

UBEC

2019

Annual Report



UNIVERSAL BASIC EDUCATION COMMISSION (UBEC)

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Education for All is the Responsibility of All

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Universal Basic Education Commission (UBEC)

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VISION OF THE COMMISSION

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

MISSION OF THE COMMISSION

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

CORE VALUES OF THE COMMISSION

- *Honesty and Accountability*
- *Integrity and Transparency*
- *Teamwork with Commitment*

FOREWORD

In 2019, the Universal Basic Education Commission attained giant strides in its mission to coordinate and monitor Federal Government’s intervention in States, Local Governments and communities with a view to improving their capacity to ensure that every child in Nigeria has access to quality Basic Education. This achievement was predicated on activities and achievements of the Commission through its various Departments and Units as well as the seamless collaboration with SUBEBs and other stakeholders. This Annual Report therefore highlights these activities and achievements so as to keep all stakeholders and the public abreast of the operations of the Commission.

In order to ensure quality in the Basic Education process in the country, the Commission reviewed the current ‘Minimum Standards in Basic Education’ to guide the implementation of Basic Education delivery. It also carried out a Needs Based Assessment of Early Childhood Care Development Education (ECCDE) centres and facilities. In addition to this, it was able to sustain the drive in achieving the three result areas of access, quality and system strengthening through coordinated activities in the provision of Instructional Materials and Practical Agriculture (School-to-farm) programmes and other International Development Partners’ literacy programmes.

The Commission carried on with its tradition of having collaborations with stakeholders aimed at improving the Basic Education sub-sector. During the year, the Commission had one of such partnerships with Skill “G”, a company whose interest is in educational development in Nigeria with special emphasis on the improvement of learning of Mathematics, Engineering, Science and Technology, along with Technical and Vocational Education. This collaboration resulted in the organization of a training and capacity building programme for some teachers in Niger State and the Federal Capital Territory.

Another important partnership programme is the Better Education Service Delivery for All (BESDA) Programme for Result (P4R). This is an operational project which is funded by the World Bank in support of the Federal Ministry of Education’s Ministerial Strategic Plan (MSP) 2016-2019. This was further strengthened in 2019 with a BESDA Clinic on

State Delivery Plans for States in the North-West as well as financial monitoring across the 17 States participating in the BESDA programme.

The activities of UBEC carried out during the year under review have not been without challenges, but the Commission found ways of limiting the effect of these challenges on its overall output. It is hoped that year 2020 will bring further successes and elevate the impact of the Commission in providing unfettered access to quality Basic Education in Nigeria.

Dr. Hamid Bobboyi,
Executive Secretary.

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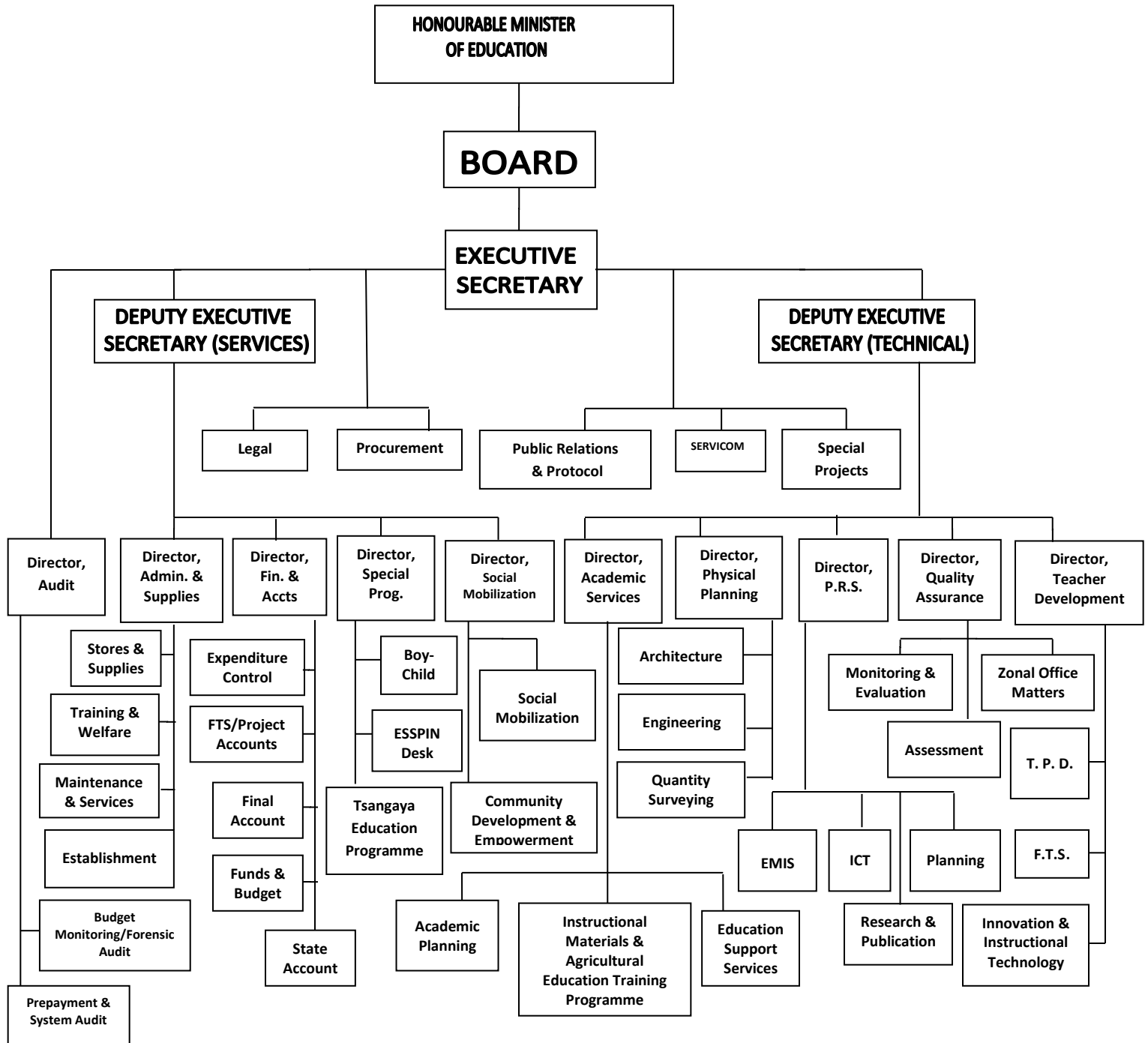
ACRONYMS

AIT	-	Africa Independent Television
BESDA	-	Better Education Service Delivery for All
BPP	-	Bureau for Public Procurement
CA	-	Continuous Assessment
CSGPs	-	Civil Society and Government Partners
CIDA	-	Canadian International Development Agency
CONRAISS	-	Consolidated Research and Allied Institutions Salary Structure
CRF	-	Consolidated Revenue Fund
CSACEFA	-	Civil Society Action Coalition on Education for All
DFID	-	Department for International Development
ECD	-	Early Child Development
ECCDE	-	Early Childhood Care Development and Education
EFCC	-	Economic and Financial Crimes Commission
EMIS	-	Education Management Information System
FCT	-	Federal Capital Territory
FGN	-	Federal Government of Nigeria
FME	-	Federal Ministry of Education
FMF	-	Federal Ministry of Finance, Budget and National Planning
FMI	-	Federal Ministry of Information
FTS	-	Federal Teachers' Scheme
GPE	-	Global Partnership for Education

GPS	-	Global Positioning System
HiLWA	-	High Level Women Advocates
ICPC	-	Independent Corrupt Practices Commission
ICT	-	Information and Communication Technology
IDB	-	Islamic Development Bank
IDPs	-	International Development Partners
IGR	-	Internally Generated Revenue
IPSAS	-	International Public Sector Accounting Standard
JCCE	-	Joint Consultative Committee on Education
JICA	-	Japan International Cooperation Agency
JSS	-	Junior Secondary School
KOICA	-	Korean International Cooperation Agency
LGEA	-	Local Government Education Authority
MDGs	-	Millennium Development Goals
NABTEB	-	National Business and Technical Examinations Board
NALABE	-	National Assessment of Learning Achievement in Basic Education
NBTE	-	National Board for Technical Education
NCCE	-	National Commission for Colleges of Education
NCE	-	Nigeria Certificate in Education
NCE	-	National Council for Education
NERDC	-	Nigerian Educational Research and Development Council
NETC	-	National Education Technical Commission
NGOs	-	Non-Governmental Organizations

NHIS	-	National Health Insurance Scheme
NIPEP	-	Nigeria Partnership for Education Project
NMTBESP	-	National Medium Term Basic Education Strategic Plan
NPA	-	National Personnel Audit
NPE	-	National Policy on Education
MSP	-	Ministerial Strategic Plan
NTA	-	Nigerian Television Authority
NTI	-	National Teachers Institute
PforR	-	Program for Result
RSA	-	Retirement Savings Accounts
SBMC	-	School Based Management Committee
SEPIP	-	State Education Programme Investment Project
SERVICOM	-	Service Compact
SUBEBs	-	State Universal Basic Education Boards
TPD	-	Teacher Professional Development
UBE	-	Universal Basic Education
UBEP	-	Universal Basic Education Programme
UNCAP	-	Unified National Continuous Assessment Programme
UNICEF	-	United Nations Children Education Fund
USAID	-	United States Agency for International Development

UBE ORGANIZATIONAL STRUCTURE



MANAGEMENT TEAM

EXECUTIVE SECRETARY



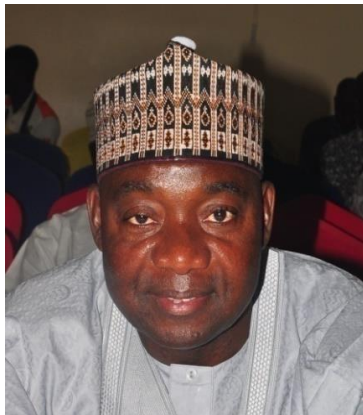
MANAGEMENT TEAM
(DIRECTORS)



Bishop Edwin Jarumai
Director, Department of Administration & Supplies



Sir. Mike M. Aule
Director, Department of Finance & Accounts



Alh. Bello Kagara
Director, Department of Social Mobilization



Mal. Mansir Idris
Director, Department of Quality Assurance



Mal. Wadatau Madawaki
Director, Department of Academic Services



Dr. Tokunbo T. Onosode
Director, Department of Planning, Research & Statistics

MANAGEMENT TEAM
(DIRECTORS) CONTD.



Mal. Hassan D. Umar
Director, Department of Special Programmes



Engr. Sadiq S'aad
Director, Department of Physical Planning

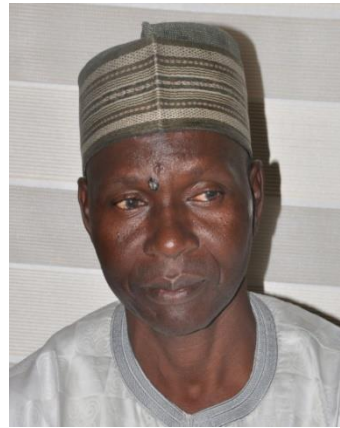


Malam Badamasi Musa
Director, Department of Audit

ZONAL DIRECTORS



Malam Hassan Usman
Zonal Director, North-West



Malam Umar Njidda
Zonal Director, North-East



Dr. Ene Adikwu
Zonal Director, North-Central



Mr. Franklin Ovbiageli
Zonal Director, South-East



Mrs. Rose Medubi
Zonal Director, South-West



Mr. Osahon Igbinoba
Ag. Zonal Director, South-South

OFFICE OF THE EXECUTIVE SECRETARY

1.0 INTRODUCTION

The Executive Secretary (ES) is responsible for the overall administration of the Commission as the Chief Accounting Officer. He is being assisted in his onerous assignment by the Deputy Executive Secretary Services and the Deputy Executive Secretary Technical. The ES reports to the Governing Board and the Honourable Minister of Education.

2.0 FUNCTIONS

Among others, the Office of the Executive Secretary is saddled with the following responsibilities:

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

- Liaising with the Presidency and National Assembly from time to time on the funding and implementation of the programme;
- Sustaining cordial relationship and cooperation with SUBEBs, State Governments and other stakeholders; and
- Pursuing enrolment campaigns and other programmes meant to achieve UBE set objectives and goals.

3.0 STRUCTURE

Listed below are Units directly under the Office of the Executive Secretary.

- Office of the Deputy Executive Secretary (Technical);
- Office of the Deputy Executive Secretary (Services);
- Legal Unit;
- SERVICOM.
- Special Projects Unit (International Development Partners);
- Public Relations & Protocol Unit;
- Procurement Unit;

There are 35 members of staff in the office of the Executive Secretary (ES) headed by the ES and assisted by the Special Assistant (SA) to the ES

3.1 Staff Disposition.

S/N	DESIGNATION	CONRAISS	NUMBER
1	Executive Secretary	Consolidated	1
2	Special Assistant to Executive Secretary, Deputy Directors	14	3
3	Assistant Directors	13	2
4	Chief Data Processing Officer, Chief Confidential Sec., Chief Admin. Officer, Chief Protocol Officer	12	5
5	Asst. Chief Legal Officer, Asst. Chief Accountant	11	2
6	Sen. Quality Assurance Officer, Prin. Projects Officer, Senior Legal Officer	10	3
7	Sen. Legal Officer, Sen. Information Officer, Senior Admin. Officer, Sen. Procurement (Civil Eng. I)	09	9
8	Sen. Exec. Officer (Protocol), Projects Officer, Information	08	3

S/N	DESIGNATION	CONRAISS	NUMBER
	Officer I		
9	Higher Executive Officer (Admin)	07	1
10	Senior Clerical Officers I	06	2
11	Cameraman, Asst. Exec. Officers (Admin II)	05	2
12	Clerical Officers	03	2
T O T A L			35

4.0 ACTIVITIES AND ACCOMPLISHMENTS OF THE OFFICE OF THE EXECUTIVE SECRETARY

The Executive Secretary's office has been at the forefront in ensuring the effective coordination and implementation of the UBE programme for the benefit of the Nigerian child. Every effort is being made to handle challenges as they arise. The Commission will sustain existing collaboration and evolve new ones with stakeholders in line with its mantra: *"Education for All is the Responsibility of All"*.

The major activities, achievements and challenges of the office of the ES in the year under review which are as outlined in reports from various Departments and Units have helped to sustain the tempo of Basic Education delivery in Nigeria.

In the year under review, the Executive Secretary, attended various international and national events where he presented papers on various topics relating to basic education delivery. Some of such engagements include:

- Guest Speaker at the 2019 International Literacy Conference, University of Ibadan, April 2019.
- Paper Presenter at the induction of Governors-Elect, at Banquet Hall, Presidential Villa, FCT – Abuja, April 2019.
- A Memorandum submitted to the House of Representatives' committee on Basic Education and Services on the need to improve access to quality basic education and reduce or eradicate the rising number of Out-of-School Children in Nigeria at the Committee's investigative hearing in December 2019.

- Paper presenter at the Cambridge Education Teacher Development Programme (TDP) Learning and Dissemination event at Sheraton Hotel & Towers, Abuja, July 2019.
- Keynote address on the basic infrastructure and facilities essential for meeting the set objectives of basic education in Yobe State, at the Two-Day Education Summit organized by Yobe Government, Damaturu, July 2019.
- Keynote Address on Corruption in Basic Education in Nigeria – Causes and Consequences at the National Transparency and Accountability Capacity Building Workshop for State Universal Basic Education Boards, Abuja, 2019.
- Address on the Occasion of the National Flag-off of the School-Based Management Committee-School improvement Programme (SBMC-SIP), Held at Coronation Hall, Government House, Kano, August 2019.
- A Speech at the Groundbreaking Ceremony to Flag-off the Construction of the UBEC Zonal Model School for the North-East region in Bauchi, September 2019.



The Executive Secretary, Dr. Hamid Bobboyi, delivering a Speech at the Groundbreaking Ceremony of UBEC Zonal Model School in Bauchi.

- Paper presentation on Federal Government's Intervention Initiatives in the Implementation of Universal Basic Education (UBE) Programme in Nigeria, at the 3rd Flag-off of Parley on Policy Synergy held at the Banquet Hall, Government House, Jos, Plateau State in November, 2019.
- Paper presenter at the African Conference on the Quality of Early Childhood Education and Professionalization of Educators, Casablanca, Morocco, December 2019.

4.1 International Events

The following are international events the ES participated in:

- A Comparative Study Tour & Assessment of Future/Model Schools in Malaysia – May 2019.
- 40th Session of the UNESCO General Conference UNESCO Headquarters, Paris – November 2019.
- African Conference on the Quality of Early Childhood Education and Professionalization of Educators, held in Casablanca, Morocco, December 2019.

4.2 Local Events

The major local events attended by the ES include:

- Official Presentation of ICT equipment to Holy Child Catholic School, Fegge, Onitsha – July 2019.
- UBEC Documentary on NTA Network: Investing in the Future of the Nigerian Child, Broadcast in the Six Geo-Political Zones of the nation, September – December, 2019.
- Participated in the Public Presentation of Abia State’s Safe School programme at Michael Okpara Auditorium, Umuahia, Abia State.
- Annual Religious Congregation for Special Prayer for the Nation at Emir’s Palace, Kano, where he represented Mr. President and the Hon. Minister of Education, October 2019.

4.3 Hosting of Dignitaries

In the course of the year, the Executive Secretary hosted a number of dignitaries including Prof. Ashar Kanwar of Commonwealth of Learning (COL), Vancouver, Canada (at the signing of the Memorandum of Agreement on Open Schooling Programme in Nigeria), UBEC Board Room, Abuja, July 2019.

4.4 Official Visits to the ES by State Executive Governors:

- His Excellency, Sen. Bala Abubakar Mohammed, the Executive Governor of Bauchi State, June 2019.

- His Excellency, Engr. Abdullahi Sule, the Executive Governor of Nasarawa State, June 2019.
- His Excellency, Dr. Abdullahi Umar Ganduje, the Executive Governor of Kano State, July 2019.
- His Excellency, Muhammad Inuwa Yahaya, the Executive Governor of Gombe State, November 2019.



Dr. Bala Muhammed, Executive Governor of Bauchi State, having a discussion with the Executive Secretary, Dr. Hamid Bobboyi, during a courtesy visit to the Commission.



Engr. Abdullahi Sule, Executive Governor of Nasarawa State, being welcomed to the Commission by the Executive Secretary, Dr. Hamid Bobboyi.



The ES, UBEC, presenting a gift to the Governor of Bauchi State.



The ES, UBEC, discussing with the Governor of Nasarawa State.

4.5 Hosting of Members of the National Assembly

The ES hosted several serving distinguished Senators and Honourable Members of the House of Representatives during the year.

4.6 Other activities

Other activities hosted by the ES office particularly with International Development Partners (IDPs), such as the World Bank, Islamic Development Bank, KOICA, JICA, British Council, UNESCO, etc. are contained in the individual briefs of Departments and Units:

LEGAL UNIT

1.0 INTRODUCTION

The primary role of the Legal Unit is to interpret laws and instruments entered into/executed by the Commission and in the event of any litigation represent the Commission in Court(s) through external solicitors.

2.0 FUNCTIONS

The Unit's roles include:

- Proffering legal advice to the Commission, and in some instances to State Universal Basic Education Boards;
- Drafting and executing legal instruments entered into by the Commission with development partners wishing to intervene in basic education;
- Liaising with Insurance Companies & Banks on the confirmation of Contractors' Advance Payment Guarantees, Performance Securities and liaising with appropriate departments and consultant(s) on contract/project matters;
- Alternative Dispute Resolution and other controversies without resorting to litigation;
- Liaising between the Commission and Security Agencies e.g. EFCC, ICPC, Police Force, etc.;
- Being the final signatory to States Action Plans; and
- Performing any other additional duties assigned to it by the Executive Secretary.

3.0 STRUCTURE

The Legal Unit is under the Executive Secretary's office and reports directly to the ES. The Unit is directly supervised by the Special Adviser to the Executive Secretary and is headed by a Legal Adviser who advises the Commission on Legal matters. There are 10 members of staff in the legal unit headed by the Legal Adviser

3.1 Staff Disposition

S/N	DESIGNATION	CONRAISS	NUMBER
1.	Legal Adviser	14	1
2.	Chief Legal Officer	13	1
3.	Assistant Chief Legal Officers	12	2
4.	Principal Legal Officers	10	1
5.	Senior Legal Officers	9	5
T O T A L			10

4.0 ACTIVITIES CARRIED OUT

Documentation of Contract agreement(s) on:

- Constituency Projects from February 2019-March 2019.
- Instructional materials from November 2019-December 2019;
- North-East Intervention from August 2019 - December 2019;
- UBE Model Schools II from May 2019 - December 2019;
- Consultants for North East Intervention projects from October 2019-December 2019;
- Boy/Girl Child from December 2019 - December 2019;
- Direct/Matching Grant consultants from June 2019 till date; and
- Insured the Commission's assets for the year 2019, from February 2019 – February 2020.

5.0 ACHIEVEMENTS

The following were the achievements recorded during the year under review:

- The Commission recorded three motor vehicle accidents and liaised with the appropriate insurance Company. Two of the claims have been settled; while the third is being processed;

- Through the Units efforts, the matter between Jacob O. Awofadeju & Co Vs UBEC was settled out of Court.

6.0 CONSTRAINTS/CHALLENGES

The Unit faced the following challenges in carrying out its functions:

- Inadequate storage facilities and reference materials.
- Inadequate capacity building for staff.
- Delay in information dissemination by Departments and Units.

