

2016 ANNUAL REPORT

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FOREWORD

Tertiary Education Trust Fund, (TETFund) is an agency of the Federal Government established to intervene in the Public Tertiary Education sector through the rehabilitation, restoration and consolidation of teaching and learning infrastructure, resources and environment with a view to uplifting Nigeria for global competitiveness. The organization was first established by Act No. 7 of the 1993 as the Education Tax Fund, (ETF) to intervene at all levels of public education.

In 1998, the name was changed to Education Trust Fund with the provision of Act No. 40 of 1998 and in 2011 the Fund was renamed Tertiary Education Trust Fund, (TETFund) by the Tertiary Education Trust Fund Establishment Act. No. 16 and refocused to intervene at the tertiary education level as opposed to the omnibus agency that intervene in all sectors of education.

TETFund gets its funding from the 2% Education Tax charged on the assessable profit of all registered companies operating in Nigeria. The tax is assessed and collected by Federal Inland Revenue Services (FIRS). The Fund administers the tax and disburses the amount to tertiary educational institutions at the Federal and State levels. It also monitors the projects executed with the funds allocated to the beneficiaries. TETFund ensures that funds generated from Education Tax (ET) are utilized to improve the quality of education in Nigeria.

Following the amendment of the TETFund Act by the National Assembly of 2011 which refocuses the intervention efforts of TETFund to only public tertiary institutions, we have stated seeing the quantum leap in provision of physical infrastructure across the public tertiary institutions in the country. TETFund is gradually turning our public tertiary institutions to word-class.

The year 2016 Annual Report captured the total amount of education tax collected for TETFund operation by the Federal Inland Revenue Service (FIRS) from the 2% assessable profit of all registered companies in Nigeria stood at One Hundred and Thirty Billion, One Hundred and Twenty Two Million, Seven Hundred and Twenty Eight Thousand, Five Hundred and Forty Nine Naira Seventy Three Kobo (₦130,122,728,549.73). The achievements recorded in the year under review were made possible through the commitment and dedication of our staff at all level. TETFund also enjoyed the total cooperation and support of the Federal Government and supervising Ministry of Education.

The 2016 Annual report covers the 2016 fiscal year (January to December), and also contains all achievements recorded during the year.

Abdullahi Bichi Baffa
Executive Secretary

Our Vision

**To be a world class
intervention Agency
in Nigeria's Tertiary
Education**

Our Mission

**To Provide focused and
Transformative intervention
In public Tertiary Institutions in Nigeria through Funding
And Effective Project Management**

Our Services

Provide funding for educational facilities and infrastructural development.

Promote creative and innovative approach to educational learning and services.

Stimulate, support and enhance improvement activities in the educational foundation areas, like Teacher Education Teaching Practice, Library Development and Special Education Programmes.

Champion new Knowledge enhancing programmes as scientific information and technological literacy.

Our Corporate
Objective

**To use funds generated
from Education Tax to
improve the quality
of Education in Nigeria.**

Our Goals

- i. To continuously improve Education Tax Revenue by ensuring that the tax is collected and made available for TETFund intervention programmes;
- ii. To deliver appropriate and adequate intervention programme with due regard to the sensitivities of beneficiaries and stakeholders;
- iii. To promote cutting-edge technologies, ideas and organization skills in education, and ensure that projects are forward-looking as well as responding to present needs;
- iv. To ensure successful completion of intervention projects;
- v. To form a viable and enduring partnership between TETFund and its beneficiaries;
- vi. To manage Education Tax in a way that is most beneficial to the Nigerian people;
- vii. To recruit, retain, train and retrain a highly motivated workforce.
- viii. To plan, undertake research and create reliable databank for improvement of education in Nigeria; and
- ix. To ensure accountability and transparency in all its undertaking.

Our Core Values

(a) Internal values that pertain to the behavior of person within the Organization

- i. Democratic decision-making and management style that emphasizes consultation, dialogue and the search for consensus.
- ii. Respect for human and socio-economic rights of all who work within the organization;
- iii. Transparency and accountability; and
- iv. Originality, creativity and the pursuit of excellence and efficiency.

(b) External core Values that pertain to relations of TETFund with other bodies and institutions:

- i. Respect for the view-points and interest of government, tax payers beneficiaries and other stakeholders;
- ii. Belief in wide-scale consultation with stakeholders as a means to an adequate understanding of the problems of education and how to solve them; and
- iii. Promotion of transparency and accountability on the part of beneficiaries of TETFund.

**THE ESTABLISHMENT
AND ACTIVITIES OF
THE TETFund**

THE ESTABLISHMENT AND ACTIVITIES OF THE TETFund

Establishment of the Education Trust Fund

- (i) The deteriorating educational infrastructure and failing standard of education in the 1980's and early 1990's led to agitation for reforms in the education sector.
- (ii) In response, the Tertiary Education Trust Fund was established in 1993 under Act No. 7 as amended by Act No. 40 of the 1998 as a Trust Fund and the 2011 TETFund Establishment Act, with the objective of using with project management to improve the quality of education in Nigeria
- (iii) The main source of income available to the Fund is the 2% education tax paid from the assessable profit of companies registered in Nigeria.

Activities

The TETFund has developed a culture of accountability and transparency in its operations over the years, these qualities are well entrenched in all policies and programmes in the areas of intervention in the education sector. The TETFund in promoting the twin qualities of transparency and accountability, ensures that Education Tax collections by the Federal Inland Revenue Services (FIRS) are monitored and reconciled periodically. The Board also ensures that disbursement funds to beneficiary educational institutions for the restoration rehabilitation and consolidation of education are devoid of bureaucratic bottleneck, need driven and beneficiary friendly.

TETFund Intervention in the Education Sector in Nigeria under the Year in Covers:

The TETFund intervention in the following public institutions;

- (i) 77 Universities
- (ii) 58 Polytechnics
- (iii) 66 Colleges of Education

The main activities undertaken by the TETFund include:

- (i) Liaising with the FIRS to monitor the collection of education tax;
- (ii) Providing pro-active support for education tax collections by the FIRS;
- (iii) Embarking on periodic tax drives to mobilize payment of education tax by companies;
- (iv) Embarking on joint reconciliation visits in Tax offices of the FIRS;
- (v) Disbursement of funds to the various tiers of education;
- (vi) Receiving proposals on area of intervention from beneficiaries;
- (vii) Receiving proposals by professionals to assess their relevance to improving the quality of teaching and learning;
- (viii) Monitoring of projects being executed by beneficiaries; and
- (ix) Organizing periodic workshops/seminars across the country to enable stakeholders and beneficiaries make inputs into future intervention policies.

EDUCATION TAX COLLECTIONS
1999-2015 (as per CBN Transfer)

1999	N10.33 billion
2000	N05.63 billion
2001	N08.68 billion
2002	N16.09 billion
2003	N10.13 billion
2004	N09.44 billion
2005	N17.12 billion
2006	N21.61 billion
2007	N27.72 billion
2008	N50.53 billion
2009	N55.55 billion
2010	N137.57 billion
2011	N88.97 billion
2012	N128.52 billion
2013	N188.36 billion
2014	N189.61 billion
2015	N206.40 billion
2016	N130.12 billion
Grand Total	N1,302.38 trillion

**TETFund
AT A
GLANCE**

Brief on TETFund

Tertiary Education Trust Fund, (TEFund) is an agency of the Federal Government established to intervene in the Public Tertiary Education sector through the rehabilitation, restoration, restoration and consolidation of teaching and learning infrastructure, resources and environment with a view to uplifting Nigeria for global competitiveness. The organization was first established by Act No. 7 of 1993 as Education Tax Fund, (ETF) to intervene at all levels of public education.

In 1998, the name was changed to Education Trust Fund with the provision of Act No.40 of 1998 and in 2011 the Fund was renamed Tertiary Education Trust Fund (TETFund) by the Tertiary Education Trust Fund Establishment Act. No. 16 and refocused to intervene at the tertiary education level as opposed to Primary, Secondary and Tertiary levels which the responsible for administering, managing and disbursing the Education Tax, (ET)

TETFund gets its funding from the 2% Education Tax charged on the assessable profit of all registered companies operating in Nigeria. TETFund administers the tax imposed by the Act and disburses the amount to tertiary educational institution at the Federal and State levels. It also monitors the projects executed with the funds allocated to the beneficiaries. TETFund ensures that funds generated from Education Tax (ET) are utilized to improve the quality of education in Nigeria.

The scope of TETFund interventions

Tertiary Education Trust Fund is an Interventionist Agency with the mandate to providing funding to all Public Tertiary Institutions in Nigeria. TETFund funds public Universities, Polytechnics and Colleges of Education. The number of the institutions benefitting from the Fund have increased over the years. As at 2016, a total of 180 public tertiary institutions benefitted from TETFund intervention, there are as presented below:

- Universities -77
- Polytechnics -58
- Colleges of Education -66

DEPARTMENTAL UPDATES

OFFICE OF THE EXECUTIVE SECRETARY

THE EXECUTIVE SECRETARY

Functions and duties of the Executive Secretary, Tertiary Education Trust Fund

The Executive Secretary, Tertiary Education Trust Fund is appointed by the President and Commander-in-Chief of the Armed Forces, Federal Republic of Nigeria and is the Chief Executive and Accounting Officer of the Fund.

- (a) The Executive Secretary, subject to the general direction of the Board of Trustees, is responsible for-
 - (i) The day-to-day administration of the Fund;
 - (ii) Keeping the books and proper records of the proceedings of the Board of Trustees;
 - (iii) The administration of the Secretariat of the Board of Trustees; and
 - (iv) The general direction and control of all other employees of the Fund
- b) Apart from these functions, the Executive Secretary also directly superintends over the following specialized Units which are under his office:
 - i. Legal and Board Secretariat
 - ii. Service Compact (SERVICOM)
 - iii. Internal Audit; and
 - iv. Anti-Corruption and Transparency Unit

DIRECTOR, OFFICE OF THE EXECUTIVE SECRETARY

The duties of the Director, Executive Secretary's Office are as follows:

1. Assisting the Executive Secretary/Chief Executive in the discharge of his duties.
2. Overseeing the administrative activities of specialized Units in the Executive Secretary's Office such as the Legal, Internal Audit and Servicom Units.
3. Responsible for implementation of special projects initiated by the Executive Secretary.
4. Overseeing the operations of the zonal offices of the Fund in the six geo-political zones of the country.
5. Handling the correspondence of the Executive Secretary.
6. Carrying out other duties as may be assigned by the Executive Secretary.

LEGAL AND BOARD SECRETARIAT UNIT

INTRODUCTION

The Legal and Board Secretariat Unit is responsible for all Legal and Board matters of the Fund. It is headed by an Assistant Director who is responsible for the overall co-ordination and supervision of the activities of the Unit. The Unit is under the direct supervision of the Executive Secretary.

FUNCTIONS AND OBJECTIVES OF THE LEGAL AND BOARD SECRETARIAT UNIT

The Unit undertakes the following functions and objectives:

- i. Advising the Management and the Board of Trustees on all legal matters;
- ii. Preparation/vetting of contract agreements involving the Fund and interpretation of legal instruments;
- iii. Providing secretarial services as well as logistics support to the Board of Trustees and Management meetings;
- iv. Liaising with the Fund's external solicitors to ensure adequate handling of court cases in which the Fund is a party; and
- v. Performing any other duty as may be assigned by the Executive Secretary and Management.

STAFFING

The Unit is made up of the following staff:

- | | | | |
|-------|--------------------------------|---|-----------------------------|
| i. | Adamu Abubakar LL.B, B.L, PGDM | - | Assistant Director, Legal |
| ii. | Matilda Gogwim (Mrs) | - | Principal Conf. Secretary I |
| iii. | Abdul Khalil LL.B, B.L | - | Senior Legal Officer |
| iv. | Sarah Oga | - | Legal Officer I |
| v. | Aisha Abubakar | - | Legal Officer I |
| vi. | Deborah Elias | - | Legal Officer I |
| vii. | Aisha Shehu Aliyu | - | Legal Officer I |
| viii. | Kate Kanoba | - | Executive Officer |
| ix. | Maxwell Hosea | - | Executive Officer |
| x. | Augustine Odey | - | Chief Clerical Officer |
| xi. | Maikudi Yusuf Musa | - | Clerical Officer |

ACTIVITIES/ACHIEVEMENTS FOR YEAR 2016

- i. Provided qualitative and timely legal advice to the Management
- ii. Effectively covered all Management meetings and ensured that the Managements decisions of such meetings were conveyed to Departments and Units for implementation;
- iii. Carried out series of investigative visits to our beneficiaries on violations of the Public Procurement Act and mismanagement of TETFund allocations;
- iv. Ensured proper keeping of Management Minutes and records;
- v. Ensured that court cases against the Fund were forestalled, minimized or amicably resolved; and
- vi. Ensured that the Fund complied with extant laws and regulations as it affects its operations.

Challenges

The major challenges of the Unit are:

- (i) Ensuring that litigations arising from beneficiaries' infractions of the Public Procurement Act 2007 as it concerns TETFund funded projects are minimized or eliminated. This is because TETFund is usually joined in such suits when they are filed in law courts by aggrieved bidders; and
- (ii) Non-Computerization of the documentations in the Unit such as Contract Agreements, Board Minutes and Board Decision Extracts.
- (iii) Non availability of up-to-date Law Books & Journals.

Solutions

Under the period under review, the following action would be undertaken:

- i. Collaboration with the Bureau for Public Procurement (BPP) for workshops for beneficiaries on implementation of the provisions of the Public Procurement Act 2007; and
- ii. Computerization of all Contract Agreements, Board Minutes and Decision Extracts of the Fund.
- (iii) Make available working up to date Law Books & Journals. Alteration

SERVICOM UNIT

1.0. PREAMBLE

SERVICOM was created on 21st March, 2004 by President Olusegun Obasanjo in a bid to drive his Administration's Service Delivery Initiative (SDI).

The word SERVICOM is an acronym which stands for "service compact". It is a system fashioned to measure and improve the quality of service as delivered by the Government through its various Ministries, Departments, Parastatals and Agencies.

In compliance with the Federal Government's directives, The Fund's Executive Management at its meeting on 21st July 2005 approved the establishment of the SERVICOM Unit for the Fund. Following the approval, the Fund's SERVICOM Unit was inaugurated on the 11th of August 2005 at the boardroom by 12pm. It was also inaugurated at the ETF Management retreat held on 1st & 2nd September, 2005 at the Education Resources Centre, Minna, Niger State.

