




2022 **TETFund** **ANNUAL** **REPORT**



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 Tetfund  Tertiary Education Trust Fund

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ACRONYMS

ACRONYMS	MEANING
TETFund	Tertiary Education Trust Fund
BOT	Board of Trustees
ES	Executive Secretary
DESO	Department of Executive Secretary's Office
HR&GA	Human Resources and General Administration
ICT	Information Communication Technology
M&E	Monitoring and Evaluation
ESS	Education Support Services
F&I	Finance and Investment
AST&D	Academic Staff Training and Development
R&D/CE	Research and Development/Centres of Excellence
PI	Physical Infrastructure
PA	Public Affairs
SP&D	Strategic Planning and Development
NRF	National Research Fund
IBR	Institution Based Research
ARJ	Academic Research Journal
BIs	Beneficiary Institutions
TMC	Top Management Committee
COA	Chart of Account
NCOA	National Chart of Account
TAG	Technical Advisory Group
AMG	Academic Manuscript Book Development
APC	Academic Publishing Centre
FME	Federal Ministry of Education
NUC	National Universities Commission
NBTE	National Board for Technical Education
UBEC	Universal Basic Education Commission
NCCE	National Commission for Colleges of Education



ACRONYMS	MEANING
SERVICOM	Service Compact
MC	Management Committee
LBS	Legal and Board Secretariat
ACTU	Anti-Corruption and Transparency Unit
FIRS	Federal Inland Revenue Service
RAVE	Routine Audit Verification Exercise
MDAs	Ministries, Departments and Agencies
PSR	Public Service Rules
FR	Financial Regulations
EDT	Education Tax
KPI	Key Performance Indicators
RBM&E	Result Based Monitoring and Evaluation
PPA	Public Procurement Act
BPP	Bureau of Public Procurement
PMED	Project Monitoring and Evaluation Division
PRAD	Project Analysis and Documentation
PMEC	Project Monitoring and Evaluation Committee
EoI	Expression of Interest
NRFS & MC	National Research Fund Screening and Monitoring Committee
PFA	Pension Fund Administrators
MC	Monitoring Committee
GPN	General Procurement Notice
TACIA	Technical Advisory Committee on Impact Assessment
PACAC	Presidential Advisory Committee Against Corruption
EFCC	Economic and Financial Crimes Commission
ICPC	Independent Corrupt Practices and Other Related Offences Commission
NGOs	Non-Governmental Organizations
NCE	National Certificate in Education
PAJ	Professional Academic Journal



ACRONYMS	MEANING
FARA	Forum for Agricultural Research in Africa
FMST	Federal Ministry of Science and Technology
FAPESP	Sao Paulo Research Foundation
NNMA	Nigerian National Merit Award
USA	United States of America
TSAS	TETFund Scholarship for Academic Staff
R&D	Research and Development



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 activities in the educational foundation areas; like Teaching Practice, Library Development and Special Education Programmes.

Champion knowledge enhancing Programmes with scientific formation and Technological literacy.



OUR **CORPORATE OBJECTIVE**

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



OUR GOALS

- To continuously improve Educational Tax Revenue by ensuring that the tax is collected and made available for TETFund intervention programmes;
- To deliver appropriate and adequate intervention programme with due regard to the sensitivities of beneficiaries and stakeholders;
- 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;
- To ensure successful completion of intervention projects;
- To form a viable and enduring partnership between TETFund and its beneficiaries;
- To manage Education Tax in a way that is most beneficial to the Nigerian people;
- To recruit, retain, train and retrain a highly motivated workforce;
- To plan, undertake research and create reliable databank for improvement of education in Nigeria; and
- 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

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

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

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



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 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 of 2011 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 2.5% 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 (EDT) are utilized to improve the quality of tertiary education in Nigeria.

Following the amendment of the TETFund Act by the National Assembly in 2011 which refocused the intervention efforts of TETFund to only public tertiary institutions, there has been a quantum leap in the provision of physical infrastructure across the public tertiary institutions in the country as well as massive investments in human development and R&D. TETFund is consistently working to bring our public tertiary institutions to world-class standards.

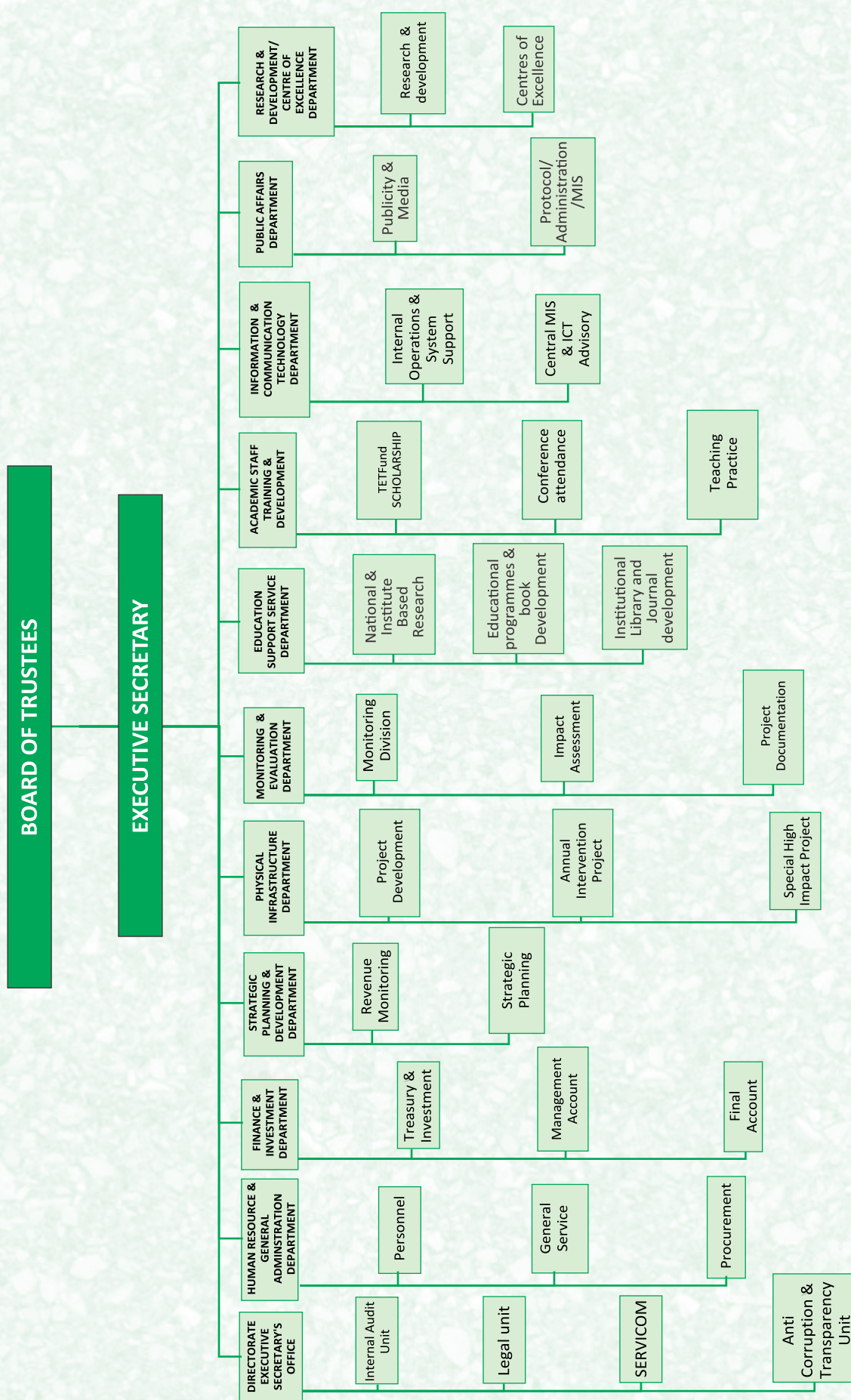
The year 2022 Annual Report captures the total amount of Education Tax (EDT) collected for the Fund's operation by the Federal Inland Revenue Service (FIRS). The sum of Three Hundred and Twenty-Eight Billion, Eight Hundred and Eight Million, Eight Hundred and one Thousand, Five Hundred and Twenty-Seven Naira and Sixty – One Kobo (**328,808,801,527.61**) was remitted. The Fund highly commends the FIRS for the improvement in EDT collection.

Since my assumption of duty as Executive Secretary of the Fund, I have taken measures to reposition the Fund and improve its performance. The achievements that have been recorded, are due to the commitment and dedication of our staff at all levels. I extend my sincere appreciation to the President, the Honorable Minister of Education, the National Assembly, our partners and stakeholders for the cooperation and support given.

Executive Secretary



CORPORATE STRUCTURE





THE ESTABLISHMENT AND ACTIVITIES OF TETFund



Establishment of the Tertiary 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 Education Tax Fund was established in 1993 under Act No. 7 as amended by Act No. 40 of 1998 as a Trust Fund and the 2011 TETFund Establishment Act, with the objective of using project management to improve the quality of education in Nigeria; and
- (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

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 across the various areas of intervention of the Fund.

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 of Trustees ensures that disbursement of funds to beneficiary educational institutions for the restoration, rehabilitation and consolidation of education are devoid of bureaucratic bottleneck and are need-driven and beneficiary-friendly.

The main activities undertaken by TETFund include:

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



TETFund AT A GLANCE

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The scope of TETFund interventions

Tertiary Education Trust Fund is an Intervention Agency with the mandate to providing funding to all Public Tertiary Education Institutions in Nigeria. TETFund, funds Public Universities, Polytechnics and Colleges of Education. The number of institutions benefitting from the Fund have increased over the years. As at 2021, a total of 220 Public Tertiary institutions benefitted from TETFund intervention, as listed below:

- Universities	-	86
- Polytechnics	-	65
- Colleges of Education	-	69

Administrative Structure

The Executive Secretary is the Chief Executive and Accounting Officer of the Fund. He is assisted by Head of Departments and Units in the day to day running of the affairs of the Fund for the implementation of policies laid down by the Board.

Under the Office of the Executive Secretary are the following specialized Units:

- i. Anti-corruption and Transparency
- ii. Internal Audit
- iii. Legal and Board Secretariat
- iv. SERVICOM

The following are Departments headed by Directors in the Fund;

- I. Department of Executive Secretary's Office
- ii. Department of Academic Staff Training and Development
- iii. Department of Education Support Services
- iv. Department of Finance and Investment
- v. Department of Human Resource and General Administration
- vi. Department of Information Communication Technology
- vii. Department of Monitoring and Evaluation
- viii. Department of Public Affairs
- ix. Department of Physical Infrastructure
- x. Department of Research and Development/Centres of Excellence
- xi. Department of Strategic Planning and Development



BOARD OF TRUSTEES



Alh. Kashim Ibrahim Imam
Chairman BoT



Prof. S.E Bogoro
Executive Secretary



Alh. Tijani Musa Isa
Board Member, North West



Alh. Mohammed Liman Ciroma
Board Member, North East



Chief Uchenna Kyrian Ufearoh
Board Member, South West



Sen. Ganiyu Solomon
Board Member, South West



Dr. Fiepre Clever
Yenogha Aprebo
Board Member, South South



Prof. Mohammadu
Bapper-Aliyu
Board Member, NCCE



Dr. Masaudu Kazaure
Board Member, NBTE



Arc. Sonny S.T. Echono
Board Member,
Ministry of Education



Mrs. Rosaline O. Kolade
Board Member, Ministry of Finance



MANAGEMENT



Arc. Uchendu Wogu
Director ES Office



Mal. Buhari Mikailu
Director Physical Infrastructure



Arc. Sonny S.T. Echono
Executive Secretary



Dr. Saliu B. Girei
Director Research & Development



Arc. Inene E. Erivwo
Director Strategic Planning & Development



Mal. Adamu Abubakar
Director Human Resource and General Admin



Engr. Mustapha G. Gotal
Director Education Support Service



Arc. Babatunde O. Olajide
Director Monitoring and Evaluation



Dr. Gloria O. Olotu
Director Finance & Investment



Mr. Joseph U. Odo
Head Information Communication Technology



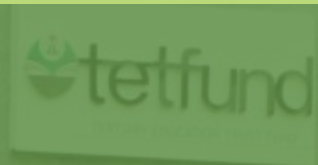
Mal. Abdullahi B. Imam
Head Academic Staff Training & Development



Mr. Banji A. Oniyangi
Head Public Affairs

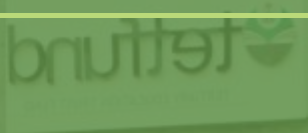


DEPARTMENTAL REPORTS





ACADEMIC STAFF TRAINING AND DEVELOPMENT DEPARTMENT





1.1 INTRODUCTION:

TETFund Scholarship for Academic Staff (TSAS) Intervention programme was introduced in Year 2008, while the Conference Attendance Intervention programme and the Teaching Practice Intervention programme were introduced in Year 2010 and Year 2012 respectively.

1.2 The intervention lines domiciled in the Department are as follows:

i. TETFUND SCHOLARSHIP FOR ACADEMIC STAFF INTERVENTION PROGRAMME (TSAS):

This is a programme where lecturers in Nigeria Public Tertiary Institutions (Universities, Polytechnics and Colleges of Education) are sponsored to undertake PhD and master's degree programmes both in Nigeria and abroad. They are also sponsored to undertake Bench work, which is a programme for those pursuing PhD programmes in Sciences in Nigerian Universities, to carry out research work in foreign institutions with advanced facilities.

The Fund also approved the inclusion of Postdoctoral Fellowship as a component of the TETFund Scholarship for Academic Staff, to enable applicant(s) who have completed their PhD programme within a period of not more than 5years acquire additional research experience with a view to deepening their research skills and prepare them for leadership in their respective academic fields.

ii. CONFERENCE ATTENDANCE INTERVENTION PROGRAMME:

This is a programme where both teaching and non-teaching staff of Nigeria's Public Tertiary Institutions are sponsored to attend Academic Conferences, Professional Conferences and Workshops, both locally and internationally.

iii. TEACHING PRACTICE INTERVENTION PROGRAMME:

The Fund, through the Teaching Practice Intervention, sponsors teaching practice supervision and also provides funding for procurement of Micro Teaching Equipment (e.g. Projectors, Computers, White Boards, Television Sets, Cameras, Slide Machines) for all public Colleges of Education in Nigeria.

1.3 CORE FUNCTIONS OF THE DEPARTMENT:

The functions and responsibilities of the AST&D Department include among others, ensuring the effective co-ordination and delivery of Academic Staff Training & Development programmes designed by the Fund in accordance with it's mandate. Others include:

- i. Ensuring the vetting of submissions on TETFund Scholarship for Academic Staff (TSAS), Conference Attendance (CA) and Teaching Practice (TP) received from all TETFund beneficiaries as stipulated in the Fund's guidelines for these programmes;
- ii. Ensuring that allocated intervention funds are accessed by beneficiaries and facilitating the processing of disbursements to beneficiaries of all intervention programmes domiciled in the Department;



- iii. Ensuring prompt and quality delivery of all TETFund Educational Intervention programmes and projects domiciled in the department;
- iv. Ensuring cordial, effective, and sustainable partnership building with beneficiaries of TETFund Academic Staff Training & Development (AST&D) programmes;
- v. Inspecting and verifying the deployment of the fund's for AST&D programmes by beneficiaries; and
- vi. Providing advice to the Management on issues relating to Intervention programmes domiciled in the Department.

1.4 ACTIVITIES OF THE DEPARTMENT:

The activities carried out by the Department of Academic Staff Training and Development in the reporting period, from 1st January to 31st December 2022 are as follows:

1.4.1 SUMMARY OF APPROVALS GRANTED IN RESPECT OF TETFUND SCHOLARSHIP FOR ACADEMIC STAFF (TSAS) INTERVENTION IN AST&D DEPARTMENT FROM 1ST JANUARY TO 31ST DECEMBER, 2022:

Within the period under review, a total of **4,484** scholars were supported from beneficiary institutions across all sectors, with a total sum of **N24,211,655,800.06** processed in favour of the scholars. See the breakdown below:

Table 1: Number of Scholars Supported and total amount disbursed from 1st January to 31st December, 2022

DEPARTMENT OF ACADEMIC STAFF TRAINING AND DEVELOPMENT				
TSAS SPONSORSHIP FROM 1ST JANUARY, 2022 - 31st DECEMBER, 2022				
INSTITUTION TYPES/PROGRAMME CATEGORY	NUMBER OF SPONSORED SCHOLAR (FOREIGN)	NUMBER OF SPONSORED SCHOLAR (LOCAL)	TOTAL NUMBER OF SPONSORED SCHOLAR	TOTAL AMOUNT DISBURSED(N)
UNIVERSITIES	343	1196	1539	₦ 10,435,079,607.98
PostDoc	45	0	45	424,502,460.70
PhD	157	941	1098	8,403,198,009.58
Masters	44	255	299	962,343,589.10
Bench Work	97	0	97	645,035,548.60
POLYTECHNICS	158	1163	1321	₦ 6,552,139,768.23
PostDoc	2	0	2	25,080,000.00
PhD	48	642	690	4,187,526,193.40
Masters	79	521	600	2,125,759,811.33
Bench Work	29	0	29	213,773,763.50
COLLEGES OF EDUCATION	118	1506	1624	₦ 7,224,436,423.85
PostDoc	1	0	1	15,581,520.00
PhD	60	939	999	5,604,501,529.05
Masters	43	567	610	1,475,594,670.50
Bench Work	14	0	14	128,758,704.30
Grand Total	619	3865	4484	₦ 24,211,655,800.06



1.4.2 SUMMARY OF APPROVALS GRANTED IN RESPECT OF CONFERENCE ATTENDANCE (CA) INTERVENTION IN AST&D DEPARTMENT FROM 1ST JANUARY TO 31ST DECEMBER, 2022:

Within the period under review, the Fund had sponsored 1,794 nominees for Conferences as shown in the table 2 below:

Table 2: Number of Nominees supported and total amount disbursed for Conference Attendance from 1st January to 31st December, 2022

DEPARTMENT OF ACADEMIC STAFF TRAINING AND DEVELOPMENT				
CONFERENCE ATTENDANCE FROM 1ST JANUARY 2022 - 31ST DECEMBER, 2022				
INSTITUTION TYPE/STAFF TYPE	NUMBER OF CONFEREES(FOREIGN)	NUMBER OF CONFEREES(LOCAL)	TOTAL NUMBER OF CONFEREES	TOTAL AMOUNT DISBURSED(N)
UNIVERSITIES	32	516	548	₦ 205,083,076.90
Academic Staff	21	198	219	95,114,638.60
Non-Academic Staff	11	318	329	109,968,438.30
POLYTECHNICS	148	476	624	₦ 460,076,258.40
Academic Staff	97	109	206	187,792,433.10
Non-Academic Staff	51	367	418	272,283,825.30
COLLEGES OF EDUCATION	33	589	622	₦ 214,505,870.00
Academic Staff	28	265	293	115,291,010.00
Non-Academic Staff	5	324	329	99,214,860.00
Grand Total	213	1581	1794	₦ 879,665,205.30

1.4.3 SUMMARY OF APPROVALS GRANTED IN RESPECT OF TEACHING PRACTICE (TP) INTERVENTION IN AST&D DEPARTMENT FROM 1ST JANUARY TO 31ST DECEMBER, 2022:

With respect to Teaching Practice Intervention, the Fund through the AST&D Department has disbursed the sum of **₦1,230,571,555.00** to support **16,992** Teaching Practice Supervisors in Public Colleges of Education from January to 31st December, 2022.

Table 3: Number of supervisors and total amount disbursed for Teaching Practice from 1st January to 31st December, 2022

DEPARTMENT OF ACADEMIC STAFF TRAINING AND DEVELOPMENT	
TP SPONSORSHIP FROM 1ST JANUARY, 2022 - 31ST DECEMBER, 2022	
NUMBER OF SUPERVISORS	TOTAL AMOUNT DISBURSED(N)
16,992	₦ 1,230,571,555.00



1.5 MEMORANDUM OF UNDERSTANDING:

1.5.1 UPDATE ON THE MEMORANDUM OF UNDERSTANDING BETWEEN TERTIARY EDUCATION TRUST FUND AND THE FORUM FOR AGRICULTURAL RESEARCH IN AFRICA (FARA):

- i. The Forum for Agricultural Research in Africa (FARA) has the mandate of the African Union Commission (AUC) to facilitate pan-African actions aimed at deploying Agricultural Research for Development (AR4D) to increase the continent's agricultural productivity and competitiveness;
- ii. The Memorandum of Understanding (MOU) between TETFund and FARA in respect of the Agricultural Research and Innovation Fellowship in Africa (ARIFA) was signed on 21st February, 2020;
- iii. FARA and TETFund started implementing a Brazilian component of the Agricultural Research and Innovation Fellowship for Africa (ARIFA). Under the partnership, TETFund has committed funds for 127 Scholars in tailor-made M.Sc Programs in various fields of sciences related to Agriculture at Universidade Federal de Vicosa (UFV)- the Federal University of Vicosa, Brazil, and affiliated Brazilian Universities, including members of the Brazilian Association for International Education (FAUBAI);
- iv. With the goal of training 5,000 PhD and Agripreneurs in the next Ten years, ARIFA had to contend with the challenges posed by Covid-19. FARA set up virtual training and innovation hubs (VTrain Hubs) in six TETFund selected Centres of Excellence to address the challenge in Nigeria, where Innovation Platform (IP) for generating technologies and solutions will be set up in the context of science-business nexus;
- v. These VTrain Hubs are in University of Lagos (UNILAG), Abubakar Tafawa Balewa University (ATBU), Bauchi, Michael Okpara University of Agriculture (MOUA), Umudike, University of Jos (UNIJOS), University of Maiduguri (UNIMAID) and University of Benin (UNIBEN).
- vi. The onsite aspect of the training of fellows in Brazil commenced in November, 2021;
- vii. The first Agricultural Research and Innovation Fellowship for Africa (ARIFA) partnership consolidation meeting was held in Abuja from 24th – 25th February, 2022, with a view to achieving:
 - a. Mutually agreeing on a roadmap on work plans to establish the Centres of Excellence using the adapted Junior Business Group (JBUG) model of UFV;
 - b. Presentations/ Discussions and next-level actions on the progress of TETFund VTrain Hub and its transition to Innovation Platforms; and
 - c. Validating draft capacity audit report, amongst others.
- viii. Details of approvals granted in respect of the three batches processed:



S/No	BATCH	APPROVED AMOUNT ₦	NUMBER OF SCHOLARS	DATE OF APPROVAL
a	Batch 1	839,090,175.00	93	26 th September, 2020
b	Batch 2	76,866,800.00	8	8 th November, 2021
c	Batch 3	249,817,100.00	26	28 th March, 2022
	Total	1,165,774,075.00	127	

- ix. The 1st Agricultural Research and Innovation Fellowship for Africa Symposium took place from 24th – 30th April, 2022 in Vicosa, Brazil.
- x. The symposium was with a view to strengthening alignment, partnership, and coordination among the Agricultural Research and Innovation Fellowship for Africa (ARIFA) partners; Forum for Agricultural Research in Africa (FARA), Federal University Vicosa (UFV), Tertiary Education Trust Fund, and Brazilian Association for International Education (FAUBAI) affiliated Universities, UFV Campus Community and ARIFA fellows.
- xi. The specific objectives were to:
 - a. Improve understanding of ARIFA and its Agricultural Research for Development thrust among partners and beneficiaries;
 - b. Foster partnership among ARIFA stakeholders;
 - c. Conduct *in situ* first-hand assessment of the welfare of ARIFA Fellows in Brazil;
 - d. Conduct real-time evaluation of the progress of study plans of ARIFA Fellows;
 - e. Identify challenges, gaps, and risks to be jointly mitigated and opportunities for deepening future engagements in ARIFA; and
 - f. Signing Memorandum of Understanding with the Brazilian Association for International Education (FAUBAI).
- xii. The resolutions for implementation by key stakeholders in respect of the 1st Agricultural Research and Innovation Fellowship for Africa Symposium and the solemnization of MoU signing between FARA and FAUBAI are as follows:



S/No	ACTIVITY	ACTION BY
a.	Production of reviewed working document in respect of the MoU between TETFund and FARA to accommodate the newly enlisted Universities and other newly included programmes of study. i.e Masters, Ph.D., Benchwork.	FARA
b.	Review of the Training Cost (To setup Innovation Platforms at the Centres of Excellence) and Upkeep Allowance.	FARA, UFV & FAUBAI
c.	Harmonization of the Academic Calendars of all participating Universities as regards commencement dates for various tenable programmes, amongst others.	FARA , UFV & FAUBAI
d.	Sensitization programme across all Public Tertiary Institutions in respect of the ARIFA Programme	TETFund
e.	Expansion of the ARIFA Programme beyond Agricultural sector to other disciplines	TETFund
f.	Reconciliation of the existing MoU in furtherance to receipt of on-going status report from FARA in areas such as Pending admissions, Cancelled and No show, e.t.c	TETFund /FARA
g.	ARIFA Fellows' involvement / participation at the UFV tecnoPARQ	FARA (Request to be brought up at the instance of FARA)
h.	Inclusion of Entrepreneurship studies in students' curriculum across all TETFund beneficiary institutions	TETFund / Beneficiary Institutions
i.	Focus to change from mere acquisition of degrees to acquisition of degrees that come with patent	TETFund / FARA /FAUBAI
j.	Special consideration for the design of special schemes for exchange programmes.	TETFund/ Beneficiary Institutions
k.	Regular interphase between TETFund, FARA, UFV, FAUBAI and the Nigerian Embassy in Brazil	TETFund



1.5.2 UPDATE ON THE MEMORANDUM OF UNDERSTANDING BETWEEN TERTIARY EDUCATION TRUST FUND AND MORGAN STATE UNIVERSITY, USA.

- The Memorandum of Understanding (MoU) signed between TETFund and Morgan State University, Baltimore, U.S.A on 6th May, 2020;
- The purpose of the MoU is to establish a mutually beneficial Education and Research relationship between TETFund and Morgan State University, to provide an opportunity for eligible faculty and staff of public tertiary institutions in Nigeria to pursue (Masters for up to two(2) years and doctoral degrees and post-doctoral research at Morgan State University in all fields and disciplines offered at Morgan relevant to the developmental needs of Nigeria and funded by TETFund grants and scholarships;
- The total approved funds committed by the fund in respect of the MoU:

S/No	GROUP	NUMBER OF SCHOLARS	TOTAL APPROVED TUITION (\$)	TOTAL APPROVED
a	Group 1 PhD	19	\$ 750,262.50	
b	Group 1 Postdoc	17	\$ 90,000.00	₦ 154,037,000
c	Group 2			
	• PhD	• 72	• \$2,843,100.00	• ₦2,535,768,000
	• Masters	• 5	• \$131,692.50	• ₦45,817,500.00
	Total	113	\$3,815,055.00 (₦1,564,172,550.00)	₦3,363,981,000.00
	Total (Approved Tuition + Approved Allowances)			₦4,928,153,550.00

- The first batch of Postdoc fellows have completed their programme and are expected back in the Country at their various home institutions from September, 2022.