7.0 ONGOING/FUTURE ACTIVITIES

- Liaising with SUBEBs on cases involving the Commission viz;
 - Vasalva Ventures Ltd Vs Vasalva Ventures Corporate Investment Ltd & UBEC;
 - Salmanda AMS Project Ltd & 2 others Vs Niger SUBEB & UBEC;
 - YSD Stable Construction Company Ltd & 5others Vs UBEC & 8others;
- Documentation of all contracts entered into by the Commission;
- Amicable dispute resolution between Contractors and the Commission; and
- Liaising with appropriate departments on projects execution.

PROCUREMENT UNIT

1.0 INTRODUCTION

The Procurement Unit is a service unit in the Office of the Executive Secretary. Its primary functions and responsibilities are to coordinate the process of procurement of goods, works and services. The activities in the process are listed below:

2.0 FUNCTIONS

- Preparing needs analysis before the procurement of goods, works and services.
- Preparing procurement plans.
- Advertising/soliciting for tenders or proposals.
- Conduct of market surveys.

- Evaluation of Tenders/Bids.
- Recommendation of award to the Tenders Board.
- Monitoring of procurement performance.
- Advising the Executive Secretary on issues of procurement.
- Carrying out any other duty that may be assigned by the Executive Secretary.

3.0 STRUCTURE

The Procurement Unit is under the Executive Secretary's office, it is headed by a Deputy Director who coordinates the procurement staff to carry out the various assignments listed above. There are six members of staff in the Procurement unit. The Head of Procurement is directly supervised by the Special Assistant to the Executive Secretary.

3.1 STAFF DISPOSITION

S/N	RANK	CONRAISS	NUMBER
1.	Deputy Director	14	1
2.	Chief Procurement Officers	12	2
3.	Prin. Procurement Officers	10	2
4.	Clerical Assistant I	04	1
TOTAL			6

4.0 ACTIVITIES

In the period under review, the Unit facilitated the following procurement processes:

S/N	ACTIVITY	DATE	LOCATION	REMARKS
1.	2018 Instructional Materials	Dec. 2018 – Sept. 2019	36 States & FCT	Completed
2.	2018 Constituency Projects	Feb. 2019 - July 2019	Different Senatorial Districts & HoR Constituencies across the 36 States & FCT	Completed

3.	Procurement of furniture and equipment	Jan. – Dec. 2019	UBEC Headquarters, State & Zonal Offices	Completed
4.	Renovation of Headquarters building	Jan. – March 2019	UBEC H/Q Building	Completed
5.	Procurement of utility vehicles for the Commission.	Oct. 2019	UBEC Headquarters	Completed
6.	Engagement of audit firms to audit 37 SUBEBs Accounts for 2017/2018 and UBEC Headquarters for 2018 financial years	Nov. – Dec. 2019	36 States SUBEBs & FCT UBEB with UBEC Headquarters	Ongoing
7.	Engagement of consultants to monitor disbursements and utilization of UBE/FGN Intervention funds	July – Sept. 2019	36 States & FCT	Ongoing
8.	Award of various contracts and engagement of consultants for the North East Intervention projects	Sept. 2019	North East Geopolitical States	Ongoing
9.	Recommendation of payment for activities successfully executed	Jan. – Dec. 2019	N/A	Ongoing

5.0 CHALLENGES/CONSTRAINTS

- The Unit is under-staffed.
- Inadequate office accommodation.

6.0 FUTURE ACTIVITIES

All procurement-related activities will be undertaken in the future.

7.0 CONCLUSION

The Unit is resolved to ensure that all procurement activities are carried out in compliance with the 2007 Procurement Act. This will ensure that quality goods, works and services are procured and delivered on time with a view to ensuring value for money.

PUBLIC RELATIONS UNIT

1.0 INTRODUCTION

The Public Relations/Protocol Unit is responsible for developing and implementing public enlightenment and corporate communication strategies and activities for UBEC. The Unit seeks to build and sustain a positive image for the Commission as well as reinvigorate public trust and confidence in UBEC's capacity to lead and mobilize Federal, State and LGA agencies for the implementation of Basic Education programmes in the country.

2.0 FUNCTIONS

The major functions of the Unit are as follows:

- Managing the image of the Commission.
- Maintaining good relationships with the public to achieve set goals and objectives of the Commission.
- Mediating between the Commission and the public.
- Sustaining and maintaining positive information about the Commission.
- Producing communication and enlightenment materials: Magazines, Newsletters and Press Releases on the activities of the Commission.
- Planning travel and transit logistics for UBEC's local and international travels.
- Facilitating hotel reservation and transport arrangements for UBEC officials, partners and official guests of the Commission.
- Providing protocol logistics and advance party services for UBEC Senior Executives and Departments during official engagements that involve UBEC, sister agencies and state partners.

- Tracking of UBE communication and publicity; news stories, documentaries, and feature articles on the Commission on various news platforms.
- Moderating UBEC events and other official functions.

3.0 STRUCTURE

The Unit is headed by an Assistant Director, Public Relations (ADPR) who coordinates the public enlightenment and corporate communication strategies of the Commission and reports directly to the Executive Secretary or through the Special Assistant to the Executive Secretary. The Unit has two major arms, Public Relations and Protocol sub units, with strategic desks and responsibilities in line with the functions of the Unit. There are six members of staff in the unit headed by an Assistant Director

3.1 Staff Disposition

S/N	RANK	CONRAISS	NUMBER
1.	Asst. Director (Public Relations)	13	1
2.	Chief Protocol Officer	12	1
3.	Principal Admin Officer	09	1
4.	Principal Information Officer	09	1
5.	Senior Information Officer I	08	1
6.	Cameraman	04	1
T O T A L			6

4.0 ACCOMPLISHED ACTIVITIES

Among others, the Public Relations Unit in the period under review successfully executed the following media related and protocol activities:

- Provided off-site media coverage for major UBEC internal and external events including:
 - Valedictory press briefing by the Honourable Minister of Education on 21st May, 2019.

- Coordination of the expanded management retreat for the 2018 National Personnel Audit on 12th September, 2019 in Abuja.
- High level Stakeholders meeting of UBEC Management, State Ministries of Education, NAPPS and IDPs held on 22nd November, 2019 in Abuja.
- UBEC/SUBEB heads of Public Relations and Protocol annual training programme from 5th-6th December, 2019 in Rivers State.



The Chairman, Rivers State Universal Basic Education Board, Rev. Fyeface, addressing participants at the Meeting in Rivers State.



Some of the important dignitaries at the Meeting.



A cross-section of the participants at the Meeting.

- National launching and presentation of 2018 National Personnel Audit (NPA) report on 16th December, 2019 in Abuja.
- Monitored and tracked news items, documentaries, and feature articles on the Commission and UBE delivery activities in general in the news media.
- Compiled and provided direction for the production of critical UBEC informative and advocacy materials.
- Coordinated various print and online advertorials, announcements and publicity of UBEC events.
- Ensured smooth logistic operations and arrangements for UBEC events and activities.
- Facilitated visa processing, documentation and other arrangements for hitch-free local and international travels and boarding for UBEC staff on assignments.
- Moderated and anchored all UBEC formal events including:
 - UBEC events, meetings and interview sessions with designated media.
 - UBEC departmental briefings.
 - Various engagements of UBEC professional Departments with SUBEB Directors and Desk Officers at various destinations across the country.
 - Advocacy visits to major UBE stakeholders at National and State levels.
 - Courtesy calls on UBEC and UBEC Executive Secretary by major government functionaries, UBE stakeholders, Advocacy groups,



UBEC's PRO, Dr. Ossom Ossom, moderating one of the Open School programme workshop sessions.

Media correspondents, International Development Partners, etc.

- Provided still and motion (pictures and video materials) documentation and reference materials for major UBEC events.
- Effectively managed the public relations profile and image of the UBE Commission through regular press releases, interviews between UBEC Executive Secretary and key media organs, press briefings, etc.
- Mediated and interfaced with designated media platforms in ensuring effective handling of known and emerging negative publicity relating to UBEC and UBE delivery in the country.
- Creating a robust, UBE/Stakeholder sensitive and people-friendly atmosphere for addressing and responding to negative public perception and reportage of UBE programme.
- Broadening access to improved reportage of the UBE programme.
- Innovating improved mechanisms for responding to emerging issues in UBE programme implementation through factual dissemination of information on strategic UBEC interventions, engaging online media and specialized print media platforms.
- Providing and sustaining a vibrant protocol service that ensured smooth logistics arrangement for all UBEC activities as well as travel and boarding arrangements for designated staff.
- Maintaining and sustaining constant information and public enlightenment on Federal Government's intervention through UBEC in basic education delivery.
- Utilizing the Sabre GPS for issuing of airline travel tickets directly from the office.
- Managing designated social media accounts used in publicizing UBE delivery activities.

5.0 CONSTRAINTS

In the period under review, the Unit was constrained in the course of achieving its mandates and set targets by the following factors:

- Low budgetary and funding for media-related activities and increasing cost of media production and broadcasting.

- Lack of the wherewithal to address uninformed and sometimes baseless reportage on UBEC.
- Lack of the capacity to react to negative publicity on UBEC and UBE Delivery Services.
- Absence of a strategic media focus leading to low media presence and visibility of UBEC.
- Low stakeholders and public awareness of the UBE Programme.

6. 0 ONGOING ACTIVITIES

- Collating of materials for future publicity activities on various media platforms especially on NTA, FRCN, newsprints and Channels Networks.
- Event moderation and reportage.
- Basic education communication media tracking.

7. 0 FUTURE ACTIVITIES

Going forward, the Unit intends to pursue a more vigorous public relations framework that seeks to integrate contemporary and creative mechanisms for publicising the modest achievements of UBEC and creating a robust platform for mobilizing stakeholder support for UBE programmes and activities. Along this line:

Public Relations staff and related functionaries are being mobilized to offer improved professional services in the coming year.

- Development and production of UBE TV jingles in English and other major language variations (Hausa, Yoruba, Igbo, Pidgin English).
- Production of UBE TV Documentaries.
- Production of 30 minutes weekly UBE TV Programme.
- Structured feature writing on UBEC intervention/UBE issues in major national and regional newspapers.
- UBE newspaper publicity on UBE funding, deliverables, contemporary issues and adverts.
- Printing of bi-monthly UBEC in-house newsletter and quarterly newsmagazine.

- Printing and dissemination of UBE posters and other light publicity of advocacy messages on the UBE programmes to a mass audience using bulk SMS.
- Routine engagement of UBEC Executive Secretary with media practitioners.

8.0 CONCLUSION

Arising from the aforementioned activities, it is expected that the planned media interventions will among other things:

- Lead to improved UBE media presence;
- Ensure increased information of major stakeholders on UBE achievements and stakeholder support for UBE delivery;
- Improve stakeholders' awareness of UBEC achievements, challenges and prospects;
- Improve public enlightenment on key issues regarding UBEC activities;
- Stimulate increased non-public interest and involvement in UBE processes;
- Improve the public perception and general rating of UBEC among key stakeholders and the general public.

SERVICOM UNIT

1.0 INTRODUCTION

The SERVICOM Unit is under the Executive Secretary's Office. The Unit is set up to support the Commission to realize the UBE Mandate. This is carried out by recommending and helping the management to provide basic services to which each citizen is entitled in a timely, fair, honest, effective and transparent manner.

2.0 FUNCTIONS

The functions of the SERVICOM Unit include:

- Liaising with the Federal Ministry of Education on SERVICOM matters.

- Representing the Commission in the Ministerial SERVICOM Unit quarterly meetings.
- Monitoring and Updating activities of State and Zonal offices on service delivery.
- Formulating, implementing and reviewing the Commission’s Service Charter.
- Processing reports from State and Zonal Offices on responses from stakeholders on UBEC service delivery.

3.0 STRUCTURE

There are three members of staff in the unit headed by a Deputy Director.

3.1 Staff disposition

S/N	DESIGNATION	CONRAISS	NUMBER
1.	Deputy Director	14	1
2.	Assistant Chief Legal Officer	11	2
T O T A L			3

4.0 ACTIVITIES

- Organizing training Workshops for SERVICOM Unit and SUBEB SERVICOM officers.
- Monitoring and evaluating the implementation of SERVICOM ideals or standards at the UBEC Zonal offices and SUBEBs.
- Conducting training workshops for UBEC staff on SERVICOM ideals.
- Servicing of SERVICOM committee meetings.
- Review and update of UBEC Service Charter.

5.0 ACHIEVEMENTS

- The constitution of UBEC Service Charter Review Committee, to review and produce a new Service Charter for the Commission.
- Successful conduct of the workshop on the review of UBEC Service Charter in Nasarawa State.

- Conduct of service delivery awareness and mission visits in collaboration with the World Bank BESDA Environmental and Social Safeguards Programme to Niger and Kaduna States.

6.0 CONSTRAINTS

- Inadequacy of funds to implement the unit's activities.
- Personnel capacity gaps due to insufficient training of SERVICOM Staff.

7.0 ONGOING ACTIVITIES

- The review of UBEC Service Charter.
- Implementation of UBEC BESDA Safeguards Programme.

8.0 FUTURE ACTIVITIES

- Follow-up monitoring of SUBEBs, LGEAs, and schools to ensure the establishment of SERVICOM Unit at the State Level.
- Quarterly networking seminar for all SUBEBs SERVICOM Desk Officers.
- Quarterly training of UBEC SERVICOM Unit staff by the SERVICOM Institute.
- Training of UBEC staff on SERVICOM ideals.
- Hosting of a meeting of SERVICOM Units of all agencies in the Federal Ministry of Education.

SPECIAL PROJECTS UNIT

1.0 INTRODUCTION

1.1 Background and mandate of the Unit

The Special Projects unit which is under the Office of the Executive Secretary is the main entry point and clearing house for all International Development Partners' and Donor Agencies' interventions in the implementation of basic education programmes.

1.2 Mission

The mission of the Unit is to be a key facilitator in the delivery of basic education in Nigeria through collaborations with International and National Development Partners.

2.0 FUNCTIONS OF THE UNIT

The main functions of the unit are:

- Coordinating the implementation of the UBE activities in collaboration with multi and bi-lateral agencies, and
- Liaising with Donor Agencies, Non-governmental Organizations and other Development Partners in support of basic education delivery in Nigeria. These are in keeping with the provision of UBE Act, 2004, part II, section (j) and (r).
- Other functions of the Unit include to:
 - coordinating the implementation of all Development Partners' support activities for the improvement of basic education in Nigeria;
 - coordinating and providing support for technical officers at both UBEC and SUBEBs to facilitate the achievement of project targets;
 - initiating new projects or support areas for collaboration with International Development Partners;
 - organizing, correlating, and facilitating High Level Donor Coordination meetings in the area of basic education.

3.0 STRUCTURE OF THE UNIT

The Unit is headed by a Deputy Director/Coordinator, Special Projects who works under and reports directly to the Executive Secretary. He, however, works closely with the Heads of Departments and their relevant technical officers in performing the functions of the unit. He is assisted by two Project Officers and an Assistant Chief Confidential Secretary.

3.1 Staff Disposition

S/N	RANKS	CONRAISS	NUMBER
1	Deputy Director/Project Coordinator	14	1
2	Assistant Chief Confidential Secretary	11	1
3	Principal Project Officer	10	1
4	Senior Quality Assurance Officer	09	1
5	Project Officer I	08	1
T O T A L			5

4.0 ACTIVITIES OF THE UNIT

The major International Development Partners collaborating with the Universal Basic Education Commission and providing support for the development of basic education in Nigeria are:

4.1 The World Bank Project

- **State Education Program Investment Project (SEPIP)**

The World Bank has been a long-time partner and is currently supporting the State Education Programme Investment Project in Nigeria. This is an innovation being piloted in three states: Anambra, Bauchi and Ekiti States. Under this project, funds are disbursed to states after they achieved some pre-determined performances/disbursement indicators called Disbursement Linked Indicators (DLIs). Thus, this is a result-based financing project. UBEC as a statutory agency charged with the responsibility of coordinating basic education in Nigeria has a major role in this project.

Also, Additional Financing (AF) of SEPIP is focusing on the need for system strengthening in the current context of the North-Eastern States (Adamawa, Bauchi, Borno, Gombe, Taraba and Yobe) in addition to Anambra and Ekiti States where there had been earlier interventions. SEPIP seeks to strengthen the educational system by supporting: (i) need-based teacher deployment; (ii) school-level management and accountability; and (iii) measurement of student learning in the participating States.

The institutional arrangement for the SEPI project designated UBEC as a Technical Assistance provider to the implementing states. UBEC is also the main Monitoring & Evaluation outfit for the project.

- **Global Partnership for Education (GPE)/Nigerian Partnership for Education Project (NIPEP)**

The Global Partnership for Education (GPE) is under the World Bank supervision. The GPE/NIPEP is a 100 million US Dollars project aiming at assisting Nigeria to achieve EFA goals through increased access and improved quality of basic education. The Financing Agreement of the

project was signed and ratified by the Federal Ministry of Finance in November 2015. The project is at various stages of implementation in the five States; Katsina, Kano, Kaduna, Jigawa and Sokoto. The major areas of focus in the project are (i) Increasing girl-child enrolment and retention through conditional cash transfers, (ii) Strengthening SBMCs and (iii) TPD especially on classroom management.

UBEC is designated as a Technical Assistance provider to the implementing States and the main Monitoring & Evaluation outfit for the project.

- **Better Education Service Delivery for All (BESDA), Program for Result (PforR) Operations**

Better Education Service Delivery for All, Programme for Result (P4R) is an operational project that has been requested by the Federal Ministry of Education from the World Bank in support of the Ministry's Ministerial Strategic Plan (MSP) 2016-2019. The project is a N611m operation to support Pillar I of the MSP, which is the out of school children. The operation became effective on 22nd January, 2018 and focuses on 17 States with the highest number of out of school children in Nigeria.

4.2 Skill "G" Project

Skill "G" is one of the companies established for educational development in Nigeria. The company seeks to promote Science & Technology, Mathematics, Engineering, Technical & Vocational Education at all levels from primary to tertiary.

5.0 ACHIEVEMENTS

The Unit recorded the following achievements:

- Provided technical support to the Committees established by the Executive Secretary on KOICA, JICA and MacArthur Foundation Projects.
- Coordinated the implementation of Skill "G" Result Based Education Concept Pilot Project for Improvement in Basic Science and Mathematics Education. It provided training and capacity building to

some teachers in Niger State and the Federal Capital Territory, in December, 2019.

- Coordinated the overseas study visit to Singapore for UBEC Management, Technical Officers and UBEC state based officers. The objective of the training visit was to enhance future workforce skills development and teachers' professional development. The visit was in December, 2019.
- Commenced another phase of work, through consultancy on the following key activities:
 - Re-engineering of the UBEC website.
 - Automation of UBEC operations.
 - Development of Remote Monitoring of monitoring and evaluation activities.
 - Overhaul of UBEC Internet connection.
- Facilitated the visits to 17 BESDA focus States and provided technical support on BESDA State Delivery Plans (Work Plan) for implementation between April and October, 2019.
- Participated in the BESDA Launch in Adamawa, Borno, Ebonyi, Oyo, Kano and Kebbi States.
- Maintained BESDA Secretariat at IGI House, No. 3, Gwani Street, Off IBB Way, Wuse Zone 4, Abuja for the National Programme Coordinator and Result Area Consultants.
- Facilitated the engagements of National and State Consultants for BESDA.
- Hosted series of meetings with the World Bank Mission to Nigeria.
- Established the BESDA Safeguard Committee.
- Provided relevant documentation and resources on BESDA implementation to the National Assembly.
- Coordinated the BESDA Programme 1st Financial Monitoring across the 17 States.
- Conducted a 2-Day BESDA Clinic on State Delivery Plans for States in the North-West, held at Quarter House Hotel, No. 2, Ogbadu Road, Malali GRA, Kaduna State on, January 22-23, 2019.



The National Programme Coordinator of BESDA, Prof. Gidado Tahir, addressing the participants at the 2-Day BESDA Clinic.



A cross-section of the participants at the BESDA Clinic.

- Facilitated World Bank Mission's Better Education Service Delivery for All (BESDA), SEPIP, NIPEP & Education Sector Analysis Implementation Support Mission, April 8-19, 2019.
- Attended World Bank-Supported Nigeria Partnership For Education Project (NIPEP) Mission on Stakeholders' Technical Workshop, held at Baballe Suites, Dabo Mohammed Road, Kano State, Wednesday, April 24, 2019.
- Coordinated the overseas training for UBEC Staff on Project Management Planning and Control in London School of Business and Finance, London, United Kingdom from 18th-22nd March, 2019.
- Conducted a 2-day interactive meeting with the States in the North East, North West and Niger State on December 17-20, 2019.



Prof. Gidado Tahir, BESDA National Programme Coordinator, addressing participants at the BESDA Meeting.



Some SUBEB Chairmen present at the BESDA Meeting.



A cross-section of participants at the BESDA Meeting.

- Conducted the first monitoring and data collection for BESDA non-formal and Intensive literacy programme.
- Facilitated disbursements of Prior Results and Allowances to States.
- Continuously provided support to States on implementation.

6.0 CONSTRAINTS

- Limited avenues, poor mobility and logistics for engaging IDPs for possible collaboration.
- Limited office space/accommodation for the Unit.
- Low budgetary provision for project monitoring (counterpart funding).
- Limited availability of dedicated project support staff from relevant Departments.