The SERVICOM office complies with the service profile of all Ministries by working through ministerial organograms. The Federal Executive Council resolved that Ministerial SERVICOM Unit (MSU) is to be established. A directive to that effect was issued by the Secretary to the Government of the Federation (SGF), Chief Ufot Ekaette on March 10, 2005.

SERVICOM is a social contract between the Nigerian Government and the Nigerian People where the Government is charged with providing effective and efficient service to Nigerians in a professional manner.

The compact's core provision says:

"We dedicate ourselves to providing the basic services to which each citizen is entitled: timely, fairly, honestly, effectively and transparently".

SERVICOM is hinged on four main principles:

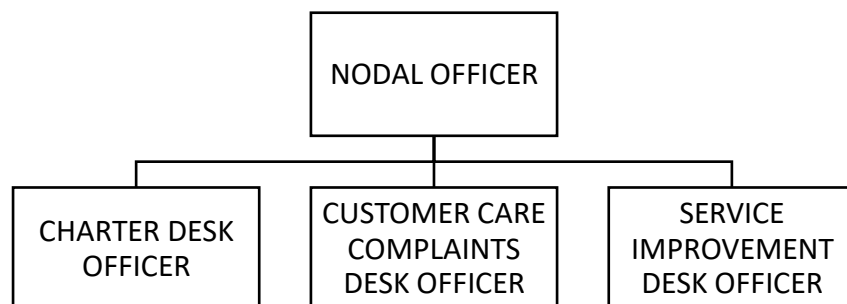
- i. Affirmation of commitment to the service of the Nigerian nation.
- ii. The conviction that Nigeria can only realize her full potential if citizens receive prompt and efficient service from the state.
- iii. Consideration for the needs and rights of all Nigerians to enjoy social and economic advancement.
- iv. Dedication to deliver services to which citizens are entitled in a timely, fair, honest, effective and transparent manner.

2.0 FUNCTIONS OF THE SERVICOM UNIT

- i. To institute a complaints procedure, including a grievance redress mechanism for the Fund.
- ii. To ensure the promotion of quality assurance and best practices in the Fund's activities.
- iii. To serve as a link between the Fund and the SERVICOM Unit.
- iv. To facilitate a safe and conducive working environment for staff at all levels of service delivery.
- v. To manage the Fund's customer Relations Policy including providing opportunities for customer feedback on service delivery.
- vi. To spearhead the Fund's service delivery initiative through compliance.
- vii. The Nodal Officer is also a member of the Fund's Executive Management team.
- viii. Coordinating SERVICOM Committee Meetings in the Fund.

3. ORGANOGRAM OF SERVICOM UNIT

The Organogram of TETFund SERVICOM Unit:



Achievements:

Within the period under review, the Unit has achieved the followings:

1. Creating the awareness[effective branding]for SERVICOM and getting the buy-in of the Chief Executive-
 - Produced T-shirt and Caps
 - Wore The T-shirt/cap weekly/ monthly
 - Presented the T-shirt/cap to Chief Executive in our full dressing.
2. The implementation of the programmes that led to the increase in self-awareness of staff about TETFund and increased desire to identify with the Fund through the followings:
 - Campaign for the use of ID cards.
 - Produced attendance analysis report
 - Roll up banners with good wording.
 - Visited all Departments, Units and Zonal Offices to document their views which were presented to the Management.

- Provided suggestion boxes on all floors, customised wall clocks on all floors
3. The Unit carried out in internal Service Satisfactory Survey within the Fund to ascertain the effectiveness of the services rendered to our internal customers and raising the awareness for the need to improve our internal customer service delivery;
 4. In line with the Unit's aspiration to ensure effective Service Delivery, the Unit found it necessary to oversee the repositioning of the reception area for a better "moment of truth "experience for our visitors.
 5. The Unit obtained feedback from our visitor through the use of Customer Comment Slip.
 6. Analysing Departmental/Unit report monthly and present it to the Management.
 7. Implementation of the External Service Satisfactory Survey on beneficiaries to ascertain their impulse about the Fund and its operation in order to be able to enhance and develop our processes to serve the clients better,
 8. Provision of structured communication channels for the Fund:

Telephone: **0800-TETFUND**

[0800-8383863]-TOLL FREE,

Servicom: **0909-547-9211**

Email: servicom@tetfnd.gov.ng

Skype: Servicom.tetfund

COMPLAINT RECEIVED WITHIN THE PERIOD

S/N	YEAR	TOTAL NUMBER OF COMPLAI NTS	NUMBER OF COMPLAI NTS TREATED	NUMBER OF COMPLAI NTS UNTREAT ED	REMARKS
1.	2016	6	6	NIL	A lack of awareness is largely responsible for non-submission of complaints in 2016 It would appear that staff and beneficiaries alike are unaware that they have certain rights and that they can report cases where they have been treated unprofessionally within the Fund.
	TOTAL	6	6	NIL	

PLANNED ACTIVITIES FOR 2017

1. Compilation and finalizing of the Service Charter and production of clean copy;
2. Workshop on Service Charter and effective Service Delivery;
3. Training and Capacity Building for staff and TETFund Servicom committee members in collaboration with the HRM;
4. Servicom Week: Award, Paper and Drama presentations;
5. Remodelling of the reception area.

CHALLENGES

1. Inadequate working tools.
2. Access to information is limited.
3. Lack of adequately trained Staff in Customer relations to work in the reception area.
4. Stunted communication with staff.
5. Complaints are not being channelled rightly to the SERVICOM Unit.
6. Memos and Circulars from the Ministerial Servicom Unit are not send to the Unit promptly, resulting in delayed or no response.
7. A lack of understanding of the true functions and roles of the SERVICOM unit in TETFund.
8. Inadequate customer service delivery skills in the Unit.
9. The need for a clerical staff in the Unit.
10. Poorly designed reception area.

SUGGESTIONS AND RECOMMENDATIONS

1. Install higher expectations of Public services.
2. Communicate service entitlements and rights.
3. Publish accurate and timely information about performance and the steps being taken to correct service failure
4. Redesign services around customer requirements with committed leadership involvement from the apex.
5. The Unit should be provided with adequate working tools to enhance their performance.
6. Staff should be encouraged to give detailed information on issues relating to queries to enable the Unit discharge its duties effectively.
7. Training programmes for SERVICOM staff is of great importance.
8. Instituting a complaint procedure, including a grievance redress mechanism.

9. Ensuring the promotion of quality assurance standards and practices in the Fund's performance of relations and related matters.
10. Managing links with strategic partners and other stakeholders on service delivery, facilitating research customers etc.
11. Disseminating information about best standards and practices and other tips on service delivery improvement.
12. Facilitating a safe and conclusive working environment for staff at all levels of service delivery.
13. Implementing service delivery awareness programmes to enlighten the staff on the significance and importance of effective and efficient service delivery in the Fund,
14. The implementation of the SERVICOM local charter and Fund-wise.
15. Training programmes for SERVICOM staff, Management and other Frontline staff on effective service delivery.
16. Need for the Management to regularly expose the workforce to various functions that will help develop their capacity – job rotation based on career development path.

CONCLUSION

The new approach to service delivery is quite innovative. The SERVICOM Unit is calling for attitudinal change amongst staff to improve the standard of productivity in the office, bearing in mind that the customer deserves to be served better.

INTERNAL AUDIT UNIT

2016 ANNUAL REPORT

INTRODUCTION

- The Internal Audit Unit is one of the Units under the Office of the Executive Secretary.
- Internal Auditing is an independent appraisal activity for the review of the accounting, financial and other operations of an organization as a service to Management. The unit helps to provide managerial control and is designed to add value to and improve the quality of the organization's entire operations.
- The Financial Regulations (FR) describes the Internal Audit function as a managerial control which functions by measuring the effectiveness of Internal Control system in an organization. The Unit is expected to provide a complete and continuous audit of the accounts and records of revenue and expenditure, assets, allocated and unallocated stores.

- The Internal Audit Guidelines issued by the Federal Ministry of Finance in 2011 summarized the Internal Auditor's duties as follows:
 - Checking compliance with laws, instructions and directives
 - Checking economy, efficiency and effective use of resources
 - Checking the adequacy of financial and accounting systems
 - Checking the level of achievement of set objectives
 - Checking the total operations of government for economy, efficiency and effectiveness.

OBJECTIVES OF THE AUDIT UNIT

- The target or objective of the Internal Audit Unit can be stated as being the following:
 - Providing reasonable assurance regarding the integrity and reliability of financial and operating information.
 - Ensuring compliance with applicable laws and regulations
 - Ensuring that assets are safeguarded and as appropriate verify the existence of such assets.

- Ensures proper authorization, adequate documentation and compliance with government rules and regulations of expenditure.
- Improve the efficiency and effectiveness of operations of the organization.

FUNCTIONS/ACTIVITIES OF THE AUDIT UNIT

- Pre- payment audit of all payment vouchers to ensure that the payments are authorized and approved, the recording is accurate and is properly supported by third party documentation.
- Post payment audit to ensure payment passed by the Internal Audit is accurately recorded and the right beneficiary is paid
- Audit inspection of the various Accounting books and records.
- Preparation of monthly, quarterly, half yearly and annual Audit Reports on financial activities of the Fund.
- Advising management on control factors relating to all administrative and accounting procedures.
- Planning and organizing Audit Verification of beneficiary dedicated TETFund accounts nationwide
- Carrying out audit verification of all procurements and items received into Store and taking part in physical stock taking activities
- Reviewing the economy, efficiency and effectiveness of the Fund's financial processes.
- Applying civil Service Rules, Financial Regulations, Circulars and Generally Accepted Auditing Standards in treating specific financial/auditable subjects assigned.
- Any other duties assigned by the Management of the Fund.

SECTIONS OF THE AUDIT UNIT

- ▶ In order to carry out the above functions effectively, the Unit is subdivided into the three main sections.
General Payments
- ▶ These relate to checking of payments vouchers for the Overhead of the Fund, for Purchases, General Contracts and Utilities. This division also handles Payment Vouchers relating to staff entitlement, Duty Tour Allowances and various staff advances including retirement of advances Payments.

Beneficiary Accounts

- This has to do with checking of Beneficiaries Financial Returns, issuing of Audit Clearance and processing of vouchers for payment

Secretariat

- Maintenance of all Audit files for all the Beneficiary institutions and the various activities of the Fund. The secretariat also is in charge of incoming and outgoing registers for mails and Payment Vouchers.

Major Activities of the Unit in 2016

➤ **The Unit carried out Internal Audit Routine checks in some Departments/Divisions of the Fund as follows:**

- i. Human Resources Management, with regards to feedback or challenges arising from the upgrades to certain functionalities in the Fund (**Time Card-Biometric Time and Attendance System in various floors**)
- ii. **Finance and Investment**, where all books of account checked were properly kept and updated.
- iii. **Procurement Division** was visited during the internal audit checks, and the records inspected revealed that Store Received Vouchers (SRV and Store Issue Vouchers (SIV) for the period under review were updated as all items issued and received were in accordance with approval.
- iv. **Project Management Department.**
 - i. BIs' files were selected and verified during the audit routine checks in the department and the books verified were as follow:
 - ii. Evidence of soil test result in the file
 - iii. Bills of Quantities (BOQ)
 - iv. Engineering design drawing (Structural, Electrical and Mechanical)
 - v. Architectural work drawing,
 - vi. Submission of drawing of the site proposed layout
 - vii. Sample of photographs showing inventory of items to be procured by the institution,
 - viii. Proof of installation requirement.

➤ **Regular periodic reporting to Management and the Audit Committee of the Board**

Follow-up visit to some beneficiary Institutions on Account of the Findings by the Fund's Financial Consultants.

The follow up visit carried out by the unit in collaboration Finance and Investment Department on the above subject was to ensure compliance to the general guidelines of the Fund's operation, engender transparency and accountability in the use of intervention funds and ensure value for money on the Funds projects.

The institutions as follows:

- i. University of Calaba
- ii. Federal College of Education, Obudu
- iii. Cross River University of Technology, Calaba
- iv. Sokoto State University
- v. Shehu Shagari College of Education, Farfaru, Sokoto.
- vi. Ekiti State University, Ado Ekiti
- vii. College of Education, Ikere-Ekiti State.
- viii. University of Port Harcourt,
- ix. Rivers State Polytechnic, Bori
- x. Federal College of Education (Technical), Omoku
- xi. Ignatius Ajuru University of Education, Port Harcourt.

8.0 Major Achievements during the year 2016.

Below are some remarkable achievements during this period.

8.1 Improved Turnaround Time for Payment Vouchers

Continued improvement in the turnaround time for vetting and passing of payment vouchers in 2016.

Summary of Payment Vouchers for the period under review are as follows:

Beneficiaries	No. of PV Passed
All beneficiary Payment Vouchers.	1995

Beneficiaries	No. of PV Passed
General Administrative Payment Vouchers.	1569

8.2 Prompt Checking of Beneficiary Financial Returns for Audit Clearance

Prompt response to Beneficiaries' request to issuance of Audit Clearance Certificate despite the numerous Financial Returns received from all beneficiaries on daily basis.

8.3 Regular/Timely Reporting:

The Unit continued to produce timely and regular monthly, quarterly and annual audit reports as statutorily required for the purpose of informing, advising and guiding decision making in the Fund.

Highlights of Financial Returns received in 2016

Beneficiaries	No. Received	No. Cleared
---------------	--------------	-------------

Universities	184	184
Polytechnics	282	282
Colleges of Education	236	236
Total	702	702

8.4 **Modification of the Audit Clearance Certificate for Beneficiary Institutions.**

This modification was considered necessary for the Fund, towards achieving its organizational objectives that can stand the test of time and preserve a lasting legacy for the Fund in the areas of transparency and accountability in the general operation of the Fund.

9.0 **Challenges of the Unit in year 2016**

- a. Lack of adequate working tools such as Desktops, Computers, Printer, Photocopier and Cabinets for proper filling.
- b. Poor Internet connection in the Fund which affected printing of documents and browsing for work related information.
- c. Delay in replying to written Audit Query forwarded to BIs from the Unit
- d. Improper documentation of Financial Returns submitted by the BIs to the Fund.
- e. Beneficiaries not keeping themselves abreast with TETFund guidelines for accessing funds.

10.0 **Recommendation.**

In the period under review, the following actions are recommended:

- a. Staff should be provided with all the necessary working tools to enhance work efficiency.
- b. Beneficiaries should be sensitized on the TETFund activities, guidelines and procedures for accessing funds
- c. Collaboration between the ICT and Public Relation should be increased for more effectiveness in information dissemination and publicity.