1.6 OTHER APPROVED ON-GOING ACTIVITIES OF THE AST&D DEPARTMENT:

- Following up on all Institutions willing to collaborate with the Fund;
- Reviewing of courses of national priority as regards TSAS; and
- Carrying out all other activities incidental to the mandate of the Fund.

1.7 ACHIEVEMENTS:

The following are the achievements of the Department of Academic Staff Training and Development:

- Ensuring compliance with TETFund's Guidelines for the intervention programmes;
- Timely processing of funds for intervention programmes with appropriate documentations;



- iii. Prompt submission of reports on the AST&D activities and status of intervention programmes in the beneficiary institutions to the Management.
- iv. Signing of Memoranda of Understanding with some Organizations with a view to enhancing the Fund's mandate as it concerns Scholarship and Research (Morgan State University, U.S.A, University of Turku, Finland, Sao Paulo Research Foundation, FMST, FARA);
- v. Streamlining of approved courses for sponsorship, in line with National Priorities;
- vi. Consistently ensuring value for money in respect of the TETFund intervention programmes; and
- vii. AST&D Department has been keeping to its key performance indicators by ensuring necessary evaluation, verification, and adequate documentation of intervention programmes. Moreover, very important matters are being communicated to the beneficiary institutions in a timely manner for effective service delivery.

1.8 CHALLENGES:

The challenges facing intervention programmes domiciled in AST&D are as follows:

1.8.1 TETFund Scholarship for Academic Staff (TSAS) Intervention Programme:

- i. Change of approved programme of study by some scholars without recourse to the Fund;
- ii. Commencement of studies without the Fund's approval;
- iii. Delays in disbursement of funds to scholars and non-operation of a domiciliary account by some beneficiary institutions;
- iv. Delays in the submission of invoices by prospective scholars, which slows down the process of direct payment of tuition;
- v. Delays in tuition fees processing by the Central Bank of Nigeria.
- vi. Denial of entry visa by the host Country institution of study;
- vii. Submission of proposals by beneficiary institutions without due consideration of their available allocation balance;
- viii. Failure of some beneficiaries to proceed for studies despite receipt of intervention funds;
- ix. Frequent requests by scholars for variation of the cost of sponsorship after approval and release of funds to beneficiary institutions contrary to established guidelines;
- x. Scholars hardly honour serving their bonds fully after completion of studies; and
- xi. Low turnout of submission of Thesis/Dissertation to the Fund by scholars.



1.8.2 Conference Attendance(CA) Intervention Programme:

- i. Change of conferences by some conferees without recourse to the Fund;
- ii. Failure of some beneficiaries to proceed for conferences after release of funds;
- iii. Some Conferences are predatory though they appear as academic or professional Conferences;
- iv. Some conferees forge certificates of conference attendance.

1.8.3 Teaching Practice (TP) Intervention Programme:

- i. Commencement of Teaching Practice Supervision exercise by some Colleges of Education without the Fund's approval.

1.9 RECOMMENDATIONS:

- i. There is need for regular monitoring/verification of all the intervention programmes under the AST&D Department to address the observed challenges;
- ii. Constant engagement of beneficiary institutions on the need to comply with TETFund's guidelines for AST&D intervention programmes;
- iii. The beneficiary institutions should be mandated to continuously submit progress reports on TETFund intervention programmes to enable the Fund to determine the extent of funds utilization among others; and
- iv. Full implementation of the ICT solution should be considered by the Fund to help improve on the processes of TETFund intervention.

1.10 CONCLUSION:

The Department of Academic Staff Training and Development has initiated timely and seamless processes to continuously improve on its activities of intervention programmes in the beneficiary institutions and help the Fund deliver effectively and efficiently on its mandate.



DEPARTMENT OF EDUCATION SUPPORT SERVICES.

tetfund





1.0 Introduction

The Department of Education Support Services (ESS) was created to manage and implement some of the Academic Content-Based Intervention Programmes of the Tertiary Education Trust Fund (TETFund) in Public Tertiary Institutions of the country. These are essentially non-infrastructure intervention programmes which focus on capacity development on one hand and provision of learning materials (books, journals, periodicals, and e-resources) in our Public Tertiary Institutions.

2.0 Functions and Structure of Education Support Services (ESS) Department:

2.1 Functions

- i. Advising the Management and the Board of Trustees on all academic and content based TETFund intervention programmes/projects within its purview namely: Library Development Intervention (LDI), Academic Manuscripts into Books (AMB) and Higher Education Book Development (HEBD) Fund.
- ii. Receiving and processing submissions/proposals from Beneficiary Institutions for disbursement with respect to the various intervention lines domiciled in the Department.
- iii. Acts as the Secretariat of the Technical Advisory Group (TAG) on Higher Education Book Development (HEBD) Project;
- iv. Acts as the Secretariat of the Education Programmes Committee (EPC) of the Board of Trustees.
- v. Conducting verification visits to project/programmes coordinated and managed by ESS Department.
- vi. Managing the operations of TETFund in-house library.

2.2 Structure of Education Support Services (ESS) Department and On-Going Activities

There are 3 Divisions in the Department structured along the current activities being handled by the Department viz:

- Library Development;
- Academic Manuscript into Books/ Academic Research Journal; and
- Technical Advisory Group Activities on Higher Education Book Development.



2.3 Library Development Intervention (LDI) Division

The Library Development Division administers the implementation of the key activities of the Library Development intervention which are as follows:

- a. To process all requests from Beneficiary Institutions for Approval-in-Principle (A.I.P);
- b. To process all requests from Beneficiary Institutions for 1st tranche of Library Development funds, ensuring compliance to Public Procurement Act (2007) and the guidelines of the intervention;
- c. To monitor the Tender Bid Opening exercises, as carried out by Beneficiary Institutions and bring up reports of the exercise for review;
- d. To make recommendations to the Executive Secretary for A.I.P and 1st tranche of the intervention funds;
- e. To review other matters concerning the Library Development Intervention, such as communications from B.Is and also make appropriate recommendations to the Executive Secretary; and
- f. To do a periodic review of the Library Development Intervention Guidelines

2.4 Achievements of Library Development Intervention:

The activities of this intervention line is on annual routine bases. The summary of the achievement under Library Development Intervention from January 2022 to date are as follows:

- i. A total sum of **N6,536,000,000.00 (Six Billion, Five Hundred & Thirty-Six Million Naira)** only was approved for **(134)** Tertiary Institutions across all sectors.
- ii. A total number of **(136,814)** assorted books were procured.
- iii. A total number of **(46,649)** E-Resources were procured.
- iv. A total number of **(10,484)** library equipment's/furniture were procured.
- v. A total number of **(16,110)** ICT equipment's were procured.

The table below shows details of how Library intervention projects is broken down.

Table 1: Summary of Achievements of Library Development Intervention from January 2022 to Date

INSTITUTIONS	NO S	AMOUNT APPROVED	1ST TRANCHE DISBURSEMENT (85%)	TOTAL NO OF BOOKS	TOTAL NO OF E-RESOURCES PROCURED	TOTAL NO OF LIBRARY EQUIPMENTS / FURNITURE	TOTAL NO OF ICT EQUIPMENTS	FINAL TRANCHE DISBURSEMENT (15%)
UNIVERSITIES	48	3,154,000,000.00	2,680,900,000.00	54,938	821	3,236	14,769	29,250,000.00
POLYTECHNICS	33	1,290,000,000.00	1,096,500,000.00	29,704	8	1,444	471	29,250,000.00
COLLEGES OF EDUCATION	53	2,092,000,000.00	1,778,200,000.00	55,172	45,820	5,804	870	32,250,000.00
TOTALS	134	6,536,000,000.00	5,555,600,000.00	136,814	46,649	10,484	16,110	90,750,000.00

2.5 Academic Manuscript to Book Intervention (AMB) From January 2022 to Date:

The AMB intervention is aimed at resuscitating, supporting, and encouraging authorship of relevant indigenous academic textbooks for teaching, and learning in Nigeria's Public Tertiary Institutions. This intervention enables lecturers to develop and produce their academic manuscripts into textbooks through funds made available to the institutions on annual basis. Successfully vetted submissions (as guided by the recommendation of the Institution's Book Development Committee and Fund's guidelines on AMB Intervention guidelines), are recommended for approval, following which 85% is disbursed for the publication and on completion with a favorable verification report the 15% final tranche is released to the Beneficiary Institution.

2.6 Achievements of Academic Manuscript to Books Intervention (AMB) From January 2022 to Date

The activities under this intervention line is also on annual routine basis. Summary of the achievement under Academic Manuscript into Books Intervention from January 2022 – Date are as follows:

- the sum of **N467,120,523.00 (Four Hundred & Sixty-Seven Million, One Hundred & Twenty Thousand, Five Hundred & Twenty-Three Naira)** only was approved for (48) Tertiary Institutions across all sectors.
- (207)** titled manuscript projects of **(307,900)** books of various titles were published.



The table below shows details of how Academic Manuscript into Books Intervention projects is broken down

Table 2: Summary of Achievements of Academic Manuscript into Books Intervention from January 2022 to Date:

INSTITUTION	NOS	AMOUNT APPROVED	1ST TRANCHE DISBURSEMENT (85%)	NO OF APPROVED AMB PROJECTS	QUANTITY/NO OF PUBLISHED BOOKS	2ND TRANCHE DISBURSEMENT (15%)
UNIVERSITIES	16	171,800,490.00	146,030,416.50	71	117,500	22,639,132.45
POLYTECHNICS	14	135,388,283.00	115,080,040.55	61	98,500	29,445,097.59
COLLEGES OF EDUCATION	18	159,931,750.00	135,941,987.50	75	91,900	20,602,462.50
TOTALS	48	467,120,523.00	397,052,444.55	207	307,900	72,686,692.54

2.6 Academic Research Journal (ARJ) Intervention

Academic Research Journal (ARJ) intervention is aimed at supporting the establishment and/or publication of scholarly journals in the Beneficiary Institutions. Successfully vetted submissions (as guided by the recommendation of the Institution's Book Development Committee and Fund's guidelines on ARJ Intervention guidelines), are recommended for approval, following which 85% is disbursed for the publication and on completion with a favourable verification report, the 15% final tranche is released to the Beneficiary Institution.

2.8. Achievements of the Academic Research Journal (ARJ) Intervention from January 2022 to Date

Activities under this intervention line is similarly on annual routine basis, Summary of the achievement under Academic Research Journal Intervention from January 2018 – Date are as follows:

- The sum of **N1,164,024,922.67** (One Billion, One Hundred & Sixty-Four Million, Twenty-Four Thousand, Nine Hundred & Twenty-Two Naira & Sixty-Seven Kobo) only was approved for (91) Tertiary Institutions across all sectors.
- (294) titled Journal projects of (520,085) Journals of various titles were published

Table 3: Summary of Achievements of Academic Research Journal (ARJ) Intervention from January 2018 to Date:

INSTITUTION	NO S	AMOUNT APPROVED	1ST TRANCHE DISBURSEMENT (85%)	NO OF APPROVE D (ARJ) PROJECTS	QUANTITY/ NO OF PUBLISHED JOURNAL	2ND TRANCHE DISBURSEMENT (15%)
UNIVERSITIES	18	268,080,892,67	227,868,758.77	78	120,470	20,323,795.50
POLYTECHNI CS	31	418,312,950.00	355,566,007.50	99	189,100	39,351,743.50
COLLEGES OF EDUCATION	42	477,631,080.00	405,986,418.00	117	210,515	34,701,525.00
TOTALS	91	1,164,024,922.67	989,421,184.27	294	520,085	94,377,064.00

3.0. Achievements of the Higher Education Book Development Special Intervention from January 2022 to Date

To facilitate the implementation of Higher Education Book Development Programme, the TETFund Board of Trustees (BOT) in August 2019 constituted and inaugurated TAG-3 under the Chairmanship of Prof. Charles Aworh to deliver its mandate. In November 2021, the TAG was reconstituted with a membership of 99 academia under the same leadership. The membership of Technical Advisory Group (TAG) is drawn from:

- Universities, (with each of the six-geo-political zones adequately represented);
- National Universities Commission (NUC);
- National Board for Technical Education (NBTE);
- National Commission for Colleges of Education (NCCE);
- Academic Staff Union of Universities (ASUU) Academic Staff Union of Polytechnics (ASUP);
- Colleges of Education Academic Staff Union (COEASU); and
- Representatives of the Print Media.



The activity of TAG is aimed at encouraging local production of higher education books by indigenous authors for national and international consumption. The TAG presently in a bid to attain its mandate is operating through Three (3) Sub-Committee viz:

- a. The Book Publication Sub-Committee.
- b. The Journal Publication Sub-Committee; and
- c. Academic Publishing Sub-Committee.

Achievements of TAG

- i. **Revision and publication of the Second Edition** of the Guidelines for Higher Education Book Development, March 2020.
- ii. **Ten (10)** number of manuscripts have been published at cost of N52,452,972.00 (**Fifty-Two Million, Four Hundred and Fifty-Two Thousand, Nine Hundred and Seventy-Two Naira only**) and launched by the Honourable Minister of Education on the 23rd of August, 2022.
- iii. Publication of additional (50) number of manuscripts by the under-listed Publishing Houses have been completed and are ready for public presentation:

S/No	Name of Publishing House	Number of Books	Amount N
1.	South-West APC at University of Lagos	10	64,590,697.46
2.	North-East APC at Modibbo Adama University, Yola	10	65,972,600.00
3.	North-West APC at Usmanu Danfodiyo University, Sokoto.	10	71,951,785.05
4.	Ahmadu Bello University Press	10	67,313,050.00
5.	North-Central APC at Federal University of Technology, Minna	10	74,697,551.05



- iv.** Additional ten (10) manuscripts are being published by the University of Jos Press.
- v.** Additional ten (10) manuscripts have been assigned to South-East Academic Publishing Centre located at Nnamdi Azikiwe University, Awka for publishing.
- vi.** Additional seven (7) number of manuscripts are ready for publishing but yet to be assigned to any publishing house.
- vii.** Development of a tool for evaluating Nigeria's academic journals as agents of knowledge dissemination and their contribution to global knowledge economy.
- viii.** Development of guidelines for operation and management of APCs and a tool for their monitoring and evaluation.
- ix.** Assessment of over 300 Ph.D. theses written by Nigerian academics sponsored by TETFund under the Academic Staff Training Development Project for possible conversion into books. This activity was suspended following BoT's directives from the decision extract of its 82nd meeting held on 15th July, 2020 that focus should shift to "call for quality manuscripts from scholars within the Public and Private Tertiary Institutions."
- x.** Assembling about 700 Nigerians top academics and professionals in diverse fields, including 92 experienced, reputable and accomplished Professors serving as Coordinating Editors, to write multi-authored basic textbooks for Nigeria's TEIs that address local needs assessment, ranging from History, Women and Gender, Literature-in-English, Communication and Media, Physics, Chemistry, Veterinary Surgery, Agricultural Economics to Software Engineering, Pension Systems, Actuarial Science and Artificial Intelligence.
- xi.** Assessment of over 350 manuscripts submitted Nigerian authors for publication as books for Nigeria TEIs.
- xii.** Evaluation and impact assessment of Nigerian Professional Association Journals (PAJs) supported by TETFund. Seven PAJs with some prospect for becoming players in the global economy were recommended for additional support.
- xiii.** Construction and furnishing of seven (7) Academic Publishing Centres in six geo-political zones and Federal Capital Territory as follows:



S/NO	PROJECT LOCATION	CONTRACTOR	CONTRACT SUM	PAYMENT TO DATE	BALANCE	STATUS
1.	Usmanu Danfodiyo University, Sokoto	Maldin Construction Co. Ltd	314,181,334.43	181,254,375/94	Nil	Terminated. Re-awarded under the second phase
2.	University of Abuja	Silverbrush Consults Ltd	320,387,195.10	262,856,629.05	58,530,566.05	Nearing Project Completion
3.	University of Lagos	Catnose Ltd	315,339,662.93	312,950,471.93	2,389,191.01	Completed
4.	University of Calabar	Silverbrush Consults Ltd	336,584,829.00	317,675,617.00	18,909,212.00	Completed
5.	Nnamdi Azikiwe University	Catnose Ltd	329,030,843.93	177,442,260.97	151,588,582.96	Terminated. Borehole, Access Road, Culvert, Furnishing and the Building is yet to be energized. Processing for re-award of completion contract.
6.	Federal University of Technology, Yola	Dari Investment Ltd	330,836,871.75	327,688,819.90	3,148,051.85	Completed
7.	Federal University of Technology, Minna	Silverbrush Consults Ltd	319,088,953.23	319,088,953.23	0.00	Completed
Total			2,265,449,690.37	1,897,957,128.02	234,565,603.87	



DIRECTORATE OF EXECUTIVE SECRETARY'S OFFICE





1.0 INTRODUCTION

- 1.1** The Office of the Director, Executive Secretary's Office (DESO) was established by the Fund in 2009 to assist the Executive Secretary in the discharge of his enormous statutory duties as Chief Executive of the Fund. The Director coordinates the activities of the Units in the Office of the Executive Secretary and provides technical assistance to the Executive Secretary, as well as ensures that there is efficiency and effectiveness in the operations of the office.
- 1.2** The Directorate is headed by a director who reports to the Executive Secretary and coordinates four main units namely:
- Internal Audit Unit
 - Legal and Board Secretariat Services Unit
 - SERVICOM
 - The six Zonal Offices

The four specialized Units (Legal, Audit, Procurement and SERVICOM) have a direct channel of communication to the Executive Secretary on professional issues while DESO coordinates their administrative activities.

2.0 KEY ACTIVITIES

2.1 FUNCTIONS OF THE DIRECTORATE OF EXECUTIVE SECRETARY'S OFFICE

The specific duties of the Directorate are as follows:

- Assisting the Executive Secretary in the discharge of his statutory duties which include:
 - The day-to-day administration of the Fund;
 - Keeping the books and proper records of the proceedings of the Board of Trustees;
 - The administration of the Secretariat of the Board of Trustees; and
 - The general direction and control of all employees of the Fund
- Overseeing affairs concerning the six zonal offices of the Fund;
- Supervising the administrative activities of the specialized Units in the Department namely, Internal Audit, Legal, Procurement and SERVICOM Units;
- Implementation of special programs as may be initiated by the Executive Secretary;



- v. Providing secretarial support and handling of correspondences/letters requiring the Executive Secretary's attention;
- vi. Coordinating the movement of all visitors to the Executive Secretary's Office; and
- vii. Performing any special or ad hoc duties as may be assigned by the Executive Secretary from time to time.

2.2 EXECUTIVE SECRETARY'S OFFICE

The Executive Secretary's Office is organised as follows:

- a. Secretariat: The Confidential Secretary oversees the Executive Secretary's Secretariat which comprises all matters and official matters and control of visitors in the office of the Executive Secretary.
- b. Registry: The Executive Secretary's Office has two Registries. One receives and processes movement of External Documents and the other is in charge and control of all the Fund's Internal Documents and Files.
- c. Protocol: The Protocol Unit is also categorized into two sections the first is in charge of coordination of External Visitors on appointments, handling of e-mails of the Executive Secretary and related protocol responsibilities and the second section oversees the Executive Secretary's travelling and visa related matters.

3.0 SUMMARY OF STAFF STRENGTH IN THE EXECUTIVE SECRETARY'S OFFICE, DESO AND ZONAL OFFICES

S/No.	OFFICES/UNITS	NO. OF STAFF
1	Executive Secretary	1
2	Director, ES Office	1
3	Office of the ES	11
4	DESO	5
5	Internal Audit Unit	21
6	Legal Unit	8
7	Procurement Unit	10
8	SERVICOM Unit	7
10	Zonal Office Staff	82
11	Total	146



4.0 ACTIVITIES CARRIED OUT BY DESO FOR THE PERIOD UNDER REVIEW

During the period under review, the Directorate of Executive Secretary's Office (DESO) carried out the following activities:

- a. Processing of various mails and files for action as directed by the Executive Secretary.
- b. Timely replies to Letters and correspondences on behalf of the Executive Secretary to beneficiary institutions, external agencies, public and private organizations, and relevant stakeholders.
- c. Coordinating the review and production of the TETFund Intervention Guidelines.
- d. Supervision of activities of the four Units under the Executive Secretary's Office by the Director ES Office.
- e. Operating the Freedom of Information (FOI) front desk.
- f. Successful arrangement of courtesy visits by beneficiaries and other stakeholders to the Executive Secretary.
- g. Coordinating and supervising the administrative activities of staff posted to the Zonal offices.
- h. Timely discharge of special or ad-hoc duties assigned by the Executive Secretary such as representing the Executive Secretary at official functions where he is not able to personally attend.
- i. Establishment of permanent offices at the six geo-political zones.

5.0 CHALLENGES

- 5.1 The DESO enjoyed the tremendous support of the Executive Secretary and therefore did not encounter any major challenges impeding its activities during the period under review.

6.0 CONCLUSION

- 6.1 The Directorate of the Executive Secretary's Office has been positioned to assist the Executive Secretary in steering the ship of the Fund in an effective and efficient manner given the tremendous responsibilities of the Executive Secretary to the Fund, the Beneficiary Institutions, the Federal Government, the National Assembly, and other Stakeholders.

Arc. Uchendu I. M. Wogu
Director, Executive Secretary's Office



INTERNAL AUDIT REPORT

1.0 INTRODUCTION

This report presents the total payment vouchers audited for disbursements made to Beneficiary Institutions under various Intervention Projects and payments made under the General Overhead of the Fund. The Report covers the following areas among others:

- Disbursements to Beneficiary Institutions (details of releases for Annual Interventions, AST&D, Conference Attendance, Institutional Based Research etc.)
- TETFund Overhead Expenses and overview of Internal Working Budget Performance
- Financial returns received and Audit Clearance Certificates issued.
- General Operation and Internal Control
- General Observations and Recommendations.

2.0 TOTAL PAYMENT VOUCHERS AUDITED DURING THE PERIOD

The total number of payment vouchers audited and passed during the period under review is (6,241), the breakdown is as follows:

(a) Beneficiary:

- Universities - **1,581**
- Polytechnics – **1,118**
- Colleges of Education – **1,221**
- Total Beneficiary - 3,920**

(b) Administration:

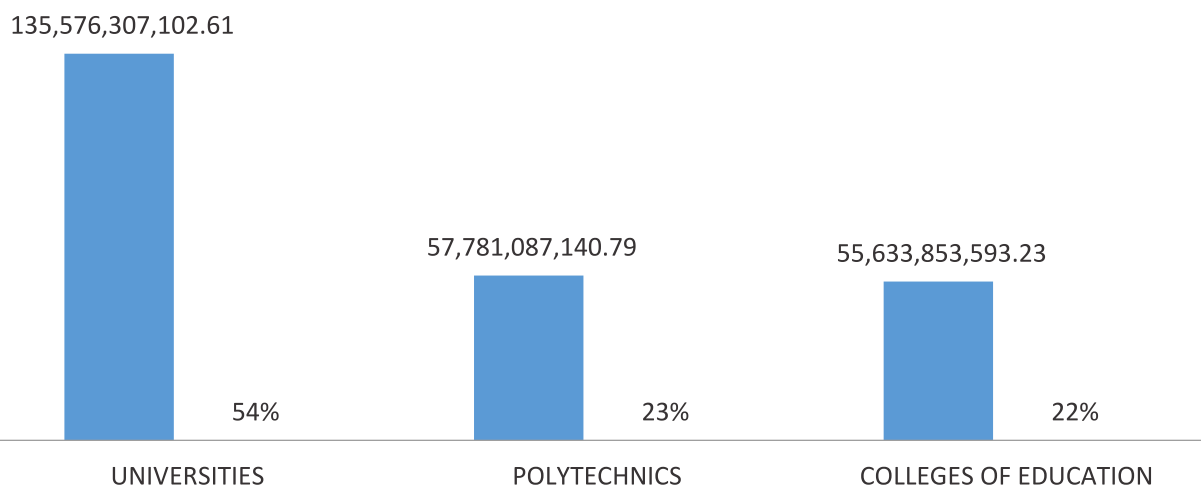
- Recurrent – **1,774**
- Capital - **30**
- Sundry Payables - **100**
- Other Admin Expenses – **417**
- Total Admin – 2,321**



2.0 BENEFICIARY DISBURSEMENTS

INTERVENTION PROJECTS	JAN-DEC	%
Universities	135,576,307,102.61	54%
Polytechnics	57,781,087,140.79	23%
Colleges of Education	55,633,853,593.23	22%
Total Beneficiary Disbursements	248,991,247,836.63	

SHARE OF THE VALUE OF BENFICIARY PRE PAYMENT VOUCHERS PASSED
IN THE FIRST QUARTER



Below is the breakdown of total value of audited payment vouchers to the beneficiary institutions during the year by Intervention line:

	INTERVENTIONS	UNIVERSITIES	POLYTECHNICS	COLLEGES OF EDUCATION	TOTAL
1	PHYSICAL INFRASTR. PROJECT	31,593,815,115.57	21,937,457,152.11	20,366,736,889.50	73,898,009,157.18
2	PROJECT MAINTENANCE INT.	1,206,058,000.00	507,935,000.00	1,036,426,000.00	2,750,419,000.00
3	LIBRARY INTERVENTION	3,223,880,596.20	1,349,250,000.00	1,903,450,000.00	6,476,580,596.20
4	ENTREPRENEURSHIP	852,534,584.72	-	-	852,534,584.72
5	EQUIPMENT FABRICATION	31,398,971.00	678,129,505.94	28,942,490.94	738,470,967.88



6	TEACHING PRACTICE	-	-	1,624,108,202.24	1,624,108,202.24
7	SPECIAL HIGH IMPACT PROJECT	23,300,979,291.21	2,940,246,493.26	1,125,151,984.99	27,366,377,769.46
8	SPECIAL INTERVENTION PROJECT	40,484,779,433.94	10,949,102,007.47	11,470,259,880.84	62,904,141,322.25
9	ZONAL INTERVENTION PROJECT	17,321,955,584.86	9,930,018,098.80	8,929,531,008.84	36,181,504,692.50
10	INFORMATION & COMM. TECHNOLOGY	234,700,000.00	67,875,000.00	147,625,000.00	450,200,000.00
11	ADVOCACY & PUBLICITY PROJECTS	3,700,000.00	3,400,000.00	4,000,000.00	11,100,000.00
12	ACADEMIC STAFF TRAINING & DEVT.	10,169,909,936.30	6,610,823,397.70	7,013,916,683.97	23,794,650,017.97
13	CONFERENCE ATTENDANCE (CA)	186,020,371.00	495,006,063.10	238,391,030.00	919,417,464.10
14	INSTITUTIONAL BASED RESEARCH (IBR)	703,762,780.86	1,456,428,821.17	1,165,846,579.71	3,326,038,181.74
15	ACADEMIC RESEARCH JOURNALS (ARJ)	677,641,365.24	500,404,672.50	318,339,918.00	1,496,385,955.74
16	ACADEMIC MANUSC.INTO BOOKS	193,138,219.75	196,416,551.74	194,308,572.50	583,863,343.99
17	ACADEMIC PUBLISHING CENTRE	22,500,000.00	-	-	22,500,000.00
18	NATIONAL RESEARCH FUND (NRF)	2,358,873,586.25	21,344,377.00	16,280,351.70	2,396,498,314.95
19	R&D. CENTRE OF EXCELLENCE	544,225,006.34	-	-	544,225,006.34
20	OTHERS	2,466,434,259.37	137,250,000.00	50,539,000.00	2,654,223,259.37
	GRAND TOTALS	135,576,307,102.61	57,781,087,140.79	55,633,853,593.23	248,991,247,836.63

2.2 OBSERVATIONS

- ❖ Out of the total value of N248.9 billion of audited payment vouchers of the beneficiary institutions passed in the period, N73.8billion of the disbursements went to Annual Intervention Projects, N62.9 billion for Special Intervention Projects, N36 billion for Zonal Intervention and N27.3 billion went to Special High Impact etc.