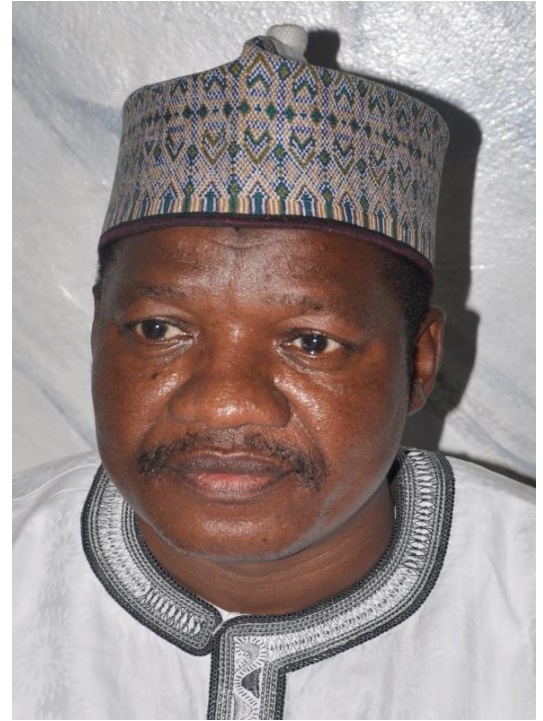
7.0 FUTURE ACTIVITIES

- Establishing more linkages with related Ministries and Departments such as FME, NPC, FMF, Immigration, Customs, Nigerian Ports Authority, etc., for smoother coordination and implementation of IDP supported Programmes and Projects.
- Opening up dialogue with other IDPs such as USAID, Canadian International Cooperation Agency (CIDA) and the Emirate International Cooperation Agency.
- Dialogue with multi-national corporations such as Samsung, LG and Microsoft Corporation for areas of collaboration in basic education.
- Regular meetings with IDPs on collaboration in the basic education sub- sector.
- Establishing linkage with African Development Bank in the basic education sub-sector.
- Discussion with KOICA on the Nigeria Health Care Delivery Project for Basic Education 2020 – 2024 Proposal.
- Discussion with Skill “G” on capacity building for teachers on the improvement of basic science and mathematics education.

DEPARTMENT OF ACADEMIC SERVICES

Malam Wadatau Madawaki was born on 28th December, 1961 in Gusau town, Gusau Local Government Area of Zamfara State. He had his primary education at the Township Primary School, Gusau; his teacher training at the Sultan Abubakar College, Sokoto; and his Nigeria Certificate in Education (NCE) at the College of Education, Sokoto before attending Ahmadu Bello University (ABU), Zaria for his Bachelor of Education (B.Ed) degree in 1989.

He started his working career as a primary school teacher and rose to become a Headmaster with the Sokoto State Local Government Service Commission before he went on to teach at the secondary school level after obtaining his NCE in 1984. After obtaining his B,Ed degree, he rose to the position of Vice Principal (Academics) before he transferred his service to the then Universal Basic Education Programme (UBEP) in 2002 as an Assistant Chief Monitoring Officer. He became Chief Monitoring Officer in 2004, Assistant Director (Academic Services) in 2008 and Deputy Director (Academic Planning) in 2012. He is presently the Director, Department of Academic Services, UBEC.



Malam Wadatau Madawaki
Director, Department of Academic Services

1.0 INTRODUCTION

The Department of Academic Services came into being in 2004 after a major restructuring of the UBE Programme following the signing into law of the UBE Act 2004. It is one of the Departments created to channel the operations of the Commission towards greater effectiveness. In 2019, another major restructuring took place in the Commission and the Department had to make a minor adjustment of its existing units. Currently, the Department has three Units namely: Academic Planning, Instructional Materials and Agricultural Education Training Programme and Education Support Services Units. The Department is headed by a Director and assisted by a deputy director and other heads of units.

Some of the core mandates of the Department are to stimulate innovation and creativity in the implementation of basic education programmes through

adequate advice. The Department also seeks to ensure synergy in UBE related activities with relevant agencies as well as provision of quality education support services in the areas of access, quality and equity.

2.0 FUNCTIONS OF THE DEPARTMENT

Among others, the Department exists to:

- Stimulate the provision, coordination and management of functional libraries as well as classroom collections for all UBE target groups in order to enhance reading habits among learners to build lifelong literacy skills;
- Ensure compliance with the necessary policies and guidelines as they affect the Department and on other UBE related matters;
- Co-ordinate the draw up guidelines on the application of the Federal Government's Intervention Funds to States in the provision of instructional materials and monitoring to ensure judicious utilization;
- Stimulate and sensitises the States to their responsibilities in the provision of quality Early Childhood Care, Development and Education (ECCDE);
- Coordinate the desk for JCCE, NCE meetings and plays a lead role in the representation of the Commission at the JCCE/NCE meetings, a forum where stakeholders submit memoranda for critiquing before they are eventually adopted as policies;
- Attends to memos from the Executive Secretary on academic oriented activities;
- Stimulates and sensitises the States to their roles and responsibilities on agricultural education enterprise in order to have value for money disbursed for that purpose;
- Co-ordinate the drawing up of guidelines on the application of the Federal Government's Intervention Funds to States in the provision of agricultural education enterprise and thorough scrutiny of their action plans to ensure compliance before approval for disbursement;
- Co-ordinates the drawing up of guidelines on the application of the Federal Government's Intervention Funds to States in the provision of

sports facilities and thorough scrutiny of their action plans to ensure compliance before approval for disbursement; and

- Carry out any other assignment as directed by the Executive Secretary and the Management.

3.0 STRUCTURE

Presently, there are three Units, namely: Academic Planning, Instructional Materials and Agricultural Education Training Programme and Education Support Services Units. The Department has 24 staff and is headed by a Director.

3.1 Staff Disposition

S/N	DESIGNATION	CONRAISS	NUMBER
1.	Director	15	1
2.	Deputy Director	14	1
3.	Assistant Director	13	1
4.	Chief Academic Planning Officer	12	4
5.	Assistant Chief Academic Planning Officer	11	1
6.	Assistant Chief Librarian	11	1
7.	Principal Academic Planning Officer	10	2
8.	Senior Academic Planning Officer	9	3
9.	Senior Confidential Secretary	9	1
10.	Academic Planning Officer 1	8	3
11.	Senior Assistant Academic Planning Officer	8	1
12.	Academic Planning Officer 2	7	3
13.	Chief Data Processing Analyst	6	1
14.	Driver	4	1
T O T A L			24

4.0 ACTIVITIES

- Coordinated the Commission's participation at the JCCE/NCE meetings for 2019.
- Conducted Needs Based Assessment of facilities/centres of the Early Childhood Care, Development and Education component from 7th - 13th July, 2019 in the 36 States and the FCT. A total number of 2,956 pre-primary schools/centres were sampled in the country to review the gaps and challenges in the implementation of ECCDE in schools. The findings are intended to review gaps and best practices and to form the basis for discussion and informed decision making with relevant government agencies and other stakeholders on the corrective action.
- Developed Guidelines on Practical Agriculture (School-to-farm) initiative in April, 2019.



The Director, Dept. of Academic Services, Mal. Wadatau Madawaki, welcoming participants to the Practical Agriculture Workshop.



A Resource Person, Prof S. Z. Abubakar, Dept. of Agric, Ahmadu Bello University, Zaria, making a Presentation.



A cross-section of SUBEBs' participants at the Workshop.

- Organized a 2-day meeting with UBEC Directors and Staff of Academic Services to harmonize and critique the Developed Guidelines and Framework for the implementation of the school-to-farm initiative using the 2% Matching Grant and Counterpart Fund from 18th to 19th September, 2019.
- Assessed textbooks procured and supplied in core subjects, library resource materials, ECCDE play materials and laboratory equipment to basic education schools nationwide.
- Collaborated with International Development Partners to train teachers and pupils on literacy.
- Participated in the 17 focus States of BESDA mission visitations to facilitate for BESDA Implementation in Result Area 2 of Intensive Literacy Programme.

5.0 ACHIEVEMENTS

The following are the achievements recorded by the Department in the year under review:

- Conducted needs based assessment of facilities/centres of the Early Childhood Care, Development and Education component from 7th - 13th July, 2019 to ascertain the needs of states, determine the appropriate areas of intervention for the component and ensure the compilation of the findings from each state for possible intervention from UBEC, SUBEBs, LGEAs and other stakeholders.
- Had robust synergy and improved collaboration with relevant agencies on basic education service delivery.
- Participated and made viable contributions at meetings anchored by the FME, UNICEF and other relevant agencies in order to chart the way forward on the implementation of ECCDE activities in schools.
- Represented the Commission at the JCCE plenary held in Osogbo and NCE meetings held in Port Harcourt on basic education issues by giving updates on the activities and efforts of the Commission in terms of access, quality, equity and system strengthening.

- Worked in synergy with the procurement unit in the procurement and distribution of instructional materials to States and the FCT. The items procured and distributed include;

5.1 Items procured and distributed

S/N	Items	Quantities
1	Assorted Library Resource Materials	2,493,838
2	Charts	733,400
3	Desktop Computers	3,990
4	Various computer accessories	7,030
5	E-Learning Software	3,610
6	Inverters	760
7	Batteries	1,368
8	Panel Rack for Batteries	333
9	Solar Panels	2736
10	Charge Controller	570
11	Large World Globe	9,880
12	ECCDE Outdoor Play equipment	418
13	ECCDE materials	104,954
14	Mathematical sets	13,360
15	Jolly Phonics copies of Pupils' books and Teachers' Guide	1,195,600
16	Anti-corruption materials	193,800
17	TDP manuals	143,500
18	Science and Laboratory equipment	5,450
19	Vocational/Technical equipment for ECCDE, Primary and Junior Secondary Schools	9,558

- Developed and harmonized Guidelines for AETP implementation and made them available in basic education schools in the 36 states and the FCT.
- Collaborated with IDPs on building literacy skills of teachers for effective use of instructional materials.

- The Department was able to sustain the drive in ensuring quality Basic Education delivery as well as achieving the three result areas of access, quality and system strengthening through coordinated activities in the provision of Instructional Materials, Practical Agriculture (School-to-farm) programmes, participation in the BESDA programmes and other International Development Partners' Literacy programmes.
- Distributed 300,000 copies of the Guidance and Counselling Training Manual for UBE Para-counselors in the UBE Programme to States, Stakeholders, educational institutions and contributors from March – June, 2019.
- Supported the President's Schools' Debate Tournament during the 59th Independence Anniversary Edition of Inter-SUBEBS Debate competition held in Katsina State from 2nd - 7th December, 2019.
- Carried out the National Sports Survey in Twelve (12) States of the Federation and the FCT from 12th- 16th July, 2019.
- Catalogued UBE information materials as well as created newspaper index proforma for the year under review.
- Accessed the 1% Sport Fund by 24 State Universal Basic Education Boards namely: Rivers, Sokoto, Katsina, Kogi, Lagos, Borno, Niger, Nasarawa, Edo, Taraba, Adamawa, Gombe, Ekiti, Kano, Kebbi, Bayelsa, Zamfara, FCT, Yobe, Osun, Abia, Jigawa, Benue, and Delta States.
- Accessed the 2% Agric Fund by 25 State Universal Basic Education Boards namely: Rivers, Sokoto, Katsina, Kogi, Lagos, Borno, Niger, Nasarawa, Edo, Taraba, Adamawa, Gombe, Ekiti, Kano, Kebbi, Bayelsa, Zamfara, FCT, Yobe, Osun, Abia, Jigawa, Benue, and Delta States.

6.0 CONSTRAINTS

- Lack of commitment by some States to ECCDE programmes in spite of the approval of the one-year compulsory ECCDE/Pre-primary Education and entrenchment in the National Policy on Education (NPE).
- Inability to cover all LGEAs and ECCDE centres during the needs based assessment survey exercise due to limited funds, inadequate number of days and personnel.

- Late submission of memoranda from other Departments for onward submission to JCCE and to the Department for subsequent compilation.
- Inadequate information from other relevant agencies on curriculum matters leading to lack of synergy.
- Inadequate funds to intervene in the provision of Instructional Materials in all Basic Schools currently making some children to graduate without the textbooks reaching them as mandated: (ratio1:1) – one textbook per child.
- Non-adherence by the states to the guidelines of Instructional Materials on distribution of textbooks based on needs assessment of the schools.
- Late release of the approved/allocated funds due to delay in budget release.
- Failure to constitute Textbooks Management Committees in most of the SUBEBs.
- Failure to use Book Management Information System (BMIS) by states in the management of the textbooks in places where they are available.
- Most of the states do not have good storage systems or libraries for the storage of Library Resource Materials.
- Inadequate data or records on school libraries in basic education schools.
- Lack of budgetary provision for guidance and counseling Services implementation in basic schools.
- Failure to upgrade the UBEC library that would have served as a model worthy of emulation at the basic education level.

7.0 ONGOING ACTIVITIES

- Compiling of report on the findings of ECCDE survey exercise conducted from 7th–12th July, 2019.
- Receiving and compiling memoranda from various departments in UBEC on the next approved theme at the NCE meeting which is **“Out of School Syndrome Phenomenon”**.
- Verification of adequacy, availability and utilization of basic education Instructional/Pedagogical Materials in Basic Education Institutions (Primary, JSS and ECCDE) and Disbursement of Support Fund to States for 2019.

- Participation in BESDA programmes in 17 states.
- Verification of procurement, distribution and utilization of Instructional Materials for 2019/2020.
- Coordinating the process of verification of procurement, distribution and utilization of pupils' textbooks, Teachers' Guides and Supplementary Readers of Intensive Literacy Programme in the 17 BESDA States.
- Compiling the reports of the National Survey in the Implementation of Sports Policy in the six Geopolitical Zones and the FCT using SUBEBs, LGEAs and School level instruments conducted from 12th- 16th July, 2019.
- Verification of Implementation of Agriculture Education Training Programme (AETP) action plans submitted by the states through SUBEBs to ensure compliance.
- Verification of Implementation of Sports action plans submitted by the states through SUBEBs to ensure compliance.

8.0 FUTURE ACTIVITIES

- Preparation for the forthcoming JCCE and NCE policy meetings.
- Organisation of meetings with Directors/Desk officers in charge of ECCDE nationwide to share the findings of the ECCDE survey needs assessment carried out in July, 2019 for their inputs and subsequent proposal of writers' workshop for experts' advice, critique and input to the interim report written and prepared by the Department in collaboration with the EMIS section of PRS Department of the Commission before final critique/dissemination and publication.
- Dissemination of report on Needs Based Assessment to the 36 States and the FCT on status of findings from ECCDE survey exercise.
- Capacity building of Academic Services Staff on Curriculum Development and review to ensure improved knowledge and skill on curriculum issues.
- Workshop with stakeholders on school-to-work scheme proposed for the graduates of JSS after the Basic Education Certificate Examination (BECE) slated for 2 - 3 months approved at the NCE meeting in order to have good work plan.

- Provision of textbooks to public schools nationwide using the 2019 UBE Intervention Funds meant for the provision of Instructional/Pedagogical materials.
- Verification of school-to-farm projects in the states and FCT.
- Verification of Result Area 2 BESDA implementations.
- Working towards achieving results in basic education in collaboration with relevant IDPs.
- Guidance and Counseling Master Trainers Workshop for UBE Counselors.
- Workshop/Meeting with Experts on the development of Framework for the implementation of 1% Intervention Fund on School Sports.
- Workshop/Meeting with SUBEB Directors, Desk Officers in-charge of sports and relevant stakeholders at the basic education level to discuss the outcome/report of the National Sports Survey and proffer solution to challenges observed.
- Monitoring of availability and functionality of School Libraries in Basic Education schools to avail the Commission an update in this area so as to chart the way forward for possible intervention and ensure good practices.
- Monitoring the verification of availability and utilization of instructional materials in basic schools across the country.

9.0 CONCLUSION

The Department has been working hard towards achieving the goals of the Commission in the delivery of quality basic education through the provision of access, equity and capacity building of personnel to meet current global trends in education.

The Department will ensure that in the coming year, it continues to work with States in the implementation of the Agricultural Education Programme, advocacy and sensitization of States on the importance, relevance and quality implementation of ECCDE Programmes as well as school sports, curriculum and other extra-curricular activities.

DEPARTMENT OF ADMINISTRATION AND SUPPLIES

Rt. Rev. Edwin Musa Jarumai was born on 19th October, 1960 in Numan, Adamawa State. He attended Ahmadu Bello University, Zaria from 1982 - 1987 where he graduated with a Bachelor of Science honours degree in Textile Science and Technology. After graduation, he did the National Youth Service at the Institute of Management and Technology (IMT), Enugu from August 1987 - October 1988.

He was employed as a pioneer staff of the defunct National Primary Education Commission (NPEC) on 2nd November, 1988 and offered the position of Assistant Secretary II. NPEC was later reconstituted as Universal Basic Education Commission (UBEC) and he continued his career there. He was appointed the Director of Administration and Supplies on 1st September, 2016.

Before then, he had served in various capacities, amongst which are:

- i. Administrative Officer, NPEC South-East Zonal Office, Owerri, *November 1989 - January 1992*;
- ii. Liaison Officer, Universal Basic Education Programme (UBEP), Abuja Liaison Office, *October 1995 – September 2000*;
- iii. Member of the Secretariat of UBEC Governing Board, *2004 – 2014*;

1.0 INTRODUCTION

The Department of Administration and Supplies is a service department in the Commission. It is mainly concerned with human and material resource management, the functions of which are mainly service oriented and recurrent. Most of the departmental services and achievements may not be physically accounted for but would be felt in the event that they are not offered.



**Rt. Rev. Musa Edwin Jarumai, FCPA
Director, Administration and Supplies**

- iv. Secretary, UBEC Management Committee, *2012 – 2014*; and
- v. Zonal Director, UBEC North-Central Zonal Office, Lokoja, *June 2014 – August 2016*.

Rt. Rev. Jarumai, a seasoned Administrator, has spent his entire career in the Department of Administration. He is a Fellow of the Certified Institute of Public Administrators and an Associate Member of the Certified Institute of Personnel Management in Nigeria.

2.0 FUNCTIONS

- Assisting the Executive Secretary in the daily/routine administration of the Commission;
- Advising Management on general Administration, Establishment and Personnel matters;
- Providing secretarial services to the Governing Board and its Committees during meetings as well as the Commission's Management Committee;
- Implementing UBEC Board and Management Committee's decisions;
- Evolving and coordinating training and manpower development plans for the Commission;
- Interpreting and implementing the Commission's policies as they affect Staff welfare;
- Interpreting and implementing administrative and personnel policies in accordance with Government rules, regulations, codes and circulars;
- Keeping records of all applications for employment, requests for transfer of services, secondments and contract appointments;
- Handling recruitment processes and posting newly employed staff to relevant departments;
- Preparing the Commission's nominal roll as well as Department/Unit Staff list and reviewing same on regular basis;
- Compiling annual increments and issuing salary variation advice in conformity with Government regulations;
- Ensuring documentation of newly employed staff and organizing induction/orientation courses for them;
- Issuing annual Maternity, casual, study leave advice to deserving staff and processing their resumption of duty certificates;
- Providing and coordinating security for UBEC Assets;
- Ensuring the beautification and cleanliness of Offices and the Environment through supervision of cleaners;
- Supervision of security guards;
- General Maintenance of the Headquarter's Office Complex;

- Routine checks, maintenance and repairs of office equipment e.g photocopier machines, fire extinguishers, printers, boreholes, generators, computer systems and air conditioners;
- Administration and maintenance of office vehicles, etc.;
- Maintenance of the Commission’s fixed and movable assets;
- Inventory Management;
- Identifying training needs of staff;
- Drawing of annual training programme for UBE staff;
- Processing requests & briefs for long-term training;
- Processing requests for seminars, conferences, workshops both local and international, etc.;
- Liaising with training institutions to keep track of their training schedule; and
- Reviewing the training and manpower development policy for UBEC.

3.0 STRUCTURE

The Department has five (5) units,

- Establishment;
- Training, Board and Management;
- Maintenance and Services;
- Welfare;
- Stores and Supplies.

The department has Fifty members of staff headed by a Director

3.1 Staff disposition

NO	DESIGNATION	CONRAISS	NUMBER
1	Director	15	1
2	Deputy Director (Admin. & Supplies)	14	2
3	Asst. Director (Admin. & Supplies)	13	1
4	Chief Exec. Officer (Stores)	12	1
5	Chief Administration Officer	12	2

6	Asst. Chief Conf. Secretary	11	1
7	Asst. Chief Executive Officer (Admin.)	11	3
8	Asst. Chief Admin. Officer	12	1
9	Principal Admin. Officer	10	3
10	Senior Admin. Officer	09	10
11	Prin. Data Processing Officer II	09	1
12	Principal Executive Officer II (Admin.)	09	2
13	Senior Legal Officer	09	1
14	Admin. Officer I	08	5
15	Higher Executive Officer (Admin.)	07	1
16	Chief Driver/Mechanic	06	7
17	Works Superintendent	06	2
18	Chief Clerical Officer (Admin.)	06	1
19	Executive Officer (Admin.)	05	1
20	Senior Motor Driver/Mechanic II	04	4
T O T A L			50

4.0 ACHIEVEMENTS

- Conducted Promotional Examination for 205 Senior Staff;
- Conducted Promotional Examination for 14 Junior Staff;
- Confirmed the Appointment of 48 staff;
- Upgraded/Converted the Appointment of 15 staff;
- Sponsored the training of 12 staff in different institutions of higher learning;
- Sponsored 64 staff who attended workshops/trainings/seminars;
- Assisted and processed payments of rent subsidy;
- Coordinated the distributions of commodities at festive periods of Easter, Sallah and Christmas;
- Maintained Office Furniture and Equipment in the Headquarters, Zonal and State offices;
- Paid Electricity and Water bills as at when due;
- Maintained Plant/Equipment of the Office;

- Renewed the contract agreement with Cleaning and Security firms for the Headquarters, Zonal and State Offices;
- Assisted and facilitated supply of diesel for standby generators;
- Maintained/Serviced the Commission's Vehicles promptly;
- Processed payment of monthly pension to UBEC Retirees;
- Processed and forwarded documents for payment of death benefits of deceased staff;
- Supported staff for burial expenses on loss of parents/spouses;
- Processed payment of rent supplement in March, 2019;
- Gained approval of the Executive Secretary for accepting 45 corps members at a time and their monthly allowance increased from N10,000 to N20,000;
- Processed payment of 1st 28 days to some recently posted staff;
- Remitted pension deductions to staff Retirement Savings Accounts;
- Facilitated registration with PFAs for their contributions to be remitted; and
- Processed provision of furniture for staff.