Beneficiaries should be sensitized on the TETFund activities, guidelines and procedures for accessing TETFund intervention funds.

CORPORATE PLANNING AND DEVELOPMENT DEPARTMENT

11.0 INTRODUCTION

The Department of Corporate Planning & Development is one of the four pioneer departments of the Fund. The Department has two divisions namely; Revenue Monitoring and Budget & Planning.

The department's major responsibility is to ensure that funds are available for intervention activities in the nation's public tertiary institutions through effective monitoring of the 2% education tax collections from registered companies in Nigeria by the Federal Inland Revenue Services (FIRS).

The overall performance of TETFund intervention activities actually depend on revenue generated from education tax as well as strategies employed in the allocating the funds to Beneficiary Institutions

The departments' primary objectives includes:

- i. To proactively monitor the assessment and collection of Education Tax by FIRS, and ensure the transfer of same to the Education Tax Pool Account with Central Bank of Nigeria.
- ii. To ensure continuous and effective co-operation & collaboration with the Federal Inland Revenue Service especially as it relates to the ET collections.
- iii. To engage with the Fund's beneficiaries on development of project/programmes as contained in their individual institutional strategic plan.
- iv. To carry out continuous needs analysis which will serve as a guide for policy making and strategic planning for the tertiary education sector.
- v. To develop strategic plans that will help benefitting institutions come up with projects that are responsive to the changing education needs of the Nigerian public.

2.0 FUNCTIONS

The Department is made up of two (2) Divisions namely:

- Revenue Monitoring; and
- Budget and Planning

The Department through these Divisions carry out the following functions;

2.1 Revenue Monitoring Division

- i. To proactively monitor the assessment and collection of Education Tax by FIRS through routine visit to FIRS field offices;
- ii. To analyze monthly returns submitted by FIRS to ascertain the degree of compliance with the set targets;
- iii. To organize reconciliation meetings with FIRS and relevant government agencies to address issues on ET collection and ET Pool Account Statement with CBN on monthly basis;
- iv. To establish and update database on ET collection and assessment;
- v. To plan and execute Education Tax Arrears Drive in conjunction with FIRS;
- vi. To plan Biennial Taxpayers Forum for the purpose of educating taxpayers on the activities of the Fund; and
- vii. To organize the annual Joint TETFund/FIRS Interactive Forum as a feedback mechanism between the two organizations.

2.2 Budget and Planning Division

- i. To initiate, co-ordinate and facilitate strategic planning activities of departments/units of the Fund with the intension of ensuring that the objectives of the Fund are met;
- ii. To collect, collate, store and analyze data to determine Beneficiaries' needs in the Public Tertiary Education Sector (Needs Analysis);
- iii. To prepare and update the compendium of TETFund Intervention Projects nationwide;
- iv. To prepare TETFund Annual Intervention Budget and monitor the implementation of the Budget by setting targets and developing mechanisms to ensure compliance;
- v. To issue letters of allocation to enlisted and qualified Beneficiaries based on the approved annual intervention Budget;
- vi. To monitor the intervention budget and provide progress report to Management;
- vii. To organize Capacity Building Programmes for stakeholders in the public tertiary education sector with the view of achieving efficiency in the utilization of the Education Tax; and
- viii. To liaise with relevant regulatory agencies to obtain current accreditation reports on institutions and use such to appraise TETFund intervention programmes/projects.

4.0 ACTIVITIES AND ACHIEVEMENTS OF THE DEPARTMENT

During the year 2016, the department successfully carried out some activities that are crucial to the realisation of the mandate of the Fund. These activities include:

a) Education Tax Collection for Year 2016

The table below showed the ET collection from 2016 on month by basis. The total collection was ₦130,122,728,549.73 as against the target of ₦149,819,050,000.00.

S/N	MONTH	TARGET	COLLECTION
1.	January	12,484,920,833.33	3,620,243,761.28
2.	February	12,484,920,833.33	2,356,240,532.59
3.	March	12,484,920,833.33	2,265,591,146.01
4.	April	12,484,920,833.33	3,066,356,122.77
5.	May	12,484,920,833.33	7,206,967,597.67
6.	June	12,484,920,833.33	16,302,451,448.70
7.	July	12,484,920,833.33	27,038,141,403.78
8.	August	12,484,920,833.33	46,104,324,164.02
9.	September	12,484,920,833.33	7,322,335,917.60
10.	October	12,484,920,833.33	9,296,994,366.28
11.	November	12,484,920,833.33	1,504,882,154.75
12.	December	12,484,920,833.33	4,038,199,934.28
Total		149,819,050,000.00	130,122,728,549.73

The analysis of the above table showed a collection performance of 87%. The recession that the Nigerian economy experienced has been adduced as reason for the inability to meet the set target for the year 2016.

a) 2016 Intervention Budget

The Department prepared the 2016 Intervention budget of the Fund which was forwarded to Mr. President for approval through the Honourable Minister of Education. Consequently, it was graciously approved by Mr. President and allocation letters were issued to beneficiary institutions

b) Needs Assessment Exercise

The Fund conducted a Needs Assessment of Beneficiary Institutions from April to June, 2016. The exercise was informed by the inspiration to adapt TETFund interventions to the specific needs of Beneficiary Institutions for maximum and holistic impact of the Funds intervention projects/programs

c) E.T Monitoring Exercise

The 2016 Mid-year Education Tax Monitoring exercise to various FIRS field offices was embarked on from June to July, 2016 to establish the accurate position between the ET collection data that were received from FIRS headquarters and the field offices.

d) 2016 Joint TETFund/FIRS Interactive Forum

The 2016 Edition of the Forum was hosted in Kano, Port Harcourt & Lagos on the 20th to 29th September, 2016 with the aim of strengthening the existing relationship between TETFund and FIRS.

e) Enlistment of Beneficiary Institutions

The department has conducted a verification visit to prospective beneficiary institution listed below:

- i. The Ibarapa Polytechnic, Eruwa, Oyo State

The reports of the verification visit to the institution is awaiting consideration by the Top Management Committee (TMC) and subsequent approval of the Board of Trustees.

5.0 CHALLENGES CONFRONTING THE DEPARTMENT

- i. Slow pace of implementation of budgets by beneficiaries;
- ii. Delays in release of data by departments and units resulting in difficulty to track budget adequately;
- iii. The on-going restructuring of FIRS regional Offices to State Offices has disrupted the smooth flow of information as result, the Teams were not able to cover the new State Offices;

- iv. Defaulting tax payers often relocate their offices without notifying FIRS as a way of evading taxes thereby, making it difficult for FIRS officials to track them;
- v. Beneficiary institutions do not encourage companies that bid for contracts in their institutions to pay taxes; and
- vi. The extension of tax holidays to some pioneer companies reduces the amount tax generated, which significantly affects ET collection.

6.0 SOLUTIONS

- i. There is need to sensitize beneficiary institutions on the guidelines for accessing the Fund's interventions to enable them access their allocations seamlessly;
- ii. There is need for departmental synergy to ensure easy flow of information to improve efficiency;
- iii. There is need to collaborate with relevant agencies like Corporate Affairs Commission to bring tax defaulters into FIRS tax net;
- iv. There is need to formulate a policy to exclude ET from tax exemption for pioneer local and foreign company

7.0 CONCLUSION

In pursuance of the mandate of the Fund, the Department has carried out its duties judiciously which has made an unprecedented impact in the public tertiary education landscape of the country.

2016 ANNUAL REPORT OF THE PROJECT INTERVENTION ACTIVITIES OF THE PROJECT MANAGEMENT DEPARTMENT

THE OVERVIEW OF THE REPORT:

- The Functions of Project Management Department
- Department's Staff Structure
- Department's Work Flow Chart
- Project Intervention Activities of Project Management Department
- Star Achievement/Success of the Department
- Challenges
- Conclusion

THE FUNCTIONS OF PROJECT MANAGEMENT DEPARTMENT

- Vet and Reconcile Project submissions in line with given allocations and obtainable best practices;
- Recommend projects for Approval if okay;
- Monitor the Due Processes for contractors' engagement through attendance of Bid Openings at the Beneficiaries' Institutions.
- Recommend funds disbursement after the Due Process in installments;
- Monitor stage development of projects until completion for designated projects in conjunction with the Monitoring & Evaluation (M&E) Department;
- Documents and archives approved project information in digitized Data bases.

► Other Ancillary Activities of the Department:

- Translating Board Policies to action as it concerns project development/intervention,
- Develop position papers on projects and present to the BOT;
- Acts as Secretariat of the Projects Committee of the Board under the direction of the Executive Secretary;
- Corresponding with beneficiaries on issues about their submissions;
- Prototype development;
- Formulation of standards;
- Offering Professional advice to the Fund and its beneficiaries whenever required for proper guidance;
- Building and maintaining cost data.

THE DEPARTMENT'S STAFF STRUCTURE – 2016

Staff Strength in Total = 43

- ▶ **24No. Core Professionals** – (Architects, Engineers, Q.S.) comprising:
 - 1No. Head
 - 2No. Assistant Director
 - 3No. Principal Officers (comprising 1No. Engineer, 1No. Quantity Surveyor & 1No. Architect)
 - 4No. Senior Officers (comprising 1No. Architect, 2No. Quantity Surveyors & 1No. Senior Program Analyst)
 - 14No. Officers (comprising Engineers, Quantity Surveyors, Architects, Planners, etc)
- ▶ **13No. Administrative/Support Staff**
- ▶ **6No. NYSC/I.T Staff (Adhoc)**

PROJECT INTERVENTION ACTIVITIES OF THE PROJECT MANAGEMENT DEPARTMENT

- Summary of Beneficiaries' project proposals vetting and reconciliation — 2016

S/N	Month	No. of AIPs Processed	No. of 1st Tranche disbursed	Total AIPs & 1st Tranche
1	January	4	11	15
2	February	5	11	16
3	March	3	4	7
4	April	8	2	10
5	May	7	5	12
6	June	8	6	14
7	July	8	6	14
8	August	3	4	7
9	September	1	0	1
10	October		3	3
11	November	3	7	10
12	December	1	3	4
	Total	51	62	113

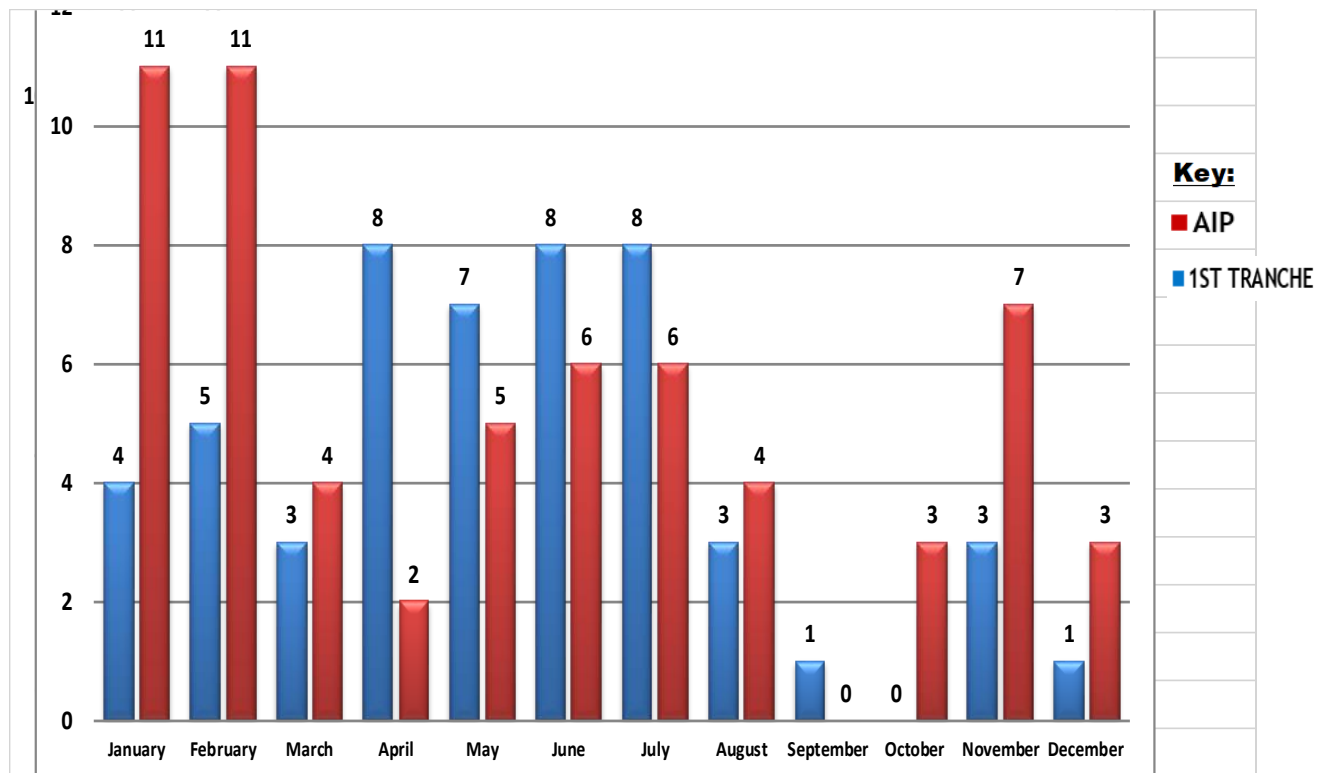


Figure 1: Graphical representation of AIPs and 1st tranche processed and disbursed from January – December, 2016.

From the above and within the period under review, the underlisted sum had been processed as first tranche to the respective Institution category for various intervention lines:

S/N	Category of Institution	No. of Institutions	Amount so far released
1	Universities	30	11,166,297,873.00
2	Polytechnics	23	4,248,644,000.00
3	Colleges of Education	9	2,078,100,000.00
	Total	62	17,493,041,873.00

STAR ACHIEVEMENTS OF THE DEPARTMENT

The Department recorded major achievement in the improvement on turn-around time between receipt of proposal and recommendation for approval.

THE CHALLENGES IN THE DEPARTMENT

► Internal Challenges:

- ☐ Inadequate Office Spaces, especially as we now have an enlarged work force
- ☐ Inadequate working tools such as Consumables (i.e. Printers ink), etc.
- ☐ Inadequate space for archiving files/documents of current and completed projects
- ☐ AIP Document Security to minimize exposure of baseline prices that could compromise the tender process,
- ☐ Beneficiaries inability to comply fully with or circumvent Due Process & TETFund guidelines, thus resulting in delays in accessing funds
- ☐ Fluidity of Market Rates, arising from foreign exchange fluctuation, which is a threat to effective and/or timely project vetting.

