



DEPARTMENT OF EDUCATION SUPPORT SERVICES
GUIDELINES FOR ACCESSING AND UTILIZING OF INTERVENTION FUNDS ANCHORED BY
EDUCATION SUPPORT SERVICES DEPARTMENT

LIBRARY DEVELOPMENT INTERVENTION

The main objective of this intervention shall be to support Beneficiary Institutions to have modern library equipment, alongside current and relevant books and holding. (Hard and e-copies as the case may be) of the various courses being offered.

Disbursement of funds shall be in two tranches of 85% and 15% of the total amount of the requested allocation year or not exceeding up to four (merged) allocations years.

Requirement for obtaining (Approval-in-Principle) AIP:

A. Requirements for issuance of Approval–In–Principle are as follows:

- i. Beneficiary Institutions shall show evidence of a functional and properly constituted Library Development Committee (LDC) which meets and makes recommendations to the Head of Institution on matters relating to the library. The LDC shall be chaired by the institution’s Librarian
- ii. Submission of the library Collection Development Policy [CDP] (including electronic resources (e-Resources) policy of the institution;
- iii. Submission of list of books to be procured must be made based on the institution’s CDP and guided by the TETFund template;
- iv. Submissions of other library resources, including tools and equipment to be procured shall be made in accordance with the TETFund template for acquisition of library resources
- v. All submissions shall be accompanied with the minutes (or Decision Extracts) of the meeting of the institution’s Library Development Committee which shall be chaired by the Librarian;
- vi. All submissions must include the contact number(s) and email address(s) of the institution’s Librarian for any clarification arising from the proposal submitted;
- vii. All proposals must be submitted in hard and soft copies (flash drive). Advance copy may be sent to es@tetfund.gov.ng and essdept@tetfund.gov.ng;

- viii. At least 70% of total allocation shall be used for the procurement of books/ e-books / subscriptions and periodicals while the balance of 30% shall be for furniture and library equipment;
- ix. All submissions must be accompanied with Covering letter, endorsed by the Head of Institution, and addressed to the Executive Secretary of the Fund
- x. Executive summary of the proposal by the institution shall be endorsed by the institution's Librarian; .
- xi. List of Books Stating the Author, Title , Publishers, Year of Publication, ISBN Number, Quantity, Unit Cost and Amount;
- xii. List of Equipment stating Manufacturer, Specifications, Unit Cost and Total Cost;
- xiii. Genuine Proforma Invoice from reputable and relevant sources, including sample photographs of such equipment and books;
- xiv. For furniture-related procurements, catalogues/photographs of the type of wood to be used;
- xv. For E-library, detailed specification / description of the items shall be provided with cost;

B. e-Books and Subscriptions

In keeping with the current trend in teaching and learning, LDI funds are to be utilized in support of the establishment and maintenance of e-learning facilities in line with the following:

- i. Request for e- books / subscriptions shall indicate all required specifications including name of subscription, vendor, subject area(s) and cost;
- ii. As evidence of activation of the approved e-subscription(s), Beneficiary Institutions must:
 - a. Provide evidence of payment (payment voucher, invoice or receipt) of the approved e-subscription specifications and amount;
 - b. indicate the link(s) to the subscribed platform in their request for first tranche of funds;
 - c. grant access to the Fund by providing log-in details to view the link provided;
- iii. A maximum of 5 staff are allowed for the purpose of training;
- iv. Purchasing of an e-subscription package is limited to one year subscription cost, after which the subscription renewal cost will be borne solely by the Beneficiary Institution.

- C. In addition to the above requirements, Beneficiary Institutions should note that:
- a. Once approval is granted for procurement of books and/or other library resources, substitutions and/or changes in the approved specifications and terms of acquisition shall not be entertained;
 - b. Funds for Library Development Intervention shall not be utilized for procurement of consumables items outside of library books, equipment or furniture and/or any other items outside the approval;
 - c. Detailed specification of proposed Equipment/Tools/Furniture (e.g. ICT equipment, Binding Equipment, Furniture, and other relevant tools **MUST** be provided.
 - d. Request for accessing first tranche should be within four (4) months stipulated in the AIP letter.
 - e. Due Process for award of contract(s) must be carried out in line with Public Procurement Act (2007);
 - f. Invitation for Financial Bid Opening shall be at least four (4) weeks before the opening of the tender.
 - g. All procured items under this intervention line **MUST** have TETFund Insignia, and year of intervention stamped on them.
 - h. Any deviation from the guidelines of the Library Development Intervention and provisions of the Public Procurement Act (2007) may result in meting out of punitive measures or forfeiting of the grant.
 - i. **Submissions from Beneficiary Institutions for request of final tranche (inspection) for library development intervention projects and release of final tranche of funds is now being forwarded to Education Support Service Department for processing.**
 - j. **Submissions of final tranches to the Fund should be in two copies, one copy each for Audit Unit and Education Support Services Department respectively.**