5.0 CONSTRAINTS

- Inadequate budgetary allocation;
- Untimely release of funds for maintenance works;
- Inadequate maintenance imprest;
- High cost of maintenance work and spare parts due to inflation;
- Late payment of utility and services bills;
- Scarcity of genuine spare parts and materials in the market;
- Lateness in officers reporting faults to Maintenance and Services Unit;
- Lack of office working tools;
- Inadequate trainings and workshops to enable us carry out our schedule effectively and efficiently; and
- Inadequate budgetary provision to carry out capacity building activities.

6.0 ON-GOING ACTIVITIES

- Drawing Staff/Personnel Establishment for the Commission;
- Computing report on the 2018 National Personnel Audit (NPA);
- Processing 2020 senior and junior staff promotion;
- Processing staff requests for long-term training;
- Facilitating registration of staff towards better access to NHIS facilities;
- Routine maintenance of office equipment, furniture, plants, vehicles, office facilities, etc.;
- Processing payment of utility bills;
- Processing and payment of security and Office cleaning service bills;
- Provision of accommodation for Drivers;
- Sourcing for Office Security and Cleaning Service Vendors for the State Offices engaging the services of casual workers;
- Carrying out needs assessment for office furniture and equipment of the Commission for 2020;
- Liaising with Pension Fund Administrators (PFAs) in updating staff RSAs; and
- General Staff Training.

7.0 FUTURE ACTIVITIES

- Renewal of expired Tenancy Agreement in respect of accommodation for Zonal/State Offices; and
- Renewal of Contractual Agreement for Security and Office Cleaning Services for UBEC Headquarters, Zonal/State Offices.

DEPARTMENT OF FINANCE AND ACCOUNTS

Sir Michael Mtomga Aule KSM was born on 30th July, 1961 at Wukari, Taraba State. He attended St. Mary's Primary School, Wukari and Government Secondary School, Ibi in 1974 and 1981 respectively. He proceeded to the College of Preliminary Studies, Yola for his pre-degree programme (IJMB 'A' Level) and graduated in 1983. He thereafter attended the Ahmadu Bello University, Zaria for his Bachelor of Science (B.Sc. Hons.) Degree in Accounting and graduated in 1986. He also obtained his Master's Degree in Business Administration (MBA) at the same university in 1999. He is currently pursuing his Doctorate Degree Programme (Ph.D) in Accounting and Finance at the University of Jos, Plateau State. The topic of his Thesis is "The effect of Federal Government Funding on the Universal Basic Education (UBE) Programme in Nigeria".

He started his career at the New Nigerian Newspapers, Kaduna in 1986-1987 where he undertook his National Youth Service. After his youth service, he went back to former Gongola State and was interviewed as an Accountant II. While he was waiting for the State appointment letter, he got a job in a private company; Afcott Nigeria Plc. as a Senior Accounts Officer (1988-1990). He joined the service of the defunct National Primary Education Commission (NPEC), Kaduna as an Accountant 1 on 11th October, 1990 and rose through the ranks to the present position of the Director of Finance and Accounts, Universal Basic Education Commission (UBEC), Abuja on 21st March, 2019.



Sir. Michael Mtomga Aule KSM
Director, Finance & Accounts

He is a Fellow of the Association of National Accountants of Nigeria (ANAN); Associate Member, Chartered Institute of Taxation (CITN); Fellow, Institute of Chartered Economists of Nigeria (ICEN); Member, Nigerian Institute of Management (NIM) and Member, Institute of Management Consultants (IMC).

Sir Michael M. Aule was knighted in 1998 in Kaduna and is currently the Metropolitan Grand Knight of the Knights of Saint Mulumba (KSM), Nigeria, Abuja Metropolitan Council. He is also an Ambassador for the Universal Peace Federation. He is happily married to Lady Helen M. Aule LSM and blessed with four children.

1.0 INTRODUCTION

The Department of Finance and Accounts was established at the inception of the defunct NPEC in 1988.

2.0 FUNCTIONS

Apart from its traditional functions of financial record keeping, payment of staff salaries and overhead, preparation of Annual Budgets, preparation of annual financial statements and reports, the department is also involved in fund disbursement to states and other providers of basic education, financial

monitoring, sourcing of funds and payment of zonal interventions Constituency projects and Federal Teachers' Scheme participants' monthly allowances (Primary and JSS).

3.0 STRUCTURE

The Department is headed by a Director and assisted by three (3) Deputy Directors and four (4) Assistant Directors. It consists of five units, namely:

- Expenditure Control Unit;
- State Accounts Unit;
- Funds and Budget Unit;
- Financial and Fiscal Reporting Unit; and
- Special Projects Unit.

There are Forty-one members of staff of the department at the headquarters of the Commission

3.1 Staff Disposition

S/N	DESIGNATION	CONRAISS	NUMBER
1.	Director	15	1
2.	Deputy Director	14	3
3.	Assistant Director	13	2
4.	Chief Accountant/Chief Exec. Officer (Accounts)/ Chief Conf. Secretary	12	8
5.	Asst. Chief Accountant/Asst. Chief Exec. Officer	11	5
6.	Principal Accountant/Principal Exec. Officer I (Accounts)	10	13
7.	Senior Accountant/Principal Exec. Officer II (Accounts)	9	7
8.	Accountant I/Senior Exec. Officer (Accounts)	08	1
9.	Senior Driver/Mechanic	06	1
Total			41

4.0 ACTIVITIES

The Department of Finance and Accounts performs the following functions:

- Disbursing the FGN-UBE Intervention Funds to states and other providers of basic education;
- conducting quarterly Financial Monitoring of the FGN-UBE Intervention Funds;
- verifying compliance with 50% State Counterpart Fund lodgment requirement;
- advising the Federal Government, through the Federal Ministry of Education, on the funding of basic education in Nigeria;
- preparing and presenting financial progress Reports on the implementation of the UBE programme to Mr. President through the Honourable Minister of Education;
- managing local and international donor agencies' grants;
- Liaising with other relevant bodies, such as Federal Ministry of Finance, Federal Ministry of Education, Office of the Accountant-General of the Federation, Office of the Auditor-General for the Federation, National Assembly, the Presidency, etc., on matters relating to funding and implementation of Basic Education;
- preparation of the Commission's annual budgets;
- preparing cash flow analysis;
- determining the basis of allocating funds to states and other UBE implementing agencies;
- Preparing and presenting the Commission's annual financial statements;
- Keeping the Commission's financial records;
- recommending for the appointment of external auditors for annual audit of UBEC/ SUBEBs in respect of FGN-UBE intervention funds;
- Providing other financial advisory services to the Commission on Taxation, Investment, Foreign Exchange Management, etc.;
- processing and payment of monthly allowances to Federal Teachers Scheme participants; and
- Processing and payment of monthly staff emoluments and other financial entitlements.

5.0 ACHIEVEMENTS

- Disbursed – ~~₦~~**142,878,595,426.86** UBE matching grants/Paris Club Counterpart Fund to 31 States as follows:

S/N	STATE	PERIOD	AMOUNT
1.	Abia	1 st -4 th Qtrs. 2015, 1 st -4 th Qtrs. 2016 & 1 st Qtr. 2017 matching grants	4,661,364,227.14
2.	Akwa Ibom	1 st -4 th Qtrs. 2016, 1 st -4 th Qtrs. 2017 & 1 st -3 rd Qtrs. 2018 matching grants	5,407,113,101.14
3.	Bauchi	1 st -4 th Qtrs. 2017 matching grants and 1 st -4 th Qtrs. 2018	4,537,806,561.52
4.	Bayelsa	1 st -4 th Qtrs. 2015, 1 st -4 th Qtrs. 2016, 1 st -4 th Qtrs. 2017 & 1 st -3 rd Qtrs. 2018	8,375,364,397.68
5.	Benue	1 st -4 th Qtrs. 2016, 1 st -4 th Qtrs. 2017 & 1 st -3 rd Qtrs. 2018	6,503,759,525.32
6.	Borno	1 st -4 th Qtrs. 2018 matching grant	2,456,388,073.95
7.	C/River	1 st - 4 th Qtrs. 2017 matching grant	2,458,415,103.73
8.	Delta	1 st -4 th Qtrs. 2018 matching grant	2,456,388,079.47
9.	Ebonyi	Balance of 4 th Qtr. 2015, 1 st -4 th Qtrs. 2016, 1 st -4 th Qtrs. 2017 & 1 st -4 th Qtrs. 2018 matching grants	7,153,027,801.93
10.	Edo	3 rd -4 th Qtrs. 2016, 1 st -4 th Qtrs. 2017 & 1 st -3 rd Qtrs. 2018 matching grants	6,100,837,370.72
11.	Enugu	4 th Qtr. 2014, 1 st -4 th Qtrs. 2015 & 1 st -3 rd Qtrs. 2016 matching grants	3,198,524,856.58
12.	Gombe	1 st -4 th Qtrs. 2018 matching grant	2,456,388,076.71
13.	Imo	1 st -4 th Qtrs. 2016, 1 st -4 th Qtrs. 2017 & 1 st -4 th Qtrs. 2018	7,113,128,497.85
14.	Jigawa	3 rd & 4 th Qtrs. 2018 matching grants	1,719,471,654.11
15.	Kaduna	1 st -4 th Qtrs. 2017 & 1 st -4 th Qtrs. 2018 matching grants	5,029,074,443.77
16.	Kano	1 st -4 th Qtrs. 2017 & 1 st -4 th Qtrs. 2018 matching grants	3,742,731,260.26

17.	Katsina	1 st -4 th Qtrs. 2017 & 1 st -4 th Qtrs. 2018	5,029,074,443.81
18.	Kebbi	1 st -4 th Qtrs. 2018	2,456,388,076.71
19.	Kogi	1 st -4 th Qtrs. 2018 matching grant	2,456,388,076.71
20.	Lagos	1 st -4 th Qtrs. 2018 matching grant	2,456,388,076.71
21.	Nasarawa	1 st -4 th Qtrs. 2017 & 1 st -3 rd Qtrs. 2018 matching grants	5,198,159,144.08
22.	Niger	1 st -4 th Qtrs. 2017 & 1 st -3 rd Qtrs. 2018 matching grants	4,547,796,830.12
23.	Ogun	1 st -4 th Qtrs. 2014, 1 st -4 th Qtrs. 2015, 1 st -4 th Qtrs. 2016, 1 st -4 th Qtrs. 2017 & 1 st -4 th Qtrs. 2018 matching grants	10,279,958,992.28
24.	Ondo	1 st -4 th Qtrs. 2017 & 1 st -4 th Qtrs. 2018	5,029,074,443.81
25.	Oyo	1 st -4 th Qtrs. 2018 matching grant	2,456,388,076.71
26.	Plateau	1 st -4 th Qtrs. 2015, 1 st -4 th Qtrs. 2016 & 1 st -4 th Qtrs. 2017 matching grant	7,189,861,118.70
27.	Rivers	1 st - 4 th Qtrs. 2018 matching grant	2,456,388,076.71
28.	Sokoto	1 st -4 th Qtrs. 2018 matching grant	2,456,388,076.71
29.	Yobe	4 th Qtr. 2016, 1 st -4 th Qtrs. 2017 & 1 st -3 rd Qtrs. 2018	5,723,819,127.95
30.	Zamfara	1 st -4 th Qtrs. 2017 & 2018 matching grants	4,537,819,127.95
31.	Ekiti	4 th Qtr. 2015, 1 st -4 th Qtrs. 2016, 1 st -4 th Qtrs. 2017 & 1 st Qtr. 2018 matching grants	7,234,943,003.27
T O T A L			142,878,595,426.86

- *Disbursed **N1,245,083,484.86** Special Education fund to 19 States and to duly registered Non-Governmental Organizations (NGOs) that provide free special education to the public as follows:*

S/N	STATE	PERIOD	AMOUNT
1.	Adamawa	2016 & 2017 Special Education fund.	54,909,076.18
2.	Bauchi	2016 & 2017 Special Education fund.	54,909,076.18
3.	Benue	2018 Special Education fund.	36,727,914.50
4.	Borno	2018 Special Education fund	36,727,914.50
5.	Ebonyi	2017 Special Education fund	30,400,600.50
6.	Ekiti	2017 Special Education fund	30,400,600.50
7.	Enugu	2017 Special Education fund	30,400,600.50
8.	Gombe	2017 Special Education fund	30,400,600.50
9.	Kano	2017 & 2018 Special Education fund.	67,128,515.00
10.	Kebbi	2018 Special Education fund	36,727,914.50
11.	Kogi	2017 Special Education fund	30,400,600.50
12.	Kwara	2017 Special Education fund	30,400,600.50
13.	Lagos	2017 Special Education fund	30,400,600.50
14.	Nasarawa	2015 - 2017 Special Education fund	78,343,400.00
15.	Niger	2017 Special Education fund	30,400,600.50
16.	Ondo	2018 Special Education fund	36,727,914.50
17.	Osun	2017 Special Education fund	30,400,600.50
18.	Rivers	2017 Special Education fund	30,400,600.50
19.	Sokoto	2017 Special Education fund	30,400,600.50
20.	NGOs	2017 & 2018 Private Providers of Special Education/other payments	508,475,154.00
T O T A L			1,245,083,484.86

- Disbursed the sum of ~~₦2,555,440,983.12~~ as Teacher Professional Development fund for training of teachers and Education managers in 22 States.

S/N	STATE	PERIOD	AMOUNT
1.	Adamawa	2 nd tranche 2015	60,000,000.00
2.	Akwa Ibom	2 nd tranche 2016	82,500,000.00
3.	Bauchi	1 st tranche 2016	82,500,000.00
4.	Bayelsa	1 st tranche 2016	82,500,000.00
5.	C/River	2 nd tranche 2016	82,500,000.00

6.	Delta	1 st tranche 2016	82,500,000.00
7.	Edo	1 st & 2 nd tranches 2016	165,000,000.00
8.	Ekiti	2 nd tranche 2016	82,500,000.00
9.	Enugu	1 st tranche 2016	82,500,000.00
10.	Kaduna	2 nd tranche 2016	82,500,000.00
11.	Katsina	1 st tranche 2016	82,500,000.00
12.	Kebbi	1 st tranche 2016	82,500,000.00
13.	Lagos	1 st tranche 2017	82,500,000.00
14.	Nasarawa	1 st tranche 2017	82,500,000.00
15.	Niger	1 st tranche 2016	82,500,000.00
16.	Ogun	1 st tranche 2016	82,500,000.00
17.	Ondo	1 st tranche 2016	82,500,000.00
18.	Osun	1 st tranche 2016	82,500,000.00
19.	Oyo	1 st tranche 2016	82,500,000.00
20.	Plateau	1 st tranche 2016	82,500,000.00
21.	Rivers	1 st tranche 2016	82,500,000.00
22.	Taraba	2 nd tranche 2016	82,500,000.00
23.	TRCC/Other Payments		762,940,983.12
Total			2,555,440,983.12

- Conducted 32nd, 33rd and 34th Financial Monitoring of the FGN-UBE Intervention Funds in all the 36 states of the federation and the FCT. The exercise was aimed at ascertaining the judicious utilization of funds, ensuring compliance with the approved action plans and enabling the preparation of progress report on the implementation of the UBE programme for presentation to Mr. President as required by section 9 (h) of the UBE Act, 2004.
- Secured the release of **N112,471,421,836.00** being the 2019 approved Budget.
- Printed and distributed new Accounting Manual based on IPSAS Accrual Basis to States and the FCT.
- Trained **205** SUBEB and UBEC finance staff on the new accounting manual.
- Prepared and defended the 2020 budget before the National Assembly.

- Trained **120** UBEC Zonal/State Offices staff accounts signatories on e-collections and e-payments process.

6.0 ON-GOING ACTIVITIES

- External auditing of **2017 & 2018** SUBEBs accounts
- Computerization of UBEC accounting system

7.0 CHALLENGES

- Irregular release of capital development funds and constituency projects funds which cause delay in project execution. There is also the danger of having abandoned projects.
- Inadequate office accommodation.
- Slow utilization of the FGN-UBE Intervention Funds by SUBEBs.
- Lack of political will by some state governments to access the FG-UBE matching grants.
- High turnover rate of SUBEBs Accounting Personnel.
- Delay in submission of financial returns by SUBEBs.
- Low level of budgetary allocation to basic education by States and Local Governments.
- Inadequate working equipment like computers.

8.0 FUTURE ACTIVITIES

- Development of audit procedural manual
- Audit of the 2019 FGN-UBE Intervention fund
- Full implementation of IPSAS.

9.0 CONCLUSION

The Finance and Accounts Department has been able to respond to many challenges based on the support of Management. This has resulted in new and efficient ways of performing its functions. Data on disbursement of FGN-UBE Intervention Fund is posted on the UBEC website for public knowledge in line with Mr. President's change mantra i.e. transparency, accountability and probity. This has reduced the length of time in which reports by individuals and organizations were usually provided on FGN-UBE Intervention funds.

DEPARTMENT OF INTERNAL AUDIT

Malam Badamasi Muhammad Musa was born in Funtua, Funtua Local Government Area of Katsina State on 21st June, 1962.

A 1985 graduate of Bayero University, Kano, Badamasi M. Musa acquired B.Sc. Accountancy degree and proceeded to Ibadan, Oyo State where he did his compulsory National Youth Service from September 1985 to August 1986. He became a full-time member of the National Accountants of Nigeria in September, 1995.

He started his working experience with the Kaduna State Audit Department as Auditor II. At the creation of Katsina State in 1987, he moved to Katsina, the new state capital. He was the Accountant in charge of Housing Loan in the Katsina Housing Authority between November, 1988 and February, 1992.

On return to democratic rule in Nigeria, he was deployed by the Office of the Secretary to the Katsina State Government to the Katsina House of Assembly as Principal Accountant in March 1992. In 1994, he was transferred to the Katsina State Agricultural and Community Development Project (an International Fund for Agricultural Development – IFAD-assisted project) and served as Deputy Financial Controller of the project.

In October 1994, he joined the services of the National Primary Education Commission which later transformed into the Universal Basic Education Commission. He rose through the ranks from the Principal Internal Auditor, when he joined the Commission, to become the Director, Department of Audit in May 2019.

He has attended several courses which include the United Nations Entrepreneurship Development Workshop



Malam Badamasi Musa
Director, Audit Department

in Jos 1992, Basic Accounting and Financial Management Workshop in 1994, and several Association of National Accountants of Nigeria (ANAN's) Annual Mandatory Continuing Professional Development (MCPD) Programmes. He also attended the International Workshop tagged "Innovation in Educational Technology" at the Silicon Valley, California, USA in 2017.

One of the benefits he got from working with NPEC/UBEC is that Badamasi M. Musa has visited all the states of Nigeria and over 95% of the Local Governments in the country. He is happily married with children.

1.0 INTRODUCTION

The Universal Basic Education Commission which is an agency of the Federal Government, having a self-accounting status, has a responsibility under FR 1602 (i-iii) and FR 1701 to fully constitute an Internal Audit which is a custodian of Internal control to provide a complete and continuous audit of accounts and records of Revenue and Expenditure, assets, allocated and unallocated stores, where applicable. FR 1701 defines Internal Audit as a managerial control which functions by measuring and evaluating the effectiveness of the Internal Control system.

Generally, under FR 1703, every Internal Audit reports directly to the Chief Executive of the organization. Thus, the Internal Audit Department of the Commission reports directly to the Executive Secretary.

During the year 2019, the Commission's Governing Board complied with the Federal Government circular that directed all MDAs to convert Internal Audit Unit to a department by approving the upgrading of the Unit to a departmental status. The Specific duties of an auditor were outlined in the circular.

2.0 FUNCTIONS OF THE DEPARTMENT

The department has two units which carry out the following functions:

2.1 Prepayment and System Audit Unit:

- Monitoring and supervising the department in the area of prepayment and System audit.
- Developing appropriate tasks in ensuring seamless implementation of emerging technologies in downloading files from GIFMIS System for further analysis.
- Enhancing the internal audit functions in the area of prepayment audit.
- Ensuring effective implementation of internal audit monitoring and evaluation activities.
- Ensuring that laid down procedures are being observed and/or complied with in matters relating to tendering, contracts and store keeping with a view to preventing waste, pilferages and extravagance.

2.2 Budget Monitoring/Forensic Audit Unit

- Monitoring and supervising the Department particularly in the area of budget and revenue monitoring and forensic audit operations of the organization.
- Developing proper budgeting on revenue monitoring and evaluating audit-related activities that will guarantee regular and up-to-date reports on implementation of the budget of the Commission.
- Using problem-solving tools and techniques in the areas of forensic audit and investigations.
- Application of specialized knowledge and software in the area of audit and investigation.
- Liaising with all relevant agencies in the area of conducting Value-for-money –audit (performance Audit) so as to ascertain the level of economy, efficiency and effectiveness derived from government projects and programmes as directed by the Director Audit.

However, under the two units mentioned above, various sections exist covering the recurrent and capital income and expenditure under each of the units.

3.0 STRUCTURE

There are ten members of staff of the Audit Department as at 31st December 2019. The Department has qualified and skilled accountants deployed to carry out the task of auditing the UBEC Intervention Funds, Capital Grants and International Donor Funds.

The Audit Department has three (3) additional staff transferred from Finance and Accounts Department in order to strengthen the workforce in the department, bringing the total number to 17 Auditors. Six (6) Auditors are exercising their audit functions in the six (6) UBEC Zonal offices, while in the Headquarters, the Director oversees the affairs of the department and the remaining nine (9) Auditors support him, with one (1) Departmental Secretary.