► External Challenges (Beneficiary Institutions’):

- ☐ **Lack of comprehension of the scope and requirements** of TETFund Guidelines for implementation of project(s).
- ☐ **Lack of Strategic & Operational Plans** – a scenario where beneficiaries do not have a long term plan, the choice of project(s) becomes exigent or of immediate need, which may result in repetitive choice of project year-in-year-out; hence, short-circuiting the projection of long term strategic plan.
- ☐ Where provided, non-conformity to the Institutions’ Strategic Plan Document is occasionally observed.
- ☐ Engagement of inexperienced, incompetent and unregistered professionals to render consultancy services most often without due process.

- ❑ Some beneficiaries submit quotations in foreign currency denominations, e.g. Dollars, which appear like on-shelf prices – this is wrong! All items of procurement should be quoted in local currency.
- ❑ Insufficient Documentation to substantiate the proposed project, e.g.,
 - Lack of supporting invoices for procurement projects.
 - Defective Architectural Design, Bill of Quantities, Structural Design, Mechanical and Electrical Designs.
 - Lack of sample photographs, brochures and detailed technical specification for specialized and high cost equipment.
 - No dilapidation schedules and photographs showing state of disrepair for rehabilitation projects.
- ❑ Faulty observance of the Due Process in the engagement of contractors, which occasionally leads to many petitions from aggrieved bidders and issuance of queries by the Bureau of Public Procurements (BPP) resulting in the delay of release of funds for the commencement of projects execution.
- ❑ The use of non-professionals as Desk Officers for infrastructure projects.
- ❑ Lack of application of sound project management principles for a fixed price contract which requires that project are reasonably delivered to approved budget, acceptable quality and within the given time frame.
- ❑ Incessant project re-prioritization, and in some cases abandonment arising from change of Heads of Institution and improper transition or handing-over.
- ❑ Instability in foreign exchange rate, and other market forces which have impacted on project delivery.

CONCLUSION

With the continued support of Management, the Department will continue to improve and ensure quality delivery of its mandate and that of the Fund in general.

MONITORING AND EVALUATION DEPARTMENT

ANNUAL REPORT ON ACTIVITIES OF THE DEPARTMENT OF MONITORING AND EVALUATION FROM JANUARY TO DECEMBER, 2016

1.0 INTRODUCTION

The Monitoring & Evaluation (M&E) Department is responsible for ensuring that the Fund gets value for money paid out to beneficiaries for their physical infrastructure and tangible intervention projects through:

- i. Project monitoring;
- ii. Project performance measurements; and
- iii. Determining and recommending the next tranche of funds as the intervention projects progress towards full completion.

2.0 FUNCTIONS OF MONITORING AND EVALUATION DEPARTMENT

- To carry out monitoring and evaluation of on-going projects so as to assess their progress and remedy bottlenecks in the course of implementation;
- To carry out inspection visits for release of the second and Final tranches across infrastructure-based interventions;
- To recommend release of the applicable subsequent tranche of funds upon satisfactory completion of the intervention projects;
- To report on thorny on-going interventions for which Management attention is required;
- To submit monthly progress reports of the Fund's intervention activities for which the Monitoring & Evaluation Department have primary jurisdiction over; and
- To carry out impact assessment of the Fund's intervention projects and programmes in the benefitting institutions.

3.0 STRUCTURE OF THE DEPARTMENT

3.10 The Monitoring and Evaluation Department is made up of three distinct Divisions, namely:

- ❖ Project Monitoring and Evaluation Division (PMED)
- ❖ Interventions Impact Assessment and Evaluation (INIAD)
- ❖ Project Analysis and Documentation (PRAD)

3.20 Project Monitoring and Evaluation Division (PMED): This involves routine checking and tracking of projects/ programmes performance which includes tracking of project cost and timelines as well as proffering remedies to bottlenecks.

3.30 Intervention Impact Assessment Division (INIAD):

This is a critical assessment of intervention projects and programmes with a view to determine whether the objectives of the intervention have been achieved. It also helps to generate policies to direct further interventions.

3.40 Project Analysis and Documentation Division (PRAD): This involves digital records keeping of the Fund's intervention projects and creating effective and functional photo bank for real time update, easy accessibility and retrieval.

4.0 DEPARTMENTAL ACTIVITIES

4.10 Monitoring Activities

There are two categories of monitoring activities embarked upon by the Department. These are:

- Monitoring and Evaluation of On-going projects
- Monitoring for the release of second and final tranches of funds.

4.1.1 Monitoring and Evaluation of On-going Projects

The Department has consistently been carrying out monitoring and evaluation of on-going projects in various beneficiary Institutions. The number of visits to projects under this category are usually determined sometimes from requests from beneficiary institutions to facilitate further releases and at other times using the ***Intervention (Interim) Programme Charting based on letter of 1st tranche***, which enables the Department carry out snap visits. The chart is produced by the Department after issuance of the letter of 1st tranche, based on the durations captured in the letter.

4.1.2 On receipt of the letter of 1st tranche from the PM and ESS Departments, the M&E activates a letter to the beneficiary institution to request for requisite contract documents including the Programme of Works. Other things the Department requests are:

- Minutes of Site Meetings and Progress Photographs (A template of this was prepared in the Department)
- Performance Bond (*mandatory*) and Contractor's All-Risk Insurance (*optional*)
- Requirements for Building Construction Works (a Checklist is available for vetting of documents submitted for further release of funds)

4.1.3 Monitoring for Release of the Second (2nd) and Final Tranches for Infrastructure-based and Library Projects

In line with the approved responsibilities of Monitoring and Evaluation Department, an up-to-date information on the monitored TETFund Intervention projects and the processed disbursements of 2nd and final tranches to the benefitting Institutions within the year 2016 are highlighted below.

The Fund had inspected a total no. of **five hundred and twenty four (524)** intervention projects in the beneficiary Institutions nationwide for the release of 2nd and final tranches. **Three Hundred and twenty one (321)** intervention projects had been completed satisfactorily while **two hundred and three (203)** intervention projects were at various stages of completion.

It is important to note that a total no. of *forty seven (47)* beneficiary Institutions had been communicated on various outcomes of TETFund intervention projects that were not satisfactorily executed.

A total of *701no.* intervention projects had been processed for disbursements, amounting to forty five billion, three hundred and forty two million, two hundred and eight thousand, eight hundred naira and forty five kobo (~~₦45,342,208,800.45~~).

The breakdown of the monitored TETFund intervention projects and the corresponding disbursements within the period under review is shown in the tables below.

Table 1. The Monitored TETFund Intervention Projects for Release of Second and Final Tranches (January – December, 2016)

S/N	Month/Year	No. of Completed Intervention Projects	No. of Intervention Projects at various Stages of Completion (On-going)	Total No. of Intervention Projects Verified
1	January	36	28	64
2	February	16	15	31
3	March	22	5	27
4	April	4	3	7
5	May	65	26	91
6	June	50	36	86
7	July	18	5	23
8	August	31	22	53
9	September	14	17	31
10	October	23	19	42
11	November	19	4	23
12	December	23	23	46
Total		321	203	<u>524</u>

Table 2: Summary of Monitored TETFund Intervention Projects for Release of Second and Final Tranches

Not Satisfactorily Executed.

S/N	Category	No. of Annual Projects	No. of Library Projects	No. of Special Projects	No. of Special High Impact Projects	Other Projects (Entrepreneurship & Fabrication)	Total
1	Universities	2	3	15	0	1	21
2	Polytechnics	7	3	5	1	0	16
3	Colleges of Education	2	0	7	1	0	10
	Total	11	6	27	2	1	<u>47</u>

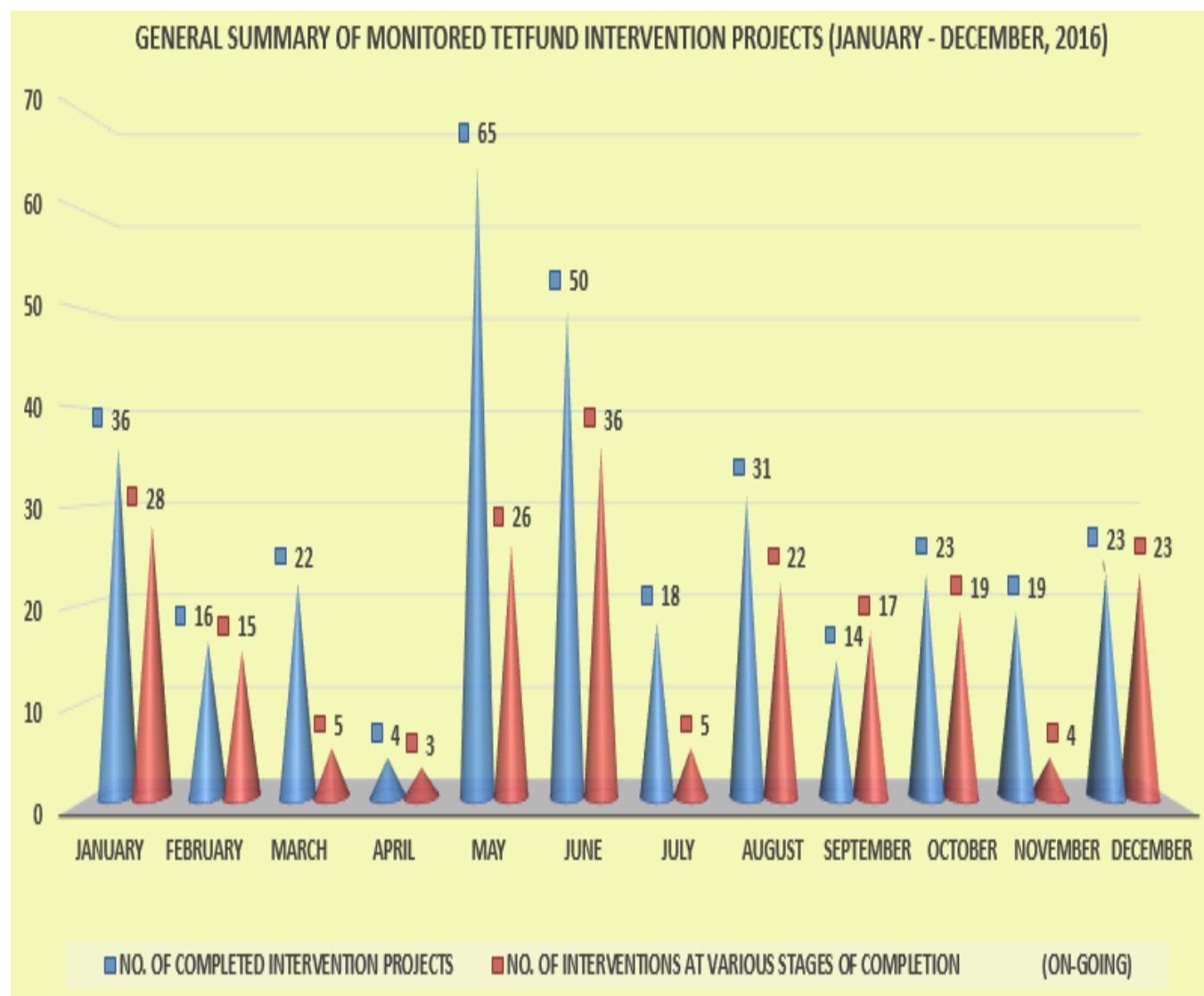
Table 3: Summary of Processed Disbursements of 2nd and Final Tranches on TETFund Interventions (January - December, 2016)

S/ N	Tranc he	Categ ory	Amount (₦) Released for Annual Projects	Amount (₦) Released for Library	Amount (₦) Released for Special Projects	Amount (₦) Released for Special High Impact Projects	Amount (₦) Released for Other Projects	Total Disbursemen t (₦)
1	2 nd Tranch e	Univ	3,723,848,0 00.00	0	7,661,987,25 4.44	2,635,389,6 11.01	69,200,00 0.00	14,090,424,8 65.46
		Poly	1,126,282,0 00.00	0	4,468,490,00 0.00	170,000,000 .00	0	5,764,772,00 0.00
		COE	1,834,650,0 00.00	0	3,745,900,00 0.00	750,238,845 .81	0	6,330,788,84 5.81
		OTHE RS	0	0	15,707,951.1 5	0	0	15,707,951.1 5
		TOT AL A	6,684,780,0 00.00	0	15,892,085,2 05.59	3,555,628,4 56.83	69,200,00 0.00	26,201,693,6 62.42
2	Final Tranc he	Univ	1,412,634,0 00.00	106,350,0 00.00	7,042,962,24 7.28	1,213,728,9 01.89	65,250,00 0.00	9,840,925,14 9.18
		Poly	1,027,869,0 00.00	188,250,0 00.00	2,585,250,00 0.00	360,847,161 .43	6,000,000. 00	4,168,216,16 1.43
		COE	782,325,000 .00	197,250,0 00.00	3,900,516,88 0.01	229,862,014 .03	0	5,109,953,89 4.04
		OTHE RS	0	0	21,419,933.3 9	0	0	21,419,933.3 9

		TOT	3,222,828,0	491,850,0	13,550,149,0	1,804,438,0	71,250,00	<u>19,140,515,1</u>
		AL B	00.00	00.00	60.68	77.34	0.00	<u>38.03</u>
	TOTAL (A + B) Amount(₦) Processed Disbursement s from Jan - Dec. 2016		9,907,608,0 00.00	491,850,0 00.00	29,442,234,2 66.28	5,360,066,5 34.17	140,450,0 00.00	<u>45,342,208,8 00.45</u>

Please note that details of monitored projects and processed disbursements of second and final tranches are attached for ease of reference.

FIGURE 1: The Monitored TETFund Intervention Projects for Release of Second and Final Tranches (January – December, 2016)



4.20 Some observed Challenges militating against clearance for 2nd/Final releases include the following:

- i. Incomplete documentation of rendition documents
- ii. Non-inscriptions of the completed projects
- iii. Non-compliance with approved specifications
- iv. Non-completion of projects being requested for Final tranche
- v. Lack of Audit Clearance

4.30 Operational Methodology

The operational methodology is helping the Department become more effective in its monitoring and evaluation functions. These are being employed and deployed for the work and the results have been quite encouraging. Highlights are as follows:

- i. Use of Checklist developed in the Department to check for compliance with requisite returns and documentations;
- ii. Undertaking visitation to institutions to monitor intervention progress, and to ensure that the projects are being executed in line with approved specifications;
- iii. Recommending releases where applicable and communication where also applicable;
- iv. Monitoring is made all-involving in the Fund;
- v. For non-technical Departments, a system is employed to ensure that those who have been short-listed for visit in a previous schedule are not repeated until all in such Departments/Units have had their turns. This is being meticulously followed;
- vi. Projects of non-requesting beneficiaries are scheduled via the charted programme for inspection to monitor the work progress.