- ❖ As shown in the table above, the Universities received the highest disbursement of N135.5 billion from the value of prepayment vouchers audited in the period which represents 54% of the total disbursement passed in the period.
- ❖ Polytechnics received the second highest disbursement of N57 billion representing 23% while Colleges of Education received the least disbursement in the value of N55 billion resulting in 22% of the total disbursements during the period.

3.0 FINANCIAL RETURNS

During the period under review, the unit received a total number of 1,091 Financial Returns out of which 1,043 Audit Clearance Certificates were issued 48 queries are still awaiting responses. All submissions have been processed as at 31st December 2022.

Below is the breakdown of the Financial Returns received, Audit Clearance issued, Queries issued to various Beneficiary Institutions and those under review

BENEFICIARIES	No. of FINANCIAL RETURNS RECEIVED	No. of AUDIT CLEARANCE CERTIFICATES ISSUED	No. of OUTSTANDING AUDIT QUERIES ISSUED	No. of RETURNS UNDER REVIEW	REMARKS
Universities	489	459	30	0	The Fund is awaiting response to queries issued to BIs as a result of noncompliance with IAU guidelines.
Polytechnics	296	286	10	0	
Colleges of Education	306	298	8	0	
Total	1091	1043	48	0	

3.1 OBSERVATIONS

The Unit observed recently that queries sent to beneficiary institutions on issues raised from their Financial Retirements submitted to the Unit do not give satisfactory responses which sometimes may lead to delay in the issuing of Audit Clearance Certificate.

It is imperative to know that Audit Clearance can only be issued when all requirements to that effect have been met. The queries mentioned below were issued due to infractions



observed in the financial retirements submitted by the beneficiary institutions to the Fund. These are non-inclusion of relevant documents such as payment vouchers, complete bank statements and in some cases not showing evidence of statutory deductions and remittance to the relevant authority.

It has been observed that there are unanswered audit queries on financial returns which were issued to beneficiaries some time ago. This leads to unnecessary delay in processing payments.

Below is the list of the affected institutions as at the end of the year 2022.

S/N	INSTITUTION	INTERVENTION
1.	Federal Polytechnic, Ado-Ekiti	2017-2019 Annual Intervention
2.	Federal University Oye Ekiti	2016 Special High Impact
3.	University of Port Harcourt	2009 Special Intervention
4.	University of Port Harcourt	2010 Special Intervention (Batch 3)
5.	University of Port Harcourt	2010 Special Intervention (Batch 4)
6.	University of Port Harcourt	2009-2012 Merged Annual Intervention
7.	College of Education, Ekiadolor State	2021 Zonal intervention
8.	Federal Polytechnic, Ukana	2016-2019 Annual Intervention
9.	Niger State College of Education	2017-2019 Annual Intervention
10.	Plateau State University, Bokkos	2017-2020 Entrepreneurship Intervention
11.	Federal University Birnin Kebbi	2017-2019 Project Maintenance Intervention
12.	Air Force Institute of Technology	2020 Annual Intervention
13.	Federal University Dutsin -Ma, Katsina	2021 Zonal Intervention
14.	Federal University Dutsin -Ma, Katsina	2021 Annual Intervention
15.	University of Nigeria, Nsukka.	2011 Special Intervention
16.	University of Nigeria, Nsukka.	2009 Special Intervention Project (Batch 1)



17	University of Nigeria, Nsukka.	2009 Special Intervention Project (Batch 2)
18.	University of Nigeria, Nsukka.	2009 Special Intervention Project (Batch 3)
19.	University of Nigeria, Nsukka.	2009 Special Intervention Project (Batch 4)
20.	University of Nigeria, Nsukka.	2009 Special Intervention Project (Batch 6)
21.	University of Nigeria, Nsukka.	2009 Special Intervention Project (Batch 7)
22.	Imo State University, Owerri	2016-2018 ICT Intervention
23.	Federal Polytechnic Oil and Gas	2016-2019 Library Development
24.	Abubakar Tatari Ali Polytechnic	2014 Special Intervention
25.	College of Education Gindiri	2020 Library Development
26.	Imo State University, Owerri	2020 Zonal Intervention
27.	University of Jos	2020 Special Intervention
28.	Chukwuemeka ODUMEGWU Ojukwu University, Igbariam	2012 Special High Impact Intervention Project Batch 1
29.	Federal University Lokoja	2018 Zonal Intervention
30.	College of Education, Maru	2020/2021 Annual Intervention
31.	Osun State College of Technology Esa- Oke	2017-2019 Annual Intervention
32.	Port Harcourt Polytechnic, Rivers State	2021 Zonal Intervention
33.	Enugu State Polytechnic	2021 Zonal Intervention
34.	Plateau State Polytechnic, Plateau State	2017-2018 Annual Intervention
35.	Hassan Usman Katsina Polytechnic	2020 Zonal Intervention
36.	Hassan Usman Katsina Polytechnic	2020 Annual Intervention
37.	Kebbi State Polytechnic, Kebbi State	2021 Annual Intervention
38.	Adeyemi College of Education, Ondo	2015-2018 Maintenance Intervention



39.	Abia State College of Education, Abia States	2020-2021 Annual Intervention
40.	University of Calabar, Cross River State	2018-2020 Annual Intervention
41.	Rivers State University of Science & Technology, Port Harcourt	2016-2018 Entrepreneurship Intervention
42.	Niger State College of Education, Minna	2021 Zonal Intervention
43.	Bayelsa Medical University, Yenagoa	2021 Zonal intervention
44.	Ekiti State University, Ado Ekiti	2020 Zonal Intervention
45.	Ekiti State University, Ado Ekiti	2017-2020 Entrepreneurship Intervention
46.	Akwa Ibom State University	2017-2020 Library Intervention
47.	Federal University Oye-Ekiti	2017-2020 Project Maintenance
48.	Federal University of Petroleum Resources	2022 Entrepreneurship Intervention

3.2 EXTRA DEDUCTIONS

It has been observed that several beneficiary institutions frequently make extra deductions on payments to contractors beyond the statutory deductions of Stamp Duty, VAT and Withholding Taxes. These deductions may be for Development Levy or State Tax. The following institutions were found to be in violation of TETFund Intervention Guidelines;



INSTITUTIONS QUERIED FOR EXTRA DEDUCTIONS ON TETFUND PROJECTS					
S/N	Institution	Deduction	Intervention	Amount	Remark
1	University of Lagos Akoka	Development Levy	2019 Zonal Intervention	1,023,255.81	All refunded
			2019 Special Intervention	2,069,563.58	
			2016-2018 Project Maintenance	569,302.33	
2	College of Education Gindiri	1% Development Levy	2019-2020 Project Maintenance	75,852.00	Refunded
			2016-2018 ICT Intervention	198,942.13	
3	Lagos State Polytechnic	1% Development Levy	2017/2018 Annual Intervention	1,338,484.74	Refunded
		1% Special Levy	2017/2018 Annual Intervention	2,298,276.32	Already remitted
4	College of Education Akwanga	1% Development Levy	2017-2019 Annual Intervention	3,786,164.99	Not Refunded
			2020 Zonal Intervention	1,029,430.76	Not Refunded
5	Federal University of Technology Minna	2% Endowment	2018 Special High Impact Intervention	13,936,119.20	Deduction of endowment was included in contract award letter
			2014-2016 Annual Int.	5,632,278.68	
6	Plateau State University Boko	1% Development Levy	2021 Zonal	1,691,342.01	Not Refunded
				3,470,901.91	Not Refunded
			2019 Special High Impact Int.	3,258,252.18	Not Refunded



7	Ibrahim Badamasi Babangida University	Development Levy	2019 Zonal	3,246,348.20	Not Refunded
8	Chukwuemeka Ojukwu University	Deduction of 2.5% State tax	2019 Special	6,277,140.57	Not Refunded
			2015-2018 Library	2,686,138.83	Not Refunded
9	Nasarawa State University	1% Development Levy	2018 Special Int.	2,125,000.00	Not Refunded
		Development Levy	2020 Special High Impact Int.	13,736,289.44	Not Refunded
			2019 Special Int.	2,975,000.00	Not Refunded
10	Umaru Musa Yar'adua University	1.5% UDF	2020 Special High Impact Int.	35,326,375.42	Not Refunded
				3,414,524.55	Not Refunded
		1% CAF		24,927,290.66	Not Refunded
				2,369,960.00	Not Refunded
11	Kwara State Polytechnic	3% Development Levy	2020 Special and Zonal	6,636,330.65	Not Refunded
12	Federal University Oye Ekiti	1% Development Levy	2016 Special High Impact	2,067,772.30	Not Refunded
13	Federal College of Education Pankshin, Plateau State	1% Development Levy	2020 Zonal Intervention	757,318.00	Not Refunded
			2017-2020 Maintenance Intervention	140,795.63	Not Refunded
			2017-2020 Annual Intervention	4,410,131.81	Not Refunded



14	Ibrahim Badamasi Babangida University	3% Development Levy	2013-2016 Entrepreneurship Intervention	1,208,597.28	Not Refunded
15	Nasarawa State University	Development Levy	2017-2019 Entrepreneurship Intervention	157,942.88	Not Refunded
			2016-2019 ICT Intervention	275,037.61	Not Refunded
16	Akwa Ibom State Polytechnic	Development Levy	2018 Zonal Intervention	275,037.61	Not Refunded
17	University of Ilorin	2% Development Levy	2019 Zonal Intervention	2,484,400.00	Not Refunded
			2020 Emergency Special Intervention	395,861.57	Not Refunded
			2018 Zonal Intervention	3,163,150.00	Not Refunded
			2016-2018 ICT Support	623,209.73	Not Refunded
			2015-2018 Library Development	2,230,846.45	Not Refunded
18	Kogi State University, Anyingba	Development Levy	2017-2020 Annual Intervention	6,538,471.33	Not Refunded
19	College of Education Gindiri, Plateau State	1% Development Levy	2019 Special Intervention	1,174,109.35	Not Refunded



20	College of Education Pankshin, Plateau State	1% Development Levy	2017 Annual Intervention	9,667,776.20	Not Refunded
			2017-2018 Annual Intervention	5,606,954.38	Not Refunded
21	College of Education, Oju. Benue State	1% Tender fee	2019 Zonal Intervention	796,559.97	Not Refunded
			2019 Special High Impact Intervention	9,976,477.03	Not Refunded
22	Lagos State Polytechnic	1.5 Development Levy	2017-2018 Annual Intervention	1,333,484.74	Not Refunded
		1% Special Levy		2,298,276.32	Not Refunded
23	Federal University Wukari, Taraba State	CSR (Corporate social Responsibility)	2017-2019 Annual Intervention	3,504,727.64	Not Refunded
			2019 Special Intervention	732,859.71	Not Refunded
			2017- 2019 Special Intervention	3,504,727.64	Not Refunded
24	University of Medical Sciences, Ondo	Education Endowment	Annual Intervention Zonal Intervention	3,637,231.74	Not Refunded
				1,228,718.77	Not Refunded
25	College of Education, Gindiri	1% Development Levy	2020 Zonal Intervention	1,028,034.54	Not Refunded
			2016-2018 ICT Support	198,942.13	Not Refunded



24	University of Medical Sciences, Ondo	Education Endowment	Annual Intervention Zonal Intervention	3,637,231.74	Not Refunded
				1,228,718.77	Not Refunded
25	College of Education, Gindiri	1% Development Levy	2020 Zonal Intervention	1,028,034.54	Not Refunded
			2016-2018 ICT Support	198,942.13	Not Refunded
26	Ebonyi State College of Education	1% Development Levy	2021 Zonal Intervention	1,104,957.50	Not Refunded
			2020 Zonal Intervention	421,575.09	Not Refunded
	Total			215,042,549.91	

A total of N215,042,549.91 was deducted as extra deductions on several interventions by 28 beneficiary institutions listed above. A total of N5,275,400.59 has so far been refunded.

4.0 ADMINISTRATIVE EXPENSES

SUMMARY OF ADMINISTRATIVE PAYMENTS PASSED IN THE PERIOD	
EXPENDITURE	YEAR 2022 TOTAL
Recurrent Expenditure	8,847,620,238.12
Capital Expenditure	651,367,189.43
Total	9,498,987,427.55
Sundry Payable Account (Recurrent) & (Capital)	1,471,823,642.26
Other Admin. Expenses (From project account)	9,470,437,163.65



5.1 AUDIT OBSERVATIONS

5.2 RECURRENT AND CAPITAL EXPENSES

- The Unit received and passed (2,321) vouchers for administrative payments during the period.
- The total value of audited payment vouchers passed under the administrative line for expenses from the internal working budget amounted to N9.4 billion, with Recurrent Expenditure and Capital Expenditure accounting for N8.8 billion and N651 million respectively.
- For the year 2022, the highest expenditures incurred under the recurrent line were for Rent Support, Consolidated Salary and Fund Management Activities of N1.7 billion, N1.3 billion and N740 million respectively.
- Other Administrative Expenses were to the tune of N10.1 billion for expenses from various committees drawn from project account such as Nationwide Project Administration exercise, Technical Advisory Group (TAG), Research and Development (R&D) Capacity Building Workshop on Research Writing Skills, Consultancy etc.

5.3 BUDGET PERFORMANCE

- The overall performance of the internal working budget of N11.7 billion at the end of the year 2022 is 80.52%. Recurrent and Capital Expenditures are 85.60% and 44.61% respectively.
- Some budget heads under Recurrent Expenditure such as Course Fee Post-Graduate Sponsorship, 18- States Routine Monitoring, Wardrobe Allowance and Long Service Award/ End of Year had 0% performance for the year.
- Certain budgetary items under the Capital Expenditure are also showing 0% performance as at the end of the year, 2022. These include budget items such as Computer Software & Automation, Shredding Machines, Cameras, Timing Machines, Trolley, Dustbin, Shelves as well as Tables, all at 0% performance. Considering the need for new and upgraded equipment in the office, there is a need to expedite the performance of these budget heads.
- Additionally, some budget items performed over the approved budget for the year. These items include Transport & DTA Training (Staff Local Training, Transport & DTA (BOT Management Retreat), Transport & Estacode Training (Staff Training), Venue Hire (BOT & Management Retreat) and Covid-19 Expenses.

(SEE APPENDIX 1&2 FOR SUMMARY OF BUDGET PERFORMANCE AND OTHER PAYMENTS)



5.4 STORES VERIFICATION

The total value of items purchased and received into the store by the Fund as verified by the Internal Audit Unit amounted to N1,676,698,437.82

Major items purchased during the period were Project Monitoring Vehicles for Zonal Offices, Utility Vehicles, Power Generating Sets as well as Office Equipment and Stationeries such as scanners, printers, printing inks & toners, printing papers and shredding machines.

6.0 SIGNIFICANT ACHIEVEMENTS DURING THE PERIOD

In the period under review, while analyzing financial returns submissions from Beneficiary Institutions, the Unit observed some irregularities which required teams from the Unit to carry out Special Investigation visits at several beneficiary institutions.

These institutions include:

- College of Education, Oju on year 2019 TETFund Special High Impact Intervention- The inspection team observed several payments made from the TETFund project account that were not for TETFund approved projects. Executive summary of the report has been attached as Appendix 4 for reference. A full report has been submitted to the Executive Secretary and Management Committee for further directive.
- Benue State Polytechnic, Ugbokolo on year 2019/2020 (Merged) Library Intervention. The assignment was carried out from the 25th to 27th October, 2022.- Inspection team reviewed the supply of library books and discovered that a significant number of titles approved by TETFund were not supplied. Executive summary of the report has been attached as Appendix 5 for reference. A full report has been submitted to the Executive Secretary.

7.0 RECOMMENDATIONS

- Management should ensure strict compliance and adherence to the Fund's guidelines and extant rules and regulations by all Beneficiary Institutions, failure of which should result in sanctions on the defaulting institution.



- The Unit will continue to emphasize the need to adhere to the Fund's guidelines for submission of documents that are required for issuance of Audit Clearance Certificate. Most importantly, inclusion of evidence of statutory deductions (in payment vouchers) and remittance (in bank statement) of withholding Tax (WHT), Value Added Tax (VAT) and Stamp Duty (SD) and stopping the incidence of extra deductions on TETFund disbursements.
- Follow-up visits to beneficiary institutions who fail to respond to audit queries within the stipulated period given.

8.0 CONCLUSION

It is our hope that if our observations and recommendations are fully implemented, the Internal Audit Unit would be placed on a better platform to contribute effectively to the goals and objectives of the Fund.



LEGAL AND BOARD SECRETARIAT SERVICES UNIT

1.0 INTRODUCTION

The Legal and Board Secretariat (LBS) is a Unit under the Office of the Executive Secretary. Although the ETF was established in 1993, it was not until 2000 that the Legal Unit was set up. During the restructuring exercise by the Board of Trustees in 2006, the Legal Unit was renamed Legal and Board Secretariat Unit (LBS). The Unit is charged with the overall responsibility for all Legal and Board Secretariat matters of the Fund, The LBS achievements for year 2022 are as follow:

2.0 ACTIVITIES FOR YEAR 2022

The activities of the Legal Unit for year 2022 are as follows:

- i. Memorandum Of Understanding (Mou) Successfully Executed
 - a) Between TETFund and International Finance Corporation (IFC);
 - b) Between University of Sussex and TETFund;
 - c) TETFund and Finland Institutions.
- ii. Successfully organized the 86th Board Meeting on 9th March 2022.
- iii. Prepared Status Report on the Activities of the Fund, to the Executive Secretary.
- iv. Prepared a hand over note to the Executive Secretary with respect to activities of the Legal Unit
- v. Prompt preparation of BOT Decision Extracts and Minutes of meeting and other meeting documents.
- vi. Thoroughly vetted Contract Agreements and expunged unfavorable and indicting clauses, therefore saving the Fund from unnecessary litigation.
- vii. Successfully handled and concluded the following cases on behalf of the Fund:
 - a) Aminu Anas v. TETFund & Anor;
 - b) Joseph T. Dzunve v. Chris Nyikwagh, TETFund & 2 Ors;
- viii. Currently handling the following cases on behalf of the Fund and:
 - a) Gbenga Arolasafe v. TETFund & Anor;
 - b) Kayode Usamot v. TETFund;
 - c) Eniola Yemi Taiwo v. Universirty of portharcourt & TETFund;
 - d) Abuja Municipal Area Council v. TETFund;
 - e) Aljazirah Newspaper v. Prof. Suleiman E. Bogoro, TETFund & Anor;
 - f) Natisco Services Nig Ltd. v. Professor Taminoninu Micheal Abbey, TETFund & 2 Ors;
 - g) Mr. Kenneth Amaechi v. Adamu Aliyu, TETFund & 2 Ors.



SERVICOM UNIT

1.0 PREAMBLE

The SERVICOM Unit is mainly charged with the responsibilities to ensure effective and efficient service delivery to the Nation Nigeria. The word SERVICOM is an acronym of Service compact created by the former President Olusegun Obasanjo on the 21st March 2014 in a bid to drive Administration's Service Delivery Initiative (SDI).

In compliance with the Federal Government's directives, the TETFund Executive Management at its meeting on 21st July 2005 approved the establishment of the SERVICOM Unit in the Fund.

The Unit, structurally and administratively, operates through the office of the Executive Secretary.

SERVICOM is hinged on four main principles:

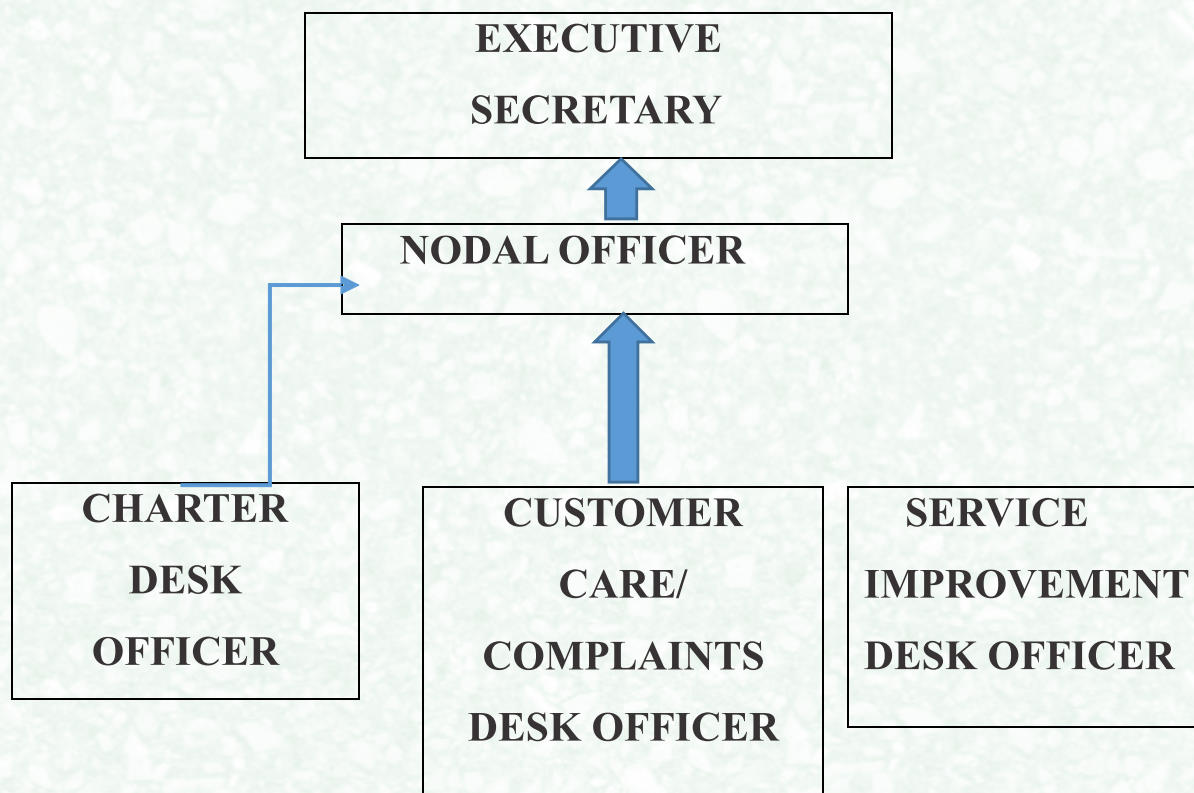
- a. Affirmation of commitment to the service of the Nigeria nation.
- b. The conviction that Nigeria can only realize her full potential if citizens receive prompt and efficient service from the state.
- c. Consideration for the needs and rights of all Nigerians to enjoy social and economic advancement
- d. 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

- a. To institute a complaints procedure, including a grievance redress mechanism for the Fund.
- b. To ensure the promotion of quality assurance and best practices in the Fund's activities.
- c. To serve as a link between the Fund and the ministerial SERVICOM unit.
- d. To facilitate a safe and conducive working environment for Staff at all levels of service delivery.
- e. To manage the Fund's customer relations Policy including providing opportunities for customer feedback on service delivery.
- f. To spearhead the Fund's Service delivery initiative through compliance.
- g. Coordinating TETFund SERVICOM Committee meetings.



3.0 THE ORGANOGRAM OF TETFUND SERVICOM UNIT



4.0 ACHIEVEMENTS

The TETFund SERVICOM Unit recorded the following achievements as follows:

- i. 2022 Customer Service Week
- ii. Introduction of the staff spot check attendance to monitor the presence of staff at their desk and checkmate absenteeism;
- iii. Collating and analyzing the staff spot check;
- iv. Monitoring of Electronic Clock-in- and -out machines to ensure punctuality and reduce lateness of staff to work;
- v. Service Delivery Assessment Questionnaire for TETFund beneficiaries and staff;
- vi. Visitors tracking system to keep track of beneficiaries/stakeholders coming into the Fund;
- vii. System Study for all the frontline departments and units on turn-around time between the Fund and its beneficiaries; and
- viii. Staff Merit Award to the best staff in each department/unit.



5.0 CHALLENGES

- a. Lack of training on stress management course due to interface with Stakeholders/Beneficiary Institutions.
- b. Inadequate staff in the Unit

6.0 SUGGESTIONS AND RECOMMENDATIONS

- a. Ensuring promotion of quality assurance standards and best practices in the Fund;
- b. Instituting appropriate marketing research techniques in identifying customer needs and expectations;
- c. The services rendered in the Fund should be focused oriented in line with its vision, mission and core value;
- d. Managing links with strategic partners and other stakeholders on service delivery and facilitating delivery improvement;
- e. Facilitating a safe and conclusive working environment for staff at all levels of service delivery;
- f. Training programmes for SERVICOM Staff, Management, and other Frontline Staff on effective service delivery; and
- g. Suitable training on customer relations must be provided for SERVICOM Staff.

7.0 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, in the perception of the fact that customer deserves to be served better.



FINANCE & INVESTMENT DEPARTMENT



bnuttet

PREAMBLE

Finance and Investment Department is the financial Custodian of the Fund, handles all finance related matters and advises the Fund on same. Its primary goal is the disbursement of funds to the Public Tertiary Education Beneficiaries of the Fund and ensuring that 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 Management Committee (MC) of the Fund, Regulatory bodies, and other Supervisory Authorities.
5. Reconciliation of all Funds Account.
6. Remittance of Taxes and other Statutory deductions.
7. Rendition of Statutory Returns to the Office of the Accountant General of the Federation and other relevant government agencies.
8. Attending to Federal Legislators & other Agencies of Government with respect to their oversight functions on the activities of the Fund.
9. Preparation and consolidation of the Fund's functional budgets.
10. Preparation and Consolidation of the Fund's Financial Statements.
11. Management of available funds to ensure safety, assure liquidity and enhance returns.
12. Continuation with IPSAS implementations.



STRUCTURE

The Department is made up 4 (Four) Divisions.

Namely.

- 1 Budget & Budgetary Control Division
- 2 Expenditures Division (Projects)
- 3 Treasury and Investment Division
- 4 Final Accounts/Designated (Special) Projects Division

The Director, Finance and Investment oversees the affairs of all the divisions of the Department assisted by the Deputy Director. The four Divisions are headed by Chief Accountants.

