

TETFund INTERVENTION GUIDELINES

2023 Edition



www.tetfund.gov.ng

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FOREWORD

This third edition of ***Guidelines for Accessing TETFund Intervention Funds*** re-titled ***TETFund Intervention Guidelines*** is intended to be a comprehensive document to guide our beneficiaries in accessing intervention funds, in the appropriate application of disbursements received, as well as in the implementation of projects in a timely and efficient manner, in line with the mandate of the Fund.

It also incorporates recent intervention lines, not covered in the preceding 2017 edition, that were introduced by the Fund to further support the upgrade of our education system in response to the dynamic nature of global trends in tertiary education.

The review is aimed at improving access to funds and goes further to ensure that beneficiaries are adequately enlightened and sensitized on the processes for implementing intervention projects in a judicious and timely manner that ensures transparency and accountability. This edition has been codified and made accessible on the Fund's website [www.tetfund.gov.ng] for ease of reference.

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Executive Secretary

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Chapter One ▶▶

1000. INTRODUCTION

1100. About TETFund

Tertiary Education Trust Fund (TETFund) was established by Tertiary Education Trust Fund (Establishment, etc) Act No.16 of 2011 for the purpose of rehabilitation, restoration, and consolidation of Tertiary Education in Nigeria. The Federal Inland Revenue Service (FIRS) collects the Tax on behalf of the Fund while the Board of Trustees of the Fund manages, administers and disburses the funds specifically for the provision or maintenance of:

- i. Essential physical infrastructure for teaching and learning.
- ii. Instructional materials and equipment.
- iii. Research and publication.
- iv. Academic staff training and development.
- v. Any other need which, in the opinion of the Board of Trustees, is critical and essential for the improvement of quality and maintenance of standards in higher educational institutions.

1110. The Distribution Ratio of the Allocations

The Act prescribes the distribution of the funds in the ratio of 2:1:1 to enlisted Public Tertiary Institutions i.e., Universities, Polytechnics and Colleges of Education respectively.

1120. Amendments

These guidelines shall be subject to review in response to internal and external policy changes from time to time.

1200. Responsibilities of TETFund Beneficiary Institutions

Beneficiary Institutions seeking to access Intervention funds shall acquaint themselves with the TETFund Intervention Guidelines for the various intervention lines.

1210. Prioritizing Intervention Projects

TETFund requires that proposed intervention projects shall be aimed at building the institution's capacity to deliver on its core academic mandate and must be in line with the Fund's intervention policy and be relevant to teaching, learning, research and increasing access to tertiary education. Beneficiaries of the Fund are required to submit prioritised project proposals for consideration.

1220. TETFund Desk Officers

Beneficiaries are required to appoint Desk Officers with relevant qualifications, competences, and experience in the various aspects of the intervention lines. The Desk Officers are also required to work with the institution's Bursary Department and Procurement Department for the rendition of accurate and complete records of financial transactions on TETFund interventions. The officer should ensure that such guidelines and checklists for all submissions are complied with.

1221. The Desk Officer for physical infrastructure and programme upgrade interventions could be the Director, Physical Planning or Director of Works. Officers having the following competences are recommended:

- i. Registered Architect, Civil/Structural/Builders or Quantity Surveyor with the relevant Professional certification.
- ii. Not less than 10 years post-graduation and working experience.
- iii. Versatility in Site/Project Administration.
- iv. Project Management Qualification and experience.

1222. The institution's Director of Academic Planning is recommended as Desk Officer for all Content-based Interventions, viz Academic Staff Training and Development, Conference Attendance, Journal Publications and Manuscript Development.**1223.** The institution's librarian shall be the Desk Officer for all matters involving Library Development.

- 1224.** The institution's Director of Research and Innovation is recommended as Desk Officer for all Research & Development, Entrepreneurship & Innovation Interventions, and Centres of Excellence.
- 1225.** The institution's Director of ICT shall be the Desk Officer for all matters involving ICT Support interventions.
- 1226.** The responsibilities of TETFund Desk Officers shall be as follows:
- i. Liaising with TETFund for all categories of intervention.
 - ii. Visiting the TETFund website regularly to keep the Beneficiary Institution up- to- date on all TETFund guidelines.
 - iii. Any other responsibilities as may be assigned by the Beneficiary Institution to ensure the efficiency of execution of projects and compliance with extant laws and guidelines.
- 1300. Legal Indemnity**
TETFund shall be indemnified over its intervention programmes as follows:
- i. Heads of Beneficiary Institutions shall comply strictly with all the guidelines for accessing intervention funds and shall be held liable for any breach thereof.
 - ii. TETFund does not award contracts on behalf of Beneficiary Institutions and shall not be party to any contract agreement between Beneficiary Institutions and their vendors.
 - iii. Heads of Beneficiary Institutions shall be liable for misinformation, misapplication and/or misappropriation of the intervention funds so allocated.
 - iv. The Fund shall be indemnified against the institution of any proceedings, whether civil or criminal, of which such proceeding was due to the breach of these guidelines or procedure, any extant rules and/or regulations by any Head of a Beneficiary Institution.