4.40 Key Performance Indicators (KPIs)

- Receiving, collating and scheduling of beneficiaries' request for inspection within two weeks.
- Response to beneficiaries' request for inspection every two weeks.
- Submission of monitoring and evaluation reports within 72hrs upon return from the field.
- Recommend disbursement of funds (2nd and final tranches) to eligible beneficiary institutions after receipt of satisfactory documentation within 24hrs, subject to the availability of Audit Clearance.
- Timely communication to beneficiary Institutions and Management on observations made during visits.
- Keeping records of monitored projects after return from field within 72hrs.
- Provide weekly and/or monthly update on disbursements to Management.
- Carry out quarterly Impact Assessment exercise in beneficiary Institutions nationwide.
- Monthly production and submission of final reports to Management.

4.50 The Requirements for Release of 2nd and Final Tranches as reviewed

- i. Beneficiaries must show physical proof through photographs and account rendition that the 1st tranche has been fully utilized;
- ii. Verification visit by monitoring officers of the Fund;
- iii. Inscription of Projects at full completion;
- iv. Submission of two (2) copies of Financial renditions with a copy for the Internal Audit Unit (IAU) of the Fund;
- v. Issuance of Audit Clearance Certificate by the IAU to facilitate processing of funds. The Audit Clearance Certificate is issued based on submission of the following:
 - Payment Vouchers (PVs)
 - Financial Returns
 - Expenditure on Projects
 - Bank Statement of Account showing Lodgment of the 1st tranche and Payments from it.
 - Bank Reconciliation Statement
 - Progress Report on TETFund Form
 - Store Receipt Vouchers (SRVs) in the case of procurement projects
 - Copies of Valuation/Payment Certificates issued by the Consultant for Construction Projects.

5.0 Project Evaluation and Impact Assessment Exercise

The Department did not carry out any impact assessment exercise throughout the period in focus. The instruments however need to be reviewed in order to have better results when the exercise commences.

6.0 CHALLENGES OF THE DEPARTMENT

Some of the challenges being faced by the Department among others include:

- i. Inadequacy of working tools such as centralized color printers for the three divisions of the Department;
- ii. Non-availability of printing ink due to the high volume of printing work of reports and photographs being done in the Department;
- iii. Poor ventilation in some offices of the Department as there is need for either split or roof air conditioners in the Department for optimum performance of the staff and computer systems.

7.0 ACHIEVEMENTS OF THE DEPARTMENT AND CONCLUSION

- Progress Tracking and Performance Evaluation;
- Ensuring Value for money in the Intervention projects;
- Ensuring compliance with specifications in beneficiaries' projects;
- Identifying and eliminating bottlenecks to Project implementation;
- Ensuring reduced time in disbursing funds due to beneficiaries if all necessary documents are available
- Consistent preparation and forwarding of Weekly and/or Monthly disbursements update to Management.

- The Department had been involved in monthly production and submission of final reports to Management.
- There is strong collaboration with all the Departments/Units and zonal offices in carrying out projects monitoring and evaluation.
- The Department has substantially kept to its Key Performance Indicators.

2016 ANNUAL REPORT

Academic Staff Training and Development (AST&D) Department

Preamble

The Academic Staff Training and Development (AST&D) Department is one of the Departments of the Fund with the responsibility of effective co-ordination and implementation of the various intervention lines domiciled in the Department for the overall attainment of the mandate of the Fund.

Functions of the Academic Staff Training and Development Department

- i. Ensuring the effective co-ordination as well as delivery of Academic Staff Training and Development Programmes designed by the Fund in accordance with its mandate;
- ii. Ensuring the vetting of submissions received from all TETFund Beneficiaries as stipulated in the Fund's guidelines;
- iii. Ensuring that allocated intervention funds are accessed by Beneficiary Institutions and facilitate the processing of disbursements of all intervention programmes domiciled in the department in line with extant guidelines and procedures;
- iv. Ensuring prompt and quality delivery of all TETFund educational intervention programmes domiciled in the department;
- v. Ensuring cordial, effective and sustainable partnership with beneficiaries of TETFund Academic Staff Training & Development (AST&D) intervention programmes;
- vi. Inspecting and verifying the deployment of fund's disbursed under the local and foreign components of the Academic Staff Training and Development Intervention Programmes, as well as Teaching Practice Supervision programme; and
- vii. Providing advice to Management on issues relating to Intervention Programmes domiciled in the Department.

Activities/Achievement for Year 2016

The Department recorded a lot of achievements, some of which include:

- i. 5,969 Teaching Practice Supervision in 66 public Colleges of Education.
- ii. Review of TETFund AST&D Guidelines, Processes and Modalities for accessing and utilization of funds for effectiveness and efficiency;
- iii. Automation of the vetting template for the AST&D Intervention programme and interface with the Information, Communication and Technology Department in respect of the automation of the department's process.
- iv. Inspection and Verification visits were carried out to some identified institutions with flashpoints.
- v. Achievements in AST&D Intervention for post graduate scholarship and Conference Attendance Intervention as shown in Table 1 and 2 respectively:

Table 1: Summary of AST&D Intervention for post-graduate scholarship

S/N	Type of Beneficiary Institution	Ph.D. (Foreign)	Ph.D. (Local)	Masters (Foreign)	Masters (Local)	Bench-work	Total Scholars
1	Universities	274	256	114	149	44	837
2	Polytechnics	58	210	127	355	2	752
3	Colleges of Education	77	372	86	366	2	903
	Total	409	838	327	870	48	2,492

Table 2: Summary of Conference Attendance Intervention:

S/N	Type of Institution	LOCAL CONFERENCE	FOREIGN CONFERENCE	TOTAL
1	Universities	582	815	1,397
2	Polytechnics	669	444	1,113
3	Colleges of Education	759	387	1,146
	Total	2,010	1,646	3,656

Challenges

The major challenges faced by the Department are:

- i. Non-operation of a domiciliary account for TETFund foreign scholars as required by extant guidelines by some beneficiary institutions;
- ii. Payments to TETFund scholars by some beneficiary institutions the entire funds released for academic programmes instead of payments in tranches as dictated by extant guidelines;
- iii. Recommendation for sponsoring of teaching staff to attend workshops rather than academic conferences;
- iv. Requests for sponsorship for conferences and workshops organized by unrecognized bodies, particularly by teaching staff;

- v. Recommendation for sponsoring of non-teaching staff for TETFund AST&D Programme contrary to extant guidelines;
- vi. Surcharging of scholars by some beneficiary institutions on funds approved in respect of AST&D intervention programmes;
- vii. Lack of prompt release of funds to scholars by some beneficiary institutions in respect of AST&D and Conference programmes;
- viii. Change of conference, institutions and course of study by some scholars without recourse to the Fund;
- ix. Submission of funding proposals to the Fund by beneficiary institutions without due observance of extant guidelines;
- x. Submission of proposals by the beneficiary institutions without due consideration of their available allocation balance; and
- xi. Frequent requests by scholars for variation of the cost of sponsorship after approval and release of funds to beneficiary institutions contrary to established guidelines.

Recommendations

- i. Regular inspection and verification exercise to all beneficiary institution as regards Academic Staff Training & Development, Conference Attendance and Teaching Practice.

ACTIVITIES OF DEPARTMENT OF EDUCATION SUPPORT SERVICES FOR THE YEAR 2016 & 2017

1. INTRODUCTION

1.1 The Department of Education Support Services (DESS) was created to coordinate, manage and implement academic content based intervention programmes of the Fund for public tertiary Institutions in the Country.

1.2 The Department is charged with the responsibility of implementing non-infrastructural Special Interventions of the Fund such as the National Research Fund (NRF), Higher Education Book Development Fund (BDF) and Boy Child Education Programme which were established by the Board of Trustees of the Fund to address peculiar National challenges in the area of research, paucity of academic textbooks, reading materials and ugly trend of boy-child drop-out from school prevalent in the South-East zone of the Country.

1.3 The major functions of DESS are as follows:

- Advising the Management and the Board of Trustees on all academic and research based TETFund intervention programmes/ Projects;
- Coordination, Management and implementation of all TETFund academic and research-based intervention programmes in beneficiary institutions;
- Receive and process submissions/proposals from beneficiaries for disbursement with respect to the following:
 - Library Development - Lib. Dev.;
 - Book Development Fund
(PAJ, APC, Higher Education Manuscripts) - BDF;
 - Institution Based Research - IBR;
 - National Research Fund - NRF;

- Academic Manuscript into Books Development - AMB; and
- Academic Research Journal - ARJ
- Initiating policies with respect to academic and research based TETFund interventions;
- Development and maintenance of data bank on TETFund academic and research–based intervention projects/programmes;
- Verification visits to projects/programmes coordinated and managed by ESS Department;
- Serves as Secretariat to the following TETFund Board Committees:
- NRF Committee;
- Book Development Committee
- Represents TETFund in National Education Policy formulating meetings (i.e. JCCE/NCE meetings) and in any National Education Development, Improvement and Research implementation projects; and
- Performing any other duty as may be assigned by the Executive Secretary of TETFund.

2.0 KEY ACHIEVEMENTS FOR THE PERIOD UNDER REVIEW

2.1 During the period under review, the following achievements were recorded by the Department:

2.2 LIBRARY DEVELOPMENT

- i.** Under the Library Intervention, the Fund provided reading materials, teaching and learning resources to public tertiary institutions;
- ii.** The Fund also promoted and funded ICT applications through the provision of e-library and procurement/subscription of books and journals.
- iii.** The staff of the Department witnessed several Tender/Bid opening exercises.

LIBRARY DEVELOPMENT INTERVENTION AS AT DECEMBER 2016		
BENEFICIARY	NO. SPONSORED	DISBURSEMENT
COLLEGES OF EDUCATION	17	1,210,000,000.00
POLYTECHNICS	23	1,780,000,000.00
UNIVERSITIES	27	4,025,000,000.00
TOTAL	67	7,015,000,000.00

LIBRARY DEVELOPMENT INTERVENTION AS AT DECEMBER 2017		
BENEFICIARY	NO. SPONSORED	DISBURSEMENT
COLLEGES OF EDUCATION	21	1,342,000,000.00
POLYTECHNICS	15	969,000,000.00
UNIVERSITIES	23	1,835,150,000.00
TOTAL	59	4,146,150,000.00

2.3 INSTITUTION BASED RESEARCH (IBR)

The IBR intervention which was introduced in 2009 has enhanced basic academic research in our tertiary institutions, as one of the core academic activities which had been abandoned in favour of teaching due to paucity of funds. The ceiling sum of N2 million is earmarked per project based on the allocation for each of the Beneficiary Institutions.

INSTITUTION BASED RESEARCH INTERVENTION (IBR)AS AT DEC.2016		
BENEFICIARY	NO. SPONSORED	DISBURSEMENT
COLLEGES OF EDUCATION	324	427,148,946.00
POLYTECHNICS	317	439,413,790.63
UNIVERSITIES	492	932,522,951.48
TOTAL	1,133	1,799,085,688.48

INSTITUTION BASED RESEARCH INTERVENTION (IBR)AS AT DEC.2017		
BENEFICIARY	NO. SPONSORED	DISBURSEMENT
COLLEGES OF EDUCATION	373	256,093,647.71
POLYTECHNICS	277	279,082,496.82
UNIVERSITIES	532	503,738,889.86
TOTAL	1,182	1,038,915,034.39

ACADEMIC MANUSCRIPT DEVELOPMENT (AMB) INTERVENTION

This intervention enables Lecturers to develop and produce their academic manuscripts into textbooks through funds made available to the institutions on an annual basis. It is aimed at ensuring the production and availability of relevant academic textbooks for teaching and learning in Nigeria's tertiary institutions.

ACADEMIC MANUSCRIPT DEVELOPMENT (AMB) INTERVENTION AS AT DEC.2016		
BENEFICIARY	NO. SPONSORED	DISBURSEMENT
COLLEGES OF EDUCATION	112	87,423,377.00
POLYTECHNICS	100	201,967,302.65
UNIVERSITIES	38	112,099,833.70
TOTAL	250	401,490,513.35

ACADEMIC MANUSCRIPT DEVELOPMENT (AMB) INTERVENTION AS AT DEC.2017		
BENEFICIARY	NO. SPONSORED	DISBURSEMENT
COLLEGES OF EDUCATION	37	30,826,991.15
POLYTECHNICS	53	64,436,966.65
UNIVERSITIES	43	150,279,015.12
TOTAL	113	245,542,972.92

ACADEMIC/RESEARCH JOURNALS (ARJ) INTERVENTION

This initiative is aimed at reviving and encouraging the publication of quality academic journals based on research findings conducted by Lecturers in our public tertiary institutions. As at December, 2017, the Fund has funded ARJ projects as follows:

ACADEMIC/RESEARCH JOURNALS (ARJ) INTERVENTION AS AT DEC.2016		
BENEFICIARY	NO. SPONSORED	DISBURSEMENT
COLLEGES OF EDUCATION	23	151,733,625.00
POLYTECHNICS	28	192,587,202.50
UNIVERSITIES	31	268,379,630.00
TOTAL	82	612,700,457.50

ACADEMIC/RESEARCH JOURNALS (ARJ) INTERVENTION AS AT DEC.2017		
BENEFICIARY	NO. SPONSORED	DISBURSEMENT
COLLEGES OF EDUCATION	4	37,849,571.59
POLYTECHNICS	6	69,808,527.19
UNIVERSITIES	9	105,242,052.17
TOTAL	19	212,900,150.95

2.6 NATIONAL RESEARCH FUND (NRF)

- ii.** Since inception, forty four (44) approved research projects have commenced and are on-going in different parts of the Country. These projects are being monitored on regular basis to ensure that funds released are judiciously spent on the projects; and
- iii.** The Department has in conjunction with the NRFS&MC verified projects under 2013 2nd batch NRF and released 2nd tranche of funds for the projects.
- iv.** 2016 Proposals received and are undergoing screening.
- v.** NRFS&MC inaugurated in December 2017