Budget & Budgetary Control Division is sub-divided into two sections; viz; staff, vendors, and general administration of the Fund. The Expenditures Division is responsible for the Beneficiary Institutions Projects account. Treasury and Investment Division is responsible for making all payments and Investment in safe security by the Fund. The Final Account division is responsible for preparation of Management Account, Financial Statements, and reporting aspect of the Fund. The Division also oversees the Designated/Special projects of the Fund.

ACHIEVEMENTS

- 1 Prompt rendition of returns to the Management Committee (MC), Office of the Accountant General of the Federation, and other government agencies.
- 2 The department efforts and initiative led to the increments of Education Tax (ET) from 2% to 2.5% during the year. This has led to a noticeable increase in the Education Tax collections in the year under review.
- 3 The Department was able to overcome the challenges of e-payment (beneficiaries receive their payment without delay).
- 4 Reduction in turnaround time in transaction processing for both internal and external customers i.e. staff, service provider and beneficiaries.
- 5 The department successfully integrated the Fund's Chart of Accounts (COA) with the National Chart of Accounts (NCOA) for ease of reporting.
- 6 The department has reached 85% on implementation of International Public Sector Accounting Standards. (IPSAS)
- 7 The Closing Trial Balance for 2022 was produced for the Office of the Accountant General of the Federation in line with IPSAS.



- 8 The department during the year under review operated zero tolerance for fraud and defalcation of records.
- 9 The Department also provides secretarial services to the Finance & General-Purpose Committee of the Board. (F&GPC)
- 10 The Department has a staff strength of 40: 2 Directorate, 4 Management and 34 senior staff.

CHALLENGES

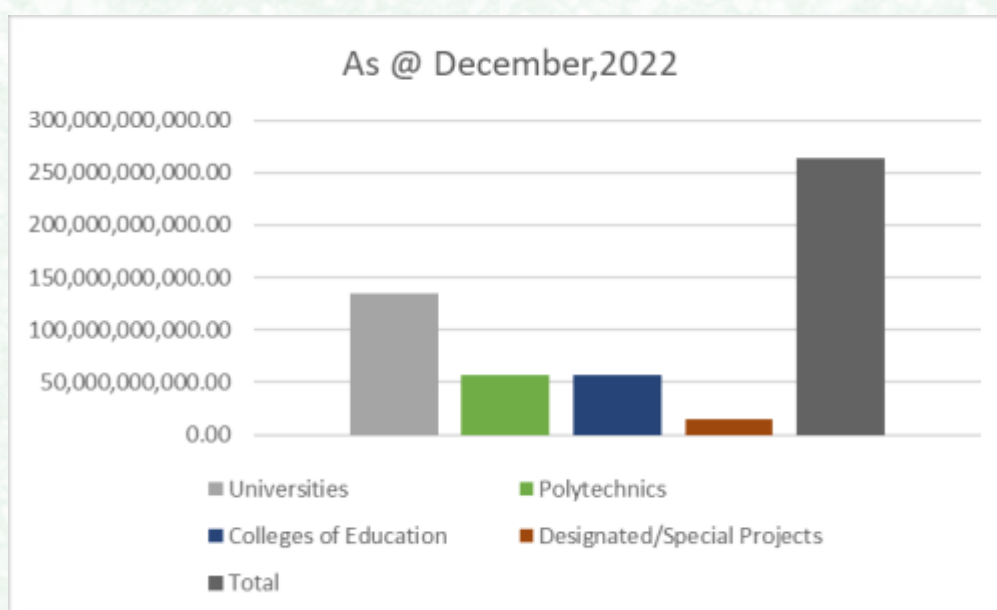
- 1 Non-release of Education Tax collected by Office of the Accountant General of the Federation (OAGF) as and when due adversely affects our investment income which enables the Fund to increase the volume of intervention projects.
- 2 The Department is still facing challenges in accommodating certain transactions that are peculiar to the Fund in the IPSAS chart of Accounts (e.g Discount & Premium on FGN Bonds) which does not have accounting codes in National Chart of Account.
- 3 The department also still encountering challenges in the direct payment of tuition fees of foreign Scholars who are expected to spend three (3) years but submit invoice for only one year, whereas the remaining two (2) years remains a liability to the Fund.
- 4 The department is facing difficulties and inability to ascertain the refund paid into our account by the foreign Institutions. For lack of adequate narrations of the students and home Institution represented.
- 5 The impact of fluctuation in exchange rate between the date of approval and the time of payment. There is a consistent gap in exchange rate for lack of stability in the forex window.
- 6 There is a need for training and re-training of staff on the applicability of IPSAS as additional Standards are being issued on a regular basis by the International Public Sector Accounting Standard Board (IPSASB). A total of 42 Standards have so far been issued.

Total expenditure as of 31st December 2022 is shown in the Tables and chart below:



ADMINISTRATION ACCOUNT	As @ Dec. 2022
	₦
Personnel Cost	4,953,227,908.90
Overhead	3,941,711,419.36
Capital Expenditure	1,233,142,710.53
Total	10,128,082,038.79

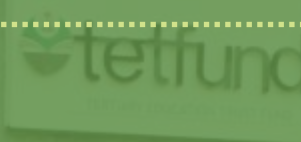
PROJECT ACCOUNT	As @ Dec.2022
Universities	134,605,352,912.06
Polytechnics	57,491,441,240.98
Colleges of Education	57,195,282,198.34
Designated/Special Projects	14,492,082,773.42
Total	263,784,159,124.80



The above figures are based on Management Account of the Fund as of 31st December 2022.



HUMAN RESOURCE AND GENERAL ADMINISTRATIVE DEPARTMENT





1.0 PREAMBLE

This report covers the major activities carried out by the Three Divisions in the Human Resource and General Administrative Department in the year 2022. The Department played its role in ensuring that the activities of entire staff were constantly aligned with the Fund's mandate in order to achieve the overall efficiency and effectiveness of the Fund as spelt out in the TETFund Act of 2011.

1.1 FUNCTIONS OF THE HR&GA DEPARTMENT

- i. Attract and retain qualified competent and highly motivated employees at all levels of employment in the Fund;
- ii. Create an environment of equal opportunity and challenges irrespective of ethnicity, gender, religion, race, etc.
- iii. Provide the opportunity whenever possible to make personal contact with Management and communicate opinions, suggestions and ideas freely.
- iv. Give all employees equal opportunity for promotion on the basis of merit, productivity, professionalism, commitment and personal discipline.
- v. Promote joint consultation between Management and employees on all possible issues;
- vi. Ensure that the workplace environment is conducive for optimal job performance;
- vii. Ensure that vehicles are available and serviceable at all times for the operations of the Fund;
- viii. Meet the needs of the Fund in terms of goods, works and services to enable the Board, Management and Staff perform their duties diligently, effectively and efficiently;
- ix. Serve as Secretariat to Management Committee (MC) meetings.

FIGURE 1

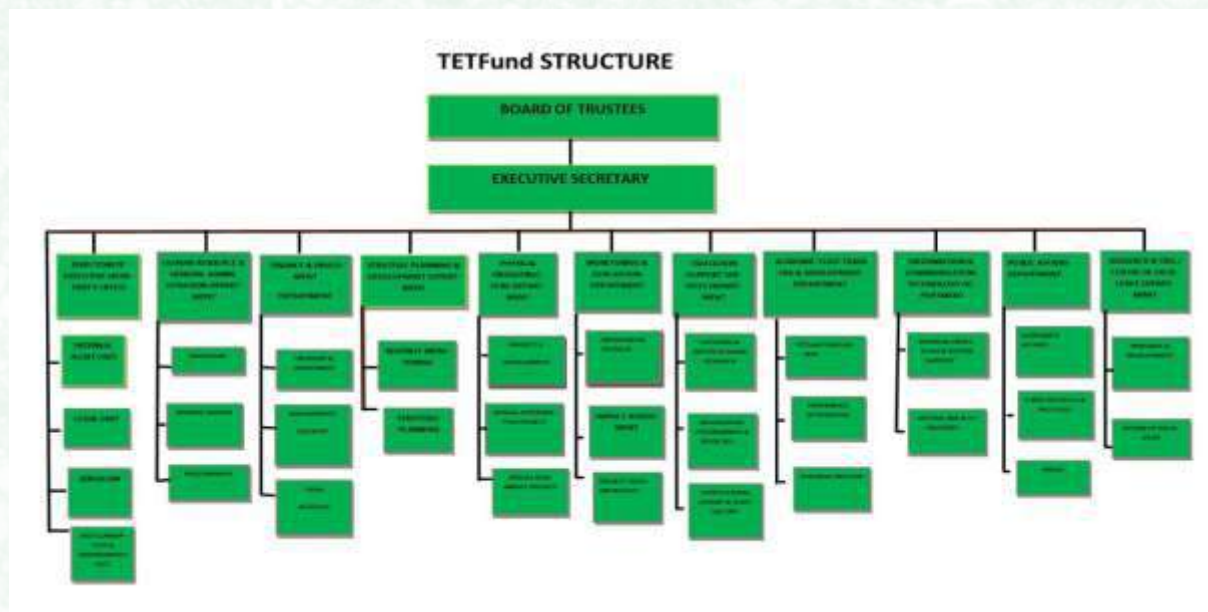


FIGURE 2

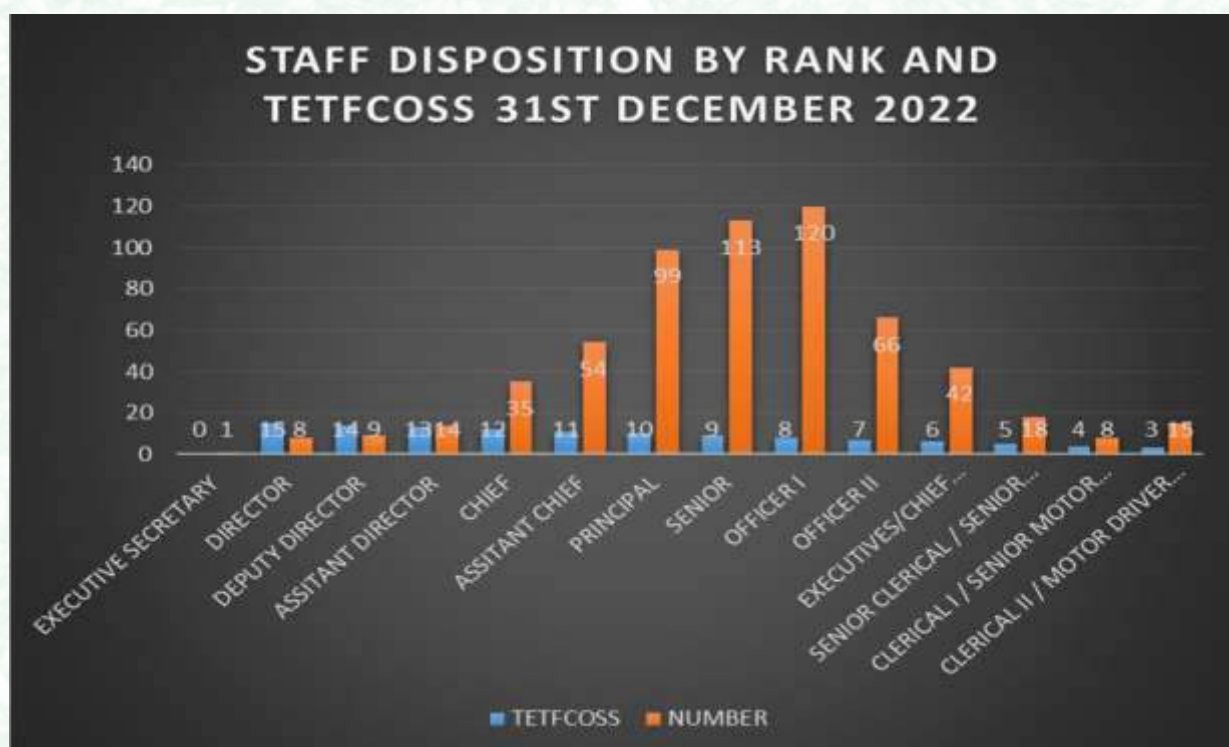




TABLE 1

TERTIARY EDUCATION TRUST FUND			
STAFF DISPOSITION BY RANK AND TETFCOSS AS AT 31 ST DECEMBER, 2022			
S/N	RANK /DESIGNATION	TETFCOSS	NUMBER
1	EXECUTIVE SECRETARY	CON	1
2	DIRECTOR	15	8
3	DEPUTY DIRECTOR	14	9
4	ASSISTANT DIRECTOR	13	14
5	CHIEF	12	35
6	ASSISTANT CHIEF	11	54
7	PRINCIPAL	10	99
8	SENIOR	9	113
9	OFFICER I	8	120
10	OFFICER II	7	66
11	EXECUTIVES/CHIEF CLERICAL / CHIEF MOTOR DRIVER MECHANIC	6	42
12	SENIOR CLERICAL /SENIOR MOTOR DRIVER GRADE I	5	18
13	CLERICAL I / SENIOR MOTOR DRIVER GRADE II	4	8
14	CLERICAL II/ MOTOR DRIVER MECHANIC	3	15
	TOTAL STAFF STRENGTH		602

FIGURE 3

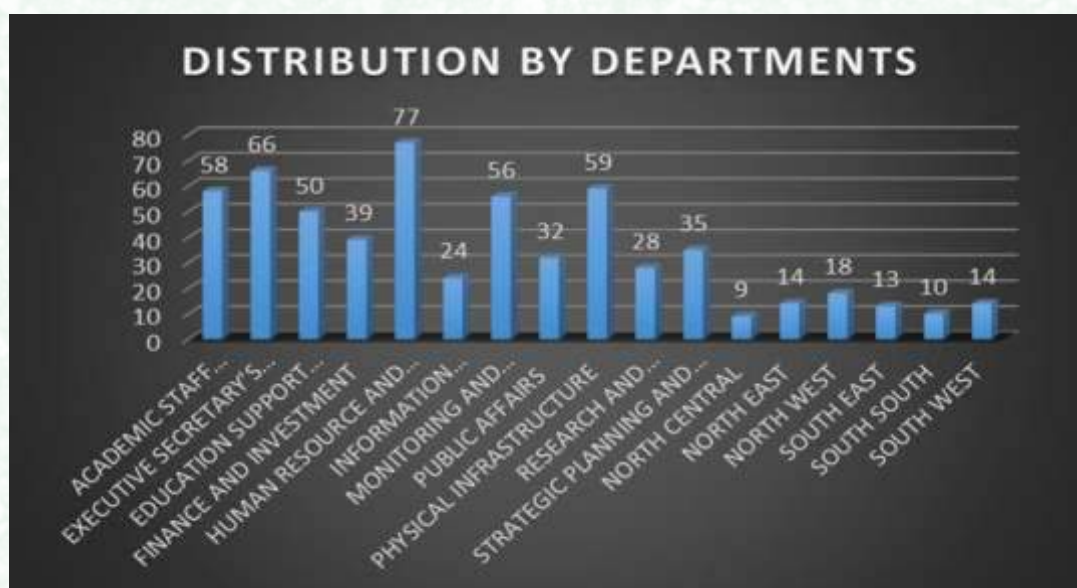




TABLE 2

STAFF DISTRIBUTION BY GEO-POLITICAL ZONES AS AT 31 ST DECEMBER 2022		
S/N	DESCRIPTION	N0. OF STAFF
1	NORTH-CENTRAL	113
2	NORTH-EAST	143
3	NORTH-WEST	144
4	SOUTH-EAST	65
5	SOUTH-SOUTH	71
6	SOUTH-WEST	66
	TOTAL NUMBER OF STAFF	602

FIGURE 4

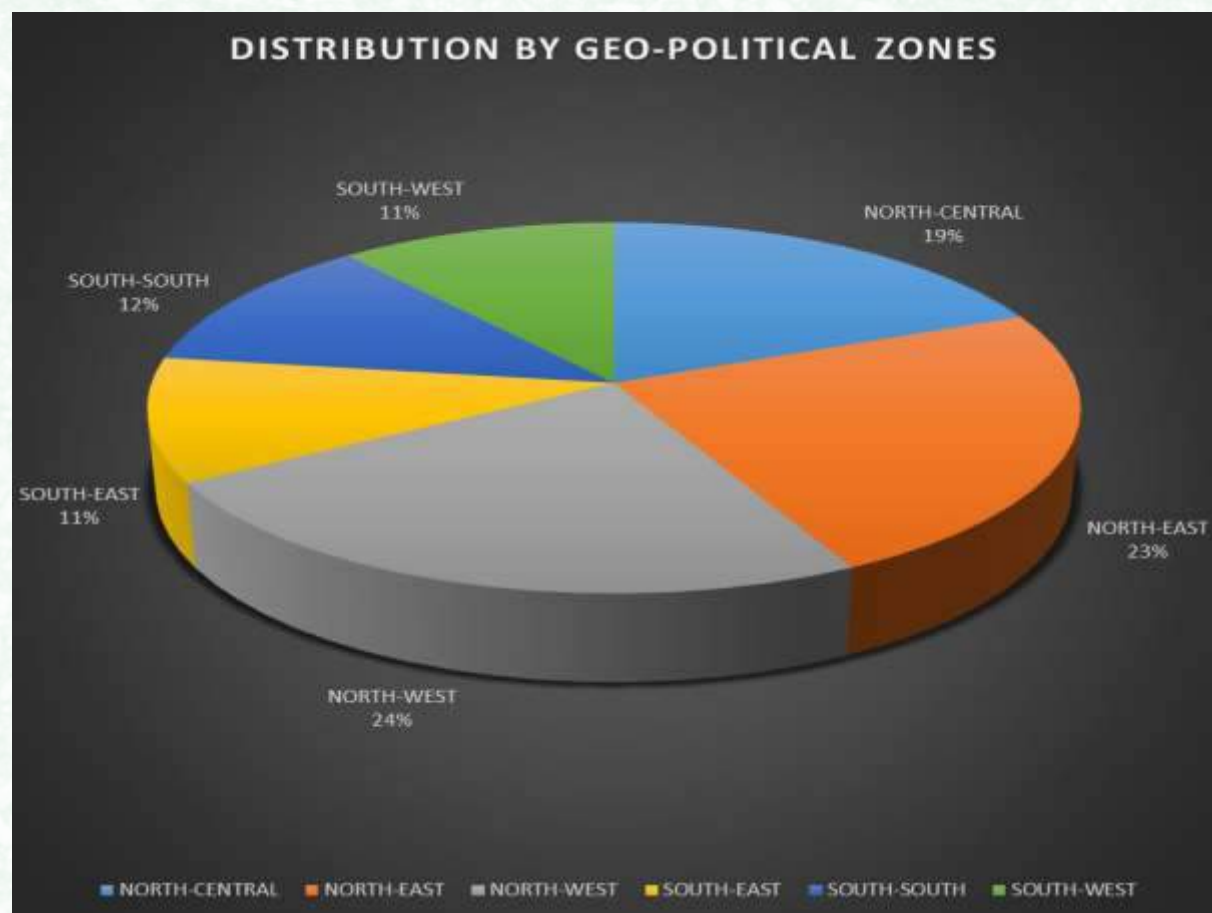




TABLE 3

SUMMARY STAFF AWAY ON THE FOLLOWING		
S/N	DESCRIPTION	NUMBER OF STAFF
1	STUDY LEAVE WITH PAY	2
2	SPECIAL OVERSEAS CAPACITY BUILDING (FOREIGN)	0
3	SPECIAL CAPACITY BUILDING (LOCAL)	0
4	INTERDICTION	1
5	LEAVE OF ABSENCE	7
6	SECONDMENT	0
	TOTAL NUMBER	12

TABLE 4

SUMMARY OF 2022 EXITED STAFF		
S/N	DESCRIPTION	NO.
1	RETIREMENT	7
2	DEATH	1
	TOTAL EXITED STAFF AS AT 31ST DECEMBER 2022	8

TABLE 5

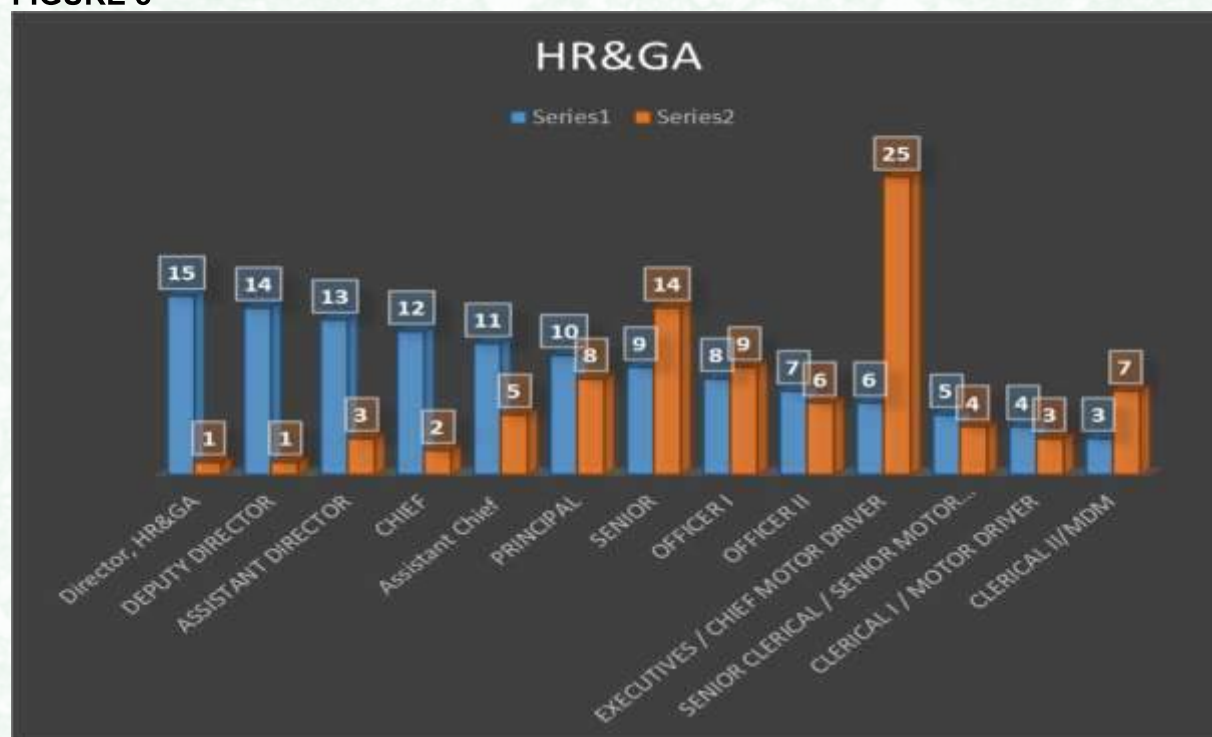
S/N	NAMES	DEPARTMENT	DATE OF EXIT	RANK AT EXIT	MODE OF EXIT
1	Gambo, Idris	HR&GA	1st January, 2022	Chief Motor Driver / Mechanic	RETIREMENT
2	Sulaiman (Mal) MS	AST&D	7th May, 2022	Assistant Director	RETIREMENT
3	ADAMU, Hamman	HR&GA	25th May, 2022	Chief Motor Driver / Mechanic	RETIREMENT
4	MAYI, Usman Alfa	HR&GA	26th June, 2022	Chief Motor Driver / Mechanic	RETIREMENT
5	MUSA, Tasiu	HR&GA	28th August, 2022	Chief Motor Driver / Mechanic	RETIREMENT
6	UDOMA, Solomon Okon	ES Office (Servicom)	23rd September, 2022	Chief Clerical Officer	RETIREMENT
7	UDENWEZE, Agatha Chinedu	SPD	25th November, 2022	Principal Planning Officer	DECEASED
8	ISA, Adamu	HR&GA	31st December, 2022	Chief Motor Driver / Mechanic	RETIREMENT



TABLE 6

TERTIARY EDUCATION TRUST FUND				
HR & GA STAFF DISPOSITION BY RANK AND TETFCOSS AS AT 31 st DECEMBER, 2022				
S/N	RANKS / DESIGNATION	TETFCOSS	NUMBERS	REMARKS
1	DIRECTOR	15	1	
2	DEPUTY DIRECTOR (Acting Director)	14	1	
3	ASSISTANT DIRECTOR	13	3	
4	CHIEF	12	2	
5	ASSISTANT CHIEF	11	5	
6	PRINCIPAL	10	8	
7	SENIOR	9	14	1 ON LEAVE OF ABSENCE
8	OFFICER I	8	9	1 ON LEAVE OF ABSENCE
9	OFFICER II	7	6	
10	EXECUTIVES / CHIEF MOTOR DRIVER	6	25	1 ON STUDY LEAVE WITH PAY
11	SENIOR CLERICAL / SENIOR MOTOR DRIVER	5	4	
12	CLERICAL I / MOTOR DRIVER	4	3	
13	CLERICAL II/MDM	3	7	
	TOTAL STAFF STRENGTH		88	

FIGURE 5





1.2 The Department has three Divisions:

- i. Personnel;
- ii. General Service; and
- iii. Procurement.

2.0 PERSONNEL DIVISION

2.1 The Personnel Management Division has the following sections:

- i. Registry and Records;
- ii. Staff Housing Loan Matters and Productivity, Professionalism & Support
- iii. Establishment, Manpower Training & Development; and
- iv. Pension, Insurance & Welfare

3.0 REGISTRY AND RECORDS

- i. Managed and Updated of staff Nominal roll timely;
- ii. Management of files (Open, Secret, and subject files);
- iii. Processed Leave requests for entire staff;
- iv. Processed the Documentation for new staff;
- v. Coordinated the Junior staff promotion exercise;
- vi. Management of mails for courier service;
- vii. Completed of all Staff Record of Service timely
- viii. Prepared annual variation forms as at when due;
- ix. Processed and issued staff ID card as at when due;
- x. Management of auxiliary staff (NYSC and IT)
- xi. Completed the process for confirmation of appointment of Staff recruited in 2020

4.0 STAFF HOUSING LOAN MATTERS AND PRODUCTIVITY, PROFESSIONALISM & SUPPORT

**ACHIEVEMENTS:**

- i. Timely processing and payment of all Allowances (Fund Management, Rent and Education as at when due for the year, 2022;
- ii. Successfully processed Fresh Housing Loan applications and ensured disbursement to Twelve (12) approved applicants;
- iii. Registration of newly recruited Staff with the National Housing Fund (NHF) still ongoing;
- iv. Successfully processed Transportation Allowance in lieu of 28 days Hotel Accommodation for posting to Zonal Offices;
- v. Successfully conducted the promotion exercise of four (4) Management, eighty (80) Senior and four (4) junior staff of the Fund; and
- vi. Successfully Processed promotion arrears for Management, Senior and Junior staff of the Fund.