3.1 Staff Disposition

S/N	POSITION	CONRAISS	NUMBER
1.	Director	15	1
2.	Deputy Director	14	1
3.	Assistant Director	13	1
4.	Chief Internal Auditor	12	1
5.	Asst. Chief Internal Auditor	11	3
6.	Internal Auditor 1	09	1
7.	Auditor I	08	1
8.	Con. Sec. I	09	1
T O T A L			10

4.0 DEPARTMENTAL ACTIVITIES

The Audit Department is statutorily saddled with the responsibilities of ensuring that administrative and financial controls set by the Management were duly complied with. It also serves as a platform for measuring the adequacy or otherwise of internal controls within the system.

During the year, the department carried out its Audit functions within and outside the Commission as follows:

- **Impact of Audit on Internal Controls:** Applied all the necessary Audit checks in the financial and administrative activities of the Commission.
Date: Continuous Audit. **Location:** Headquarters.
- **Compliance with the 2019 approved budget during implementation:** The Internal Audit played a key role by ensuring that the 2019 annual budget was adhered to.
Date: Continuous Audit. **Location:** Headquarters.
- **Post-Audit Review of 2017 and 2018 UBEC accounts and operations:** The Audit Department conducted the review of all accounts domiciled in the Commission for UBE Intervention Funds, constituency projects and international donor accounts (2017 and 2018). **Date:** August, 2019.
Location: Headquarters.
- **Independent Monitoring of Instructional Materials Supplied to SUBEBs:** A unique task of ensuring that supply contracts conform to specifications,

quality, quantity and right cost through physical inspection of the items at SUBEBs.

Date: Starting from April, 2019. **Location:** SUBEBs

- **Harmonized Audit Report of 2018 Constituency Projects:** The Internal Audit harmonized the reports of Finance and Accounts Department and that of the Procurement Unit to establish any missing links between the two reports for a precise and up-to-date report. **Date:** October, 2019. **Location:** Headquarters.
- **Financial Monitoring:** 1st - 3rd Quarters, 2019 Financial Monitoring and Auditing of all SUBEBs' Intervention Funds accounts in conjunction with UBEC Finance and Accounts staff. **Date:** 3 times. **Location:** All SUBEBs.
- **Development and Critique of new Audit procedural manual:** The Internal Audit does not have a manual as a guide and, therefore, tried to develop one. All UBEC Auditors, some Finance and Accounts members of staff, representatives of the Auditor-General and the Accountant-General were involved. They made necessary inputs. **Date:** March, 2019. **Location:** Akwanga in Nasarawa State.
- **Compliance Audit of 2016 TPD and 2016 and 2017 Special Education Funds:** This is a complete audit report on TPD and Special Education Funds utilization by SUBEBs for those years. **Date:** December, 2019. **Location:** All SUBEBs.

5.0 ACHIEVEMENTS

The department carried out statutory and routine responsibilities such as:

- **100% pre-payments** audit by vetting all payment vouchers of the Commission before being passed for payments.
 - All payments that did not pass the audit tests of approvals, documentations, computations, compliance with agreements and other legal matters, project performance, internal checks were subjected to audit observations until rectified.
 - Preventing any lapses from administrative and financial records by establishing a platform that records the history of all transactions

and correspondences through audit trails. This covers contracts payments, personnel, salary, budgeting, stores, assets and liabilities.

- **100% Post-Audit** review of all Commission's accounts and operations by preparing monthly and annual audit reports for the Executive Secretary.
 - Lapses not observed during pre-auditing were brought forward for rectification.
 - From the audit reports, recommendations were made and areas that may require strengthening of internal controls were emphasized.
 - Areas of administrative and financial lapses were observed and rectified.
 - Where the books of accounts and records were not updated, the relevant authority was advised to update appropriately.
 - Where lapses were observed in the procurement process, the Procurement Unit was always advised for remedial action.
- **Independent Audit Monitoring:** This was the task assigned to audit to conduct an Independent Audit on all supplied instructional materials to states by contractors. The following were some of the achievements from the outcome of the assignment:
 - It served as an instrument through which the auditor exercised his rightful duties to ensure that the materials supplied were in conformity with the specification and quality as it was in the Bill of Quantity.
 - It served as a tool in which the auditor having being satisfied by physical inspection was to prepare Audit certification form being part of payment documentation.
 - This assignment made many suppliers that had ulterior motives to change and supply the right thing in fear of any financial loss.
 - It was through this monitoring that the Audit Department discovered non-performing contractors that violate the agreement terms for the period of project completion by not supplying the

materials on the agreed period and this prompted the Procurement Unit to call over all affected contractors.

- It was from the assignment that the audit suggested to the Procurement Unit to withhold a certain percentage for those contractors that have not finished the installation aspect of the supplies.
 - The Audit also suggested some internal control measures to adopt from the areas that have gaps from procuring to delivery in schools.
- **Special Audit of Constituency projects:** This assignment was carried out after the completion of **2018** projects. The following were achieved from the outcome:
 - The audit included the review of constituency budgets, releases, awards and funds utilizations to assess the level of budget performance.
 - Procurement processes were duly followed to ensure all regulations were complied with and this has been confirmed.
 - Harmonized the verification reports of the Finance and Accounts Department and the Procurement Unit to have a comprehensive status of 2018 Constituency projects.
 - During physical inspection, the Audit introduced some forms of control by advising the Procurement Unit to code all constituency supplies.
 - The Audit also observed that some supplies did not reach their final users (i.e. schools). Rather, they were kept in the constituency stores longer than necessary.
 - The Audit also discovered that some constituency projects were not in line with the infrastructures needed for Basic Education delivery such as stadium, transformers, etc. From the audit report, it was advised that henceforth, supplies should be in line with basic education requirements.

- **Compliance Audit of Teacher Professional Development and Special Education Funds:** This was an audit conducted at SUBEBs to address the following lapses:
 - SUBEBs' utilization of TPD fund for other purposes. SUBEBs that ran foul earlier have, however, refunded the money.
 - Issues of cash payments have been discouraged.
 - Establishing the inclusion of training assets such as generators, public address systems, computers, etc., in school records.
 - Compliance with approved action plans by some SUBEBs by cautioning them during briefings.

6.0 CONSTRAINTS

The following constraints were experienced in the department during the year in carrying out its activities:

- Inadequate funding to extend audit activities to other key areas of Intervention Funds.
- Lack of implementation of Audit reports recommendations by affected departments.
- Inadequate office accommodation in the department.
- Inadequate office equipment.

7.0 FUTURE ACTIVITIES

- Completion of the development of Internal Audit Procedural Manual; and
- Training of UBEC/SUBEBs Auditors and Accountants.

8.0 CONCLUSION

From the above, audit achievements during the year 2019 cannot be quantified considering the role of an auditor towards ensuring adequate controls to forestall administrative risks, loss of assets and even loss of funds. Some savings may not be measurable where there were no exchange transactions, for example, areas of Bill of Quantity (B.O.Q) vetting by conducting market survey to assess the actual market prices or through performance audit where payments were compared with the value of work during vetting.

DEPARTMENT OF PHYSICAL PLANNING

Engr. Sadiq Abubakar Sa'ad was born in Lagos on 27th July, 1966. He started his primary school education in Lagos but transferred to Central Primary School, Gombe, in 1971 and left in Primary Seven in 1977. He worked as a Pupil Teacher in the same school. In 1978, he gained admission into the Government Secondary School, Billiri, and came out with Division One in the West African School Certificate Examination (WASCE).

After his secondary school education, he was admitted into the School of Basic Studies of The Ahmadu Bello University, Zaria, for his Advanced Level Course. After obtaining his 'A' Levels through the IJMB Certificate, he was admitted into the Department of Civil Engineering of ABU, Zaria, in 1984 and graduated with Bachelor of Engineering (Civil) in 1989. He had his National Youth Service at the Headquarters of the Nigerian Railway Corporation in Lagos in 1990.

After the completion of his NYSC, he was employed by the defunct National Primary Education Commission as Civil Engineer II. In 1991 when the Commission was scrapped, he joined the service of Abubakar Tafawa Balewa University, Bauchi, where he worked at various times with the Physical Planning Unit and Works Department. In 1994 when the National Primary Education Commission was reconstituted, he rejoined the organisation. He has been with the organization till date.

1.0 INTRODUCTION

The Department of Physical Planning has three (3) major Units namely: Architecture, Engineering and Quantity Surveying. The mandate of the Department is to ensure the provision of adequate and qualitative infrastructural facilities in public basic education institutions by states, FCT, donor agencies, corporate organisations and Federal Government through



Engr. Sadiq Abubakar Sa'ad
Director, Department of Physical Planning

Engr. Sa'ad is a member of the Nigerian Society of Engineers (NSE) and a registered member of the Council for the Regulation of Engineering in Nigeria (COREN). He is also a member of Nigerian Institute of Structural Engineers and Nigerian Institute of Civil Engineers. He has vast experience in Design, Planning, Construction, Supervision and Management.

He has attended many courses both locally and internationally. He is married and has children. His hobbies include reading, travelling, game hunting, tennis and badminton.

different intervention models. This is achieved through the activities and programmes of the Department.

The Department is headed by a Director working with 31 Senior Staff with different backgrounds. 23 staff have been posted to the six (6) geo-political zones across the country to serve as resident supervisors/monitors for the various interventions and capital projects in the states.

2.0 FUNCTIONS OF THE DEPARTMENT OF PHYSICAL PLANNING

The specific functions of the Department include:

- Setting up of minimum standards for basic education infrastructure which are subject to change periodically.
- Assessment and vetting of the infrastructural component of SUBEBs Action Plans for accessing of FGN-UBE Matching Grant and Special Education Funds.
- Participating in the monitoring/supervision of approved UBEC/SUBEB executed projects.
- Participating in the preparation of short, medium and long-term budgets for the Commission.
- Carrying out market surveys for basic construction materials with a view to updating cost norms and setting cost specific benchmarks for each SUBEB.
- Participating in the monitoring of Special Education Projects and donor agencies' projects when the need arises.
- Attending to major maintenance of UBEC building facilities when the need arises.
- Providing briefs and coordinating the activities of consultants engaged by the Commission for different projects.
- Creating and updating the records for UBEC/SUBEBs projects in terms of approved proposals and confirmed deliverables after conducting routine project and specialized monitoring.
- Supervision of direct intervention and constituency projects through the residency supervision arrangement.

3.0 STRUCTURE

The department consists of three units namely; (i) Architecture (ii) Engineering and (iii) Quantity Surveying

There are Fifty-one members of staff in the Department of Physical planning headed by a Director working with thirty-one senior staff, twenty-three others were posted to the six geo-political zones of the country

3.1 Staff Disposition

S/NO	RANK	CONRAISS	NUMBER
1.	Director	15	1
2.	Assistant Director	13	2
3.	Chief Architect	12	1
4.	Assistant Chief Quantity Surveyor, Assistant Chief Architect, Assistant Chief Town Planning Officer	11	3
5.	Principal Civil Engineer, Principal Electrical Engineer, Principal Estate Officer, Principal Town Planning Officer, Principal Admin Officer, Principal Architect, Principal Executive Officer 1, Principal Technical Officer 2 (Electrical)	10	11
6.	Senior Architect 1, Senior Estate Officer, Senior Mechanical Engineer, Senior Building Officer.	09	4
7.	Architect 1, Town Planning Officer 1, Planning Officer 1	08	4
8.	Civil Engineer 1, Electrical Engineer 1, Agric Engineer 1, Engineer 1	08	5
9.	NYSC/IT (Civil Engineer, Architect, Building Engineer, Electrical Engineer, Project Management, Entrepreneurship - Corps members)	07	10

Note: *The Department has a total number of 23 staff members posted out to various State and Zonal offices in the six (6) geo-political zones.*

4.0 ACHIEVEMENTS

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

- Assessed and vetted the infrastructural component of the Action Plans submitted by SUBEBs. This is to ensure that the specifications for the proposed infrastructural projects in the Action Plans comply with the UBE minimum standards and guidelines and are in line with best practices. This aspect of work covers both the FGN-UBE matching Grant and Special Education Funds. This is done periodically as SUBEBs send in their request for accessing FGN-UBE Intervention Funds.
- The Department started the implementation of the new monitoring structure approved by the UBEC Governing Board.
- Commenced a training workshop from 21st-31st July, 2019 in Kaduna for UBEC and SUBEB Technical Officers on e-monitoring, professional ethics in project supervision and strengthening monitoring and supervision mechanisms.



Dr. T. T. Onosode, Director, Dept. of Planning, Research & Statistics who represented the Executive Secretary, Dr. Hamid Bobboyi giving a speech at the workshop



The Director, Dept of Physical Planning, Engr. Sadiq Sa'ad, welcoming participants to the workshop



A display of the tablets presented to participants for e-monitoring of projects



Dr. Idris Jega, NASDRA making a presentation at the Workshop



Members of Staff of the UBEC's Dept. of Physical Planning having a feel of the e-monitoring tablets

- Participated in the monitoring of approved and executed projects for matching grants in 35 states and the FCT in November 2019
- Worked closely with the project consultant for the North-East Intervention Projects to ensure the delivery of the following:
 - 11 no. Vocational Schools;
 - 2 no. Second Chance School;
 - 11 no. ECCDE Centres; and
 - 41 no. Block of 3 Classrooms.
- Supervised the construction and ensured the delivery of 257 Nos. 2018 ZIP constituency projects.

- Produced Designs and Bill of Quantities for the 2019 ZIP constituency projects.
- Updated the UBEC records for SUBEBs projects with the deliverables derived from the approved Action Plans in December, 2019.
- Provided Design Briefs and working closely with project consultants for UBEC Model 1 and 2 Schools to ensure the commencement of works at the various sites.

5.0 CONSTRAINTS

- Lack of vehicles to undertake supervision and monitoring of projects.
- Inadequate number of technical Staff especially Quantity Surveyors and Structural Engineers.
- Lack of working tools that would enhance the capacity of technical staff at project sites especially tools that will address the issue of quality at sites.
- Lack of periodic training to enhance the capacity of officers and expose them to new techniques in project supervision and management.

6.0 ON-GOING ACTIVITIES

- Working closely with project consultants for UBEC Model 1 and 2 sites.
- Supervision of 2019 ZIP constituency and Direct Intervention projects.
- Working closely with project consultant for the North-East Intervention projects.

7.0 FUTURE ACTIVITIES

The Department in the future will;

- Conduct a market survey on building materials for infrastructural development in Basic Education Institutions for 36 states and FCT;
- Acquire working tools that would assist technical officers in the supervision of their sites;
- Work closely with the states to ensure that submission and assessment of Action Plans are done electronically;
- Work closely with the states to ensure that projects are monitored electronically;

- Deploy IT solutions for record keeping of verifiable deliverables from FGN/UBE matching grant and UBEC Special Intervention Projects;
- Source ways of getting cheaper building materials in States in order to reduce the cost of provision of infrastructural facilities; and
- Develop a maintenance plan for states for their infrastructural projects.

8.0 CONCLUSION

In spite of the constraints mentioned above, the department, with the support of the various departments and management of the Commission, was able to record the above achievements and it is the hope of the department to record more achievements in the years to come.

DEPARTMENT OF PLANNING, RESEARCH & STATISTICS

Dr. Tokunbo Tserun Onosode was born on 17th October, 1960. She attended the University of Ife, Ile-Ife, Osun State. She graduated with a Bachelor of Arts in English in 1986 and Masters'/Ph.D. degrees in Educational Evaluation from the University of Ibadan, Oyo State in 1991/2004. She took up teaching appointment with the Lagos State Government after the National Youth Service in 1987. She later joined the Federal Civil Service in 1998 as Education Officer VIII where she was deployed to the defunct National Educational Technology Centre (NETC), Kaduna.



Tokunbo Tserun Onosode

Director, Dept. of Planning, Research & Statistics.

She was later redeployed to the Special Programme Unit of the Federal Ministry of Education, Kaduna which metamorphosed into the erstwhile National Primary Education Commission. She served as Monitoring Officer in Benin and Ibadan Zonal Offices at different times. She later served as the State Coordinator at the Edo State Office of the Universal Basic Education Commission from 2006 – 2011 before she was transferred to the Headquarters. She is skilled in Programme Evaluation, Research Design and Development of

Inventory on Basic Education Standards with special interest in Teaching and Learning at the Basic Education Level. She is presently Director of the Department of Planning, Research & Statistics.

1.0 INTRODUCTION

The Department of Planning, Research and Statistics is one of the ten (10) Departments in the Commission. It is headed by a Director who is assisted by 4 Heads of Units. The Director is answerable to the Executive Secretary through the Deputy Executive Secretary (Technical).

2.0 FUNCTIONS OF THE DEPARTMENT

The Department is charged with the responsibility of developing strategic plans for the advancement of Basic Education through careful and analytical research. It is also the engine room for Education Management Information System (EMIS); bringing together professional people, practices and technology to provide quality education statistics in a timely, accurate, cost-effective and sustainable manner. EMIS is a system that collects, processes, analyses, stores,

retrieves and disseminates information to aid informed decision-making for operations and managerial functions within a given time frame. The Commission's Computer Centre is domiciled in the Department and it serves as the service provider in the area of Information Communication Technology (ICT) as well as advising Management on the acquisition, maintenance, utilization and update of ICT facilities in the Commission.

The key functions of the Department include:

- Advising Management on acquisition, maintenance, utilization and updating of ICT facilities in the Commission;
- Setting standards and monitoring the progress of the Computer Centres at the SUBEBs as well as providing technical support on the development of EMIS at UBEC, SUBEBs, LGEAs and school levels;
- Designing and developing data collecting instruments, coordinating and managing the basic education databank through collation, processing and dissemination;
- Serving as link between collaborating agencies and other stakeholders on ICT development, data management and other related issues;
- Coordinating the development of UBEC Action, Strategic and Rolling Plans;
- Coordinating UBEC's Action Plans and Budget;
- Organizing quarterly In-house Seminars for UBEC staff;
- Coordinating of Action Research in identified areas of Basic Education;
- Managing research and development components of assisted projects by International Development Partners (IDPs);
- Serving as a Secretariat for Inter-Departmental Committee on Research and serving as Technical Partners on special research assignments;
- Providing professional and technical support to SUBEBs on the development of their Strategic Plans, data generation, analysis, dissemination and EMIS;
- Carrying out any other functions as may be directed by the Executive Secretary from time to time.

3.0 STRUCTURE

The Department has four (4) Units, namely:

- Education Management Information System and Statistics (EMIS);
- Information and Communication Technology (ICT);
- Research and Publications; and
- Strategic Planning.

The total staff strength of the Department is thirty-eight (38). While 24 officers including a driver serve at the Headquarters, the remaining 14 officers are in some of the 6 Zonal and the 30 State Offices. One Deputy Director is acting as the South-South Zonal Director. The table below contains the total staff disposition of the department.

3.1 Staff Disposition

S/N	DESIGNATION	CONRAISS	NUMBER
1.	Director	15	1
2.	Deputy Director	14	1
3.	Assistant Director	13	Nil
4.	Chief Research Officer/ Chief Planning Officer/ Chief Programme Analyst	12	6
5.	Asst. Chief Planning Officer/ Asst. Chief Research Officer/ Asst. Chief Confidential Secretary/ Asst. Chief Programme Analyst	11	3
6.	Prin. Statistician Officer/ Prin. Planning Officer/ Prin. Research Officer/ Prin. Programme Analyst	10	8
7.	Snr. Statistician / Snr. Planning Officer/ Snr. Research Officer/ Snr. Programme Analyst	09	3
8.	Planning Officer I/Statistician I/Programme Analyst I/Research Officer I	08	1
9.	Planning Officer II /Statistician II /Programme Analyst II/Research Officer II	07	Nil
10.	Driver	06	1
T O T A L			24

4.0 MAJOR ACTIVITIES/ACHIEVEMENTS

The major activities that the Department carried out last year and the ensuing achievements among others are as follows:

- Sensitization/Consultative Meetings with Executive Chairpersons of SUBEBs and FCT-UBEB on UBEC-SUBEB State Medium Term Basic Education Strategic Plan (SMTBESPs) and National Medium Term Basic Education Strategic Plan (NMTBESP);
- Technical meetings with Directors and Desk Officers in-charge of Strategic Planning on SMTBESPs and NMTBESP;
- Coordinating activities leading to the development of the SMTBESPs and NMTBESP;

Production of the SMTBESPs for the 36 states and FCT and the NMTBESP. These vital documents serve as critical instrument in the development and assessment of States Action plans, while the NMTBESP serve as a summary guide for the implementation of Basic Education delivery.



The management of the Commission present at the In-House Presentation of the NMTBESP in UBEC's Conference Room



The Director, Dept. of Planning, Research & Statistics, Dr. T. T. Onosode giving a speech during the programme



Cross-Section of the members of staff listening attentively at the Programme

- Publication of UBE Journals and the Annual Reports;
- Participation in Capacity building/Training programmes;
- Monitoring of compliance with the implementation of the SMTBESPs in all the 36 states and FCT
- Providing technical support in the planning processes on all activities leading to the successful conduct of the 2018 National Personnel Audit (NPA). These include Instrumentation and field design, data collection, processing, analysis, reporting and dissemination of the outcomes and other publications;
- Development, production and dissemination of the 2018 Digest of Basic Education Statistics for public and private schools in Nigeria, Compendia of Basic Education Indicator profile for Public and Private Basic Education schools in Nigeria;
- Providing technical support to other departments/units of the Commission, other MDAs and stakeholders;
- Managing the Commission’s website, internet connectivity and computer systems maintenance;
In-house development of relevant softwares for ease of implementation of programmes and activities carried out by the different departments of the Commission.
- Participation in the defence by SUBEBs of their Action Plans for accessing the FGN/UBE Intervention Funds

- Monitoring the extent of compliance to the set guidelines of the Action Plans implementation in various states and that they are in line with the SMTBESPs.
- Compilation and hosting in the website of:
 - the 2018 Digest of Basic Education Statistics for public and private schools in Nigeria;
 - Compendia of Basic Education Indicator profile for Public and Private Basic Education schools in Nigeria;
 - Publicizing of the Commission’s activities.