IONAL RESEARCH FUND (NRF) AS AT DEC.2016		
BENEFICIARY	NO. SPONSORED	DISBURSEMENT
COLLEGES OF EDUCATION	0	0
POLYTECHNICS	0	0
UNIVERSITIES	24	352,166,313.20
TOTAL	24	352,166,313.20

IONAL RESEARCH FUND (NRF) AS AT DEC.2017		
BENEFICIARY	NO. SPONSORED	DISBURSEMENT
COLLEGES OF EDUCATION	0	0
POLYTECHNICS	0	0
UNIVERSITIES	2	6,075,300.00
TOTAL	2	6,075,300.00

2.7 BOOK DEVELOPMENT FUND (BDF)

- i. Since inception, various Associations have benefitted from the Intervention in different parts of the Country.
- ii. The committee on Book Development were inaugurated in the last quarter of 2017

L ASSOCIATION JOURNALS (PAJ) AS AT DEC.2016	
BENEFICIARY	DISBURSEMENT
National Association of Biblical Studies	3,500,000.00
Nigerian Journal of Paediatrics	5,000,000.00
Nigerian Computer Society	2,500,000.00
TOTAL	11,000,000.00

L ASSOCIATION JOURNALS (PAJ) AS AT DEC.2017	
BENEFICIARY	DISBURSEMENT
National Association of Women in Colleges of Education (WICE)	1,000,000.00
TOTAL	1,000,000.00

2.8 BOY-CHILD EDUCATION PROGRAMME

The achievement in this Intervention essentially is the reprioritization of the focus of the Boy Child Education in order to ensure attainment of set objectives and timely implementation of the programme. Accordingly, the following were the proposed modifications for the programme:

- (i).** Inclusion of entrepreneurial training programmes such as:
 - a)** Farming skills acquisition programme (e.g. fishing, Poultry and piggery);
 - b)** Fashion Design and Tailoring;
 - c)** Mechatronics;
 - d)** Electrical Installations;
 - e)** Fabrication & Metal Works; and
 - f)** Professional Furniture manufacturing and interior design.
- (ii)** Proposed Procurement of one (1) no. 30 Seater Toyota Coaster Bus for each of the Centres selected to host the Boy Child Education Programme, in order to facilitate transportation of the trainees to and from the training centres;
- (iii)** Procurement of required power tools and specialized equipment for each of the proposed training programmes; as highlighted in (i)a-f;
- (iv)** Procurement of one (1) no. CAT diesel generators and one (1) no. Amber kinetic fly wheel technology to provide uninterrupted electricity for host centre; and

Where necessary, not more than 15% of the implementation cost could be earmarked for upgrade of physical facilities to house the equipment for the programme

2.9 The following Institutions are the host Centres for the programmes in the South East:

S/N	Designated Institutions
1.	Abia State Polytechnic, Aba, Abia State
2.	Federal Polytechnic, Oko, Anambra State
3.	Imo State Polytechnic, Owerri
4.	Institute of Management & Technology, Enugu
5.	Ebonyi State University, Abakaliki

3. CHALLENGES OF THE ESS DEPARTMENT

3.1 In the implementation of the above mentioned interventions during the period under review, the Department has encountered the following challenges:

I. INADEQUATE OFFICE SPACE/REGISTRY

The forty-two (42) full time staff of the Department utilize a four (4) room space allocated to the Department which also includes the Department's Registry where all the files for benefiting Institutions are kept. All the research proposals and manuscripts forwarded for consideration by Researchers and Authors are also kept within the available office space thereby making working environment for the staff inconducive.

II. SKILL GAP OF STAFF

The Department implements the TETFund's National Research and Higher Book Development Funds which are highly technical in scope and competitive in nature which would require application of international best practices. Some of the staff require requisite skills needed to administer such funds. Therefore, appropriate training both locally and internationally is necessary for the staff to help build their capacity.

III. NON-ADHERENCE TO TETFUND GUIDELINES BY BENEFITING INSTITUTIONS

Most of the Beneficiaries fail to comply with TETFund Guidelines. This leads to time wasting and unnecessary to/fro communication. This is one of the reasons for the low access to funds by the benefiting Institutions.

4. SUGGESTION FOR IMPROVEMENT/WAY FORWARD

- i.** Constant training of Staff on Research Methodology, Content Analysis, Editorship, Data Based Management etc. This is to improve the quality of Staff and close up the skill gaps that exist. Trainings should not be less than two weeks and should be intensive both locally and internationally;
- ii.** Establishment of functional e-registry fully equipped with state-of-the-art facilities to ensure effective capturing of ESS's records. The need to set up ICT based programme registry cannot be overemphasized;
- iii.** Adequate provision of office accommodation and working tools are very essential for the ESS department;
- iv.** Regular verification visits of intervention projects i.e. ARJ, IBR, AMB, PAJ and Library Development to ascertain extent of implementation and compliance with operational policies thereby ensuring effective project delivery on schedule;
- v.** Need for Interactive workshops with beneficiary to further reinforce the need for beneficiary's compliance with due process in the implementation of TETFund project;

- vi.** Regular sensitization and adequate publicity of National Research Fund (NRF) and Higher Education Book Development projects as a way of further stimulating Research & Development activities in Public Tertiary Institutions; and
- vii.** Management should consider reviewing the contracts for the APC projects at Nnamdi Azikiwe University, Awka and University of Abuja in view of poor performance by the Contractors handling the projects.

CONCLUSION:

Department of Education Support Services is a department positioned to undertake the processing and documentation activities of academic-based interventions.

Education Support Services Department

January 2018

RESEARCH AND DEVELOPMENT/CENTERS OF EXCELLENCE DEPARTMENT

Annual Report 2016

1.0 Introduction

The TETFund **Research and Development (R&D)** intervention was created by the Board of Trustees to critically address some of the challenges facing Research and Development in Nigerian public Tertiary Education Institutions (TEIs) as well as provide the enabling environment for harnessing, incubation and transformation of research findings into tangible products that solve problems of the economy and national development through collaboration with industries, relevant development agencies and other knowledge-based institutions, and the evolution of Centres of Excellence.

The Fund is to support the institutionalization of R&D that will promote Industry-researcher partnerships which will lead to the promotion of knowledge-driven sustainable development of the nation.

2.0 Objectives and Functions of R&D/CE Department

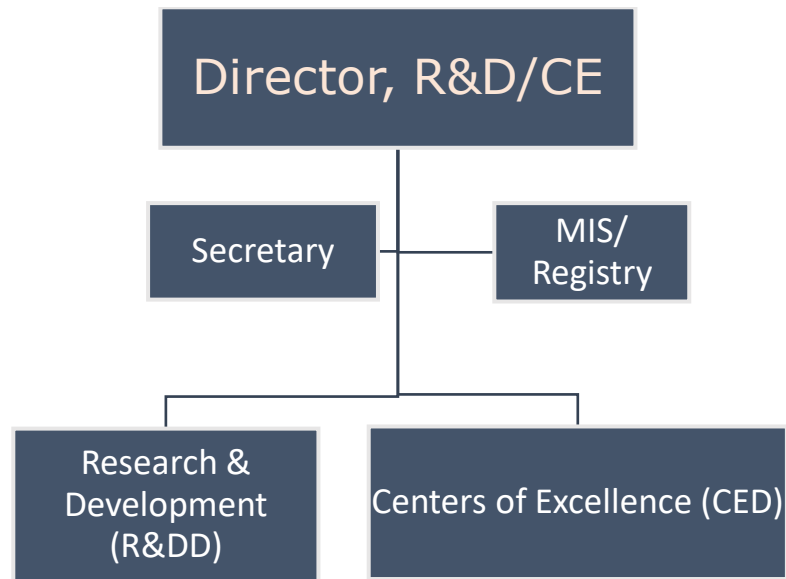
The Department was created to achieve the following objectives:

- a.** To promote the institutionalization of R&D in Tertiary Education Institutions for technological revolution, scientific breakthrough and sustainable economic development;
- b.** To provide funding for innovative research and sustenance of research units in BIs and the establishment of research database towards commercialization of products, processes and services;
- c.** To support the establishment or emergence of Centers of Excellence (CE) in tertiary institutions and other research centers or institutes;
- d.** To collaborate with Research Committees of TETFund, Tertiary Institutions and R&D units in industry and public agencies for the uptake of innovative research findings; and
- e.** To advocate for the establishment of a national R&D fund as a policy of government.

3.0 Structure

The Department is made up of two divisions:

- i. Research and Development Division (R&DD); and
- ii. Centres of Excellence Division (CED)



4.0 Activities and Achievements for the Year 2016

4.1 Collection & Collation of Data on Research & Development Infrastructure situation in Beneficiary Institutions

The department in its effort to support and strengthen research capacities of benefitting institutions requested institutions through a memo to submit information on existing research infrastructure, policies, outputs and manpower. So far, about 40 institutions have submitted their responses. The information collected will be analysed and presented to Management.

4.3 Tripartite meeting of DR&D/CE, DAST&D AND DESS to fine tune and streamline the responsibilities of the three to eliminate any overlapping functions

The Top Management Committee (TMC) at its 196th meeting held on 2nd and 7th September 2016, directed the DESS, DAST&D and DR&D/CE to meet and address issues regarding the seeming misconceptions and apparent lack of understanding of the role and functions of the Department of R&D/CE with a view to fine tuning and streamlining the responsibilities of the three Departments to eliminate any possible **overlapping** functions and present same at the next TMC meeting. The committee identified the following:

- a.** Institution Based Research (IBR) and National Research Fund (NFR) should be transferred to the DR & D/CE, being main Research Department of the Fund.
- b.** DR&D/CE should relate with AST&D to harvests outcomes relating to Academic RESEARCH of Ph. D. Theses and Masters' Degree Theses.
- c.** The three departments DESS, DAST&D, DR&D/CE need to collaborate in the areas of monitoring of programmes that would culminate in research outcomes especially the scholars involved in the postgraduate degree programmes, and the researchers involved in the IBR and NRF programmes.

5.0 Key Challenges/Way Forward

- i. The need to transfer IBR, NRF from the Department of Education Support Services to R&D/CE; and allow for the commencement of the collation of scholars theses for the development of research database in R&D Department.
- ii. The need for advocacy on the functions of R&D Department for clear understanding of its role and anticipated impact.
- iii. Lack of office space for staff.

INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT

1.0 INTRODUCTION

1.1 HISTORY OF THE DEPARTMENT

The Information and Communication Technology Department (ICT) was fully functional as a Department from February, 2012.

1.2 MISSION OF THE DEPARTMENT

To provide ICT advice, support, policy guidance and assistance to the Fund/stakeholders/beneficiaries.

1.3 GOAL OF THE DEPARTMENT

To provide support services to the Fund, Stakeholders and Benefiting Institutions and to leverage on superior ICT-related Solutions, Equipment & Facilities and Services to improve Management effectiveness and achievement of strategic intervention objectives of the Fund.

1.4 FUNCTIONS OF THE DEPARTMENT

To deliver prompt and timely ICT solutions and support/maintenance of ICT infrastructure in the Fund through the following;

- I. Provision of ICT based decision support system for decision making;
- II. Leverage ICT Strategies and Innovations to achieve the Fund's business strategies and goals;
- III. Implement Information Technology Policy of the Fund;
- IV. Provide advice on aspects of ICT investment in hardware and software to the Fund;
- V. Monitor the SLAs (Service Level Agreements) of ICT service providers to ensure compliance with stipulated standards;
- VI.
- VII. Support and empower the Fund, Stakeholders and Beneficiaries through;

- a. Implementation and administration of ICT tools for effective collaboration,
 - b. Implementation and administration of ICT tools for effective data access and security,
 - c. Effective and innovative use of the future technologies, ensuring the application of IoT (Internet of Things) and Big Data technologies,
- VIII. Training of TETFund staff on ICT with a view to,
 - a. Increase individual effectiveness and,
 - b. Increase operational efficiency.
- IX. Plan, design and integrate technology enabled learning programmes to the Fund, Stakeholders and Beneficiaries;
- X. Maintain the Fund's ICT Infrastructure, including Servers, Laptops/Desktops, Data Communication Networks, Software and ICT based security systems;
- XI. Updating and maintenance of TETFund Website;
- XII. Conducting project management and quality assurance activities for Beneficiary Institutions ICT projects and;
- XIII. Vetting and monitoring of ICT based interventions for Beneficiaries.

1.5 DIVISIONS OF THE DEPARTMENT

The Department has Three (3) Divisions namely:

- i. Internal Operations & Systems Support;
- ii. Central Management Information System & ICT Advisory; and
- iii. Beneficiary Intervention Projects.

1.6 TEAM STRUCTURE

The Internal Team Structure derived from the three divisions for a more efficient and effective operations are as follows:

- a. Network Management & Support
- b. Software Design, Development & Implementation + Website
- c. User Support
- d. Server Administration & Power Management
- e. Beneficiary Intervention Project Vetting & Supervision (ICT components)

1.7 STAFF STRENGTH AND DISTRIBUTION

1.7.1 STAFF STRENGTH

The Department currently have a total of number **14** staff

1.7.2 STAFF DISTRIBUTION

Asst. Director, ICT	2
Asst. Chief Programme Analyst	2
Principal Programme Analyst	3
Senior Programme Analyst	1
Programme Analyst I	3
Admin. Officer	1
Clerical Officers	2

2.0 APPROVED ACTIVITIES OF THE DEPARTMENT FOR YEAR 2016

S/N	ACTIVITIES	STATUS	REMARKS
1.	Payslip Automation	Completed	▪ All staff presently receive payslip notification via official e-mail
2.	Configuration and installation of applications in All-in-One Computers	Completed	▪ The systems have been distributed to staff
3.	TETFund Payroll System	Completed	▪ TETFund Payroll System went live in October, 2016
4.	Local Area Network (LAN) Assessment	Completed	▪ The LAN Assessment has been done which addressed the broken fibre backbone uplink
5.	UPS Power Assessment & Correction	Completed	▪ The UPS Power Assessment and Correction has been done to achieve the following: (i) The power flow has been stabilized. (ii) Easy troubleshooting of power faults is now achievable. (iii) The power cable structure has been corrected.
6.	Supervision of the installation of the Access Control System	Completed	▪ The Access Control System is being used in the Fund.
7.	Supervision of the installation of the Closed Circuit Television (CCTV) System	Completed	▪ The CCTV system is being used in the Fund.
8.	Supervision of the installation of the Time & Attendance Clock-in System	Completed	▪ The Time & Attendance Clock-in system is being used in the Fund.