5.0 ESTABLISHMENT, MANPOWER, TRAINING AND DEVELOPMENT

- i. Secured approval for the 2022 Authorized Establishment from the Office of the Head of the Civil Service of the Federation (OHCSF);
- ii. Coordinated the review process of the TETFund Organogram;
- iii. Two Staff of the Fund have so far secured approval to proceed on Study Leave with Pay for Master's and Doctorate Degrees in 2022;
- iv. Processed and secured approval for the conversion of Staff to various cadres;
- v. Capacity Building programmes for staff under the following:
 - a. Local Training
 - b. In-House Training
 - c. Professional & Specialized training courses
 - d. Overseas Training
- vi. Processed and secured approval for the advancement of eight Staff who have completed their pupillage period;



6.0 PENSION, INSURANCE AND WELFARE

6.1 Pensions

The Section was able to achieve the following within the period under review the

- i. Enrollment of all staff that retired in 2022 and the enrollment of the intending retirees for 2023 on PenCom portal;
- ii. PFA have been duly informed of staff retirement;
- iii. Remittance of staff contributory pension to various PFAs
- iv. As at the time of this report, pension remittance schedule for the month of January – December, 2022 had been forwarded to the respective Retirement Savings Account (RSAs) of staff.

6.2 Insurance

- i. The entitlements of deceased staff were paid and the deceased families acknowledged payments. However, Mr. Olusegun Jeboda's Next of Kin are yet to receive full payments because the underwriter Royal Exchange went bankrupt, efforts by the Fund's insurance broker to recover the outstanding balance from the underwriter is in progress. and;
- ii. Successful renewal of the annual Insurance Subscriptions for:
 - a. Group Personal Accident apparently;
 - b. Fire & Perils;
 - c. Group Life Assurance;
 - d. Vehicle (Private & Commercial);
 - e. Burglary & Theft;
 - f. Public Liability; and
 - g. Computer All Risk.

6.3 Welfare

- i. Department was able to process the First Half payment of the Easter, Ramadan, Eid-El-Kabir and Christmas welfare packages for all staff;
- ii. All submissions for hospitality allowances and bereavement assistance has been processed up to date



6.4 Medicals

- i. All forwarded hospitals bills has been processed up to date
- ii. Submission for medical reimbursement is on hold due to budget constraint;
- iii. Referral letters to retainership hospitals is on hold except for emergency situations where referral can be issued for National Hospital.

ACHIEVEMENTS:

- i. All the Fund's insurance policies were renewed at the time of this brief.
- ii. Delicate medical cases were handled with utmost urgency. While ensuring that staff receives the best medical attention, the right procedures are always followed in issuance of referral letters to retainership hospitals to avoid abuse.
- iii. Staff that are due to retire are documented and escorted to National Pension Commission for capturing and enrolment to enable them access their entitlements after retirement. This section has so far been proactive in ensuring that retired staff do not suffer challenges experienced during retirement documentation and capturing.
- iv. TETFund has been remitting to the Pension Funds Administrators monthly as well as ensuring the details of staff are up-to-date. All payment schedules are forwarded accordingly.
- v. Bereaved Assurances and Hospitality allowances are always given to eligible staff and representatives are nominated to attend events on behalf of the Fund to show support and compassion as the cases differ.

7.0 GENERAL SERVICES

The General Services Division is under the Human Resource & General Administration Department. The division is charged with the responsibility of ensuring that the entire office building and environment is conducive, safe and secure for work and provide all necessary support services required to enhance the productivity of staff.

It also covers the maintenance and management of structures, equipment, furniture and facilities of the Fund's complex as well as provision of support services such as transport logistics and catering services.

The following are activities carried out by the General Services Division in the year under review:



S/N	KEY ACTIVITIES OF THE DIVISION IN THE YEAR 2022
1.	Completion of the Newly Remodeled Office Building Extension Project.
2.	Completion of the Phase 1 of the Staff Canteen Remodeling Project.
3.	Provision of additional parking space for Staff of the Fund's vehicles.
4.	Purchase of 15 vehicles for the Funds operations and pool.
5.	Provision of inverters for new building extension to ensure uninterrupted power supply.
6.	Carried out major repairs on the building's expansion joint to solve the problem of flooding in the offices and dampness of walls when it rains.
7.	Securing of Plots of Land for the North-Central, North-East, North West and South-East Zonal office.
8.	Commencement of the Coupon system of fueling vehicles with Forte Filling station for a more efficient vehicle fueling system.
9.	Training of some selected staff and the security guards on Security awareness in the face of the prevailing security challenges.
10.	Ensuring the office environment was clean and properly maintained during the year.
11.	Ensuring that all vehicles in the Fund's fleet are operational.
12.	Ensuring the lift was properly maintained and functional during the year.
13.	Ensuring the prompt payment of all bills such as Electricity, Water and Waste Disposal charges etc. thereby saving the Fund from any embarrassment caused by default in payment.



8.0 PROCUREMENT DIVISION

The Procurement Division, under the Department of HR&GA, is saddled with the responsibility of ensuring compliance with due process, achieving value for money and promoting competition, economy and efficiency in the procurement processes of the Fund. The Division operates a centralized procurement system which is consistent with the Provisions of Public Procurement Act (PPA), 2007.

8.2 ACTIVITIES CONDUCTED DURING THE PERIOD UNDER REVIEW

S/N	The Procurement Division has Successfully Facilitated the Procurement Process in Respect of the Following Contracts	STATUS
CONTRACTS VIDE ISSUANCE AWARD LETTERS COMPONENT		
1	Remodeling of Toilets on the Second and Third Floors of the Fund	Completed
2	Supply of Motor Vehicles to the Fund: <ul style="list-style-type: none"> • 4Nos Toyota Prado; • 1Nr Toyota Fortuner; • 5Nos Toyota Corolla; • 3Nos. Project Monitoring Vehicles (Toyota Pick Up Vans); and • 1Nr 16 Seater Bus to the Fund). 	Completed
3	Beneficiary Portal Automation Upgrade Including Special Interventions, Project Maintenance, Academic Manuscript, Entrepreneurship and Equipment Fabrication	Completed
4	Supply and Installation of Digitization Equipment and Digitization of TETFund Documents	Completed
5	The Supply and Installation of Microsoft Office 365 License Renewal, Antivirus Software and Other Software	Completed
6	The Supply and Installation of Wires and Wireless Local Area Network Equipment of Boardroom Digital Media Equipment Including Training on Network Configuration Management	Completed



6	The Supply and Installation of Wires and Wireless Local Area Network Equipment of Boardroom Digital Media Equipment Including Training on Network Configuration Management	Completed
7	Cyber Security Data Protection Audit and ICT Assessment	Completed
8	Research Project Impact Management & Tracking System	Completed
9	Automation of National Research Fund for 2021.	Completed
10	Supply of Working Tools for the Department of Public Affairs of the Fund	Completed
11	Award of Contract for the Procurement of Thirty-Nine (39) Laptop Computers for the New Members of Technical Advisory Group (TAG)	Completed
12	Engagement for the Provision of Covid -19 Disinfection Services in the Office Premises and Surrounding	Completed
13	Engagement of Financial Consultant for the Reconciliation and Assessment Review of the Conducted Back Duty Audit Exercise for Personal Income Tax Liabilities of the Fund from 2015_2020	Completed
14	Supply and Installation of 4 nos. 15KVA=60 KVA Inverters (Back Up Power Supply) in the Newly Remodeled TETFund Building	Completed
15	Partitioning Work at 2 nd & 3 rd Floors of the Newly Remodeled TETFund Building	Completed
16	Provision of Consultancy Services for Preliminary Workshop on Harmonization of Training Contents and Methodology of Train-the-Trainer and Selection of Trainers	Completed
17	Award of Contract for the Remodeling of TETFund's Canteen	Completed
18	Award of Contract for the Procurement of 18 Seater Bus and SUV Saloon Car as a donation to the Federal Ministry of Education for the Best Public School Administrator and Best Public School Star Winner in Commemoration of 2022 World Teachers Day that was held on Friday 5 th October, 2022.	Completed
19	Award of Contract for the Procurement & Installation of Twenty - One (21) Nos. Air Conditioners to the Fund	Completed



20	Procurement & Installation of Four (7) Nos. Heavy Duty Multi - Functional Photocopying & Printing Machines	Completed
21	Procurement of: <ul style="list-style-type: none"> • 112 Nos. Desktop Computers; and • 80 Nos. Laptop Computers (for Distribution to the Staff of the Fund)	Completed
22	Supply of Consumables to the Six Zonal Offices	Completed
23	Supply and Installation of 46 Nos. Office Tables to the Newly Allocated Departments of HR&GA and SP&D	Completed
24	Supply and Distribution of Desktop and Laptop Computers to the staff of the Fund	Completed
25	Engagement Vendors for the Services of Quarterly Fumigation in the Head Office Building Complex of the Fund	Completed
26	Conclusion of 1 st & 2 nd Phase Asset Disposal Exercise in the Fund	Completed
27	Deployment of Wireless Local Access Network (WLAN) at the TETFund Head Office Extension	Completed
28	Procurement and Installation of Time Attendance, Access Control and Visitor Tracking System	Completed
29	Provision of Consultancy Services to Conduct Impact Assessment of Institutional Based Research (IBR) and National Research Fund (NRF) Interventions in Public Tertiary Institutions	On-Going
30	Engagement for Media Publicity and Editorial Services for TETFund Activities	On-Going
31	Engagement of Financial Consultant for National Survey on Research Infrastructure Facilities in Eighteen (18) Selected Public Universities Across the Six Geo-Political Zones of the Country	Completed
32	Engagement of Financial Consultant for National Survey on Research Infrastructure Facilities in Eighteen (18) Selected Polytechnics Across the Six Geo-Political Zones of the Country	Completed
33	Engagement of Financial Consultant for National Survey on Research Infrastructure Facilities in Eighteen (18) Selected Public Colleges of Education Across the Six Geo -Political Zones of the Country	Completed
34	Engagement as Broker for TETFund Insurance Policies	On-Going



35	Engagement as Broker for Fire and Special Perils Insurance Policy of TETFund	On-Going
36	Procurement of Additional 15 Nos. All -in-One Desktop Computers	On-Going
37	Facilitated the Procurement Process for the Engagement of Consultants for the On -Line and E-Learning Platforms Readiness in Beneficiary Institutions for Northern Zone of the Country	On-Going
38	Facilitated the Procurement Process for the Engagement of Consultants for the On -Line and E-Learning Platforms Readiness in Beneficiary Institutions for Southern Zone of the Country	On-Going
39	Procurement and Installation of 1 Nr 12 Passenger Lift at the Newly Remodeled TETFund Building	On-Going
40	Procurement, Installation and Servicing of Smart Solar Inverter System	Completed
41	Supply & Installation of 225 Nos. Auditorium Padded Seats & 1 Nr. Stage Table To The Fund	Completed
42	Implementation of ISO 27001 in the Fund	On-Going
43	Media Publicity & Editorial Services	On-Going
44	Production & Publication of Dedicated Pages of TETFund Activities & Events	On-Going
45	Production and Airing of TETFund Radio Links	On-Going
46	Production & Airing of TETFund Documentary on Channels Television	On-Going
CONTRACTS VIDE ISSUANCE OF LOCAL PURCHASE ORDERS (LPOs)		
1	Supply of Scanners to the Fund	Completed
2	Supply of Computer Consumables	Completed
3	Supply of Computer Equipment	Completed
4	Production of Executive Secretary's Letter Headed Paper and Complimentary Cards	Completed
5	Production of APER Forms	Completed
6	Supply of Office Consumables	Completed



7	Supply of Office Stationeries	Completed
8	Supply of Printers and Photocopiers Consumables	Completed
9	Production of Quarterly TETFund News Panorama	Completed
10	Production of 2020 TETFund Annual Report	Completed
11	Production of Customized TETFund Payment Voucher	Completed
12	Supply of Tyres for Office Vehicles	Completed
13	Production of Guidelines for Accessing TETFund Intervention	Completed
14	Supply of 60 Nos. Executive Swivel Chairs	Completed
15	Supply of 20 Nos. Refrigerators, 20 Nos. Paper Shredding Machines and 15 Nos. Trolleys	Completed
16	Supply of 500 Pcs Each of Customized TETFund Liquid Disinfection and Hand Spray Sanitizer	Completed
17	Supply of 5000 Litres of 0.85 Density Diesel (AGO) for the Consumption of 2 Power Generator Sets in the Fund	Completed
18	Supply of 10 Nos. Four Drawer Office Metal Cabinet, 10 Nos. Double Door Metal Cabinet and 9 Nos. Full Glass Metal Filing Cabinet	Completed

8.3 Achievement Recorded By the Procurement Division during the Period under Review

- Compiled and Harvested the Needs for Departments/Units for the Year 2022;
- Production of Year 2022 Procurement Plan for the Fund;
- Coordinated Year 2022 Procurement Planning Committee Meeting;
- Coordinated the 89th-94th Tenders Board Meetings;
- Prompt Production of Decision Extracts for 89th-94th Tenders Board Meetings;
- Prompt conveyance of Tenders Board Approvals for the Award of Contracts to the Emerged Winners;
- Response to Departments/Units prioritized needs (based on budget availability) as regards to the Provision of Working Tools, Stationeries, Office Equipment and Furniture, Computer/Photocopiers Consumables;



- Liaised with the User/Technical Departments in verifying ascertaining and certifying the Supplied Products, Executed Works and Services rendered to the Fund;
- Liaised with the Legal Unit of the Fund in Vetting the Contract Agreements, Advanced Payment Guaranties submitted to the Fund by various Contractors;
- Successful execution of 95% of Contracts awarded;
- Successfully facilitated payment requests as regards to the awarded Contracts;
- Compliance with Relevant Provisions and Guidelines Governing the Conduct of Procurement in Nigeria;
- Prompt response to Departments/Units Needs as regards to Store Requisitions;
- Provision of Equipment, Working Tools, Stationeries, and Consumables to the Six Zonal Offices of the Fund;
- Attained 98% of Budget Performance of 2022 Internal Working Budget of the Fund;
- Submitted to Senate Committee on Public Procurement with records of 2020 & 2021 Procurement Activities of the Fund, (through Department of F&I);
- Submitted details of contracts awarded (CAPITAL) from 2010-2020 to House of Representative Ad-hoc Committee on Non-Release of Retention Funds;
- Conclusion of Phase I and II Assets Disposal exercises;
- Successfully documented all the Procurement Proceedings of the awarded Contracts for record keeping.

Store Received Voucher (SRV) Issued = 87

Store Issuing Voucher (SIV) Issued = 995

9.0 Challenges encountered by the HR&GA Department during the period under Review:

- i. Frequent submission of Fresh Housing Loan applications by Staff without the attachment of all the necessary relevant documents for legal search which consequently delay the processing of their applications;
- ii. Insufficient fund and budget constraint to accommodate all eligible Staff applying for the Fresh Housing Loan;
- iii. The Section was unable to process the refund of retirees' benefits in respect of contributions made to NHF;



- iv. Insufficient funds to process capacity building programmes for staff especially the foreign component of training due to the large numbers of staff who were eligible;
- v. Other Departments processed training without informing the Establishment, Manpower, Training & Development Section of the HR & GA Department by utilizing the training budget meant for all staff under the Manpower, Training & Development;
- vi. One of the major challenges being faced by this section is the delay in enrolling staff into the NHIS. We have had to refer staff directly to a contact person in the NHIS office instead of through Ronsberger Ltd (HMO) due to the unnecessary delay. It takes about 3 – 6 months to complete enrolment through Ronsberger Ltd, while NHIS completes same enrolment within 1 month. The way forward is to have a meaningful meeting with Ronsberger to resolve the issues and plans are underway to achieve that;
- vii. Despite the efforts made in inviting Ronsberger Ltd. to the office to enroll some staff into the health insurance scheme (NHIS), some staff would not show up or visit the HMO's office to be enrolled. For this reason, the Department has stopped issuing letters to the Fund's retainerhip hospitals pending when they perfect their NHIS enrolment.
- viii. A greater percentage of staff are not aware of their rights under the National Health Insurance Scheme. It would be important to have a seminar to educate staff on their rights. Plans are underway to organize a workshop/seminar to educate staff on their rights during the 3rd quarter of the year 2023.
- ix. The budget allocation to Medical, Hospitality Allowance/Welfare Packages cannot accommodate staff welfare matters judging by the performance of the 2022 budget. The 2023 budget has been reviewed upward to take care of that constraint.
- x. The Division lacks Professional staff in the fields of Architecture, Civil Engineering and Quantity Surveyors for efficient project delivery;
- xi. Budget constraints to execute some identified projects;
- xii. Need for specialized training for the Division's staff such as first aid training, security, fire, health and safety certification etc;
- xiii. Poor usage and handling of TETFund property by staff leading to damages and destructions of equipment like photocopiers, furniture and plumbing fittings;
- xiv. Challenge of water storage because of the dismantling of the large 100,000 liters capacity water storage tank during the new building extension remodeling;
- xv. Non adherence of staff to directives on the restriction of vehicles;



- xvi. Lack of timely submission of detailed specification of items requested for purchase by some user Departments to enable the Division carryout effective Market survey as well as preparation of Standard Bidding Documents in due time;
- xvii. Inadequate storage space for items procured and received into the Store;
- xviii. Multiple signatories in the approval of store requisitions forms by the Departments and Units towards collecting items from the store;
- xix. Termination and Cancellation of Some Contracts due to the Non-Performance and Inability to deliver the items by Some Contractors;
- xx. Frequent breakdown of photocopiers/printers in most of the Departments/ Units due to Manhandling of such items by some Staff;

10.0 RECOMMENDATIONS

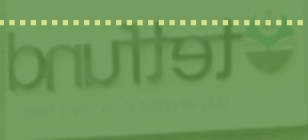
- i. A time frame of four (4) weeks should be recommended after loan approval has been issued and where any applicants did not present the required documents for search on time such loan will be granted to the next applicant on the authorized list;
- ii. There is need to request and recommend to the management for Additional Seed fund of N500 Million that will accommodate all application requests for Fresh Housing loan;
- iii. With the upcoming promotion of some staff to the Management level as well as senior staff that are due, there is need for the provision of a robust training budget for 2023 in order to maintain the existing training policy.
- iv. Need for proper cooperation with Departments of the Fund with respect to all trainings for timely planning and implementation.
- v. There is a need for more budgetary provisions to be made available for Head office improvements/maintenance and other capital projects;
- vi. Redeployment of more Professional staff to the Division such as Architects, Civil Engineers and Quantity Surveyors;
- vii. There is a need for the staff of the division to undergo specialized training such as First aid training, Computer aided facilities management training (CAFM), Health and Safety certification courses, fire-fighting specialized courses and certification etc;
- viii. There is an urgent need to facilitate the engagement Photocopiers and Printers maintenance agreement with a competent Company;
- ix. Assembling of the 100,000 liters Capacity water storage tank or construction of a new tank to ease the shortage of water challenges experienced from time to time.



- x. The Need for strong Synergy with Departments/Units of the Fund with respect to prompt harvesting of needs for timely procurement planning;
- xi. The need for all Departmental Heads and Units to assign at least two designated officers who will be approving Departmental requests;
- xii. The need for a sustainable method of careful handling of photocopiers/printers and all other equipment in the Fund to avoid the constant incidence of breakdown; and
- xiii. The need for the expansion of the current storage space to safely accommodate newly procured items pending the distribution to the respective user Departments/Units.



INFORMATION AND COMMUNICATION TECHNOLOGY





1.0 INTRODUCTION

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

1.1 MISSION STATEMENT

To leverage on emerging, sustainable and reliable ICT Solutions to improve Management effectiveness and achievement of the mandate of the Fund.

1.2 VISION STATEMENT

To be a dynamic ICT Department of benchmark reference in 5 years.

1.3 Our Service delivery values are;

- Specific
- Measurable
- Achievable
- Relevant
- Time defined.

1.4 DIVISIONS OF THE DEPARTMENT

The Department has three (3) Divisions namely:

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

1.5 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 Management & Support
- e. Beneficiary Intervention Project vetting & Supervision (ICT components)



1.6 STAFF STRENGTH AND DISTRIBUTION

1.6.1 STAFF STRENGTH

The Department currently has a total of **22** staff.

2.0 FUNCTIONS OF THE DEPARTMENT

To deliver prompt and timely ICT solutions, support and 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. 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,
- VII. Support TETFund staff on the use of ICT solutions with a view to
 - a. Improve individual effectiveness, and to
 - b. Increase operational efficiency.
- VIII. Maintain the Fund's ICT Infrastructure;
- IX. Plan, design and integrate technology enabled learning programmes to the Fund, Stakeholders and Beneficiaries;
- X. Maintenance of TETFund Website;
- XI. Conducting project management and quality assurance activities for Beneficiary Institutions' ICT projects in collaboration with other Departments and;
- XII. Vetting and implementation of ICT based interventions for Beneficiaries in collaboration with other Departments.



3.0 SIGNIFICANT ACHIEVEMENTS IN 2022

The following activities were carried out by the Department during the period under review:

- Deployment of TETFund Portal and automation of all the Fund's intervention lines which allows Beneficiary Institutions (BIs) make relevant submissions online:
- Physical Infrastructure Intervention (User Acceptance Testing)
- Library Development Intervention (fully automated)
- Upgrade of ASTD Intervention
- ICT Support Intervention (fully automated)
- IBR/ARJ Interventions (User Acceptance Testing)
- NRF Intervention (fully automated)
- Automation of work-flow processes within the frontline departments in the Fund which allows staff to work from the field/home without any disruptions to the Fund's operations.
- Training of over 19,000 teaching and non-teaching staff of BIs using ICDL digital literacy curriculum under the Year 2016-2018 ICT Support Intervention.
- Implementation of eLearning platforms and capacity building for all Beneficiary Institutions under the Year 2019/2020 ICT Support Intervention. One Hundred and Eighty-Two (182) Beneficiary Institutions obtained Approval-in-Principle to execute the project.
- Provision of ICT infrastructure to all Beneficiary Institutions including fixed mobile internet access and aggregation of electronic journals as well as energizing BIs through provision of solar power to libraries and datacenters under the Year 2022 Zonal Intervention. One Hundred and Forty-Eight (148) Beneficiary Institutions received Approval-in-Principle to execute the project(s).
- Design and Implementation of an Automated Monitoring and Evaluation Platform in 12 Nos. Public Universities (2 Nos Institutions per zone in selected Beneficiary Institutions across the six geopolitical zones.)
- Carried out online and e-learning platform readiness in Beneficiary Institutions.
- Digitization of thesis of all Beneficiary Institutions and provision of central repository to minimize plagiarism (Phase I completed while Phase II, on-going).
- Improved communication and collaboration with BIs via modern ICT



technologies, emails, and other social media platforms.

- Establishment of various ICT committees and Technical Working Groups to advise the Fund in the implementation of ICT projects.
- Provision of working tools for staff over 200 Desktops and Laptops computers including Antivirus software.
- Provision of Microsoft Office 365 application licensed for staff of the Fund.
- Provision of wired and wireless network for TETFund HQ including the new extension (wireless only).
- Upgrade of Time and Attendance machine (including facial recognition) and Access Control System for TETFund HQ.
- Provision of 120 KVA Solar Power Smart renewable system for ICT infrastructure in the Fund.
- Implementation of Gap Analysis Audit of the Fund processes.
- Approval for the implementation of ISO standardization certificate for the Fund.
- Provision of Visitor Management System in the Fund.

4.0 CHALLENGES OF THE DEPARTMENT

- Inadequate structured Local Area Network.
- Lack of a standardized Data Centre Building.
- Inadequate licensed softwares.
- Inadequate availability of systems for users.
- Lack of a Centralized Monitoring and Performance System.
- Lack of Service Level Agreements (SLAs) for the Time & Attendance Machines, Access Control System, Closed Circuit Television System (CCTV) and other ICT related services to enable optimal usage.

4.0.1 HOW TO OVERCOME THE CHALLENGES

- I. The ICT Department internally engages in knowledge sharing sessions to improve our productivity skills.
- II. Improvement of staff productivity skills through training and retraining of staff.
- III. Extend the structured Local Area Network to cover the Headquarters



Extension.

- IV. Need to sign Service Level Agreements for the Time & Attendance Machine, Access Control System, Closed Circuit Television System (CCTV) and other support services where necessary.

5.0 RECOMMENDATIONS AND THE WAY FORWARD

- I. Need to continue the ICT training for all staff in 2023 especially getting all staff to do various ICT trainings to improve staff productivity skills;
- II. Provision of the structured Local Area Network for the office extension and building of an ICT Data Center;
- III. Procurement of centralized Network Security & Performance Monitoring tools;
- IV. An interactive session with Directors, ICT and Desk Officers of Beneficiary Institutions in order to maximize the usage of ICT Support Interventions;
- V. The consolidation of efforts to build partnerships with all Stakeholders in order to realize the agenda towards achieving TETFund's Mandate.

6.0 CONCLUSION

In order to achieve the ICT Strategy as approved by the Board of Trustees, the ICT Department has proffered solutions which we believe when funded, implemented and sustained, will serve as an enabler for the effective and efficient delivery of the Fund's mandate whilst achieving its goal of being a department of benchmark reference in 5 years.



MONITORING AND EVALUATION DEPARTMENT



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1.0 INTRODUCTION

The core mandate of the M&E Department is timely monitoring and evaluation of the Fund's Physical Infrastructure projects in Beneficiary Institutions. This is done with a view to ensuring compliance with approved scope and specifications, identifying challenges encountered by the Institutions who are unable to complete their projects within the cycle limit, as well as proffering solutions to tackle these challenges. The work of the M&E Department commences immediately after the disbursement of first tranche payments for infrastructure-based interventions.

2.0 FUNCTIONS OF MONITORING AND EVALUATION DEPARTMENT

The Department is charged with the responsibility of:

- i. Monitoring of Projects implemented under the following intervention lines:
 - a. Annual Intervention
 - b. Entrepreneurship Intervention
 - c. Equipment Fabrication Intervention
 - d. Special Intervention
 - e. Special High Impact Intervention
 - f. Project Infrastructure Maintenance Intervention
 - g. Zonal Intervention
- ii. Carrying out Spot Checks on projects at their early stages (after 1st tranche release).
- iii. Project Performance Measurements.
- iv. Determining Eligibility for subsequent releases (2nd & Final tranches).
- v. Effecting the appropriate release of tranches of funds as the intervention progresses to completion.
- vi. Keeping a Data Record of all Disbursements.
- vii. Liaising with stakeholders for Commissioning of Projects in Beneficiary Institutions.
- viii. Recommending Guidelines for Effective Project Monitoring to Management and Board.
- ix. Implementing Policies approved by the Board as concerns Monitoring & Evaluation.



3.0 STRUCTURE OF DEPARTMENT

3.1 Profile of the Department

Staff Strength: The Department is made up of 55 Staff, comprising:

- 3 Management Staff;
- 50 Senior Staff; and
- 2 Junior Staff.