5.0 MAJOR CHALLENGES/CONSTRAINTS

The Department was faced with numerous challenges as it was executing the stated activities/programmes. The major problems faced were as follows:

- Inadequate budgetary provision for activities of the Department.
- Low collaborations between Departments/Units in the Commission to ensure proper implementation of Strategic and Operational Plans;
- Near obsolete EMIS and ICT equipment which hampers provision of effective and efficient EMIS and ICT services;
- Inadequate professional training for staff of the Department
- Insufficient Office Space For Staff Of The Department

6.0 FUTURE ACTIVITIES

The Department has scheduled to undertake the underlisted activities in the nearest future.

- Follow-up monitoring and evaluation of compliance of SUBEBs/FCT-UBEB States’ Medium Term Basic Education Strategic Plans (SMTBESPs) implementation process to ensure effectiveness and efficiency in Basic Education service delivery.
- Bi-annual meetings of the Directors in-charge of Strategic Planning in the SUBEBs/FCT-UBEB.
- Continuous and further collaboration with the International Development Partners (IDPs) and other stakeholders especially with SUBEBs/FCT-UBEB on Strategic Planning.
- Conduct of Quarterly In-house seminars.

- Capacity building of staff of the Department to enhance their performance and productivity.
- Review of the 2017-2019 and development of the 2020-2022 SMTBESPs and NMTBESP.
- Collection, collation of materials for the publication of the 2019 Annual Report and UBE Journal.
- Collation and processing of Basic Education data gaps for 2014/2015, 2015/2016 and 2016/2017 academic years.
- Production of draft manuscript of Directory of Basic Education schools in Nigeria.
- Continuous dissemination of Basic Education data to stakeholders and other end-users.
- Meetings with SUBEB EMIS/Statistics Desk Officers.

7.0 CONCLUSION

The PRS Department is the engine room and nerve centre of the Commission. It is worthy to note that despite the lean human and material resources available to it, as well as the challenges mentioned above, the Department was able to record some modest achievements as started earlier.

It is the Department's desire that all expected performances are derived directly from the effective and efficient implementation of Basic Education delivery as well as proper decision-making. This it hopes to achieve through strengthened synergy between all Departments and other Basic Education stakeholders by sharing of experiences thereby achieving uniformity.

DEPARTMENT OF QUALITY ASSURANCE

Malam Mansir Idris was born on the 4th day of January, 1965, in Kankara Town in Katsina State. He started his education career in Kankara Primary School from 1970 to 1976 and proceeded to the then Kaduna Teachers College from 1976 to 1981, where he obtained his Teachers Grade Two Certificate from 1982 to 1985, he attended College of Education, Kafanchan, Bayero University, Kano, 1986 to 1989 and University of Jos from 1990 to 1991 where he obtained his National Certificate on Education (NCE), B.A Ed, Education and Master's Degree in Education Planning and Administration, respectively.

Malam Mansir is a seasoned Education Administrator and an accomplished teacher. He started his teaching career with the then Ministry of Education, Kaduna State. Thereafter, he took up employment as a lecturer at the Federal College of Education, Katsina, 1991 – 1994. He was the Secretary, Caretaker Committee of the defunct National Republic Convention (NRC) 1992 – 1993 after which he joined the defunct National Primary Education Commission (NPEC) in 1994. He served in various capacities with the Commission, as State Coordinator in various State Offices. Acting Zonal Coordinator, Bauchi 2007– 2008; Zonal Director, North-Central Zonal Office in Lokoja and North-West Zonal Office in Kaduna 2014 – 2017; Director, Dept. of Special Programme, August 2017 to August, 2018 and Director, Dept. of Quality Assurance from September 2018 to date.

He also attended national and international trainings few among them includes, Seminars on Economic and Trade for Teachers from African English Speaking Countries; Shijiazhuang, China 2011; Innovation in Education Technology Silicon Valley, California, USA August 2017, Monitoring and Evaluation and Reporting of UBE Project, NIEPA, Ondo 2009; Strengthening the Capacity of FIS/UBEC/QAES in Quality Assurance



Malam Mansir Idris
Director, Quality Assurance
Department

Processes and Evaluation Kaduna, 2014, to name but a few.

In the area of Research and Publications, he has made an indelible impact in scholarship development. He has to his credit, a number of publications in some journals of Education, among them includes: Examination Malpractice in Primary School, December 2002, UBE Digest Newsletter, Head Teachers as Immediate Supervisor in Primary School, UBE Digest 2001, Planning and Management of UBE Programmes toward effective Goal Achievement in Nigeria, December, 2007, among others.

He is also a Member of National Association of Educational Planners and Managers. He is happily married and has children.

1.0 INTRODUCTION

The Department of Quality Assurance is one of the 10 departments of the Commission. It is charged with the responsibility of ensuring high quality Basic Education through appropriate quality assurance mechanisms as well as prescribing, monitoring, evaluating and maintaining minimum standards, especially in the area of teaching and learning, in Basic Education Institutions.

1.1 Vision Statement of the Department

To serve as an agent of the Universal Basic Education Commission to ensure the delivery of quality Basic Education in Nigeria in terms of inputs, processes and outputs.

1.2 Mission Statement of the Department

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

2.0 FUNCTIONS

The main tasks of the department are to prescribe and maintain minimum standards, monitor, appraise, overseeing the operations of UBEC Zonal and State Offices and evaluate the UBE programme through the following mechanisms:

- Quality Assurance - appraising school effectiveness and efficiency; (through teaching and learning and quality of provisions in schools);
- Prescribing, monitoring and maintaining minimum standards in basic education provisions;
- Assessment of learning achievements at the basic education level in Nigeria (e.g. National Assessment of Learning Achievements in Basic Education - NALABE)
- Development and application of the Unified National Continuous Assessment Programme (UNCAP) in Nigeria at the basic education level;
- Liaising with other UBEC departments in the development of appropriate instruments for the purpose of evaluating their field activities;

- Collaborating with various development partners in the monitoring of assisted programmes and projects in basic institutions;
- Co-ordinating activities of Zonal and State Offices.
- Receiving and collating the Quarterly Administrative Reports from the Zonal Offices.
- Facilitating meetings of SUBEB Chairmen with UBEC Management.
- Facilitating meeting of Zonal Directors/State Coordinators.
- Investigating and reporting on allegations/complaints concerning the Zonal/State Offices.
- Carrying out any assignment that may be directed by the Executive Secretary and/or Management.

3.0 STRUCTURE OF THE DEPARTMENT

The Department has four Units:

- Monitoring and Evaluation
- Assessment
- Zonal matters
- FCT

Each Unit is headed by the most senior officer in the unit.

3.1 Staff Disposition

S/N	STAFF DISPOSITION	CONRAISS	NUMBER
1.	Director	15	1
2.	Deputy Director	14	2
3.	Assistance Director	13	1
4.	Chief Quality Assurance Officer	12	2
5.	Assistance Chief Quality Assurance Officer	11	1
6.	Principal Quality Assurance Officer	10	3
7.	Senior Quality Assurance Officer	09	3
8.	Senior Confidential Secretary	08	1
9.	Quality Assurance Officer 1	08	1
10.	Quality Assurance Officer 11	07	1
11.	Senior Driver	07	1
T O T A L			17

The Department has staff at the Headquarters as well as in the Zonal and State Offices.

4.0 ACHIEVEMENTS OF THE DEPARTMENT

- Review of the existing Minimum Standards in Basic Education which will serve as guide in ensuring standard in the delivery of Basic Education
- Development of Quality Assurance Framework (QAF) for the effective conduct of quality assurance activities by all stakeholders in basic education level.
- Development of Operational Guideline Document for UBEC Zonal and State Offices. This is to enhance efficiency and effectiveness in their activities of the Zonal and State Offices
- Review of Quality Assurance Instruments for the evaluation of SUBEBs, LGEAs and Schools.
- Training of Quality Assurance Officers on the use of the reviewed Quality Assurance documents.
- Facilitated the conduct of the first and second term Continuous Quality Assurance (CQA) 2019/2020 academic session and institutionalized follow-up and daily school monitoring by most States.
- Development of instruments for daily school monitoring by UBEC, SUBEB and LGEAs and a template for report writing on daily school monitoring.
- Completion of National Report on National Assessment of Learners Achievement in Basic Education which has been disseminated to the relevant stakeholders.
- Ensured the paradigm shift from “manual-quality assurance to e-quality assurance.
- Development of new Module for QA Training.

5.0 CONSTRAINTS

The challenges that the Department encountered in the implementation of quality assurance activities included, among other things:

- Writing Quality Assurance Reports is still a challenge to most officers especially those who were newly employed or transferred to the

Department hence there is need to continuously strengthen their capacity.

- The capacity of SUBEB and LGEA Officers has not been adequately enhanced on the implementation of the Unified National Continuous Assessment Programme (UNCAP).
- Slow implementation of 2% CQA funds in some states.

6.0 FUTURE PLAN

The Department plans to conduct the following activities:

- Conduct of general e-quality assurance with the use of ICT equipment.
- Cascading training on QA procedures and practices down to the school level.
- Monitoring of the implementation of quality assurance practice in states.
- National evaluation of the performance of states in the development of Basic Education annually.
- Stakeholders meeting to deliberate on the non-implementation of recommendations contained in quality assurance reports by stakeholders (UBEC, SUBEB, LGEA, School and other stakeholders).
- Capacity building for head teachers and teachers on School Self-evaluation (SS-e).

DEPARTMENT OF SOCIAL MOBILIZATION

Mallam Bello Kagara was born on 22nd November, 1960 at Kagara in Kafur Local Government, Katsina State. He attended Galadima Primary School, Mahuta (1967-1973), Kufena College, Wusasa, Zaria (1973-1975), the famous Katsina Teachers' College (1975-1979), College of Education, Kafanchan, (1980-1983), Ahmadu Bello University (1987-1990 and 1993-1994). Kagara holds the Teacher Grade II Certificate (1979), NCE (1983), BA. Ed. (English) (1990).

He is an alumnus of the prestigious Harvard University, Boston, USA, where he obtained a certificate in Improving Quality in Education System. He has attended several international trainings on Project Planning, Management, Procurement, Policy and Strategic Planning, Educational Planning and Administration, Financing and Modernizing Public Sector Organizations, etc. Kagara is a seasoned administrator traversing primary school administration as Headmaster, Secondary School as a teacher, Local Government Councillor for Education and Health and later Council Secretary, Malumfashi and Kafur Local Governments of Katsina State. He was also the Head of Planning, Research and Statistics at Katsina State Transport Authority from where he joined the services of the then National Primary Education Commission (NPEC) (now UBEC) as Principal Project Officer World Bank Department in 1994.

He was the Personal Assistant to the Interim Administrator NPEC in 1996, Project Coordinator, World Bank Special Project and Deputy Director, (Special Projects) under the



Malam Bello Kagara
Director, Social Mobilization Department

Executive Secretary's Office. His service as the Project Coordinator of the Special Projects brought fame to the Commission and has to his credit the successful implementation of the Second World Bank-Supported Primary Education Project (PEP II) (2002-2005) and bringing in many International Development Partners (IDPs) such as JICA, USAID, KOICA, and CHINA Commercial Office, etc, within the ambit of the Commission's Partnership activities. Kagara is a fellow of the National Institute of Corporate Administration.

He then rose through the ranks to become Director, Planning Research and Statistics from September, 2014 to July 2016 and later Director, Administration and Supplies. He is currently the Director of Social Mobilization.

An accomplished technocrat, Bello Kagara is happily married and blessed with children.

1.0 INTRODUCTION

The Social Mobilization Department is saddled with, among other responsibilities, carrying out mass mobilization, advocacy and sensitization of the general public, forging partnerships with stakeholders in Basic Education as well as disseminating various messages of the UBE to the general public. This is

aimed at increasing awareness, community empowerment, ownership and participation of stakeholders to achieve the overall objectives of the compulsory, free universal basic education in Nigeria.

2.0 FUNCTIONS OF THE DEPARTMENT

The Department carries out a number of specific functions aimed at achieving the overall objectives of the Commission.

These are:

- Initiating Social Mobilization policies and programmes especially as they relate to:
 - advocacy, sensitization and mobilization for effective and quality basic education delivery;
 - community empowerment through self-help projects and mobilization to promote access, enrolment, improvement and ownership of the UBE programme;
- Initiating programmes and policies aimed at mainstreaming Out-of-School Children into Basic Education schools;
- Orientating stakeholders on understanding the Commission's policies and programmes and their responsibilities in supporting and ensuring the success of the programmes;
- Initiating contacts and programmes for broadening network of partnerships with CSOs and other stakeholders at the grassroots level for resources mobilization, participation on proactive implementation, monitoring and evaluating of the basic education delivery processes;
- Promoting new set of attitudes and culture for the attainment of the goals and objectives of the UBE programme as well as the spirit of dignity in labour, honesty and commitment to qualitative basic education;
- Encouraging formal and non-formal education through public enlightenment activities, publications, etc;
- Liaising with other departments in UBEC and other MDAs for effective mobilization on the implementation of all basic education related programmes, e.g. Girl Child Education, Education of Street Children, the

Disadvantaged Children and the Home Grown School Feeding and Health Programme, etc;

- Liaising with and coordinating the efforts of Sister Education Agencies such as NTI, NERDC, NCCE, NABTEB, ADNF, etc, Local and International Development Partners (IDPs) and NGOs in the design, production and distribution of public enlightenment materials on UBE;
- Encouraging and promoting the formation and establishment of Community-Based Organizations in support of UBEC such as School-Based Management Committees (SBMCs);
- Initiating National, State and Community-based school enrolment campaigns;
- Initiating intervention programmes for North-East Education Reconstruction Initiative;
- Initiating and implementing programmes such as HIV/AIDS Awareness Campaign and capacity building for states, LGAs and communities/schools;
- Researching into, monitoring and evaluating advocacy and mobilization strategies;
- Carrying out any other activities that may be assigned to the Department;

3.0 DEPARTMENTAL STRUCTURE

The Department has six (6) Units each of which has relevant Sections. The Units and their corresponding Sections are:

- **Awareness and Buy-in-Strategies, which has four main Sections:**
 - Advocacy
 - Sensitization
 - Mobilization
 - Enrolment Drive
- **Community Empowerment and Development, which has two Sections:**
 - School Based Management Committee (SBMC)
 - Community/capacity building.

- **Public and Private Partnership has the following activities**
 - Local and International Donor Agencies and Development Partners (IDPs).
 - Ministries, Departments and Agencies (MDAs)
 - Non-Governmental Organizations, Community-Based Organizations and Faith Based Organizations.
 - The Organized Private Sector.
- **Inclusive Education, which has the following Sections:**
 - Special Needs Education Initiatives
 - Out-of-School Children
- **Rapid Response Initiatives which has the under-listed activities:**
 - Enrolment Drive
 - North East Reconstruction Initiative
 - National Social Investment Programme
- **Open Schooling has the following activities:**
 - Enrolment, retention and completion to enable Out-of-School Children (OOSC) complete Basic Education in a flexible education system that allows them to learn where and when they want away from the conventional school system using Information and Communication Technology tools.

3.1 Staff Disposition

S/N	DESIGNATION	CONRAISS	NUMBER
1.	Director	15	1
2.	Deputy Director	14	1
3.	Chief Social Mobilization Officer	12	3
4.	Asst. Chief Social Mobilization Officer	11	1
5.	Principal Social Mobilization Officer	10	5
6.	Principal Confidential Secretary II	9	1
7.	Senior Social Mobilization Officer	9	5
8.	Social Mobilization Officer I	8	4
9.	Senior Driver	06	1
T O T A L			22

4.0 ACCOMPLISHED ACTIVITIES

4.1 Community Empowerment and Development School-Based Management Committee - School Improvement Programme (SBMC-SIP)

SBMC-SIP encourages community participation and ownership of schools. The Commission through the programme, disburses funds directly to SBMCs for the improvement of infrastructure, learning materials and equipment in schools. The overall import is to increase access to education, qualitative education and achieving equity in the provision of basic education in Nigeria

The Unit carried out the under-listed activities during the year under review:

- Disbursed the support funds under the Micro, Macro and Special Cases projects.
- Conducted pre-project take-off activities which include, advocacy and sensitization, review of SBMC-SIP Implementation Manual, editorial work, printing of the reviewed Manual, Master Trainers Workshop, training of SBMC members and project flag-off.
- Cascaded the SBMC training at state level to selected SBMC and LGEA SBMC desk officers.
- Selection of qualified beneficiary schools for 2017/2018 SBMC-SIP support funds
- Flagged off the Disbursement of SBMC fund to schools
- Disbursed support fund to all the 36 SUBEBs and FCT UBEBs
- Conducted cluster-based training of PISC members on project implementation
- Disbursed 75% support funds to selected beneficiaries schools in the 36 states and FCT

4.2 Inclusive Education - Special Needs Education

The Special Needs Education is one of the key programmes of the Commission aimed at bridging the education gap between children with psycho-social, mental or physical disabilities/challenges in Basic Education delivery. The Commission supports states and private providers to ensure that children with special needs acquire basic education and are adequately catered for, irrespective of their psycho-physical conditions. The following activities were carried out under this sub-programme during the period under review:

- Verified information of private providers of education of children with special needs that applied for 2018 support fund.
- Facilitated the disbursement of 2018 Special Needs Education support fund to eligible SUBEBs
- Conducted Governing Board oversight on Special Needs Education
- Conducted Final Monitoring of projects executed by private providers that benefitted from the 2017 support fund.

4.3 Open Schooling - Open Schooling Programme (OSP)

The programme is set to promote enrolment, retention and completion of Basic Education in a flexible education system that allows to them learn in a conducive local learning environment at an agreed time with the community away from the conventional schooling system using Information and Communication Technology tools.

The under-listed activities were carried out in OSP during the year under review:

- Open Schooling System was introduced in collaboration with Commonwealth of Learning (COL) as a strategy to addressing the Out-of-School Children phenomenon in Nigeria.



Dr. Tony Mays of Commonwealth of Learning (COL) giving a presentation on Open Schooling



Participants at the Workshop listening with rapt attention

- Conducted series of meetings with relevant stakeholders for the take-off of pilot scheme in six (6) selected States, which are; Niger, Adamawa, Kano, Katsina, Kebbi and Kaduna.
- Signed Memorandum of Understanding with Commonwealth of Learning (COL) for the commencement of the Open Schooling Programme.
- Selected Centre Managers and Content Developers
- Commenced the training for the Content Developers and Centre Managers

4.4 Rapid Response Initiative - Enrolment Drive

- Organize National Planning Meeting to facilitate the conduct of Zonal-Based Enrolment Drive Campaign
- Conduct of Zonal Enrolment Drive in twelve (12) states (2 states per zone)

4.5 Awareness and Buy-In Strategy

UBEC Governing Board members and Management carried out advocacy visits to all the States of the federation

4.6 Public-Private Partnership

To continuously enhance stakeholder partnerships in UBE delivery, the Commission has partnered with different NGOs, the organized private sector and line ministries interested in supporting basic education delivery. The Unit has accomplished the under-listed activities:

- Meeting with different stakeholders including line Ministries and gave financial support to NGOs
- Development of Draft Operational Framework

5.0 ON-GOING ACTIVITIES

5.1 School-Based Management Committee - School Improvement Programme (SBMC-SIP)

- Mid-Term Monitoring of SBMC-SIP projects to ascertain the quality of work and completion levels.
- Facilitating the disbursement of second tranche funds to eligible schools.

5.2 Inclusive Education

- Facilitating disbursement to SUBEBs
- Documentation of 2018 beneficiary schools/centres for the release of the first tranche disbursement.

5.3 Public and Private Partnership

- Meeting with stakeholders
- Developing stakeholder working documents (Framework and Training Manual)

5.4 Rapid Response Initiative

- Completion of Zonal Enrolment Drive in outstanding states
- Promotion of awareness and participation of community and other stakeholders in basic education delivery

6.0 FUTURE ACTIVITIES

6.1 School-Based Management Committee-School Improvement Programme (SBMC-SIP)

- Preparation for the commencement of selection process of the 2019 fund.
- Facilitation of disbursement to 2017/2018 beneficiary schools
- Conduct of final monitoring of projects implementation

6.2 Public and Private Partnership (PPP)

- Meeting with various categories of stakeholders
- Presentation of Draft Framework for general stakeholder input
- Representation of PPP Framework for development of final draft
- Presentation of final draft of the framework for criticism/editing.
- Printing of Partnership Framework and distribution to partners
- Development of PPP Trainers' Guide

- Training of Trainers (key stakeholder representatives) on the implementation of Framework
- Implementation of PPP activities to ensure continuity and evidence-based result
- Supervision, reportage and documentation of PPP Report
- Presentation and publication of stakeholder collective roles in basic education
- Recognition and Awards to major players

6.3 Rapid Response Initiative-Enrolment Drive Campaigns

- Strengthening UBE Zonal and state offices functional and engaged in the delivery of Basic Education
- Strengthening synergy among UBEC, SUBEB and stakeholders in tackling the issues of access to Basic Education
- Continuous sensitization of the public on the inherent benefits of Basic Education

6.4 Awareness and Buy-In Strategy - Advocacy, Sensitization and Mobilization

- High level advocacy visit to states on out-of-school children.
- Collaboration meetings with the media for the broadcast and dissemination of UBE activities.
- Development of a UBEC-Stakeholder Communication strategy.