3.0 ACHIEVEMENTS MADE IN THE YEAR 2016

- I. Continued migration of TETFund's services to the Disaster Recovery Platform in Galaxy Backbone Plc.
- II. Installation & configuration of server/clients systems for Financial Management Information System application to facilitate the data upload and reconciliation for Finance & Investment Department.
- III. Vetted ICT components for project submissions as requested by ESS and other departments.
- IV. Continued enforcement of usage of TETFund email addresses for all the organizational communication.
- V. Configuration of the network printers for enhanced TETFund-wide network printing.
- VI. Completed the enablement of access to emails on all platforms – systems, mobile devices and tablets for effective work mobility.
- VII. Continued user education on the use of ICT tools i.e. Email, TETFund Portal through email posts and ICT bulletin.
- VIII. Payroll system parallel run completed and hardcopy pay slips sent out.
- IX. Uploaded various contents to the website.
- X. Training for CAPR Department on Effective Management of the TETFund Website Data Content.
- XI. Design of Software Development Methodology for the Executive Secretary's approval.
- XII. TETFund Payroll system went live in October 2016 and is now running from TETFund Server.
- XIII. Production of new biometric ID Cards for TETFund employees.
- XIV. Sending of Online pay slips to employee email addresses operationalized.
- XV. Installation and configuration of applications on the laptops and desktops at the six (6) zonal offices.
- XVI. Installation of modems at the six (6) zonal offices.
- XVII. UPS Power Assessment & Correction was done in order to correct the issues with the poor cable structure in the server room
- XVIII. Local Area Network (LAN) Audit was done in order to detect the bad network points.
- XIX. AST&D Cloud based software solution ongoing - vendor yet to complete the project.
- XX. Acceptance test for the TETFund Payroll system was done.
- XXI. Website maintenance and upgrade.
- XXII. Designing and development of e-payment scheduling system for foreign scholars for the Department of Finance & Investment.
- XXIII. Support and maintenance of the following systems:
 - a. Access Control System
 - b. Time and Attendance Clock-in System
 - c. TETFund Collaboration Portal System
 - d. Closed Circuit Television System

4.0 CHALLENGES OF THE DEPARTMENT

- I. Interference in the professional conduct and workings of the department.
- II. Limited Programmers in the Department to fast track the automation processes.

5.0 SUGGESTIONS/RECOMMENDATIONS ON THE WAY FORWARD

- I. Capacity Building for staff on the usage of ICT resources to minimize damages to ICT equipment;
- II. Professional training for core ICT staff to optimally manage the deployed ICT resources, this will reduce the cost of maintenance of ICT equipment;
- III. Harnessing ICT staff with programming skills from within the department and other departments and train them for few months to take full charge of the Workflow Automation Processes;
- IV. Monitoring of ICT related projects by the ICT staff in the Beneficiary Institutions;
- V. Redesigning and Development Portal/Website to improve collaboration among staff, Stakeholders and Beneficiary Institutions.

CORPORATE AFFAIRS AND PUBLIC RELATIONS DEPARTMENT

Corporate Affairs and Public Relations Department designs and implements strategies to ensure a positive image for the Fund. The Fund enjoys a tremendous support and coverage from the press across the country.

Functions and Responsibility

- Responsible for all corporate and public communication matters that affect the image and integrity of TETFund and as may be determined from time to time;
- Ensure that all TETFund events are well publicized including video and photo coverage;
- Liaise with the relevant Department for website content, facilitate availability of TETFund services and images to be posted on the website in collaboration with the ICT Department;
- Monitors media coverage by going through the papers every day and reporting to the Executive Secretary on issues pertaining the Fund;
- Prepare and vet speeches, press releases and media presentation on behalf of TETFund as may be required during special functions and occasions;
- Production of TETFund Newsletter, Annual Reports and other relevant publications concerning the Fund;
- Responsible for the local and international travelling arrangements for the Board of Trustees and the Executive Secretary of the Fund such as visa procurements, passport procurements and renewal as well as Note Verbale for Board, Management and Staff;
- Produce documentaries on the Fund including jingles and adverts placement for airing in both print and electronic media;
- Arranging for the production of TETFund branded souvenirs and gift items for presentation to stakeholders and at important events and ceremonies; and
- Performs any other duties that may be assigned by the Executive Secretary.

The Department is made up of three (3) Division namely;

- Public Relations Division
- Publication and Media Division
- Protocol Division

Functions of the Public Relations Division

- Provide guidance to Photo-Journalists as well as Journalists on areas of coverage during TETFund events.
- Mobilizes the Media for effective coverage of TETFund activities.
- Monitors end result of jingles, documentation on TETFund.
- Monitors and reviews Newspaper Reports, Radio and Television Programme concerning the Fund.

Functions of the Publication Division

- Produces TETFund News Magazine.
- Produces TETFund News Panorama.
- Produces TETFund Annual Report.
- Produces TETFund at a Glance.
- Gathers news items and pictures for publication from every Department/Unit concerning the Fund.
- Engages in special features writing.
- Production of Documentaries
- Conceptualizing contents for Adverts /Announcement and Jingles.
- Facilitates placement of Advert/ Announcement and Jingles in the Media et

Function of the Protocol Division

- Handles travel arrangements for Board Members, Executive Secretary and Staff.
- Advice on travel and entry requirements.
- Pursues the issuance, renewal and extension of visa and passport.
- Procures Note Verbale for all official trips of the Fund.
- Accompanies Board members, Executive Secretary and members of the Executive Management to the Airport for travelling formalities.

The key achievements of the Publication Unit in relation to its goals are as follows:

- i. Evolvement of a deliberate, planned and sustained strategies towards maintaining a mutual understanding between the organization and its public through various programmes and reports via the electronic and print media; and
- ii. The Unit has been able to give the Fund credibility by its consistent presence in the media and its interaction with general public.

The Department conceived modalities for promoting, protecting and projecting the good image, personality and services of the Fund through the following:

- i. Propagating the activities of the Fund
- ii. Maintaining a harmonious relationship between the Fund and the Public
- iii. Enlightening the Public of the existence and duties of the Fund as an interventionist body and how it has impacted positively on the Education Sector
- iv. Coordinating an Impact Assessment of the Fund in collaboration with Department of Projects Management
- v. Production of quality magazine, memorabilia, bill boards, programmes and jingles on radio and television, as well as participation in Fairs that will help in boosting the image of the Fund
- vi. Proactive Publications Relations for the Fund through the Print and Electronic Media
- vii. Production of Documentaries and footages on the Fund.

ACTIVITIES/ACHIEVEMENTS

The Unit has been able to propagate the activities of the Fund through clearly designed and articulated publicity relations strategies implemented through:

- i. Newspaper reports and coverage.
- ii. Coverage of events and news mention on Television and Radio.
- iii. Implementation of Publicity Strategy for the TETFund and TV.
- iv. Coverage of Assumption of Duty of the Executive Secretary.
- v. Coverage of Commissioning of TETFund Projects in Ekiti State University, University of Ilorin, Tai Solarin University of Education.

- vi. Ensuring cordial relationship between the Fund and its stakeholders and beneficiaries as well as the General Public at large.
- vii. Ensured the propagation of all TETFund projects commissioned across the country.
- viii. Handling of Protocol matters for the Fund.
- ix. Handling of relevant correspondence to the Fund as directed by the Executive Secretary.
- x. Undertaking proactive approach for positive public awareness by feature writing on the Fund in the print media and highlighting of same on various Television and Radio programmes.
- xi. Production of Rollup Banners to convey messages and visuals of the Fund.
- xii. Coverage of TETFund/FIRS Stakeholders Interactive Forum in Kano, Port-Harcourt and Lagos.
- xiii. Coverage of Courtesy Call on the Executive Secretary and the Fund.
- xiv. Coverage of the Executive Secretary's inspection of the University of Jos Library which was damaged by a fire.

TERTIARY EDUCATION TRUST FUND

INTERNAL MEMO

2016 ANNUAL REPORT OF THE ACTIVITIES OF FINANCE AND INVESTMENT DEPARTMENT

Preamble

Finance and Investment Department is the financial Custodian of the Fund, handles all financial related matters and Advises the Fund on same. Its primary goal is the disbursement of funds to the beneficiaries and ensuring that the floats are invested in safe security portfolios capable of yielding reasonable returns that would improve the capacity of the Fund to increase intervention activities, as well as production of financial statements.

Functions

The department is charged with the following responsibilities namely:

1. Provision of financial advice to the Fund in respect of all financial matters, in consistent with relevant laws and regulations such as the Constitution, Financial Regulations, Government Treasury Circulars, Accounting Standards, Financial Control & Management Act, Bureau for Public Procurement Act, and Civil Service Rules etc.
2. Collection of Revenue accruing to the Fund from all sources of investments-(FGN Bond & Nigerian Treasury Bills).
3. Processing of payment /disbursement to Beneficiaries, Service providers, and Staff.
4. Provision of adequate financial information to the Top Management Committee (TMC) of the Fund, Regulatory bodies and other Supervisory Authorities.
5. Reconciliation of all Funds Account.
6. Rendition of Statutory Returns to the Office of the Accountant of the Federation and other relevant government agencies.
7. Preparation and consolidation of the Fund functional budgets.

8. Management of available funds to ensure safety, assure liquidity and enhance returns.

Structure

During the period under review the department headed by a Director carried out its operation through three divisions and a Budget and budgetary control Units.

1. Treasury and Investment division
2. Management Account division
3. Final Account division
4. Budget and Budgetary Control Units

The Management Account division is headed by a Deputy Director, the Final Account division is headed by an Assistant Director who also oversees the Treasury division. Director of Finance & Investment oversees the activities of the three divisions and the Budget and Budgetary control units.

Achievements

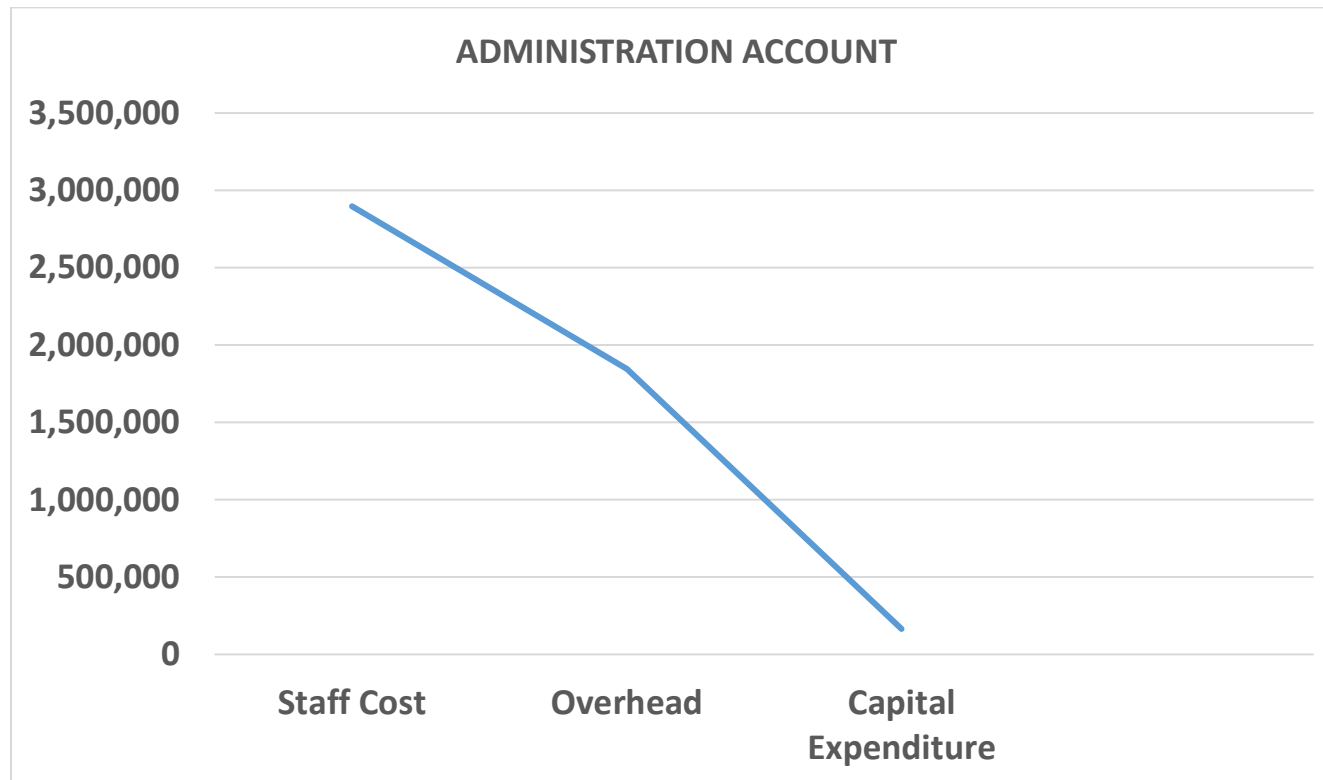
1. Prompt rendition of returns to the TMC, Office of the Accountant General of the Federation and other government agencies.
2. Reduction in turnaround time in transaction processing for both internal and external customers i.e. staff, service provider and beneficiaries.
3. The department commenced the Implementation of IPASA and Accounting with hands on training and a study tour to Malaysia.
4. The department during the year under review operated zero tolerance for fraud and defalcation of records.
5. As at December, 2016, our internally generated revenue in year 2017 was N19, 532,531,205.22 made up of NTB: N14, 888,849,026.07 & FGB BOND- N4, 643,682,140.15.
6. The department had a staff strength of 34- 5 directorate, 27 senior and 2 junior staff. In the period under review, only the 4 directorate staff attended foreign training, some senior staff attended local course, while none of the junior staff attended any course.