3.2 The Monitoring and Evaluation Department is made up of three Divisions and six Units.

The responsibilities of the Divisions and Units are highlighted below:

3.2.1 Project Monitoring and Evaluation Division (PMED):

This Division consists of the Scheduling and Tracking Units which are responsible for the following:

- i. Coordinating and scheduling of monitoring visits.
- ii. Vetting of field reports and submissions for inspection
- iii. Evaluating status and progress of various on-going intervention projects.
- iv. Ascertaining the level of implementation of on-going projects for which funds had been released.
- v. Identifying the challenges facing the beneficiary institutions that are unable to complete their projects within the cycle limit.
- vi. Ensuring that projects are executed in line with the Fund's approval.
- vii. Ensuring that project funds are judiciously utilized.

3.2.2 Project Data and Information Division (PDIM):

The PDIM Division consists of the Data and Disbursement Units and is responsible for the following:

- i. Adequate documentation of executed projects
- ii. Processing of disbursements arising from field reports as duly authorized by the Director.
- iii. Ensuring adequate documentation of unbundled projects.
- iv. Checking of processed disbursements.
- v. Ensuring regular production and update of Weekly and Monthly disbursements.
- vi. Liaising with Audit Unit to obtain Audit clearance certificate to fast-track disbursement.

- vii. Unbundling of non-performing projects when requested by Beneficiary Institutions.

3.3.3 Project Analysis and Documentation (PRAD):

This division consists of the Registry and Communication Units which are responsible for the following:

- i. Coordination and management of all documentation and records of departmental activities.
- ii. Maintaining effective and functional photo Bank of executed projects.
- iii. Preparing Memos and Reports for Management and Board Committees.
- iv. Preparing Departmental Reports as and when due.

4.0 ACTIVITIES CARRIED OUT FROM JANUARY TO DECEMBER 2022

4.1 MONITORED PROJECTS AND DISBURSEMENTS

Within the reporting period of 2nd January to 31st December 2022, a total of N69.29Billion was processed for disbursement. Table I shows the breakdown of monitored projects and disbursements carried out, while Table II presents the sectoral breakdown of the releases.

Table I: Summary of Monitored Projects and Processed Disbursements (Jan – Dec 2022)

ITEM	ACTIVITY	OUTCOME/AMOUNT
	MONITORING	
1.	Intervention Projects monitored for 2 nd release	310
2.	Interventions Projects monitored for Part-final release	36
3.	Interventions Projects monitored for Final release	730
	Total	1,076
	COMMUNICATIONS	
5.	Interventions with deficiencies necessitating non -release of funds and communication	133
	RELEASES	
6.	Total Amount processed for 2 nd release	38,504,535,724.69
7.	Total Amount processed for Part-Final release	3,080,918,838.00
8.	Total Amount processed for Final release	27,700,279,495.89
	Total Releases	69,285,734,058.58



Table II: Sectorial Breakdown of the Releases (Jan – Dec 2022)

Sector	2 nd Tranche (N)	Part-Final Tranche (N)	Final Tranche (N)	Total (N)
UNI	23,453,643,303.67	1,684,185,885.86	16,977,203,455.33	42,115,032,644.86
POLY	7,544,098,723.31	946,140,542.99	5,393,526,653.46	13,883,765,919.76
COE	7,506,793,697.71	450,592,409.15	5,329,549,387.10	13,286,935,493.96
Totals	38,504,535,724.69	3,080,918,838.00	27,700,279,495.89	69,285,734,058.58

4.2 RESOLUTION OF DISTRESSED PROJECTS IN BENEFICIARY INSTITUTIONS

Following the identification of ten (10) Beneficiary Institutions with distressed intervention projects, technical meetings were scheduled between the Management of the institutions and the Fund's Management to discuss the projects, trace the source of delay in completion and find the best possible ways to complete the projects. The meetings with Management of the affected institutions were held between June and August 2022. The identified issues were resolved on a case-by-case basis.

4.3 COMMISSIONING OF TETFund-SPONSORED PROJECTS IN BENEFICIARY INSTITUTIONS

At the directive of the Executive Secretary and the approval received from the Honourable Minister of Education, completed intervention projects that were identified as worth commissioning were listed from beneficiary institutions across the country. The identified projects were then scheduled to be commissioned by nominated National Officers on behalf of Mr. President, Muhammadu Buhari, GCFR. At the end of 2022, a total of fifteen (15) intervention projects were successfully commissioned in five (5) Beneficiary Institutions. Further details about the project Commissioners, dates, project cost as well as names and locations of Beneficiary Institutions are presented in Table III.



Table III: Details of TETFund Projects commissioned in 2022.

S/ N	State	Date of Commissioning	Project Commissioner	Beneficiary Institution	No of Projects Commissioned	Total Cost of Projects Commissioned
1	Cross River	9th September 2022	Hon. Goddy Jedy Agba, OFR, Honourable Minister of State, Power	Federal College of Education, Obudu	2	271,731,299.80
2	Kano	23rd September 2022	H.E. Senator Jibril Barau, Chairman, Senate Committee on Appropriations	Federal College of Education, Kano	4	759,526,925.92
3	Benue	29th September 2022	Hon. Aminu Suleiman, Chairman House Committee on Tertiary Education	Joseph Sarwuan Tarka University, Makurdi	4	1,208,823,700.00
4	Nasarawa	27 th October 2022	Barr. Muhammed Hassan Abdullahi, Honourable Minister of Environment	College Of Education, Akwanga	3	954,804,436.14
5	Nasarawa	21st November 2022	Prof. Ibrahim Agboola Gambari, Chief of Staff to the President	Nasarawa State University, Keffi	2	1,859,332,844.70
				Total	15	5,054,219,206.56

5.0 ACHIEVEMENTS

Within the period under review, the Department achieved the following:

- Prompt submission of reports on M&E activities and status of intervention projects in the Beneficiary Institutions as and when due;
- Timely disbursement of funds on projects with appropriate documentation;
- Ensuring Beneficiary Institutions' compliance with the Fund's specifications in project implementation;
- Documentation of Status of Monitored intervention projects and programmes;
- Development of strong collaboration with all stakeholders to ensure result-oriented project monitoring.



- vi. Commissioning of some completed TETFund projects in 5 Beneficiary Institutions.
- vii. Carried out a Survey on the impact of the “Skill G” project.
- viii. Identification and resolution of long-standing issues pertaining to some distressed projects in 10 Beneficiary Institutions.
- ix. Re-visited and processed payments for completed projects for which funds had earlier been mopped up in 7 Beneficiary Institutions.

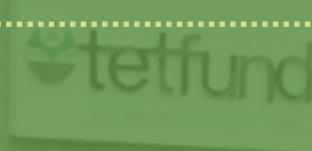
6.0 GOING FORWARD

The following are recommended for improvement of the Department's operations:

- i. Adequate budgetary provision for implementation of Monitoring and Evaluation Activities;
- ii. Allocation of adequate office space for human and material resources of the Department;
- iii. Continuous capacity building for staff of the Department;
- iv. Provision of adequate working tools, servicing, overhauling and replacement of equipment such as printers and photocopiers;
- v. Deployment of software for Electronic Documentation Management System (EDMS).



DEPARTMENT OF PHYSICAL INFRASTRUCTURE DEVELOPMENT





1.0 INTRODUCTION

The mandate of the Fund includes, among others: Provision of essential Physical Infrastructure for teaching and learning and, provision of Instructional Materials (mainly Laboratory Models and Magnetic Whiteboards & accessories) and Equipment, which are tasks undertaken by the Department of Physical Infrastructure Development. Being one of the Eleven (11) Departments in TETFUND, it interfaces with the Fund's beneficiary institutions on intervention projects in its custody.

The goal of the department is to ensure successful reconciliation of submissions and disbursement of First Tranche to various tiers of public tertiary institutions.

2.0 GENERAL FUNCTIONS OF THE DEPARTMENT

The main functions of the Physical Infrastructure Development Department are as enumerated below:

- Determine admissibility of projects submitted by beneficiary institutions that are in line with the policy direction of the Board of trustees.
- Vet and Reconcile project proposal submissions in line with the intervention allocation being accessed and obtainable best practices.
- Recommend projects for Approval-in-principle, if found satisfactory.
- Monitor the Due Processes for consultants/contractors' engagement through attending Bid Openings Sessions conducted by beneficiary institutions.
- Recommend disbursement of First Tranche of funds after the beneficiary institution has complied with Due Process.
- Document and archive project information in digitized Databases.
- Translate to action Board Policies on project development/intervention.
- Develop position papers on projects and present them to the Board of Trustees (BOT).
- Acts as Projects Committee Secretariat of the Board under the Executive Secretary's direction.
- Correspond with beneficiary institutions on issues concerning their submissions.
- Make professional input on beneficiary institutions' submissions whenever guidance is required.
- Formulate standards.
- Offer professional advice whenever required for proper guidance and implementation of TETFUND projects.
- Periodic Market Survey of building materials, Learning Resources for building-up and maintenance of cost data.



3.0 FUNCTIONS AND STRUCTURE OF STAFF

3.1 RESPONSIBILITIES OF TECHNICAL STAFF

- i) Vetting of beneficiary institutions' project proposals, reconciliation and recommending for Approval-in -Principle (AIP) and release of First Tranche for:
 - q Physical Infrastructure/ Programme Upgrade projects;
 - q Entrepreneurship Intervention (Universities only);
 - q Equipment Fabrication (Polytechnics only);
 - q TETFund Project Maintenance;
 - q Zonal Intervention projects;
 - q Special High Impact Projects;
 - q Designated Special Projects;
- I) Verification visits, when necessary, before granting AIP for Project Maintenance Intervention;
- ii) Scheduling of Zonal Officers to witness tender opening;
- iii) Project Reprioritization and Rescoping Requests from beneficiary institutions;
- iv) Assessment of allocation of funds for completion of Special Intervention Projects;
- v) Contract administration of Academic Publishing Centre projects; and
- vi) Conducting market surveys and price analysis of key building materials and instructional materials and equipment.

3.2 RESPONSIBILITIES OF NON-TECHNICAL STAFF

- i) Record Documentation – Electronic and Hard copies;
- ii) Regular updating of project information through data capturing;
- iii) Ensuring file security and tracking file movements;
- iv) Conveying Policy-based correspondences to beneficiaries;
- v) Coordinating all memoranda to Board of Trustees (BOT) and Project Committee (PC); and
- vi) Secretariat of the Projects Committee



3.3 STRUCTURE

The Department is structured into three (3) major divisions, with a support unit:

- Annual Intervention
- Special Intervention
- Project Development
- Registry, documentation, and communication management unit.

3.4 STAFF STRENGTH

The Department presently has sixty (60) members of staff categorized into two (2) – Technical and Non-Technical staff. The Technical staff comprises Forty-three (43) core professionals – 10Nr. Architects, 22Nr. Engineers, 10Nr. Quantity Surveyors, 1Nr. Town Planner, while non-technical staff comprises Seventeen (17) Administrative Support staff. Staff list of the Department is attached as Annexure I.

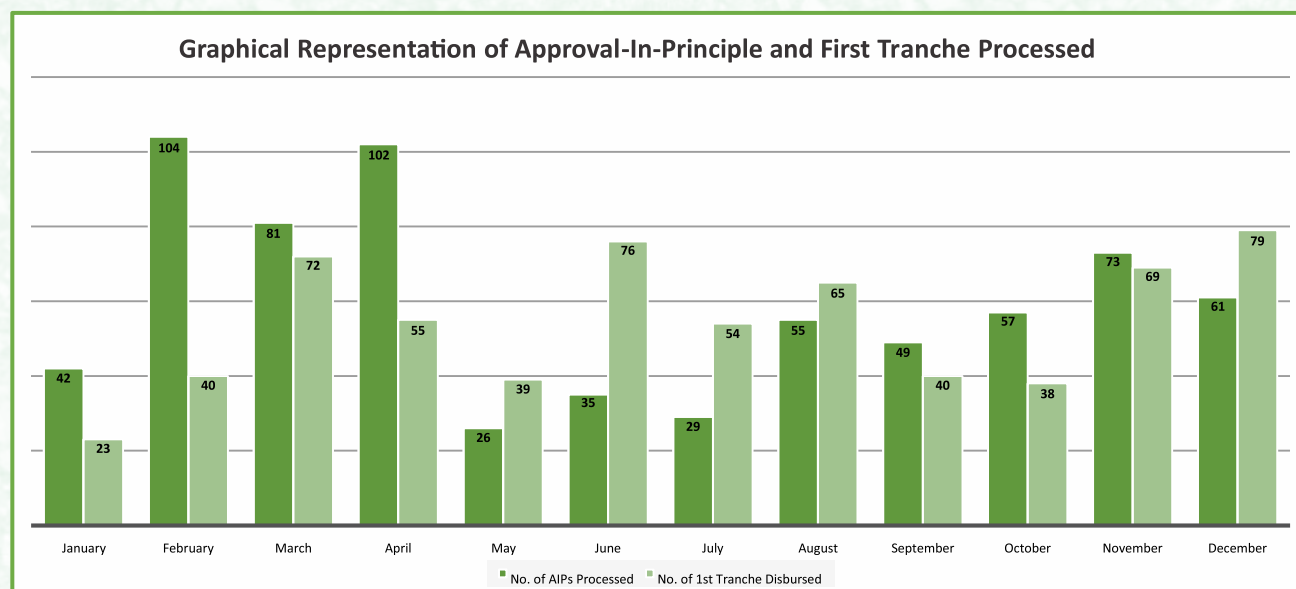
4.0 PROJECT INTERVENTION ACTIVITIES OF THE DEPARTMENT OF PHYSICAL INFRASTRUCTURE DEVELOPMENT

(i) Summary of Beneficiary Institutions project proposals vetting and reconciliation from January to December 2022.

S/N	Month	No. of AIPs Processed	No. of 1 st Tranche Disbursed	Total AIPs & 1 st Tranche
1	January	42	23	65
2	February	104	40	144
3	March	81	72	153
4	April	102	55	157
5	May	26	39	65
6	June	35	76	111
7	July	29	54	83
8	August	55	65	120
9	September	49	40	89
10	October	57	38	95
11	November	73	69	142
12	December	61	79	140
	TOTAL	714	650	1364



GRAPHICAL REPRESENTATION OF APPROVAL-IN-PRINCIPLE GRANTED AND FIRST TRANCHE PROCESSED, JAN -DEC 2022



COMPARATIVE ANALYSIS OF APPROVAL-IN-PRINCIPLE GRANTED AND FIRST TRANCHE PROCESSED FROM YEAR 2018 TO 2022.

S/N	YEAR OF INTERVENTION	No. OF APPROVAL-IN-PRINCIPLE PROCESSED	No. OF SUBMISSION PROCESSED FOR FIRST TRANCHE DISBURSEMENT	TOTAL (APPROVAL-IN-PRINCIPLE AND FIRST TRANCHE)
1	2018	226	329	555
2	2019	404	338	742
3	2020	538	604	1142
4	2021	520	557	1077
5	2022	714	650	1364



ESTIMATED NUMBER OF PROJECT PROPOSAL RECEIVED AND PROCESSED

S/N	Description	Number	%
1	Project Proposals submission granted Approval-In-Principle to proceeds to due process stage	714	49%
2	Projects Proposals processed for disbursement of First Tranche of Allocation	650	44.6%
3	Project Proposals found deficient and communicated observations	93	6.4%
4	Total Project Proposals Received and Processed	1457	100%

SUMMARY OF PROJECT INTERVENTIONS PROCESSED FOR RELEASE OF FIRST TRANCHE, JANUARY - DECEMBER 2022

Summary of Project Interventions processed for the release of 1st tranche (January-December 2022)

S/N	Intervention Line	Number	Total Allocated Sum	Total Funds processed for release
1.)	Annual Intervention (Programme Upgrade/Physical Infrastructure)	142	59,390,403,319.20	34,658,551,361.90
2.)	Special High Impact, Take Off and Special	113	137,174,463,404.05	54,868,832,654.40
3.)	Entrepreneurship Intervention	38	1,021,824,338.01	719,901,509.50
4.)	Fabrication of Equipment	33	633,427,198.00	538,413,117.90
5.)	TETFund Project Maintenance	91	3,033,306,421.75	1,344,816,467.17
6.)	Nigeria Universities Games (NUGA)	1	100,000,000.00	50,000,000.00
7.)	Zonal Intervention	219	33,682,085,370.00	27,834,657,105.82
8.)	Research and Development (Infrastructure Component)	6	750,000,000.00	535,500,000.00
9.)	Teaching Practice (Micro Teaching Equipment)	7	108,168,279.45	91,943,037.53
	Total	650	238,443,678,330.46	120,642,615,254.22



COMPARATIVE ANALYSIS OF TOTAL DISBURSEMENT BASED ON INTERVENTION LINES AND YEAR OF INTERVENTION: FROM 2018 TO 2022

		2018	2019	2020	2021	2022
	INTERVENTION LINES					
1	PROGRAMME UPGRADE	48,793,444,815.97	25,592,745,570.00	59,712,442,070.00	40,745,228,168.77	34,658,551,361.90
2	EQUIPMENT FABRICATION	340,140,000.00	322,395,650.00	619,170,430.00	433,573,104.61	538,413,117.90
3	ENTREPRENEURSHIP	1,008,500,000.00	342,100,000.00	493,550,000.00	755,350,000.00	719,901,509.50
4	TETFUND PROJECT MAINTENANCE	602,000,000.00	415,680,000.00	1,387,194,000.00	2,293,889,000.00	1,344,816,467.17
5	SHIP, SPECIAL & TAKE OFF	12,425,754,159.38	39,560,199,744.64	36,558,830,627.59	35,029,583,162.88	54,868,832,654.40
6	ZONAL INTERVENTION	13,039,350,000.00	16,390,176,875.12	24,294,586,179.52	19,087,936,569.18	27,834,657,105.82
7	GAMES	52,000,000.00	25,000,000.00	NIL	55,000,000.00	50,000,000.00
8	GRANT FOR DISASTER RECOVERY	NIL	NIL	1,768,446,862.41	NIL	NIL
9	RESEARCH AND DEVELOPMENT (INFRASTRUCTURE COMPONENT)	NIL	NIL	NIL	833,250,000.00	535,500,000.00
10	TEACHING PRACTICE (MICRO TEACHING)	TOTAL	NIL	76,261,188,975.35	NIL	83,160,341,072.52

NIL	471,067,740.00	91,943,037.53
124,841,348,169.52	99,704,877,745.44	120,642,615,254.22

13



From the above and within the period under review, the underlisted sum had been processed to the respective Beneficiary Institutions category for the various interventions' lines:

S/N	Category of Institution	No. of Institutions	Amount so far released
1	Universities	60	64,122,778,641.85
2	Polytechnics	47	29,980,493,408.90
3	Colleges of Education	55	26,539,343,203.47
	Total	162	120,642,615,254.22

(ii) Project Reprioritization Requests from Beneficiary Institutions

Requests for reprioritization of some components of project intervention were received from Beneficiary Institutions and had accordingly been processed based on their merit. Requests were due to COVID-19 pandemic that affected the price of items in the market. A total of ninety-three (93) requests from all tertiary institutions sub-sectors were processed on a case-by-case basis.

(iii) Academic Publishing Centre (APC) Projects: The project comprises the construction, furnishing and equipping of 7Nr. Academic Publishing Centres in selected Universities with one in each geo-political zone and FCT. The table shows the status update.



S/N	Institution	Overall Percentage Completion	Remark
1	University of Lagos	100%	Completed
2	Nnamdi Azikiwe University, Awka	90%	Process of re-award of contract
3	Usman Dan Fodiyo University, Sokoto	100%	Completed
4	University of Calabar	100%	Completed
5	University of Abuja	100%	Completed
6	Modibbo Adama University of Tech, Yola	100%	Completed
7	Federal University of Technology, Minna	100%	Completed

STAR ACHIEVEMENT OF THE DEPARTMENT: Improvement on turn around time between receipt of proposal and recommendation.

THE CHALLENGES IN THE DEPARTMENT:

- ☐ Office space constraint for staff and for storage of files and documents files/documents.
- ☐ Insufficient working tools such as chairs, computers, printers, photocopiers, professional software, etc.

RECOMMENDATIONS

- ☐ Process Automation should be pursued with vigour.
- ☐ Relevant training for human capacity development of staff of the Department for more effective service delivery should be sustained.



DEPARTMENT OF PUBLIC AFFAIRS



tetfund



1.0 INTRODUCTION

The Department of Public Affairs (DPA) is responsible for managing the image and reputation of TETFund. It assesses public outlook about the Fund and promotes maintenance of mutual relations between the Fund, its stakeholders and the public. This is carried out through the establishment of robust public relations and media strategies.

To ensure adequate publicity of TETFund's intervention activities and programmes, the Department maintains regular interface with the Office of the Executive Secretary and other departments and units in the Fund.

2.0 FUNCTIONS OF THE DEPARTMENT

- Coverage of TETFund events, including video, photographs and news writing for media use.
- Establishing and maintaining contacts with the media and mobilizing them for effective coverage of TETFund activities.
- Tracking and evaluating media coverage of TETFund events through review of newspaper reports, radio and television programmes.
- Handling of external correspondences from the media, organizations and other stakeholders
- Coordinating media conferences and tours.
- Writing of press releases and features for media use.
- Planning, coordinating and handling of courtesy visits to the Fund.
- Production and monitoring of end results of documentaries and jingles on TETFund.
- TETFund website content management.
- Production of TETFund news magazine, *TETFund Panorama*.
- Placement of adverts and announcements in the media.
- Offering of advice on travel and entry requirements.
- Procurement of visas, Note Verbale and passports for official trips.
- Makes travel arrangements for Board members, Executive Secretary members of management and special visitors.
- Performing other duties as may be assigned by the Executive Secretary.



3.0 STRUCTURE OF THE DEPARTMENT

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

- Publicity and Media
- Protocol/Administration/MIS

4.0 STAFF STRENGTH

The Department had 32 staff during the period and was headed by an Acting Director.

5.0 PARTNERSHIPS WITH MEDIA OUTFITS

5.1 TETFund Paradigm Shift on NTA Network Service

TETFund Paradigm Shift was a thirty-minute TV programme on Nigerian Television Authority (NTA) which focused on the Fund's intervention in R&D. The programme ran on the network service of NTA every Wednesday from 8pm to 8.30 pm and was anchored by AD4 Communications Ltd consistently for close to two years until expiration of contract in September 2022.

5.2 Sustaining Strategic Partnerships on Channels Television

The Fund ran a thirty-minute programme tagged *Sustaining Strategic Partnerships* on Channels Television which projected the various intervention efforts of TETFund. The programme is run in partnership with Quintessential Strategies Ltd and still ongoing.

5.3 TETFund Radio Links

TETFund Radio Links on the network service of the Federal Radio Corporation of Nigeria (FRCN). The programme runs every Tuesday from 5.30pm to 6pm, broadcast in 41 FRCN stations across the country and anchored by Mediatronics Resources Ltd.

5.4 Partnership with ECAN

The Fund has been in partnership with Education Correspondents' Association of Nigeria (ECAN) and this has resulted in enhanced publicity of the Fund's activities.

5.5 Partnership with Guardian and Leadership Newspapers

The Guardian and Leadership newspapers ran weekly dedicated features on the activities of the Fund.

5.6 Other Partnerships

- i. Daily Trust – Publicity on TETFund activities.
- ii. Business and Friends – Online and social media handles management.
- iii. Education Monitor – Monthly News publication and online services.
- iv. Image Merchant – Newsprint and online publicity on PRNigeria
- v. Ter Communications

6.0 ACTIVITIES UNDERTAKEN WITHIN THE YEAR

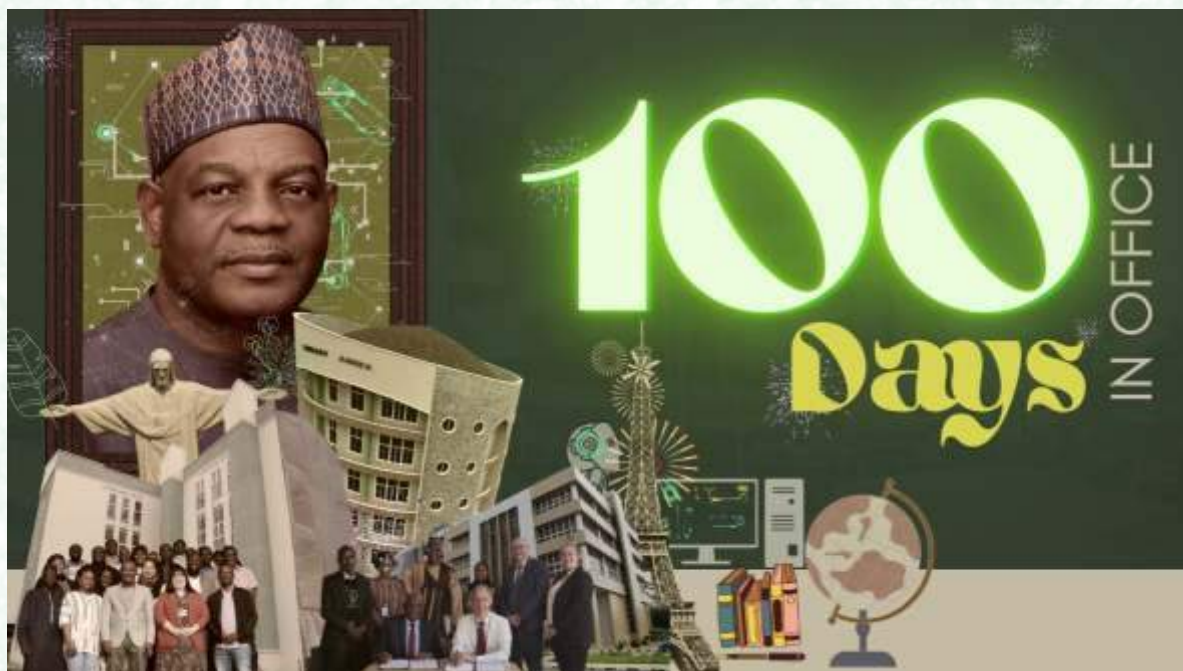
6.1 COVERAGE OF HANDOVER CEREMONY

The Department anchored the handover ceremony between the Executive Secretary, Arc Sonny. S.T Echono and his predecessor, Prof. Suleiman Elias Bogoro on March 21, 2022 which was widely publicized.



6.2 100 DAYS IN OFFICE

To mark the achievements of the Executive Secretary after 100 days in office, the Department produced a documentary in-house to showcase the positives steps taken by the Executive Secretary to reposition the Fund for better service delivery. The documentary was aired on Channels Television.



6.3 MEDIA COVERAGE OF PROJECT COMMISSIONING EXERCISES

6.3.1 Federal College of Education, Obudu

The commissioning was performed by the Honourable Minister of State for Power, Hon. Goddy Jedy-Agba, OFR on September 9, 2022 and this was well publicized by notable media organizations.





The newly commissioned TETFund Sponsored School of Adult, Non-Formal and Special Education Building at the Federal College of Education Obudu

6.3.2 Federal College of Education, Kano

The Chairman, Senate Committee on Appropriations, Senator Jibrin Barau performed the inauguration of newly constructed TETFund structures at the college on September 23, 2022. This was also well publicized by the media including indigenous Hausa media outfits.



