gate
- ✓ Linkage of the Head Office to central sewage system
- ✓ Replacement of obsolete water and powdered fire extinguishers
- ✓ Disposal/boarding of unserviceable vehicles.
- ✓ Regular maintenance and servicing of official vehicles
- ✓ Compilation of report on drivers for the award of annual accident free bonus

CONCLUSION

The Department of Administration and Supplies achieved a lot in 2010 and looks forward to completing the on-going activities. We hope to perform better in 2011.