Challenges

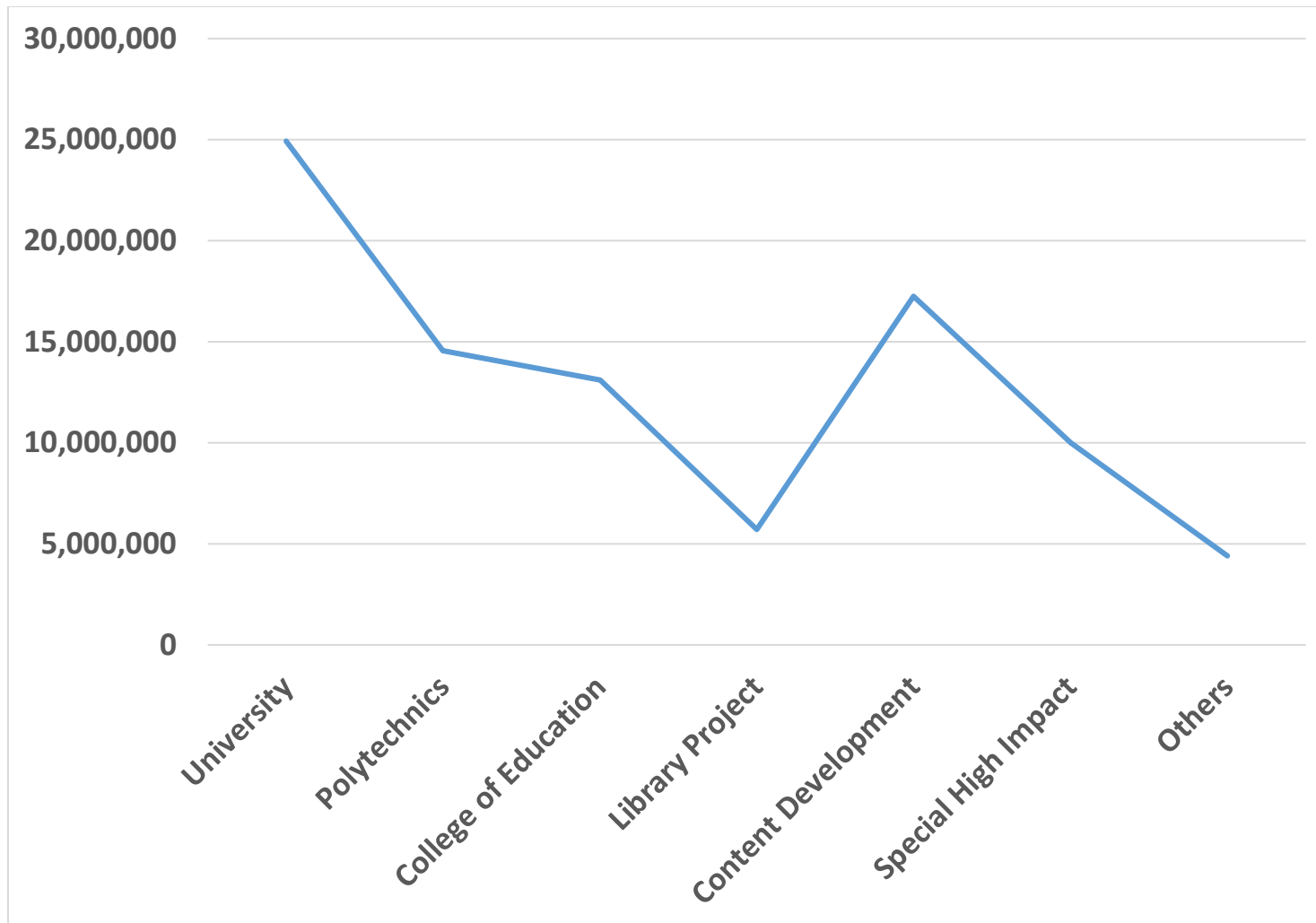
1. The major challenge we had in the department was delay in payments, this was due incessant fluctuation of the internet services that hindered our access to the Remita payment platform.
2. Another challenge we had that also affected our operations was the transfer of staff that were trained to use the Remita system to make payments. Training the new staff took a while which also slowed down our processes as well.
3. Inadequate storage space is a major fact we faced in the department. The volume of our transaction increases annually and we are constrained with space to adequately safeguard our accounting documents.

	2016 (N'000)
Staff Cost	2,897,415
Overhead	1,845,722
Capital Expenditure	164,735
TOTAL	4,907,872

FINANCIAL HIGHLIGHTS FOR (JANUARY – DECEMBER) 2016



PROJECT ACCOUNT	2016 (N'000)
Universities	24,930,203
Polytechnics	14,547,996
College of Education	13,120,416
Library Development Project	5,705,700
Content Development Programmes	17,246,142
Special High Impact Project	10,009,584
Others	4,406,492
Total	89,966,532



The above figures are based on records of the Department we are presenting to the Meeting, including the Performance of approved 2017 Internal Working Budget for discussion.

Idris A.O. Saidu
Director

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER, 2016

INSERT SCAN OF 2016 AUDITED ACCOUNTS HERE

CORPORATE INFORMATION

CORPORATE ADDRESS

**No. 6, Zambezi Crescent,
Off Aguiyi Ironsi Street, Maitama, Abuja.**

MANAGEMENT TEAM

Dr. Abdullahi Bichi Baffa	- Executive Secretary
Mal. Aliyu Na'Iya	- Director, Research and Development, Centres of Excellence
Mr. Idris A. O. Saidu	- Director, Finance and Investment
Dr. Jacob Alada	- Director, Academic Staff Training and Development
Mal. Aminu Anas	- Director, Education Support Services
Barr. Ifiok Ukim	- Director, Executive Secretary's Office
Mr. Ben Ebikwo	- Director, Corporate Affairs and Public Relations
Mal. Bukar Umar	- Director, Human Resource Management
Mr. Sam Piwuna	- Ag. Director, Corporate Planning and Development
Arch. Olajide Babatunde	- Ag. Director, Monitoring and Evaluation
Mal. Mikailu Buhari	- Ag. Director, Projects Management
Mr. Arolasafe Gbenga B.	- Head, Servicom Unit
Mr. Joseph Odo	- Head Information and Communications Technology

INDEPENDENT JOINT AUDITORS

Aminu Ibrahim & Co.
(Chartered Accountants)
City Plaza, Plot 596,
Ahmadu Bello,
Garki II, Abuja.

PKF Professional Services
(Chartered Accountant)
BOA Plaza (4th floor)
Independent Way
Central Business District
Abuja.

Major Bankers

Central Bank of Nigeria
Stanbic IBTC Bank Plc
Unity Bank Plc
Guaranty Trust Bank Plc
Skye Bank Plc
First Bank of Nigeria Plc.

Solicitors

Wali Uwais & Co.

REPORT OF THE INDEPENDENT JOINT AUDITORS

THE FUND AND ITS ACCOUNTING POLICIES

THE FUND

The Tertiary Education Trust Fund (TETFund) was established under Tertiary Education Trust Fund (establishment) Act, 2011 which replaced Education Tax Act Cap. E4 Laws of the Federation of Nigeria, 2004 and Education Tax Fund (Amendment) Act No. 17, 2003 and came to effect in June 2011 with the mandate to engage in the rehabilitation, restoration and consolidation of tertiary education in Nigeria. The Fund is managed by Board of Trustees established under Section 4 of the new Act.

Tax collection

The Tertiary Education Trust Fund (Established) Act, 2011 vested in the Federal Inland Revenue Service (FIRS), the authority to assess and collect the tax and remit the amount so collected to Tertiary Education Trust Fund. The tax shall be 2% of the assessable profit of every registered company in Nigeria ascertained in the manner specified in the Companies Income Tax Act or Petroleum Profits Tax Act. The FIRS collects 4% of gross collection as cost of collection.

Funding of projects

The tax collected shall be used for the rehabilitation, restoration and consolidation of education to Nigeria through the disbursements to public tertiary institutions for any other matter ancillary thereto but specifically for the under listed purpose.

- (a) Essential physical infrastructure for teaching and learning;
- (b) Instructional material and equipment;
- (c) Research and publication
- (d) Academic staff training and development; and
- (e) Any other need which, in the opinion of the Board of Trustees, is critical and essential for the improvement of quality and maintenance of standards in the higher educational institutions.

The Board of Trustees shall administer and disburse the fund on the basis of:

- Funding of all public tertiary educational institutions;
- Equality among the 6 geo-political zones of the Federation in the case of special intervention; and
- Equality among the State of the Federation in the case of regular intervention

Section 7 (3) of the new Act stipulates disbursements to the various level of education at the following ratio:

	Ratio
• Universities	2
• Polytechnic	1
• Colleges of Education	1

Section 3. It also gives the Board the power to give due consideration to the peculiarities of each geopolitical zone in the disbursement and management of the tax imposed by this Act between the various levels of tertiary education.

However, disbursements made in the year to primary and secondary schools amounting to N8.5 billion were unaccessed allocation of prior years under the replaced Act.

Disbursements

The process of disbursements begins with a letter written to the beneficiary institutions by three department of the Funds that are actively involved in the process of funds disbursements upon approval of allocation by the Board of Trustees, Letter of allocation are sent to each beneficiary institutions by the Project Management department (for building projects), Education Support Service department (for Library development, research journal, book development) and Staff Training and Developments department (for beneficiary institutions' staff training development and conference attendance), stating, among other things, the breakdown of the allocation, requirements for assessing the funds. Thereafter, requires for grants are sent by the prospective beneficiaries (institutions). These requests are evaluated on their merits, having regards to the provisions of the enabling Act, and approval in principle (AIP) granted by the Board of Trustees.

Disbursement are made based on satisfactory execution of the stages of the project as agreed/approved.

Liabilities/commitments on approved projects are not recognized in these financial statements.

Excess funds are invested in appropriate and safe securities to generate more revenue as provided for by section 6 (g) of the Act.

Monitoring and evaluation of project

Section 3.2 empowers the Board of Trustees to monitor the project. As a result of this, a department was created by the Fund to assist the Board in caring out this function. Also, this department is engaged in monitoring and must certify the judicious use of the earlier fund accessed before the subsequent funds will be released.

Funding of administration

Section 3 (4) of the new Act empowers the Fund to set aside every year, an amount not exceeding 5 percent of the total monies accruing to the Fund in the preceding year which shall be applied as follows:

- (a) Cost of administration and management of the Fund;
- (b) Maintenance of any property acquired by or vested in the Fund and generally to pay the services rendered to the Fund;
- (c) Project monitoring; and
- (d) Meeting all the needs of the Fund necessary for the due administration and implementation of the purpose of the purpose of this Act.

Furthermore, the Fund receives subvention from the Federal Government to finance other overhead costs.

ACCOUNTING POLICIES

1. Basis of preparation

The financial statements are prepared in compliance with the Statement of Accounting Standard (SAS) issued by the Financial Reporting Council of Nigeria, and are presented in the functional currency, Nigeria Naira, rounded to the nearest thousand, and prepared under the historical cost convention.

2. Statement of significant accounting policies

The following summaries the significant accounting policies adopted by the Fund in the preparation of These financial statement:

a. Tertiary education tax collections

Education tax collections are recognized as revenue when collections are transferred into account of the Fund with the Central bank of Nigeria (CBN).

b. Investment

Investments are initially recognized at cost and classified into short and long term portion in accordance with the Statement of Accounting Standard (SAS 13) on accounting for investments depending on the purpose for which they are acquired. This classification is reevaluated on every reporting date.

The intention of the Fund is to invest any surplus fund in safe and profitable investments pending when there will be need for use of funds. Hence, the classification of the investments as short term investments.

The Fund held the following investment assets in its book at the reporting date.

- **Federal Government Bonds**

This represent the Funds's Investment in debt instruments issued by the Federal Government of Nigeria the tenure of which are more than one accounting year.

- **Nigerian Treasury Bill**

This represents Investments assets issued by the Central Bank of Nigeria, the tenure of which is between ninety days and three hundred and sixty-five days. Investment in treasury bills are usually at Discounts and the discounts are amortized over the useful lives of the assets.

- **Deposit placements**

Deposit placement are stated at gross value as at the balance sheet date. Interest on deposit placement are recognized when received.

- **Bankers' Acceptance**

These are short term investments with commercial banks ranging from 90 to 180 days for which the banks will pay the interest upfront. The discount received upfront is amortized over the period to maturity to the extent that the unearned balance is treated as a liability in the balance sheet.

c. Project disbursement

These are stated as the total cash disbursed to the beneficiaries up to the reporting date

d. Receivable and prepayment

Receivable are stated at their book value less appropriate provision for debts that are doubtful of recovery. Prepayment represent expenditure chargeable at period succeeding the balance sheet date for which economic value in form of services or goods are yet to be received.

e. Cash and cash equivalents

Cash includes cash in hand, demand deposits and freely convertible foreign currency.

Cash equivalents are short term, highly liquid instruments which are readily convertible to cash whether in local or foreign currency and so near to maturity dates as to present insignificant risk of changes in value as a result of change in interest rate.

f. Plant, Property and equipment

Plant, property and equipment are stated at cost/revaluation less accumulated depreciated.

Subsequent expenditure on plant, property and equipment are capitalized if the expenditure improves significantly, the performance of the items, enhances the quality of the output of the item or prolongs its expected useful life.

Depreciation is calculated on a straight line basis to write off the carrying amount of property, plant and equipment over estimated useful lives at the following rates:

	%
Buildings	2
Plant and machinery	25
Motor vehicle-projects	33.33
Motor vehicle- Admin	25
Office furniture and equipments	25
Computer equipment and software	33.33
Library books	10

Property, plant and equipment are eliminated from the books on disposal (or held for disposal), when a decision has been taken to discontinue its use, or when it is retired from active use. Profit or loss on disposal is charged to income. Any balance on revaluation surplus on item disposed is transferred income.

g. Receivables

Debtors are stated at their book value net provision for bad and doubtful balances.

The Fund's receivables comprise staff advance, Premium on bonds as well as prepaid insurance and internet access service expense.

h. Income

Income is made up of:

- (1) Statutory income: Under the new Act, the Fund is entitled to an amount of exceeding 5 percent of the net education tax collection. This is recognized when received.
- (2) Federal Government subvention: These are recognized when received
- (3) Investment Income: This is generated from rent and other short term highly liquid investments. They are recognized when received.

i. Expenditure

Expenses are charged to the accounts in the year they are incurred.

j. A provision

A provision is recognized when the Fund has a present obligation (legal or constructive) as a result of a past event and when it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate of the amount of the obligation can be made.

k. Inventory

Inventories are valued at the lower of cost and net realizable value.

l. Staff retirement benefits

The Fund operates contributory pension contribution in which the staff and the Fund contribute 7.5% each of staff pensionable emoluments.

m. Foreign currency transaction

Transaction in foreign currencies are converted at the exchange rates ruling on the dates of the transactions. Assets and liabilities in foreign currencies are converted into Naira at the rate of exchange ruling at the balance sheet date. All gains and losses arising from the conversion are taken to income and expenditure statements for the year.

**SOME OF TETFUND
INTERVENTION
PROJECTS IN PICTURES**

INSERT PROJECT PICS HERE