The Chairman Senate Committee on Appropriation, Sen. Barau I Jibrin (center, flanked by dignitaries) commissioning the School of Adult, Special and Non-Formal Education Building at the Federal College of Education Kano during the commissioning of TETFund Projects at the Institution.



The Acculturation Centre Building, Federal College of Education, Kano State.

6.3.3 Joseph Sarwuan Tarka University, Makurdi

The commissioning exercise was carried out by the Chairman, House of Representatives Committee on Tertiary Education and Services, Hon. Aminu Suleiman on September 29, 2022 and extensive publicity was given by the media.





6.3.4 College of Education, Akwanga

The Honourable Minister of Environment, Hon. Muhammed Abdullahi commissioned three newly completed projects at College of Education, Akwanga. The Department covered the event which was widely publicized by several media organizations.





6.3.5 Nasarawa State University, Keffi

Two major projects were commissioned at Nasarawa State University, Keffi by the Chief of Staff to the President, Prof. Ibrahim Gambari. The projects are the Senate Building and Engineering Workshop. Present at the ceremony which was widely broadcast by several media houses were Governor Abdullahi Sule of Nasarawa State, former Governor Abdullahi Adamu and other prominent Nigerians.



The Hon. Minister of State for Education, Rt. Hon. Goodluck Nanah Opiah (Right) exchanging pleasantries with the Executive Secretary of TETFund, Arc. Sonny Echono (Left), during the Public Presentation of TETFund Sponsored Books, held at the Federal Ministry of Education in Abuja.



The representative of the Hon. Minister of Education, Rt. Hon. Goodluck Nanah Opiah (Middle), Permanent Secretary, Federal Ministry of Education, Mr David Adejo Andrew (5th Left), Executive Secretary of TETFund, Arc. Sonny Echono (6th Right) and other dignitaries in a group photography at the TETFund Public Book Presentation, held at the Ministry of Education in Abuja.

6.5 TETFAIR

TETFund in collaboration with Innov8 Hub organized the TETFund Alliance for Innovative Research (TETFAIR), an initiative aimed at helping academics and researchers to transform ideas into prototypes for commercialization. The event which was widely covered by the media was declared open by Minister of Education, Malam Adamu Adamu, who was represented by the Minister of State for Education, Rt. Hon. Goodluck Nanah Opiah.





6.6 BPP/TETFund CAPACITY BUILDING WORKSHOP FOR BENEFICIARY INSTITUTIONS

TETFund in collaboration with the Bureau of Public Procurement (BPP) held a 3-Day Capacity Building Workshop for beneficiary institutions in Kano, Lagos and Enugu. The Department participated in the event and publicity was provided by several media outfits.



The Executive Secretary, Tertiary Education Trust Fund (TETFund), Arc. Sonny Echono, FNIA (2nd Right); Director General, Bureau of Public Procurement (BPP), Surv. Mammam Ahmadu, FNIQS (Center) and others during a 3-day Capacity Building Workshop jointly organized by TETFund and BPP on Public Procurement Process for TETFund Beneficiary Institutions in the North-West and North-East Geo-political Zones held in Kano.

6.7 2022 TETFund/FIRS INTERACTIVE FORUM

The 2022 TETFund/FIRS Interactive Forum was held in Kano, Port Harcourt and Lagos to renew collaborative moves aimed at boosting Education Tax collections and assist the Fund in further uplifting the standards of public tertiary institutions in the country. The Department in collaboration with the Department of Strategic Planning and Development anchored the event at the three venues with adequate media coverage for the engagements in all the three venues.



From R-L: Representative of the Executive Chairman, Federal Inland Revenue Service (FIRS), Mr Abubakar Sadiq Mohammed, Executive Secretary of TETFund, Arc. Sonny S.T Echono, Provost, Federal College Education (Technical), Akoka Yaba, Dr Wahab Ademola Azeez and the Rector, Yaba College of Technology, Dr Femi Akinkugbe, during the 2022 TETFund/FIRS Joint Interactive Forum, held in Lagos.



Group Photograph: The representative of the Executive Secretary of TETFund, Barr. Adamu Abubakar (5th Right) and other participants at the end of the 2022 TETFund/FIRS Joint Interactive Forum, held in Kano State.



6.8 MEETINGS/WORKSHOPS/INUAGURATION

6.8.1 Meeting with Heads of Beneficiary Institutions

In line with the Fund's drive for quality reforms and service delivery, the Executive Secretary met with heads of Beneficiary Institutions during the year to deliberate on new policy approach. This event was provided wide media coverage.



6.8.2 Meeting with Leadership of RDSC

The Executive Secretary met with the leadership of TETFund's Research and Development Standing Committee (RDSC) at the Fund's Headquarters in Abuja. The meeting was anchored by the Department in conjunction with the Department of Research and Development/Centres of Excellence and covered by the media.

During the meeting, the Executive Secretary of TETFund, Arc. Sonny S.T Echono, charged the leadership of the Committee to design an agenda that can fast track the research process in Nigeria for global competitiveness in product development and service delivery by leveraging innovation systems as Nigeria needs an urgent steps to come out of its current situation.



From L-R: The Chairman, TETFund Research & Development Standing Committee (RDSC), Prof. Anya O. Anya, and the Executive Secretary of TETFund, Arc. Sonny S.T Echono, during the Committee's Leadership meeting with the Executive Secretary in Abuja.

6.8.3 Capacity Building Workshops for Polytechnics and Colleges of Education

The Fund organized different capacity building workshops for public polytechnics and colleges of education in Nigeria. While the theme of the workshop for polytechnics was on Skills Development, that of the colleges of education was on enhancing pedagogical skills and curriculum development. The workshops were held in Abuja and Lagos for Beneficiary Institutions in the Northern and Southern Zone respectively.



6.8.4 Inauguration of TETFund Thesis Digitization Committee

The Executive Secretary inaugurated the Fund's Thesis Digitization Project Steering and Coordinating Committee during the year. The project was necessitated by the need for a National Academic Research Repository (NARR) and also minimize plagiarism.



6.9 CONFERMENT OF AWARDS

6.9.1 2022 National Honours Award

It was a period of recognition of achievements in the Education Sector, particularly TETFund at the 2022 National Honours Ceremony, as key players led by the Honourable Minister of Education, Malam Adamu Adamu were conferred with National Honours by President Muhammadu Buhari GCFR.

While the Honourable Minister was awarded the prestigious National Honours of Commander of the Order of the Niger (CON), the Executive Secretary of TETFund, Arc. Sonny S. T. Echono was conferred with the award of Officer of the Order of the Niger (OON). Also recognized from TETFund were former Board of Trustees Chairman, Alhaji Kashim Ibrahim-Imam who received Officer of the Federal Republic (OFR) award and immediate past Executive Secretary, Prof. Suleiman Elias Bogoro who bagged Officer of the Order of the Niger (OON) award.

The conferment ceremony was widely broadcast and publicized by various media outfits and monitored by the Department of Public Affairs. The event was also captured in the 3rd Quarter Edition of TETFund Panorama.



The Executive Secretary TETFund, Arc. Sonny Echono and his Wife (center) flanked by Management staff of the Fund after the conferment of National Honours (OON) upon him by President Muhammadu Buhari.



The Director, Executive Secretary's Office presenting a congratulatory greeting card on behalf of Management to the Executive Secretary TETFund, Arc. Sonny Echono upon his conferment as Officer of the Order of the Niger (OON) by President Muhammadu Buhari.

6.9.2 FARA Award

The Executive Secretary bagged the first and most prestigious Medal of Honour Award by the Forum for Agricultural Research in Africa (FARA) for his outstanding support and vision for implementing the blueprint of Agricultural Research and Development by the African Union for Nigeria. He received the award in Accra, Ghana, at the Extra Ordinary Steering Committee Meeting of the Agricultural Research, and Innovation Fellowship for Africa (ARIFA).





6.9.3 Fellowship of Nigerian Association for Educational Administration and Planning (NAEP)

The Executive Secretary was also conferred with a Fellowship of the Nigerian Association for Educational Administration and Planning (NAEP) barely 24 hours after receiving the National Honour of OON. Media coverage was provided for this event and broadcast in various media outfits.



6.9.4 NITMA Award

The Tertiary Education Trust Fund was awarded the ICT Gold Merit Award by the Nigerian Computer Society in recognition of the Fund's contributions to Information and Communication Technology (ICT) in the country. The Award was presented to the Executive Secretary at the 2022 National Information Technology Merit Award (NITMA) held in Lagos.





6.9.5 African Housing Award

The Executive Secretary was awarded the Life Achievement Award during the African Housing Awards held in Abuja during the year for his contributions to the housing and construction industry.



6.9.6 Nigerian Institute of Building

The Executive Secretary was also awarded the Honorary Fellowship of the Nigerian Institute of Building for his contributions to the building industry.



6.9.7 Education Development Award

The Adamawa State University, Mubi, during its 20th Anniversary Celebrations bestowed the Education Development Award on TETFund in recognition of its role in the development of Tertiary Education in Nigeria.



6.9.8 PSIN Epic Public Servant Medal

The Public Service Institute of Nigeria (PSIN) also awarded the Executive Secretary of TETFund, Arc. Sonny Echono the Epic Public Servant Medal in recognition of his meritorious service to the Public Service.



The Administrator/CEO, Public Service Institute of Nigeria (PSIN), Dr Abdul-Ganiyu Obatoyinbo, placing the Epic Public Servant Medal on the Executive Secretary of TETFund, Arc. Sonny S.T Echono, during a working visit to TETFund Office in Abuja.



6.10 CONVOCATION LECTURE

The Executive Secretary delivered the Convocation Lecture at the 18th Convocation Ceremony of Enugu State University Technology (ESUT) titled “Education, Research and Human Capital Development: The Challenges and Missing Link” and the media crew of TETFund was at the event for the necessary coverage.



6.11 VISITS

6.11.1 TETFund-Sponsored COVID-19 Research Team

A Covid 19 research cluster sponsored by TETFund under the Mega Research Grant Intervention paid a visit to the Fund to brief the Executive Secretary on the readiness of the vaccine for clinical trials. The Cluster made up of researchers from the National Veterinary Research Institute Vom, Usman Danfodiyo University Sokoto, Faculty of Veterinary Medicine, University of Jos, Nigerian Institute of Medical Research, Lagos and National Research Institute for Chemical Technology, Zaria were led to the Fund by Vice-Chancellor of Usman Danfodiyo University, Sokoto, Prof. Lawal Bilbis.



6.11.2 Oversight Visits by National Assembly Committees

The Senate Committee on Tertiary Institutions and TETFund as well as the House Committee on Tertiary Education and Services paid oversight visits to TETFund and this was anchored by the Department.



The Chairman and other distinguished members of the Senate Committee on Tertiary Institutions and TETFund in a group photo with the Executive Secretary and Management of TETFund during an oversight visit to the Fund.



6.11.3 Anambra State Governor, Prof. Charles Soludo

The Governor of Anambra State, Prof. Charles Chukwuma Soludo paid a courtesy visit to the Executive Secretary on September 21, 2022 seeking collaboration between the Fund and the state. The event was widely reported in the electronic, print and social media.



The Executive Secretary TETFund, Arc. Sonny Echono (right) presenting a souvenir to the Governor of Anambra State, Prof. Charles Chukwuma Soludo during a courtesy visit to the Fund.

6.11.4 Governor David Umahi of Ebonyi State

Governor David Umahi was also at the Fund on a courtesy visit and media coverage was provided.



The Executive Secretary TETFund, Arc. Sonny Echono (right) having a chat with the Executive Governor Ebonyi State, Engr. David Umahi during a visit to TETFund.

6.11.5 Governor Abdullahi Sule of Nasarawa State

Governor Abdullahi Sule of Nasarawa State also paid a visit to the Executive Secretary at the Fund's Headquarters in Abuja.





6.11.6 Governor Simon Lalong of Plateau State

The Governor of Plateau State, Mr. Simon Lalong was also at TETFund for a courtesy call on the Executive Secretary.



The Executive Governor of Plateau State, Rt. Hon. Simeon Bako Lalong (left) and the Executive Secretary, TETFund, Arc. Sunny Echono when the latter paid a courtesy call to the Fund.

6.11.7 Executive Secretary's visit to FIRS

As part of efforts towards strengthening the working relationship with TETFund and the Federal Inland Revenue Service (FIRS), the Executive Secretary, upon assumption of office paid a courtesy visit to the Executive Chairman of the Service, Muhammad Nami and useful discussions were held.



From L-R: Executive Chairman, Federal Inland Revenue Service (FIRS), Mr Muhammad Nami, exchanging pleasantries with the Executive Secretary of TETFund, Arc. Sonny Echono, during a courtesy visit to FIRS Head Office in Abuja.

6.11.8 Executive Secretary's visit to Minister of Communications and Digital Economy

The Executive Secretary also paid a working visit to the Minister of Communications and Digital Economy, Prof. Isa Ali Pantami as part of efforts towards supporting ICT deployment in Beneficiary Institutions.



6.11.9 Executive Secretary's visit to the Permanent Secretary, Federal Ministry of Education

The Executive Secretary also paid a working visit to the Permanent Secretary, Federal Ministry of Education, Mr. Andrew David Adejo to intimate him of the activities of TETFund.



The Executive Secretary, TETFund, Arch. Sunny S T Echonu (left) and the Permanent Secretary, Federal Ministry of Education, Mr. Andrew David Adejo when the TETFund Boss paid a courtesy call to the Permanent Secretary.



6.11.10 Other Visits:

- African Union Commission for Education and Science Technology
- National Open University of Nigeria (NOUN)
- National Library of Nigeria
- Bureau of Public Service Reforms
- Public Service Institute of Nigeria
- Nigerians in Diaspora Commission
- Institute of Chartered Accountants of Nigeria (ICAN)
- Nigerian Institute of Architects (NIA)
- Nigerian Institute of Management (NIM)
- Nigerian Institute of Quantity Surveyors (NIQS)
- Chartered Institute of Taxation of Nigeria (CITN)
- Nigerian Institute of Advanced Legal Studies (NILS)
- Nigeria Computer Society
- Committee of Vice Chancellors of Nigeria (CVCN)
- 12 Newly Established Universities (12)
- Committee of Provosts of Federal Colleges of Education
- Committee of Newly Established Colleges of Education
- Association of Deans of Faculty of Agriculture of Nigerian Universities (ADAN)
- Centre for Innovation Procurement, Environmental and Social Standard (CIPESS) of the Federal University of Agriculture, Makurdi, etc.

6.12 ISSUING OF DISCLAIMERS

There was a rise in the nefarious activities of individuals and groups out to defraud unsuspecting members of the public using the name of the Fund and that of the Executive Secretary, hence it became imperative for the Fund to be constantly alert to put these criminal activities in check.

During the Year 2022, disclaimers were issued by the Fund to the public, advising them to be wary of the activities of the perpetrators.

6.13 PRODUCTION OF TETFund PANORAMA

The Department undertook the production of the Fund's magazine, *TETFund Panorama* for the four quarters. Also in 2022, the Department commenced in-house graphics design of the magazine.

6.14 COMPILATION OF EVENT VIDEO AND IMAGES

The Department compiled, edited and produced videos and images of TETFund events for visual display on the Ground Floor of the Fund and posting on social media handles of TETFund.

7.0 OTHER DUTIES COMPLETED IN 2022

- Production of news, features, pictures etc. for Guardian and Leadership Newspapers for weekly one-page publicity of TETFund activities in the two newspapers
- Creation of contents for upload on website and social media
- Visas procurement for staff
- Protocol duties
- Issuing of Press Releases
- Facilitation of effective coverage of TETFund activities by the media for publicity
- Anchoring of TETFund programmes
- Daily analysis of newspaper reports on TETFund and tertiary education sector
- Distribution of filtered and analyzed news on TETFund to keep the Management and staff abreast of media and public perceptions of the Fund
- Monitoring of News on Electronic Media

8.0 ONGOING ACTIVITIES

- i. TETFund programme, *Sustaining Strategic Partnerships* on Channels Television.
- ii. “TETFund Radio Links” on the network service of the Federal Radio Corporation of Nigeria (FRCN) every Tuesday from 5.30pm to 6pm. The programme is broadcast in 41 FRCN stations across the country.
- iii. Leadership Newspapers – Weekly dedicated page on TETFund activities
- iv. Guardian Newspapers – Publicity on TETFund activities.
- v. Partnership with Education Correspondents Association of Nigeria (ECAN)
- vi. Online Partnership



9.0 CONCLUSION/RECOMMENDATION

The Fund has over the years recognized the need to provide publicity which is commensurate with the volume of its intervention activities. Various stakeholders including top government functionaries and decision makers have in the past advised on the need to further enhance the Fund's visibility in view of its critical role.

In keeping stakeholders and the public abreast of TETFund's activities, the Department in conjunction with the Fund's media partners has been able to provide good publicity pedestal as well as sustaining the image and reputation of the Fund.

It is recommended that TETFund commits more funds to publicity while continuing to partner with major media outfits and other media stakeholders to enable seamless publicity of the Fund's activities.

PHOTO GALLERY



The Executive Secretary, TETFund, Arc. Sonny Echono (4th from right) in a group picture with the President, Association of Deans of Faculty of Agriculture of Nigerian Universities (ADAN), Prof. Olumuyiwa James Jayeoba (4th from left) and other members of the Association as well as some TETFund Management staff during a courtesy visit to the Fund.



Executive Secretary of TETFund, Arc. Sonny Echono (6th Left), in a group photograph with Members of the newly established universities (G12) and some Management Staff of TETFund, during a visit to TETFund Office in Abuja.



Executive Secretary of TETFund, Arc. Sonny Echono, presenting souvenir to the Chief Executive Officer, National Library of Nigeria, Prof. Chinwe Veronica, during a working visit to TETFund Office in Abuja.



From 5th Right: Executive Secretary of TETFund, Arc. Sonny S.T. Echono and the President, Chartered Institute of Taxation of Nigeria (CITN), Mr Adesina Adedayo (Middle) and others in a group Photograph, during a courtesy visit to TETFund Office in Abuja.



Executive Secretary of TETFund, Arc. Sonny S.T Echono (Middle), President, Nigerian Computer Society, Prof. Adesina Sodiya (2nd Right), Deputy President, Nigerian Computer Society, Dr Mohammad Sirajo Aliyu (2nd Right), Hajla Hajara Idris and the Liason Officer (NCS) (Right) and Mr Sunday Songo (Left), during a courtesy visit to TETFund Office in Abuja.



The President, Nigerian Institute of Quantity Surveyors, Mr Olayemi Shonubi (Left), presenting a copy of NIQS Magazine to the Executive Secretary of TETFund, Arc. Sonny S.T Echono (Right), during a working visit to TETFund Office in Abuja.



The Executive Secretary TETFund, Arc. Sonny Echono (right) making some remarks during an oversight visit to the Fund, with him is the Chairman Senate Committee on Tertiary Institutions and TETFund, Sen. Ahmed Babba-Kaita.



The Chairman House Committee on Tertiary Education and Services, Hon. Aminu Sulaiman Goro (left) making some remarks during an oversight visit to the Fund, with him is the Executive Secretary TETFund, Arc. Sonny Echono.



The Executive Secretary of TETFund, Arc. Sonny S.T. Echono (Left), exchanging pleasantries with the Vice-Chancellor, National Open University of Nigeria (NOUN), Prof. Olufemi Peters, during a working visit to TETFund Office in Abuja.



The Executive Secretary TETFund, Arc. Sonny Echono (seated 2nd right) in a group photo with the Leader, Centre for Innovation Procurement Environmental and Social Standard (CIPRESS) of the Federal University of Agriculture, Makurdi, Prof. Lami A. Nnamonu (seated 2nd left) and other members of the centre during a courtesy visit to the Fund.



The Executive Secretary TETFund, Arc. Sonny Echono (center) in a group photo with the Coordinator Committee of Newly Established Colleges of Education, Prof. Okey Okechukwu and other members of the committee during a courtesy visit to the Fund.



The Executive Secretary TETFund, Arc. Sonny Echono (center) in a group photo with the Chairman Committee of Provosts of Federal Colleges of Education, Dr. Amos Bulus Cifrat and other members of the committee as well as Management team of the Fund during a courtesy visit.



The Executive Secretary TETFund, Arc. Sonny Echono (center) in a group photo with the Director General, Nigerian Institute of Advanced Legal Studies, Prof. Muhammed Tawfiq Ladan (4th left) and his team as well as some Management Staff of the Fund during a courtesy visit.



L-R: The Registrar Niger State Polytechnic Zungeru, Alhaji Mamman Mantau; the Rector of the Institution, Dr. Ibrahim Umar Kontagora; the Executive Secretary TETFund, Arc. Sonny Echono; the Bursar of the Institution, Mrs. Karimu Victoria and the Director, Executive Secretary's Office, Arc. Uchendu Wogu during a courtesy visit to the Fund.



From 5th Right: Representative of the Executive Secretary of TETFund, Arc. Uchendu Wogu, the Deputy President, Nigerian Institute of Management Dr (Mrs) Christiana V.N Atako (5th Left) and other members from TETFund in a group photograph, during a visit to TETFund office, Abuja.





Executive Secretary of TETFund, Arc. Sonny Echono (8th Right), Director General, Bureau of Public Service Reforms, Mr. Desuki Ibrahim Arabi (8th Left) and others in a group photograph, during a courtesy visit to TETFund office in Abuja.



The Chairman/CEO Nigerians in Diaspora Commission, Hon. Dr. Abike Dabiri (left) presenting National Diaspora Policy 2021 to the Executive Secretary TETFund, Arc. Sonny Echono during a courtesy visit to the Fund.



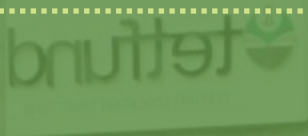
President, Institute of Chartered Accountants of Nigeria (ICAN), Mallam Tijani Musa Isa presenting a pack of souvenir to the Executive Secretary of TETFund, Arc. Sonny Echono, during a courtesy visit to TETFund office in Abuja.



The President Nigerian Institute of Architects, Arc. Enyi Ben Eboh (left) presenting a portrait to the Executive Secretary TETFund, Arc. Sonny Echono during a courtesy visit to the Fund.



RESEARCH & DEVELOPMENT/ CENTRES OF EXCELLENCE DEPARTMENT





1.0 BACKGROUND

The Research & Development/Centres of Excellence (R&D/CE) Department is responsible for coordinating, managing, and implementing the Fund's Research Intervention lines which are aimed at enhancing Research capacity and capability in Tertiary Education Institutions.

1.1 The following Intervention Lines are under the purview of the Research & Development/Centers of Excellence Department:

- i. Institution-Based Research (IBR)
- ii. National Research Fund (NRF)
- iii. TETFund Centers of Excellence (TCoE)

1.2 Other activities administered by the Department include:

- a) Special Research Grant to Address Covid-19
- b) Mega Research Grant
- c) Research and Development Standing Committee (RDSC)
- d) Collaborations and Partnerships
- e) Capacity Building of Lecturers of Beneficiary Institutions
- f) Introduction and Equipping of Research Units in Beneficiary Institutions

2.0 ACTIVITIES OF THE DEPARTMENT

2.1 Institution-Based Research (IBR)

Institution-Based Research (IBR) is an annual intervention line that was established to resuscitate research activities in Public Tertiary Institutions in Nigeria. It has a maximum grant of ₦2Million per Research Project. In the year 2022, the Fund sponsored 2771 Research Projects as detailed below:

CATEGORY	NO. OF PROJECTS	AMOUNT
COE	845	1,204,010,424.51
Polytechnic	830	1,285,045,566.17
University	1096	1,818,100,630.54
Grand Total	2771	4,307,156,621.22



2.2 National Research Fund (NRF)

The National Research Fund (NRF) was introduced to address the paucity of funds necessary to facilitate cutting-edge level research which will contribute to the national developmental efforts of the government as well as tackle global challenges. The sum of ₦7.5Billion was approved for the NRF Intervention in 2022 by Mr. President. The National Research Fund (NRF) has a maximum ceiling of ₦50 million per Research Project and its focuses on three (3) thematic areas namely:

- a) Science Technology and Innovation
- b) Humanities and Social Sciences
- c) Cross-Cutting

The Fund sponsored **270** Research Projects in the 2022 Intervention Year at the sum of **₦5,736,026,102.00**.

2.3 TETFund Centers of Excellence (TCoEs)

The overarching goal for the Centers of Excellence Intervention is to support strategic and applications-oriented research with potential industrial applications. This is done by assembling complementary resources needed for technical development and industrial application by stimulating Triple-Helix relationships and bridging the gap between researchers and end users.

In line with its oversight and administrative roles, the Department:

- i. Harmonized the management structure of the Centre of Excellence and disbursement guidelines.
- ii. Trained the Heads of Institutions housing TCoEs and staff of the Centres on the Establishment, Administration, and Sustainability of Centers of Excellence for all TCoEs in Beneficiary Institutions; and
- iii. Induction Training, Study Tours, and Twinning Programs for Directors of TCoEs to yield transnational collaborations and partnerships that will have lasting sustainable impact on TCoEs.
- iv. Successfully developed a working document for excellent management and guaranteed sustainability of the TETFund Centres of Excellence (TCoEs) referential to the Fund's vision called the "Strategic Framework and Establishment Guidelines for TCoEs".

The twenty-four (24) Centers of Excellence are:



S/N	Name of Institution	Specialization
1.	University of Ibadan (UNIBADAN)	Centre for Multidisciplinary Studies
2.	University of Lagos (UNILAG)	Centre for Bio-diversity Conservation and Ecosystem Management
3.	University of Uyo (UNIUYO)	Centre for Computational Intelligence
4.	Bayero University Kano (BUK)	Centre for Renewable Energy
5.	Usman Danfodio University Sokoto (UDUS)	Centre for Urology and Nephrology
6.	Abubakar Tafawa Balewa University Bauchi (ATBU)	Centre for Dairy Research and Development Centre
7.	University of Abuja (UNIABUJA)	Centre for Public Governance & Leadership
8.	University of Jos (UNIJOS)	Centre for Food Security
9.	University of Maiduguri (UNIMAID)	Centre for Arid Zone Research and Development
10.	University of Benin (UNIBEN)	Centre for Aquaculture and Food Technology
11.	Micheal Okpara University of Agriculture, Umudike (MOU)	Centre for Root Crop Research and Development
12.	Nnamdi Azikiwe University, Akwa (UNIZIK)	Centre for Biomedical, Engineering and Agricultural Translational Studies
13.	Federal Polytechnic Nekede, Owerri	Centre for Information and Communication Technology
14.	Auchi Polytechnic, Auchi	Centre for Creative Innovation and Entrepreneurship Dynamics
15.	Yaba College of Technology Lagos	Centre for Skills, Entrepreneurship and Sustainable Development
16.	Federal Polytechnic, Nasarawa	Centre for Clean Energy and Entrepreneurship Development
17.	Federal Polytechnic, Bauchi	Centre for Integrated Farming System
18.	Kaduna Polytechnic, Kaduna	Centre for Nigerian Content Development and Renewable Energy Utilization



19.	Alvan Ikoku Federal College of Education Owerri	Centre for Teacher Education and Research
20.	Federal College of Education (Technical) Omoku	Centre for Pedagogy and Curriculum Development/Innovation
21.	Adeyemi College of Education Ondo	Centre for Applying Indigenous Languages in Pedagogy
22.	Federal College of Education, Zaria	Centre for Basic Technology Enhance Learning

2.4 Capacity Building Workshops

The Fund organised capacity building workshops per the Fund's Research mandate.