6.5 Production and Media

Production of enlightenment materials and posters on SBMC and Out-Of-School Children.

7.0 CHALLENGES

- Insufficient and unreliable data on Out-Of-School-Children (OOSC).
- Societal negative attitude and cultural inhibitions on formal education/schooling (especially the girl-child in the Northern Nigeria).
- Weak and uncomplimentary stakeholder participation on matters of Basic Education delivery.

- Weak response from states on public engagements on matters of Basic Education.
- Lack of office spaces, furniture and working tools.
- Lack of on-the-job institutional capacity building and general training for staff of Social Mobilization Department.

DEPARTMENT OF SPECIAL PROGRAMMES

Mallam Hassan Danlami Umar was born on 22nd August, 1960 at Zaria in Zaria Local Government, Kaduna State.

He attended Local Education Primary School, Aminu Road, Sabongari, Zaria (1967-1972), Government College, Kaduna (1973-1977), Kaduna State College of Science and Technology, Zaria (1979-1982), Ahmadu Bello University, Zaria, (1979-1982) where he obtained B.A. Hons. and later Post Graduate Diploma in Education.

Mallam Hassan Danlami Umar started his working life in the Kaduna State Ministry of Education. He later left for the West African Examination Council.

Upon his employment in the Commission, he has worked in various capacities. He rose through the ranks to become Zonal Director both in North-East and North-West Zonal Offices. He is currently the Director, Special Programmes.



Mallam Hassan Danlami Umar
Director, Special Programme Department

He is happily married and blessed with children and grandchildren.

1.0 INTRODUCTION

The Department of Special Programmes was established to coordinate and implement all Special Programmes in the Commission which include Tsangaya (IQTE) Girl-Child, Boy Child and Internally displaced Children in the conflict affected areas and other forms of Out-of-School Children.

2.0 FUNCTIONS

The Department performs the following functions:

- Provision of access and equity to out-of-school children especially Girl-Child, Boy-Child and Almajiri Learners through effective collaboration with relevant UBEC Departments and other Government Agencies.
- Implementation of policy direction and activities that are geared towards reducing the existing gender disparity in access, completion and gradual elimination of gender disparity in Basic Education.

- Liaise with relevant departments to set a robust monitoring and evaluation standards to enhance learning achievements of both the girl and boy-child education in the country.
- Collaborating with relevant Departments and agencies for advocacy mass mobilization, sensitization, of stakeholders to key - into the education of boy-child, girl-child and almajiri learners in the country.
- Effective collaboration with relevant departments, National and International Agencies to create appropriate opportunities for socialization and behavioral moulding along culturally acceptable norms and tradition.

3.0 STRUCTURE OF THE DEPARTMENT

- Tsangaya Education Programme
- Girl-Child Education
- Boy- Child Education

There are fifteen members of staff of the department headed by a Director

3.1 Staff Disposition

S/N	Designation	CONRAISS	Number
1	Director	15	1
2	Deputy Director	14	1
3	Assistant Director	13	2
4	Chief Confidential Secretary	12	1
5	Principal Social Mobilization Officer	10	2
6	Principal Quality Assurance Officer	10	1
7	Principal Research Officer	10	1
8	Principal Academic Planning Officer	10	1
9	Principal Programme Analysts	10	1
10	Senior Programme Officer	9	1
11	Senior Academic Planning Officer	9	1
12	Planning Officer 1	8	1
14	Chief Driver/Mechanic	5	1
T O T A L			15

4.0 ACTIVITIES

S/N	ACTIVITY	DATE
1.	Disbursement of intervention fund to 131 IQTE centres located in Adamawa, Yobe, Bauchi, Kano, Katsina, Jigawa, Sokoto, Niger and Oyo states	Nov., 2019
2.	Training of 108 master trainers of IQTE teachers in Kaduna. They will in turn train the proprietors, teachers of IQTE centers	Sept., 2019
3.	Conduct of a workshop for technical coordinators, desk officers and proprietors of 131 selected IQTE centers in the 9 Pilot states of Adamawa, Yobe, Bauchi, Kano, Katsina, Jigawa, Sokoto, Niger and Oyo states	April, 2019
4.	Stakeholders meeting to develop framework for Cluster Community Learning Centres for Girls (a programme aimed at increasing Girl-child enrolment, retention and completion.	August, 2019
5.	Interactive meeting with directors and desk officers of Boy-child Education Programme in the South-East and the South-South Geo-political Zones which took place in Owerri Imo State.	Dec., 2019

5.0 ACHIEVEMENTS

- The disbursement of the funds to 131 IQTE centres located in Adamawa, Bauchi, Kano, Katsina, Jigawa, Sokoto, Niger, Yobe, and Oyo State has provided decent learning environment and accommodation of 26,200 Almajiri learners.
- A total of 2,010 teachers of IQTE schools were trained in various fields of Basic Education subjects in line with global best practices.
- 149 technical coordinators, SUBEBs IQTE desk officers and proprietors of IQTE schools were trained on how to implement the integration of IQTE into Basic Education.



The SA-ES, Baba Sali Song, who represented the UBEC Executive Secretary, Dr. Hamid Bobboyi, welcoming participants to the training



The members of UBEC Management and others from FME and IDPS on the high table at the training



The Group Photograph of participants at the training

- Framework on Community Learning Centre for Girls was developed for use in areas where the girl-child education was a major challenge.
- 22 Directors and Desk-Officers of Boy-Child Education Programme in the South-East and South-South were trained on their duties and responsibilities in the implementation of the programme, implementation.
- State Implementation Teams (SITs) were constituted in the 9 pilot states to oversee the programme.
- Development of Training Manuals for teachers and managers of the IQTE schools/centres were developed to be used in exposing them to modern approach to teaching.

6.0 CONSTRAINTS

- Non-adoption and replication of the programmes by the states.
- Non-recruitment and deployment of teachers in the schools by the states.
- Issue of sustainability of the programme by the states and Local Governments.
Inadequate political will and commitment by successive state governments
- Some of the completed model schools are yet to commence academic Activities
- Inability of the benefiting communities to key into the programmes.

7.0 WAY FORWARD

- States to deploy basic education teachers to centres.
- States and Local Governments should buy into the programmes.
- Need for continuous enlightenment and sensitization of the primary stakeholders (almajirai, proprietors and parents) through print and electronic media.
- Need for adequate publicity in the local media on the major role of UBEC.

8.0 FUTURE ACTIVITIES

- Establishment of Cluster Community Learning Centres for Girls in all the States that had preponderance of Girls Out-of-School children.
- Dialogue with stakeholders to specifically identify areas of their need in future commission's interventions.
- Monitoring the full commencement of academic activities in the completed schools.
- Monitoring the utilization of the facilities for the Boy-Child Vocational Schools and Junior Girls Secondary Schools.
- Scaling up of the IQTE programme into the non-pilot states.

DEPARTMENT OF TEACHER DEVELOPMENT

1.0 INTRODUCTION

The Department of Teacher was created in June, 2019, to liaise with SUBEBs and other relevant UBE stakeholders to address the challenge of basic education delivery, with particular focus on teacher quality.

2.0 FUNCTIONS

The functions of the Department include and not limited to:

- Co-coordinating the disbursement of the Teacher Professional Development fund to the States and Federal capital Territory.
- Monitoring teacher development programmes funded from the FGN-UBE Intervention Fund which are being supported by the International Development Partners in some States.
- Supporting States to organize effective School Support Services.
- Supporting States to identify teacher training needs and advising on appropriate training programmes
- Coordinating the intervention of International Development Partners and stakeholders in Teacher Development at basic education level.
- Assisting SUBEBs to build the capacity of their staff for effective implementation of the Teacher Professional Development programmes
- Liaising with other government agencies on matters relating to teacher development.
- Coordinating the implementation of the Federal Teachers' Scheme.
- Identifying innovation in Teacher Professional Development and instructional techniques and sharing with States and the Federal Capital Territory.
- Developing a plan for the integration of ICT (Information Communication and Technology) in teaching and learning at basic education level
- Ensuring compliance with the Commission's guidelines on the utilization of FGN-UBE intervention Fund for Teacher Professional Development activities.

3.0 STRUCTURE

The department comprises of three units namely:

- **Teachers Professional Development (TPD) Unit.**

The Unit co-ordinates the disbursement and utilization of the FGN-UBE Intervention Fund for Teacher Professional Development activities, and ensures compliance with the Commission's guidelines.

- **Federal Teachers' Scheme (FTS) Unit.**

The Unit coordinates the implementation of the Federal Teachers' Scheme.

- **Innovation and Instructional Technology Unit.**

The Unit works towards promoting the use of instructional technology in Teaching and learning at basic education level

There are fourteen members of staff in the Department headed by a Director.

3.1 Staff Disposition

S/N	DESCRIPTION	CONRAISS	PERSONNEL
1	Director	15	1
2	Deputy Director	15	1
3	Chief Teacher Development Officer	14	2
4	Assistant Chief Teacher Development Officer	12	3
5	Principal Teacher Development Officer	11	2
6	Teacher Development Officer (1)	8	3
7	Confidential Secretary	9	1
8	Driver	6	1
	Total		14

4.0 ACTIVITIES CARRIED OUT WITH DATES AND LOCATION

S/N	Activities	Dates	Location
1	Carried out visits to six States to determine the extent to which Information Technology is being integrated into basic education classroom activities.	15-19 th July 2019	Edo, Ekiti, Jigawa, Lagos, Osun and Ogun states.
2	Review of TPD monitoring Instruments	September 26 -30 th 2019	Kaduna
3	Review of TPD Guidelines	June 26-28 th 2019	Abuja
4	Meeting with International Development Partners (IDP)	18 th September 2019	Abuja
5	Meeting with SUBEB Directors and TPD desk officers in charge of TPD	October 2-4 th 2019	Kaduna
6	Development of Guidelines for Administration of TPD monitoring Instruments	November 11-15 th 2019	Abuja
7	Development of School Support Officers (SSO) Hand book	November 18- 22 nd 2019	Keffi, Nasarawa
8	Meeting with TPD desk officers and Training Institutions engaged by SUBEBs for TPD training	January 28-28 th 2020	Lafia, Nasarawa
9	Meeting with UNICEF officials in charge of Teacher Education.	February 12 th 2020	UBEC Board Room
10	Payment of monthly salary and disengagement of 2017-2019 FTS participants	December 2019	Nationwide

11	Meeting with the National Teachers' Institute on the implementation of SMASE project.	June 12 2019	UBEC Conference Room
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5.0 ACHIEVEMENTS ACCOMPLISHED

The Department is currently working closely with the SUBEBs to ensure the smooth implementation of the 2017/2018 Teacher Professional Development.

The following has been achieved by the department so far:

- UBEC TPD Guidelines developed
- TPD Monitoring and Assessment Instruments developed
- SSO Hand book adapted for the UBE TPD support initiative
- coordinated the service of 5,000 teachers under the Federal Teachers' Scheme, who exited in December 2019 at the end of their two-year service.

6.0 CONSTRAINTS

The constraints faced by the Department in realizing its major objectives include the following:

- slow pace of accessing and utilization of the unconditional TPD fund by states in spite of the urgent need to enhance the capacity of the basic education personnel;
- Federal Government's underfunding of the Federal Teachers' Scheme resulted in reduction in the number of teachers engaged in the Scheme from 40,000 in 2006 to 5,000 in 2016 and 3,700 in 2020.
- refusal of states to engage successful completers of the FTS Scheme into their permanent service.
- delay in the release of capital fund, which covers the FTS allowance/ budget leading to accumulation of many months of arrears of unpaid allowance to FTS participants

7.0 ONGOING ACTIVITIES

- Monitoring of 2016 TPD training activities in Adamawa, Kogi, Lagos and Abia states
- Interactive sessions with SUBEBs in the defence of the TPD 2017 / 2018 Action plan.

8.0 FUTURE ACTIVITIES.

- Conduct of training for the 2017/2018 TPD Master Trainers
- Implementation of the 2017/2018 TPD trainings
- Monitoring of the 2017/ 2018 TPD trainings
- Recruitment of 2020 FTS participants
- Capacity building in effective delivery of Numeracy and Literacy lessons for FTS participants
- Capacity building for teachers in managing Education in Emergencies (E:E)for teachers in states ravaged by crisis.

UBEC ZONAL AND STATE OFFICES

1.0 INTRODUCTION

The Zonal Offices are mandated to ensure that qualitative Basic Education is being delivered across all the States. There are 6 Zonal Offices located across the 6 geopolitical zones of the country. All states have UBEC offices. The locations of the Zonal/State Offices and the states that they cover are contained in the Table below.

Locations and Coverage Areas of the UBEC Zonal Offices

S/N	ZONAL OFFICE	LOCATION OF OFFICE	STATES COVERED	TOTAL NUMBER OF STATES
i.	North-Central	Lokoja, Kogi State	Benue, Kogi, Kwara, Nasarawa, Niger, and Plateau.	6
ii.	North-East	Bauchi, Bauchi State	Adamawa, Borno, Bauchi, Gombe, Taraba and Yobe.	6
iii.	North-West	Kaduna, Kaduna State	Jigawa, Kano, Kaduna, Katsina, Kebbi, Sokoto and Zamfara.	7
iv.	South-East	Owerri, Imo State	Abia, Anambra, Ebonyi, Enugu and Imo.	5
v.	South-South	Uyo, Akwa Ibom State	Akwa Ibom, Bayelsa, Cross River, Delta, Edo and Rivers.	6
vi.	South-West	Abeokuta, Ogun State	Ekiti, Lagos, Ogun, Ondo, Osun and Oyo.	6
TOTAL				36

2.0 FUNCTIONS

The main tasks of the Zonal Offices are to among others:

- Ensure that qualitative Basic Education is being delivered across all the states and the FCT;
- Coordinate the activities of Basic Education in their various zones to ensure that state offices carry out their jobs effectively;

- Serve as grassroots contacts to the SUBEBs and as the Secretariat of the Quarterly Meeting of UBEC Management with the Executive Chairmen of SUBEBs;
- Liaise with SUBEBs for the collections of Data/Information; and
- Carry out any assignment that may be assigned to them from the Headquarters.

3.0 STRUCTURE

The Zonal Offices are headed by Directors while the State Offices are headed by Officers of the cadre of Assistant Director and not less than Principal Quality Assurance Officer.

3.1 Staff Disposition

NORTH CENTRAL ZONAL OFFICE - LOKOJA			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ZONAL DIRECTOR	15	QUALITY ASSURANCE
2	ASST. DIRECTOR (AUDIT)	13	AUDIT
3	ASST. DIRECTOR (PHY. PLANNING.)	13	PHYSICAL PLANNING
4	CHIEF SOC. MOB. OFFICER	12	SOCIAL MOBILIZATION
5	CHIEF EXEC. OFFR (ACCOUNTS)	12	FINANCE & ACCOUNTS
6	PRIN CIVIL ENGINEER	10	PHYSICAL PLANNING
7	PRIN. QUALITY ASSURANCE OFFR.	10	QUALITY ASSURANCE
8	SNR. TOWN PLANNING OFFR	9	PHYSICAL PLANNING
9	SNR. ESTATE OFFICER	9	PHYSICAL PLANNING
10	SNR QUALITY ASSURANCE OFFICER	9	QUALITY ASSURANCE
11	PRIN. EXE. OFFR. (SOC MOB.)	9	SOCIAL MOBILIZATION
12	PRIN. EXEC. OFFICER II (ADMIN.)	9	ADMIN. & SUPPLIES
13	SNR. PLANNING OFFR.	9	PLANNING, RESEARCH & STATISTICS
14	QUALITY ASSURANCE OFFICER I	8	QUALITY ASSURANCE
15	PLANNING OFFR. I	8	PLANNING, RESEARCH & STATISTICS
16	CIVIL ENGINEER I	8	PHYSICAL PLANNING
17	SNR. CON. SEC.	8	ADMIN. & SUPPLIES
18	CHIEF DRIVER/MECH.	6	ADMIN. & SUPPLIES
TOTAL			
NASARAWA STATE OFFICE: LAFIYA			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST. CHIEF QUALITY ASSURANCE OFFR. (AG. STATE COORD.)	11	QUALITY ASSURANCE
2	PRIN. LEGAL OFFR	10	ES OFFICE
3	PRIN. QUALITY ASSURANCE OFFR	10	QUALITY ASSURANCE
4	PRIN. EXEC. OFFR. (ADMIN)	9	ADMIN. & SUPPLIES
5	SNR. ACCOUNTANT	9	FINANCE & ACCOUNTS

TOTAL			
NIGER STATE OFFICE: MINNA			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST. CHIEF QUALITY ASSURANCE OFFR (AG. STATE COORD.)	11	QUALITY ASSURANCE
2	ACAD. PLAN. OFFICER I	8	ACADEMIC SERVICES
3	PLANNING OFFICER I	8	PLANNING, RESEARCH & STATISTICS
4	SOC. MOB. OFFR II	07	SOCIAL MOBILIZATION
5	QTY. ASSU. OFFR II	7	QUALITY ASSURANCE
6	ACAD. PLANNING OFFR II	7	ACAADMIC SERVICES
7	ADMIN. OFFR II	7	ADMIN. & SUPPLIES
8	QTY. ASSU. OFFR II	7	QUALITY ASSURANCE
9	CLERICAL OFFICER	3	ADMIN. & SUPPLIES
TOTAL			
BENUE STATE OFFICE: MAKURDI			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	CHIEF QUALITY ASSURANCE OFFR (AG. STATE COORD.)	12	QUALITY ASSURANCE
2	ASST. CHIEF CONF. SEC.	11	ADMIN. & SUPPLIES
3	SNR. QUALITY ASSURANCE OFFICER	9	QUALITY ASSURANCE
4	QTY. ASSU. OFFR. I	8	QUALITY ASSURANCE
5	H. E. O (ACCTS)	7	FINANCE & ACCOUNTS
6	CHIEF.MOTOR DRI. MECH.	6	ADMIN. & SUPPLIES
7	EXECUTIVE OFF. (ADMIN)	6	ADMIN. & SUPPLIES
TOTAL			
KWARA SATE OFFICE: ILORIN			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST. CHIEF ADMIN. OFFR. (AG. STATE COORD.)	11	ADMIN. & SUPPLIES
2	SNR. QTY. ASSU. OFFR.	9	QUALITY ASSURANCE
3	ADMIN. OFFR. I	8	ADMIN. & SUPPLIES
4	QUALITY ASSURANCE I	8	QUALITY ASSURANCE
5	HIGHER EXEC. OFFICER (ACCTS)	7	FINANCE & ACCOUNTS
6	EXECUTIVE OFFICER (ADMIN.)	6	ADMIN. & SUPPLIES
7	MOTOR DRIVER	2	ADMIN. & SUPPLIES
TOTAL			
PLATEAU STATE OFFICE: JOS			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST. DIRECTOR (QTY. ASSU.) (AG. STATE COORD.)	13	QUALITY ASSURANCE
2	PRIN. ADMIN. OFFR.	10	ADMIN. & SUPPLIES
3	S.M.O. I	8	SOCIAL MOBILIZATION
4	ACCOUNTANT II	7	FINANCE & ACCOUNTS
5	ACAD.PLANING OFFICER II	7	ACADEMIC SERVICES

6	QTY. ASSU. OFFR. II	7	QUALITY ASSURANCE
7	ASST. EXE OFFR. (ADMIN.)	5	ADMIN. & SUPPLIES
8	SNR. MOTOR /DRIVER MECH.I	5	ADMIN. & SUPPLIES
TOTAL			
NORTH EAST ZONAL OFFICE – BAUCHI			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ZONAL DIRECTOR (AG. STATE COORD.)	15	QUALITY ASSURANCE
2	DEPUTY DIRECTOR (AUDIT)	14	AUDIT
3	ASST. DIRECTOR (FIN. & ACCTS)	13	FINANCE & ACCOUNTS
4	PRIN. BUILDING OFFICER	10	PHYSICAL PLANNING
5	PRIN. ELECTRICAL ENGINEER	10	PHYSICAL PLANNING
6	SNR. ADMIN. OFFR.	9	ADMIN. & SUPPLIES
7	QUALITY ASSURANCE OFFICER I	8	QUALITY ASSURANCE
8	PROG. ANALYST	8	PLANNING, RESEARCH & STATISTICS
9	LEGAL OFFICER I	8	ES OFFICE
10	S. E. O. (QTY ASSU. OFFR)	8	QUALITY ASSURANCE
11	ENGR. I (AGRIC.)	8	PHYSICAL PLANNING
12	QTY. ASSU. OFFR. II	7	QUALITY ASSURANCE
13	ENGINEER II	7	PHYSICAL PLANNING
14	TOWN PLANNING OFFICER II	7	PHYSICAL PLANNING
15	SNR. MOTOR DRIVER/MACHANIC	5	ADMIN. & SUPPLIES
TOTAL			
ADAMAWA STATE OFFICE: YOLA			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST. CHIEF (QUALITY ASSURANCE OFFICER) (AG. STATE COORD.)	11	QUALITY ASSURANCE
2	SNR. ADMIN. OFFICER	9	ADMIN. & SUPPLIES
3	QTY. ASSU. OFFR. I	8	QUALITY ASSURANCE
4	QTY. ASSU. OFFR. I	8	QUALITY ASSURANCE
5	ACCOUNTANT I	8	FINANCE & ACCOUNTS
6	CHIEF DRIVER/MECH.	6	ADMIN. & SUPPLIES
TOTAL			
BORNO STATE OFFICE: MAIDUGURI			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	PRIN. QUALITY ASSURANCE OFFICER (AG. STATE COORD.)	10	QUALITY ASSURANCE
2	SNR QUALITY ASSURANCE OFFICER	9	QUALITY ASSURANCE
3	SNR. ADMIN. OFFR.	9	ADMIN. & SUPPLIES
4	SNR. CONF SEC	8	ADMIN. & SUPPLIES
5	ACCOUNTANT II	7	FINANCE & ACCOUNTS
TOTAL			
GOMBE STATE OFFICE: GOMBE			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS

1	ASST. DIRECTOR (QTY ASSU) (AG. STATE COORD.)	13	QUALITY ASSURANCE
2	ASST. CHIEF ACCOUNTANT	11	FINANCE & ACCOUNTS
3	SNR. QTY. ASSU. OFFICER I	8	QUALITY ASSURANCE
4	CONF. SEC. III / HIGHER EXEC. OFFR.	7	ADMIN. & SUPPLIES
5	MOTOR DRIVER	02	ADMIN. & SUPPLIES
TOTAL			
TARABA STATE OFFICE: JALINGO			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST. CHIEF QUALITY ASSURANCE OFFICER (AG. STATE COORD.)	11	QUALITY ASSURANCE
2	SNR. ACCOUNTANT	9	FINANCE & ACCOUNTS
3	ADMIN. OFFICER I	8	ADMIN. & SUPPLIES
4	QAULTY ASSURANCE OFFICER I	8	QUALITY ASSURANCE
5	S M O II	7	SOCIAL MOBILIZATION
TOTAL			
YOBE STATE OFFICE: DAMATURU			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	CHIEF. QUALITY ASSU OFFR (AG. STATE COORD.)	12	QUALITY ASSURANCE
2	SNR. QUALITY ASSURANCE OFFICER	9	QUALITY ASSURANCE
3	S.E.O. (ACCTS)	8	FINANCE & ACCOUNTS
4	CHIEF CLERICAL OFFR.I	06	ADMIN. & SUPPLIES
TOTAL			
NORTH WEST ZONAL OFFICE – KADUNA			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ZONAL DIRECTOR	15	
2	ASST. DIRECTOR (FIN. & ACCTS)	13	FINANCE & ACCOUNTS
3	CHIEF TECH. OFFR. (ARCH.)	12	PHYSICAL PLANNING
4	CHIEF ADMIN. OFFICER	12	ADMIN. & SUPPLIES
5	ASST. CHIEF ACCOUNTANT	11	FINANCE & ACCOUNTS
6	ASST. CHIEF ADMIN. OFFR.	11	ADMIN. & SUPPLIES
7	PRIN. LEGAL OFFICER	10	ES OFFICE
8	PRIN. ARCHITECT	10	PHYSICAL PLANNING
9	SNR. QUALITY ASSURANCE OFFR.	9	QUALITY ASSURANCE
10	PRIN. EXEC. OFFR. II (TECH)	9	ADMIN. & SUPPLIES
11	SNR. BUILDING OFFICER	9	PHYSICAL PLANNING
12	SNR. PROG.ANALYST	9	PLANNING, RESEARCH & STATISTIC
13	SNR. ARCHTECT	9	PHYSICAL PLANNING
14	CHIEF TYPIST	08	ADMIN.&SUPPLIES
15	PLANNING OFFR I	8	PLANNING, RESEARCH & STATISTICS
16	SNR. EXECUTIVE OFFICER (ADMIN.)	8	ADMIN. & SUPPLIES
17	S.M.O II	8	SOCIAL MOBILIZATION
18	QTY. ASSU. OFFR. I	8	QUALITY ASSURANCE

19	TOWN PLANNING OFFR II	7	PHYSICAL PLANNING
20	H. E.O (STATISTICS)	7	PLANNING, RESEARCH & STATISTICS
21	PLANNING OFFICER II	7	PLANNING, RESEARCH & STATISTICS
22	SNR MOTOR DRIVER/MACHANIC II	4	ADMIN. & SUPPLIES
23	MOTOR DRIVER/MACHANIC	2	ADMIN. & SUPPLIES
24	CLERICAL ASSISTANT	2	ADMIN. & SUPPLIES
TOTAL			
KANO STATE OFFICE			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	CHIEF QUALITY ASSURANCE OFFR. (AG. STATE COORD.)	12	QUALITY ASSURANCE
2	SNR. QUALITY ASSURANCE OFFR	9	QUALITY ASSURANCE
3	PRIN.ASST ACAD. PLAN. OFFR.	9	ACADEMIC SERVICES
4	SNR. QUALITY ASSURANCE OFFICER	9	QUALITY ASSURANCE
5	SNR. ADMIN. OFFICER	9	ADMIN. & SUPPLIES
6	SMO OFFR I	8	SOCIAL MOBILIZATION
7	SOC.MOB.OFFR II	7	SOCIAL MOBILIZATION
8	ACCOUNTANT II	7	FINANCE & ACCOUNTS
9	CHIEF. DRIVER MECHANIC	06	ADMIN. & SUPPLIES
10	CONF. SEC. II	6	ADMIN. & SUPPLIES
TOTAL			
KATSINA STATE OFFICE: KATSINA			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST. DIRECTOR (QUALITY ASSURANCE. OFFICER) (AG. STATE COORD.)	13	QUALITY ASSURANCE
2	PRIN. EXEC. OFFR (INFORM.)	10	ADMIN.&SUPPLIES
3	PRIN. CONF. SEC I	10	ADMIN.&SUPPLIES
4	PRIN. ACCOUNTANT	10	FINANCE & ACCOUNTS
5	QUALITY ASSURANCE OFFR. I	8	QUALITY ASSURANCE
6	ADMIN. OFFR. II	07	ADMIN.&SUPPLIES
7	SNR. DATA PROCSSING ASST	5	PLANNING, RESEARCH & STATISTICS
8	MOTOR DRIVER	2	ADMIN.&SUPPLIES
9	CLERICAL STAFF	2	ADMIN.&SUPPLIES
TOTAL			
KEBBI STATE OFFICE: BIRNIN-KEBBI			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST. CHIEF MOBILIZATION OFFICER (AG. STATE COORD.)	11	SOCIAL MOBILIZATION
2	PRIN.EXEC. OFFR. II (ACCTS.)	9	FINANCE & ACCOUNTS
3	ACAD. PLAN. OFFR. I	8	PLANNING, RESEARCH & STATISTICS
4	QTY. ASSU. OFFR. II	7	QUALITY ASSURANCE
TOTAL			
JIGAWA STATE OFFICE: DUTSE			

S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST. CHIEF QUALITY ASSURANCE OFFICER (AG. STATE COORD.)	11	QUALITY ASSURANCE
2	PRIN. ADMIN. OFFICER	10	ADMIN. & SUPPLIES
3	PRIN.EXEC. OFFICER (ACCT)	9	FINANCE & ACCOUNTS
4	SOC. MOB. OFFICER I	8	SOCIAL MOBILIZATION
5	QUALITY ASSUR. OFFR II	7	QUALITY ASSURANCE
6	ACAD. PLAN. OFFR. II	7	ACADEMIC SERVICES
TOTAL			
SOKOTO STATE OFFICE: SOKOTO			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	DEPUTY DIRECTOR (QUALITY ASSU.) (STATE COORD.)	14	QUALITY ASSURANCE
2	ASST. CHIEF EXEC. OFFR. (ADMIN.)	11	ADMIN. & SUPPLIES
3	SNR. ACCOUNTANT	9	FINANCE & ACCOUNT
4	QTY. ASSU. OFFR II	7	QUALITY ASSURANCE
TOTAL			
ZAMFARA STATE OFFICE: GUSAU			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST. DIRECTOR (QUALITY ASSURANCE) (AG. STATE COORD.)	13	QUALITY ASSURANCE
2	PRIN.EXEC. OFFR. II (ADMIN.)	9	ADMIN. & SUPPLIES
3	SNR. CON. SEC.	8	ADMIN. & SUPPLIES
4	PLANING OFFR.I	8	PLANNING,RESEARCH & STATISTICS
5	QTY. ASSU. OFFR I	8	QUALITY ASSURANCE
6	ACAD. PLAN. OFFR II	7	ACADEMIC SERVICES
7	S. M. O II	7	SOCIAL MOBILIZATION
8	ASS. EXE. OFFR (ACCOUNTS)	5	FINANCE & ACCOUNTS
TOTAL			
SOUTH EAST ZONAL OFFICES OWERRI AND STATE OFFICES			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ZONAL DIRECTOR (SE)	15	QUALITY ASSURANCE
2	CHIEF ACCOUNTANT	12	FINANCE & ACCOUNTS
3	CHIEF ACCOUNTANT	12	FINANCE & ACCOUNTS
4	ASST. CHIEF ADMIN. OFFR.	11	ADMIN. & SUPPLIES
5	SNR. MECH. ENGR.	9	ADMIN. & SUPPLIES
6	LEGAL OFFICER I	8	ES OFFICE
7	PLANNING OFFR. I	8	PLANNING,RESEARCH & STATISTICS
8	SNR. EXEC. OFFR (ADMIN.)	8	ADMIN. & SUPPLIES
9	QTY ASSU. OFFR. I	8	QUALITY ASSURANCE
10	ARCHTECT II	7	PHYSICAL PLANNING
11	ASST EXEC OFFICER (ADMIN)	06	ADMIN. & SUPPLIES
12	CHIEF CLERICAL OFFICER (ACCT)	6	FINANCE & ACCOUNTS
TOTAL			

EBONYI STATE OFFICE: ABAKALIKI			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	SNR. QTY ASSU OFFR (AG. STATE COORD.)	9	QUALITY ASSURANCE
2	PRIN. ADMIN OFFICER	10	ADMIN. & SUPPLIES
3	SNR. ACCOUNTANT	9	FINANCE & ACCOUNTS
4	QUALITY ASSURANCE OFFR. I	8	QUALITY ASSURANCE
5	CONF. SEC. III	7	ADMIN. & SUPPLIES
6	SNR. MOTOR DRIVER/ MECH. II	4	ADMIN. & SUPPLIES
TOTAL			
ABIA STATE OFFICE: UMUAHIA			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST DIRECTOR (QTY ASS.) (AG. STATE COORD.)	13	QUALITY ASSURANCE
2	SNR. ACCOUNTANT	9	FINANCE & ACCOUNTS
3	SNR. QUALITY ASSURANCE OFFICER	9	QUALITY ASSURANCE
4	SNR. EXEC. OFFR (ADMIN.)	8	ADMIN. & SUPPLIES
TOTAL			
ANAMBRA STATE OFFICE : AWKA			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	PRIN. QUALITY ASSURANCE OFFR. (AG. STATE COORD.)	10	QUALITY ASSURANCE
2	SNR. QUALITY ASSURANCE OFFICER	9	QUALITY ASSURANCE
3	PLANNING OFFR. II	7	PLANNING, RESEARCH & STATISTICS
4	EXEC. OFFR (ACCTS)	6	FINANCE & ACCOUNTS
TOTAL			
ENUGU STATE OFFICE: ENUGU			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST DIRECTOR QTY ASS. (AG. STATE COORD.)	11	QUALITY ASSURANCE
2	PRIN. QTY ASSU OFFR.	10	QUALITY ASSURANCE
3	SNR. PLANNING OFFICER	9	PLANNING, RESEARCH & STATISTICS
4	ADMIN. OFFOCER I	8	ADMIN. & SUPPLIES
5	PROG. ANALYST I	8	PLANNING, RESEARCH & STATISTICS
6	SNR. CON. SEC.	8	ADMIN. & SUPPLIES
7	H E O(ACCTS)	7	FINANCE & ACCOUNTS
8	CHIEF DRIVER MECHANIC	06	ADMIN. & SUPPLIES
TOTAL			
SOUTH WEST ZONAL OFFICE – ABEOKUTA			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ZONAL DIRECTOR (SW)	15	QUALITY ASSURANCE
2	PRIN. ADMIN. OFFICER.	10	ADMIN. & SUPPLIES
3	ASST. CHIEF EXEC. OFFR (ACCTS)	11	FINANCE & ACCOUNT
4	SNR. QUALITY ASSURANCE OFFICER	9	QUALITY ASSURANCE

5	PRIN. EXEC. OFFR. II (AUDIT)	9	AUDIT
6	SNR. PLANNING OFFICER	9	PLANNING, RESEARCH & STATISTICS
7	ELECT. ENG I	8	PHYSICAL PLANNING
8	CIVIL ENGR. I	8	PHYSICAL PLANNING
9	QTY. ASSU. OFFR II	7	QUALITY ASSURANCE
10	M. ENG (CIVIL) 2018	7	PHYSICAL PLANNING
11	CHIEF DRIVER MOTOR MECH.	06	ADMIN. & SUPPLIES
12	CONF. SEC. II	06	ADMIN. & SUPPLIES
TOTAL			
EKITI STATE OFFICE - ADO EKITI			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST. CHIEF QTY. ASSU. OFFR (AG. STATE COORD.)	11	QUALITY ASSURANCE
2	PRIN. OUALITY ASSURANCE OFFR.	10	QUALITY ASSURANCE
3	PRIN. EXEC. OFFR. II (ACCT)	9	FINANCE & ACCOUNTS
4	ADMIN. OFFR. I	8	ADMIN. & SUPPLIES
5	ACAD. PLAN. OFFR. I	8	ACADEMIC SERVICES
6	CONF. SEC. I	7	ADMIN. & SUPPLIES
7	CHIEF DRIVER MECH.	06	ADMIN. & SUPPLIES
TOTAL			
ONDO STATE OFFICE - AKURE			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	DEPUTY DIRECTOR (QTY ASS.) (STATE COORD.)	14	QUALITY ASSURANCE
2	PRIN. ACCOUNTANT	10	FINANCE & ACCOUNTS
3	SNR. ADMIN. OFFICER	9	ADMIN. & SUPPLIES
4	QTY. ASSU. OFFR. II	7	QUALITY ASSURANCE
TOTAL			
OYO STATE OFFICE -IBADAN			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	CHIEF QTY ASSU. OFFR. (AG. STATE COORD.)	12	QUALITY ASSURANCE
2	ASST. CHIEF QTY ASSU. OFFR.	11	QUALITY ASSURANCE
3	SNR. ADMIN OFFICER	9	ADMIN. & SUPPLIES
4	SNR. QUALITY ASSURANCE. OFFR.	9	QUALITY ASSURANCE
5	SNR. ACCOUNTANT	9	FINANCE & ACCOUNTS
6	QUALITY ASSURANCE OFFICER I	8	QUALITY ASSURANCE
7	SNR. EXEC. OFFR (SOC. MOB.)	8	SOCIAL MOBILIZATION
8	PLANNING OFFR I	8	PLANNING, RESEARCH & STATISTICS
9	SNR. DRIVER/MECHANIC I	5	ADMIN. & SUPPLIES
TOTAL			
OSUN STATE OFFICE – OSOGBO			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	CHIEF QTY. ASSU. OFFR. (AG. STATE	12	QUALITY ASSURANCE

	COORD.)		
2	CHIEF CONF. SEC.	12	ADMIN. & SUPPLIES
3	ASST. CHIEF ACAD. PLANNING OFFR.	11	PLANNING, RESEARCH & STATISTICS
4	PRIN. EXEC. OFFICER (ADMIN)	9	ADMIN. & SUPPLIES
5	SNR. QUALITY ASSURANCE OFFR.	9	QUALITY ASSURANCE
6	QTY. ASSU. OFFR I	8	QUALITY ASSURANCE
7	S. E. O. (ACCTS)	8	FINANCE & ACCOUNTS
TOTAL			
LAGOS STATE OFFICE – LAGOS			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST. DIRECTOR CHIEF QUALITY ASSU. OFFR. (AG. STATE COORD.)	13	QUALITY ASSURANCE
2	PRIN. ACCOUNTANT	10	FINANCE & ACCOUNTS
3	PRIN. SOC. MOBILIZATION OFFR.	10	SOCIAL MOBILIZATION
4	SNR. QTY. ASSU. OFFICER	9	QUALITY ASSURANCE
5	SNR. S.M.O OFFR.	9	SOCIAL MOBILIZATION
6	ADMIN. OFFR. I	8	ADMIN. & SUPPLIES
7	CHIEF TYPIST	08	ADMIN. & SUPPLIES
8	ADMIN. OFFR. I	8	ADMIN. & SUPPLIES
9	CHIEF DRIVER / MECH.	06	ADMIN. & SUPPLIES
TOTAL			
SOUTH-SOUTH ZONAL OFFICE - AKWA IBOM – UYO			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	AG: ZONAL DIRECTOR	15	QUALITY ASSURANCE
2	ASST. CHIEF ACCOUNTANT	11	FINANCE & ACCOUNTS
3	PRIN. ACCOUNTANT	10	FINANCE & ACCOUNTS
4	PRIN. ARCHITECT	10	PHYSICAL PLANNING
5	PRIN. TECHNICAL OFFR. (ARCH)	9	PHYSICAL PLANNING
6	SNR. QUALITY ASSURANCE OFFICER	9	QUALITY ASSURANCE
7	SNR. PLANNING OFFR	9	PLANNING, RESEARCH & STATISTICS
8	LEGAL OFFICER I	8	ES OFFICE
9	SNR. TECH. OFFR. (ELECT.)	8	ADMIN. & SUPPLIES
10	ADMIN. OFFICER I	8	ADMIN. & SUPPLIES
11	SNR. EXEC. OFFICER (ADMIN)	8	ADMIN. & SUPPLIES
12	CONF. SEC. III	7	ADMIN. & SUPPLIES
13	SNR. DRIVER MECHANIC I	06	ADMIN. & SUPPLIES
TOTAL			
BAYELSA STATE OFFICE: YENAGOA			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	CHIEF QTY. ASSU. OFFR. (AG. STATE COORD.)	12	QUALITY ASSURANCE
2	ASST. CHIEF CONF. SEC.	11	ADMIN. & SUPPLIES
3	SNR. QUALITY ASSURANCE OFFR.	9	QUALITY ASSURANCE

4	SNR. ACCOUNTANT	9	FINANCE & ACCOUNTS
5	ACAD. PLAN. OFFR. II	7	ACADEMIC SERVICES
TOTAL			
CROSS RIVER STATE OFFICE : CALABAR			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST. CHIEF QTY ASSU OFFR (AG. STATE COORD.)	11	QUALITY ASSURANCE
2	ADIM. OFFICER I	8	ADMIN. & SUPPLIES
3	SNR CON. SEC.	8	ADMIN. & SUPPLIES
4	QTY. ASSU. OFFR. I	8	QUALITY ASSURANCE
5	ACAD. PLAN. OFFR. II	7	ACADEMIC SERVICES
6	SNR. MOTOR DRIVER/MECHANIC II	4	ADMIN. & SUPPLIES
TOTAL			
DELTA STATE OFFICE: ASABA			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	PRIN. QUALITY ASSURANCE OFFICER (AG. STATE COORD.)	10	QUALITY ASSURANCE
2	PRIN. QUALITY ASSURANCE OFFICER	10	QUALITY ASSURANCE
3	SNR. ADMIN. OFFICER	9	ADMIN.&SUPPLIES
4	ACCOUNTANT I	8	FINANCE & ACCOUNTS
TOTAL			
EDO STATE OFFICE: BENIN			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	CHIEF QTY. ASS. OFFICER	12	QUALITY ASSURANCE
2	PRIN.QUALITY ASSURANCE OFFR	10	QUALITY ASSURANCE
3	ACADEMIC PLANNING OFFICER	8	ACADEMIC SERVICES
4	EXEC. OFFICER (ACCOUNTANT.)	06	FINANCE & ACCOUNTS
5	MOTOR DRIVER/MECHANIC	4	ADMIN. & SUPPLIES
TOTAL			
RIVERS STATE OFFICE: PORT-HARCOURT			
S/NO	DESIGNATION	CONRAISS	DEPARTMENTS
1	ASST DIRECTOR (QTY ASSU) (AG. STATE COORD.)	13	QUALITY ASSURANCE
2	ASST. CHIEF EXEC. OFFR. (ADMIN.)	11	ADMIN. & SUPPLIES
3	SNR. SOC. MOB. OFFICER	9	SOCIAL MOBILIZATION
4	SNR. QUALITY ASSURANCE OFFICER	9	QUALITY ASSURANCE
5	ADMIN. OFFR. I	8	ADMIN. & SUPPLIES
6	ACCOUNTANT II	7	FINANCE & ACCOUNTS
7	ADMIN. OFFICER II	7	ADMIN. & SUPPLIES
8	SNR. DRIVER/MECHANIC I	5	ADMIN. & SUPPLIES
TOTAL			
GRAND TOTAL			

4.0 ACTIVITIES/ACHIEVEMENTS

The Zonal Offices were able to perform the under-listed activities in the year under review:

- Participated in the conduct of Quality Assurance in schools on termly basis.
- Participated in the departmental monitoring activities.
- Documentation of new staff posted to the zones.

5.0 ON-GOING ACTIVITIES

The following activities are currently being carried out by the Zonal Offices:

- Monitoring of school resumption in states.
- Receiving the delivery of instructional materials supplied by UBEC to SUBEBs.
- Monitoring of UBEC intervention and constituency projects.
- Liaising with SUBEBs on the development of 3 years Medium Term Strategic Plan.
- Liaising with SUBEBs on data returns to the Headquarters.

6.0 FUTURE PLAN

- Carrying out any assignments which will be given to the zones from the headquarters to ensure effective delivery of basic education in the states.

7.0 CHALLENGES

- Lack of adequate functional vehicles in the zones to conduct monitoring activities.
- Inadequate funds to perform the functions of the offices effectively.
- Lack of internet facilities to communicate with the headquarters effectively.
- Some of the zonal and state offices are still operating in rented apartments.

8.0 CONCLUSION

The Zonal Offices were able to carry out their duties despite the challenges mentioned above. It is hoped that some of the challenges identified will be overcome in the years ahead.