The workshops include:

- i. Train-The-Trainer Research Proposal Writing and Research Grant Management Capacity Building Workshop: The Training commenced in 2019 for academics in Beneficiary Institutions with the primary objective of enhancing the trainee's skills in research proposal writing and grants management. **One Thousand, Seven Hundred and Sixty-One (1761)** Academics were successfully educated in a train-the-trainer module. Consequently, in 2022 the step-down Capacity Building Workshop is to disseminate the knowledge gained from the Train-The-Trainer started with the roundtable workshop for the facilitators in Abuja.
- ii. Research Administration Capacity Building Workshops for Directors of Research in Beneficiary Institutions;
- iii. The training of the 496 Lecturers/Technologists of Benefitting Institutions on the operation of Science Engineering & Technology (SET) Equipment which was funded by TETFund to close the existing capacity gap due to the exit of the earlier trained staff from the institution and ensure effective utilization of the equipment.

2.5 Collaborations with Stakeholders in Research Development

The Fund has partnered and collaborated with several Organizations and Institutions in the areas of Research and Development, Capacity Building, and Academic Staff Training and Development. These Organizations and Institutions for 2022 include:

- i. Sao Paulo Research Foundation (FAPESP)
- ii. Raw Materials Research and Development Council (RMRDC)
- ii. Nigerian National Merit Award Secretariat (NNMA)
- iv. National Institute for Pharmaceutical Research & Development (NIPRID)

- v. Forum for Agricultural Research in Africa (FARA)
- vi. Morgan State University, USA
- vii. Central State University, USA
- viii. Association of University Institutes of Technology, France (ADIUT)
- ix. French National Centre for Scientific Research
- x. University of Sussex, UK
- xi. International Finance Corporation

The Fund has also signed a Memorandum of Understanding (MoU) with the Federal Ministry of Science and Technology to boost research and development in the country and to provide support for a knowledge and innovation-driven economy for national development. Presently, a Joint Committee to develop an implementation strategy has commenced work.

2.6 Skills and Entrepreneurship Development

The Fund in its bid to achieve the desired goal of producing entrepreneurs, supporting start-ups as well as creating a generation of innovators and wealth creators for national development is currently refocusing its Entrepreneurship Intervention from provision of infrastructure and equipment as well as vocational skills to a more strategic focus and engagements.

It is envisioned that this new focus would guarantee linkages between Researchers, Industries, and Government in the triple helix concept to support employability, innovation, and wealth creation.

Other initiatives by the Fund towards attaining its goal include:

- i. The development of the **Strategic and Operational Plans** for Entrepreneurship, Employability, and Innovation Programs in tertiary institutions to support the capacity of the institutions to produce graduates for employability and wealth creation.
- ii. **The Employability Benchmarking Assessment Programme** with the support of the International Finance Corporation (IFC) is an initiative that has supported the Fund with its **VITAE Tool** in thirty-seven (37) selected Nigerian Universities with the aim of providing a starting baseline to guide the development of specific interventions for employability at both institutional and system levels.



- iii. **Entrepreneurship and Innovation in Higher Education Institutions (EIHE)** is to aid the Capacity Building Programme for twelve (12) selected beneficiary universities across the six geopolitical zones of the country. The initiative is designed to assist these institutions increase their impact on the economy, by developing and deploying strategies that produce entrepreneurial skills, support the growth of existing businesses, increase the number of new businesses, foster effective university-industry partnerships, and enable commercialization of research outcomes.

2.7 Extending the Horizon beyond Publications and Patents to include Technology Transfer and Commercialization of University Research Output and; Establishing Start-Up/Innovation Hubs, Incubators, and Accelerators in Universities

In line with the Fund's commitment to the Institutionalization of R&D in Nigerian Public Tertiary Institutions through Research and Innovative Partnerships between Tertiary Institutions, Research Institutes, Industry, and Government, TETFund launched a Roundtable named the *Triple Helix Roundtable* in collaboration with the National Universities Commission (NUC), and the Nigerian Economic Summit Group (NESG). This was launched as a permanent platform for implementing the government-academia-industry collaboration toward fostering economic growth and national development in Nigeria.

2.8 The Entrepreneurship, Employability, and Innovation Program

The Fund embarked on establishing Incubation Hubs for R&D research outcomes resulting in the strong linkage between the Entrepreneurship Centres, Industries, and eventual product commercialization. Besides, ensuring strong nexus between the Researchers and Entrepreneurship Centres, it can facilitate potent culture leading to an improved potency in marketing.

2.9 TETFund Alliance for Innovative Research (TETFAIR) Program

The **TETFAIR** is another initiative of the Fund that aims to pull Researchers and Innovators from various Tertiary Institutions to work on their Research or Inventions with the aid of the available state of the art facilities and experts in a Centre that has the requisite infrastructure and technical expertise, and to engage these Researchers until their Projects get to Proof of Concept and Prototype stages even to the level of Minimum Viable Product (MVP).

2.10 National Research Infrastructure Survey

The Survey was conducted in Beneficiary Institutions by the Fund to ascertain the state of Nigeria's R&D Infrastructure & Facilities for appropriate interventions to enhance them for innovative research and development of the beneficiary institutions into viable hubs for experimentation and incubation of scientific and technological innovations.

2.11 Research for Impact Program

The Research for Impact was a program for Universities and Polytechnics aimed at grooming a dynamic generation of Researchers, Innovators, and Inventors within the academia to enable them to translate their research into innovations, inventions, and solutions for practical application and commercialization.

2.12 Research and Development Standing Committee (RDSC)

The Committee was constituted with the responsibility of driving the Fund's policy for the institutionalization of research and development in Public Tertiary Institutions. In 2022 the demise of the Chairman of the Committee - **Emeritus Prof. Njidda Mamadu Gadzama** created a vacuum in the RDSC Leadership which led to the appointment of the Vice Chairman Prof. Anya O. Anya as the new Chairman by the Honorable Minister of Education. It is aimed at ensuring the successful completion of the Committee Assignment. Furthermore, the Fund constitutes an advisory Committee on institutionalization and streamlining of research and development efforts in Nigeria to effectively establish a framework for Stable research and development.



DEPARTMENT OF STRATEGIC PLANNING & DEVELOPMENT





1.0 INTRODUCTION

The Department of Strategic Planning & Development handles the overall strategic responsibility to ensure that funds are available for intervention activities in the Public Tertiary Education Institutions in Nigeria. This is achieved through effective and efficient monitoring of the 2.5% Education Tax (EDT) collected from all registered companies in Nigeria by the Federal Inland Revenue Services (FIRS). It also ensures that appropriate strategies and measures are applied by the Fund in the allocation and disbursement of funds to Beneficiary Institutions as well as implementing the Fund's mandate as enshrined in the enabling Act.

2.0 STRUCTURE OF THE DEPARTMENT

2.1 The Department is structured into two Divisions and four (4) Units namely:

Divisions:

- Intervention
- Budget & Strategic Planning

Sections:

- Strategic Planning
- Budget Monitoring
- Management Information System (MIS)
- Registry

2.2 FUNCTIONS OF THE DEPARTMENT

The Functions of the Department are encapsulated in those of its Divisions and Units as follows:

INTERVENTION DIVISION:

- i. Analysing monthly EDT returns submitted by FIRS to ascertain degree of compliance with the set targets;
- ii. Organizing reconciliation meetings with FIRS and relevant Government Agencies to address issues on EDT collections and EDT Pool Account Statements with CBN on monthly basis;
- iii. Establishing and updating Database of EDT collections and assessments;
- iv. Planning and executing Annual Joint TETFund/FIRS Interactive Forum as a platform for engagement of FIRS field officers on operational issues relating to EDT and to ensure sustainability of the harmonious working relationship among staff of the Fund and FIRS; and



- v. Organizing and executing Biennial Tax Payers Forum as a platform for recognizing and appreciating our esteemed EDT payers.

BUDGET AND STRATEGIC PLANNING DIVISION

- i. Initiating, coordinating, and facilitating Strategic Planning activities of Departments/Units of the Fund to develop and update the Strategic Plan of the Fund and come up with Intervention Projects that will ensure realization of the objectives of the Fund;
- ii. Collecting, collating, storing, and analysing Intervention Data to determine needs of Beneficiary Institutions in the Public Tertiary Education Sector (Needs Assessment & Analysis);
- iii. Preparing and updating the compendium of TETFund Intervention Projects nationwide;
- iv. Working out modalities and implementation for Impact Assessment of TETFund intervention projects and programmes;
- v. Linkages with Beneficiary Institutions as may be directed by BOT and Management;
- vi. Processing of submissions from Beneficiary Institutions on Advocacy & Publicity Intervention;
- vii. Preparing TETFund Annual Intervention Budget and Monitoring the implementation and performance of the Budget by setting targets and tracking mechanisms that will ensure compliance with TETFund Intervention Programmes & Projects;
- viii. Monitoring the Intervention Budget and providing progress reports to Management & Board of Trustees;
- ix. Organizing Capacity Building Programmes for stakeholders in the Public Tertiary Education sector with a view to achieving efficiency in the utilization of the Education Tax (EDT);
- x. Liaising with relevant Regulatory Agencies to obtain current Accreditation reports on institutions and using the Data to appraise TETFund intervention programmes/projects; and
- xi. Enlistment of Institutions as TETFund beneficiaries.



3.0 STAFF STRENGTH

The Department has three (3) categories of staff who served during the year under-review as follows:

➤ Management Staff	- 5
➤ Senior Staff	- 28
➤ Junior Staff	- 2
Total	- 35

4.0 SIGNIFICANT ACTIVITIES AND ACHIEVEMENTS

The significant activities and achievements of the Department are itemized below, covering the period from 1st January to 31st December 2022:

A. KEY ACHIEVEMENTS:

- i. Preparation and issuance of year 2022 annual allocation to beneficiary institutions;
- ii. Preparation and issuance of take-off grant to newly created federal tertiary institutions as directed by Mr. President;
- iii. Successfully facilitated the development of TETFund Draft Strategic Plan Document (2021-2025);
- iv. Successful hosting of TETFund/FIRS Interactive Forum in the six geo-political zones of the country;
- v. Successfully hosted Heads of Colleges of Education to a Capacity Building Workshop;
- vi. Successfully organized Capacity Building Workshop for Universities;
- vii. Successfully organized Capacity Building Workshop for Polytechnics; and
- viii. Successfully organized Capacity Building Workshop for Colleges of Education.

B. ENLISTMENT OF NEW INSTITUTIONS AS BENEFICIARIES OF TETFUND INTERVENTION:

The Board of Trustees of the Fund approved the enlistment of the following Institutions during the period under review having satisfactorily met all the requirements for enlistment, in line with the Guidelines. The newly enlisted institutions are as follows:



UNIVERSITIES

- i. Federal University of Health Sciences, Otukpo, Benue State
- ii. Federal University of Health Sciences, Azare, Bauchi State
- iii. Federal University of Health Sciences, Ila – Orangun, Osun State
- iv. Federal University of Science & Technology, Babura, Jigawa State
- v. Federal University of Science & Technology, Ikot Abasi, Akwa Ibom State

POLYTECHNICS

- i. Federal Polytechnic, Daura, Katsina State
- ii. Federal Polytechnic, Kaltungo, Gombe State
- iii. Federal Polytechnic, Shendam, Plateau State
- iv. Federal Polytechnic, Ohodo, Enugu State
- v. Federal Polytechnic, Ayede, Oyo State
- vi. Federal Polytechnic, Ugep, Cross River State
- vii. Federal Polytechnic, Monguno, Borno State
- viii. University of Agriculture and Environmental Sciences, Umuagwo
- ix. Bamidele Olumilua University of Education, Science and Technology, Ikere-Ekiti, Ekiti State
- x. Ekiti State Polytechnic, Isan-Ekiti

COLLEGES OF EDUCATION

- i. Federal College of Education, Odugbo, Benue State
- ii. Federal College of Education, Jama'are, Bauchi State
- iii. Federal College of Education, Gidan Madi, Sokoto State
- iv. Federal College of Education (Technical), Isu, Ebonyi State
- v. Federal College of Education (Technical), Ekhadolor, Edo State
- vi. Federal College of Education, Iwo, Osun State
- vii. College of Education and Legal Studies, Nguru, Yobe State
- viii. Gombe College of Education and Legal Studies, Nafada



C. STATUS OF YEAR 2022 EDT COLLECTION & ALLOCATION

The analysis of the EDT collection monthly returns as obtained from Federal Inland Revenue Service (FIRS) for the months of January to December, 2022 is indicated in Table 1 below:

MONTH	EDT COLLECTION
January	2,415,421,292.21
February	2,142,136,271.29
March	6,082,436,171.96
April	4,902,953,706.78
May	5,200,350,189.25
June	69,844,324,050.29
July	149,321,398,197.12
August	55,601,800,019.99
September	13,864,723,580.60
October	7,641,396,024.83
November	4,538,050,357.07
December	7,253,811,598.22
Grand Total	<u>328,808,801,527.61</u>

BREAKDOWN OF YEAR 2022 ANNUAL DIRECT DISBURSEMENT

Universities (50% of N143,284,183,466.36) (85)	PER UNIVERSITY
Physical Infrastructure Development/Programme Upgrade	355,000,000.00
Zonal Intervention	200,000,000.00
Academic Staff Training & Development	120,000,000.00
Library Development	40,000,000.00
Conference Attendance (Local)	20,000,000.00
Institution Based Research	50,000,000.00
TETFund Project Maintenance	20,000,000.00
ICT Support	15,000,000.00
Entrepreneurship Centres	12,848,138.00
Publication of Journal	5,000,000.00
Manuscript Development	5,000,000.00
Total Allocation per University	642,848,138.00



Polytechnics (25% of N143,284,183,466.36) (68)	PER POLYTECHNIC
Physical Infrastructure Development/Programme Upgrade	200,000,000.00
Zonal Intervention	130,000,000.00
Academic Staff Training & Development	80,000,000.00
Library Development	20,000,000.00
Conference Attendance	15,000,000.00
Institution Based Research	40,000,000.00
Equipment Fabrication	9,280,086.00
ICT Support	7,500,000.00
TETFund Project Maintenance	15,000,000.00
Manuscript Development	5,000,000.00
Publication of Journal	5,000,000.00
Total Allocation per Polytechnic	396,780,086.00
Colleges of Education (25% of N143,284,183,466.36) (62)	PER COE
Physical Infrastructure Development	242,000,000.00
Zonal Intervention	130,000,000.00
Academic Staff Training & Development	80,000,000.00
Library Development	25,000,000.00
Conference Attendance	17,000,000.00
Teaching Practice	11,258,804.00
Publication of Journal	5,000,000.00
Institution Based Research	40,000,000.00
ICT Support	7,500,000.00
TETFund Project Maintenance	15,000,000.00
Manuscript Development	5,000,000.00
Total Allocation per College of Education	447,758,804.00

5.0 CHALLENGES

- i. Inability of the Fund to organize TETFund stakeholders Strategic Planning Workshop which is a strategic management tool for engaging stakeholders;
- ii. Data on companies that are enjoying tax holiday (pioneer status) were not made easily available to TETFund officers by FIRS field offices and information on EDT arrears were also not made available;
- iii. Frequent redeployment of FIRS EDT Desk Officers affects the pace of EDT collection;
- iv. Slow response rate from FIRS in remitting and notifying the Fund of EDT monthly collections;
- v. Discrepancies in the EDT collection figures received from FIRS Head Quarters and the Field Offices, and in some cases between the figures submitted to the Fund and the External Auditors;



- vi. Slow response rate from beneficiary institutions in accessing advocacy and publicity interventions;
- vii. Inadequacy of working tools for staff of the department to enhance quality and timely discharge of their duties; and
- viii. Absence of strategic and specialized training for staff of the department to adequately engage and carry out quality monitoring of EDT collection and strategic planning activities of the Fund.

6.0 RECOMMENDATIONS

- i. The Fund should continue to support FIRS in its renewed drive to intensify EDT collection with a view to achieving annual revenue targets;
- ii. Finalize the draft TETFund Strategic Plan 2021 - 2025 for adoption as well as its effective implementation;
- iii. The Fund should continue to support the efforts of FIRS to widen its tax net to include all eligible companies in its tax net to enhance EDT collection;
- iv. The Fund should strengthen its quarterly EDT monitoring exercise to enable the Fund keep track of EDT collections and ensure appropriate reconciliations;
- v. The monthly visits to FIRS office should be sustained and strengthened in order deepen the cordial relationship between the two agencies;
- vi. There is the need to strengthen the annual TETFund/FIRS Interactive Forum in order to continue the good working relationship between the two agencies;
- vii. Additional working tools should be provided to staff of the department to make them more effective in the discharge of their duties; and
- viii. The staff of department should be given specialized training in strategic areas to make them acquire basic and specialised skills for effective engagement of the department activities.

7.0 CONCLUSION

The department in the period under-review has strived to ensure sustainable improvement of EDT collection which is the major source of revenue for the Fund's intervention activities. The department would continue to strengthen its EDT collection monitoring activities to ensure that funds are readily available and utilized to improve the quality of tertiary education in Nigeria in order to make the public tertiary institutions globally competitive.



Annual report and accounts
For the year ended 31 December, 2022



TERTIARY EDUCATION TRUST FUND

Annual report and financial statements

For the year ended 31 December 2022

Trustees and professional advisers

Chairman		Date Appointed	Date Retired
Alhaji Kashim Ibrahim-Imam	Chairman	15 March 2018	14 March 2022
Members			
Alh. Mohammed Liman Ciroma		15 March 2018	14 March 2022
Alh. Tijani Musa Isa		15 March 2018	14 March 2022
Chief Uchenna Kyrian Ufearoh		15 March 2018	14 March 2022
Dr. Fiepre Clever Yenogha Aprebo		15 March 2018	14 March 2022
Sen. Gariyu Olanrewaju Solomon		15 March 2018	14 March 2022
Mrs. Roseline O. Kolade		15 March 2018	14 March 2022
Dr. Masa'udu Adamu Kazaure		15 March 2018	14 March 2022
Arc. Sunday S.T. Echono		15 March 2018	December 2021
Prof. Mohammedu Bappah - Aliyu		15 March 2018	14 March 2022
Prof. Suleiman E. Bogoro	Executive Secretary	21 January 2019	21 March 2022
Management team			
Arc. Sunday S.T. Echono*	Executive Secretary	21 March 2022	to date
Prof. Suleiman E. Bogoro**	Executive Secretary	21 January 2019	21 March 2022
Arc. Wogu I. Uchendu	Director, Executive Secretary's office		
Dr. Salihu Gieri Bakari	Director, Research and Development/Centres of Excellence		
Buhari Mikailu	Director, Physical Infrastructure		
Arc. Erivwo E. Inene	Director, Strategic Planning & Development		
Barr. Abubakar Adamu	Director, Human Resources & General Administration		
Engr. Mustapha Gotla	Director, Education Support Services		
Olaide Babatunde Oladipo	Director, Monitoring and Evaluation	04 October 2021	to date
Dr. Mrs. Gloria Olotu	Director, Finance and Accounts	04 October 2021	to date
Mr. Joseph Odo	Acting Director, Information and Communication Technology		
Oniyangbi Banji Abdulmumin	Acting Director, Public Affairs	September 2020	
Baba Imam	Acting Director, Academic Staff Training Development		
Muhammed Bashiru Haruna	Head, Internal Audit Unit		
Barr. Khalil Abdul	Head, Legal Unit		
Mrs Ebere Nwoba	Head, Servicom		

* Appointed with effect from 24 March 2022

** Retired with effect from 22 March 2022

Corporate address

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

Solicitors

Primera Africa Legal
First floor right wing
Afri Investment House
50, Aguiyi Ironsi Street, Maitama, Abuja

Joint auditors

Ahmed Zakari & Co
(Chartered Accountants)
Plot 2048, Alkintola Williams House
Michael Okpara Way
Abuja

PKF Professional Services
5th floor Unity Bank Tower
Plot 785, Herbert Macaulay Way,
Central Business District,
Abuja

Principal bankers

Local
Central Bank of Nigeria
Zenith Bank
United Bank for Africa

Foreign Bankers
Union Bank UK Plc



TERTIARY EDUCATION TRUST FUND

Annual report and financial statements

For the year ended 31 December 2022

Financial highlights

The followings are the major financial highlights for the year ended 31 December 2022:

STATEMENT OF FINANCIAL POSITION	31-Dec-2022 N'Million	31-Dec-2021 N'Million	Changes (%)
Total assets	882,436	840,487	5%
Total liabilities	(908,523)	(818,394)	11%
	<u>(26,087)</u>	<u>22,092</u>	-218%
Capital grants	62	62	0%
Accumulated funds	8,124	7,995	2%
Sinking fund reserves	4,103	2,877	100%
Available for sales reserves	(38,375)	11,158	-444%
	<u>(26,087)</u>	<u>22,092</u>	-218%
INCOME & EXPENDITURE	31-Dec-2022 N'Million	31-Dec-2021 N'Million	Changes (%)
Administrative fund	10,459	9,277	13%
Administrative expenses	<u>9,980</u>	<u>9,156</u>	9%
Surplus for the year	479	120	298%
PROJECT	31-Dec-2022 N'Million	31-Dec-2021 N'Million	Changes (%)
Balance b/f	<u>542,429</u>	<u>583,836</u>	-7%
Effect of correction on project disbursement	-	29	
Tax receipts in the year	328,809	189,535	73%
Cost of collection to FIRS	(13,152)	(7,581)	73%
Cost of administration	<u>(11,880)</u>	<u>(9,477)</u>	25%
Net receipts for the year	<u>846,205</u>	<u>756,342</u>	
Disbursement for projects	<u>(263,815)</u>	<u>(213,913)</u>	23%
Balance as at 31 December	<u>582,390</u>	<u>542,429</u>	



Independent auditors' report

To the members of Tertiary Education Trust Fund

Opinion

We have audited the accompanying financial statements of **Tertiary Education Trust Fund** ("the Fund") which comprise the statement of financial position as at 31 December 2022, statement of financial performance, statement of changes in net assets, statement of cash flows, the statement of comparison of budget and actual amounts for the year then ended, and a summary of significant accounting policies and other explanatory notes.

In our opinion, the financial statements give a true and fair view of the financial position of the Fund as at 31 December 2022, and of its financial performance and cash flows for the year then ended in accordance with International Public Sector Accounting Standards and in the manner required by the Companies and Allied Matters Act, 2020 and the Financial Reporting Council of Nigeria Act, 2011.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISA). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the financial statements* section of our report. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

We are independent of the Fund in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code) together with the ethical requirements that are relevant to our audit of the financial statements in Nigeria, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code.

Other Information

The Trustees are responsible for the other information which comprises Corporate Information, Report of the Trustees, Statement of Trustees' responsibilities, statement of corporate responsibility, value added statement, five-year financial summary but does not include the financial statements and our audit report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information; we are required to report that fact. We have nothing to report in this regard.



Responsibilities of the Trustees and those charged with governance for the financial statements

The Trustees are responsible for the preparation of financial statements that give a true and fair view in accordance with the International Public Sector Accounting Standards and in the manner required by the Companies and Allied Matters Act, 2020 and the Financial Reporting Council of Nigeria Act, 2011, and for such internal controls as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatements whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing Fund's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Fund or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Fund's financial reporting process

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with International Standards on Auditing will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISA, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fund's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- Conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Fund's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Fund to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Report on other legal and regulatory matters

Compliance with the requirements of Schedule 5 of the Companies and Allied Matters Act, 2020

- i) We have obtained all information and explanations which to the best of our knowledge and belief were necessary for the purpose of our audit.
- ii) The Fund has kept proper books of accounts as far as appears from our examinations of those books.
- iii) The Fund's statement of financial position and statement of financial performance are in agreement with the books of account.

Olanrewaju A. Osayomi FCA
FRC/2018/ICAN/00000018916
For: Ahmed Zakari & Co
(Chartered Accountants)

Date: 6th November 2023

Najeeb A. Abdussalaam FCA
FRC/2013/ICAN/00000000753
For: PKF Professional Services
(Chartered Accountants)


Date: 6th November 2023




**TERTIARY EDUCATION TRUST FUND****Annual report and financial statements****For the year ended 31 December 2022****Statement of financial position**

Assets	Note	2022 N'000	2021 N'000
Current assets			
Cash and cash equivalents	4	10,465,545	3,559,533
Receivables - non exchange transaction	5	380,968,375	395,644,712
Receivables - exchange transaction	6	2,743,431	2,738,522
Inventories	7	77,548	49,897
Prepayments	8	173,178	45,874
Total current assets		394,428,078	402,038,538
Non current Assets			
Available for sales Investments	9	484,681,967	435,935,790
Property, plant and equipment	10	3,212,693	2,349,018
Intangible assets	11	113,294	163,429
Total non current assets		488,007,954	438,448,237
Total assets		882,436,032	840,486,775
Current liabilities			
Payables and accruals	12	8,608,782	9,820,445
Non current liabilities			
Education tax fund (Unaccess / unallocated)	13	899,914,068	808,574,033
Total liabilities		908,522,850	818,394,478
Net assets		(26,086,818)	22,092,297
Net assets/equity			
Capital contributed	14	62,044	62,044
Accumulated funds	15	8,123,709	7,994,866
Available for sales reserves	17	(38,375,270)	11,158,387
Sinking fund reserves	16	4,102,699	2,877,000
		(26,086,818)	22,092,297

The financial statements were approved by the Management on behalf of the Board of Trustees and dated 3 November 2023 and were signed on its behalf by:


 Arc. Sunday S.T. Echono
 FRC/2023/PRO/DIR/003/138774
 Executive Secretary/CEO


 Dr. Mrs. Gloria Olotu - FCA
 FRC/2023/PRO/ICAN/001/780902
 Director, Finance and Investment

The accompanying explanatory notes to the financial statements form an integral part of these financial statements.



TERTIARY EDUCATION TRUST FUND
Annual report and financial statements
For the year ended 31 December 2022
Statement of financial performance

	Note	2022 N'000	2021 N'000
Revenue from non exchange transactions			
Administration fund	18	10,458,881	9,276,757
		<u>10,458,881</u>	<u>9,276,757</u>
Expenses			
Personnel cost	19	5,023,058	4,442,565
Other administrative expenses	20	4,203,187	4,162,078
Depreciation		651,611	459,061
Amortisation		102,185	92,660
		<u>9,980,041</u>	<u>9,156,364</u>
Surplus for the year		<u>478,840</u>	<u>120,393</u>

The accompanying explanatory notes to the financial statements form an integral part of these financial statements.

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