Chapter **TWO** ▶▶▶

2000. Conditions for Enlistment as a TETFund Beneficiary

2100. The Board of Trustees (BoT) has set forth the following requirements which shall guide the process of enlistment of benefitting institutions:

- i. The prospective Beneficiary Institution must be a Public Tertiary Institution (i.e. Federal or State-owned University, Polytechnic or College of Education).
- ii. The institution must have been established by law via an Act for federal institutions or an Edict for state institutions.
- iii. The institution must be recognized by its regulatory agency i.e., National Universities Commission (NUC), National Board for Technical Education (NBTE) or National Commission for Colleges of Education (NCCE) as the case may be.
- iv. Academic activities i.e., students' admission and teaching/ learning must have commenced at the institution and progressed for at least 2 academic sessions; except
- v. In the case of newly established federal institutions, their enlistment shall be upon receipt of authorisation from the Federal Ministry of Education (FME). A verification visit to the newly established federal institution shall be carried out by the Board of Trustees (BoT) for confirmation of the institution's records of enlistment.
- vi. The prospective institution shall formally apply to the Fund to be enlisted as a beneficiary of the Fund.
- vii. A TETFund team shall visit the institution to verify that academic activities have commenced and thereafter recommend to the Board of Trustees for consideration.
- viii. By the approval of the Board of Trustees, the institution shall be enlisted and formally notified as appropriate.
- ix. Where the state governor substitutes a state institution with a previously enlisted institution, the Fund shall conduct a verification visit before recommendation to the Board of Trustees (BoT) for approval of the substitute.



Chapter Three ►►

3000. TETFund Intervention Lines

The various Intervention lines are designed to achieve the mandate of the Fund as set out in chapter 1 of these guidelines.

3100. Annual Interventions

TETFund statutorily allocates funds yearly to Beneficiary Institutions as Annual Intervention for the following categories of interventions:

3110. Physical Infrastructure Development

- i. Physical Infrastructure/ Programme Upgrade Intervention
- ii. TETFund Project Maintenance
- iii. Fabrication of Equipment (Polytechnics only)
- iv. Entrepreneurship (Universities only)
- v. ICT Support

3120. Content Development (Instructional Materials and Equipment)

- i. Library Development
- ii. Academic Manuscript into Books
- iii. Academic Research Journal

3130. Research and Innovation

- i. Institution Based Research

3140. Human Development (Academic Staff Training and Development)

- i. TETFund Scholarship for Academic Staff (TSAS)
- ii. Teaching Practice (Colleges of Education only)
- iii. Conference Attendance

3200. Special Intervention

Special Intervention is usually allocated on equality of geopolitical zone as enshrined in the establishment Act and guided by such emergencies and exigencies as approved by the Board of Trustees (BoT) for the following Intervention Lines:

- i. Zonal Intervention
- ii. Emergency Disaster Recovery

- iii. Designated Projects (e.g., Take-off grants)
- iv. Advocacy/Publicity
- v. National Research Fund (NRF)
- vi. Higher Education Book Development (HEBD) Fund
- vii. TETFund Centres of Excellence (TCoEs)

3300. Special High Impact Intervention

The Special High Impact Intervention seeks to inject funds into selected tertiary institutions with focus on iconic projects to achieve a major turnaround for improved teaching and learning. Beneficiaries are selected by the Board of Trustees based on the date of establishment of the institution per geo-political zone amongst other criteria.

3400. Essential Physical Infrastructure

This intervention is essentially to address the infrastructure challenges in tertiary institutions, through the construction and furnishing of structures, and provision of teaching and learning equipment/facilities, with a view to improving quality of education and increasing access to quality education.

3410. Physical Infrastructure/ Programme Upgrade Intervention

All constructions of physical infrastructure and procurement of furniture and equipment shall have direct bearing to teaching and learning.

3411. Requirements for Accessing Funds Under Physical Infrastructure/Programme Upgrade

3211. For Physical Infrastructure/Programme Upgrade Interventions, the Beneficiary shall:

- i. Substantially complete the previous year's intervention projects in readiness for the release of the final tranche.
- ii. Submit proposed projects to the Fund to the sum of the allocated amount in line with the beneficiary institution's core mandate and relevant to teaching, learning and research; including the learning and teaching environment.

- iii. Justify the proposed projects and attach the total cost to each item. Details shall be attached in the appendices to the submission;
- iv. Obtain an Approval-in-Principle (AIP) subject to the satisfaction of the vetted submission of the proposed project.
- v. Ensure that the engagement of vendors is in compliance with the provisions of the Public Procurement Laws and Regulations.
- vi. All relevant details of the proceedings of the procurement processes are required to be submitted to the Fund for vetting in this regard.
- vii. The release of funds in tranches follows the satisfactory conclusion of the procurement process in accordance with the extant Laws and Regulations.

3411b. Beneficiaries in arrears of dedicated allocations may apply to the Fund for a merger of as many years' un-accessed intervention funds as may be approved by the Board of Trustees, subject to the satisfactory completion and verification of any on-going year's intervention projects.

3411c. For Physical Infrastructure/Programme Upgrade (Construction-related) Projects the Beneficiary shall provide:

- i. Geotechnical survey report duly endorsed by a registered Geotechnical/Civil/Structural Engineer.
- ii. Detailed architectural working drawings, with seal and signature of the architect, including evidence of current/valid practice license.
- iii. Detailed engineering design working drawings (Structural, Electrical and Mechanical), which must be sealed and signed by the design engineers, including evidence of current/valid practice licenses.
- iv. Structural design must integrate result of soil test in engineering design;

- v. Detailed Bills of Quantities (BOQ), devoid of Prime Cost (PC) items and provisional sums, especially of works measurable from the drawings. A registered quantity surveyor must append his professional seal and signature on the BOQ, supported with his/her current/valid practice license.
- vi. Where consultants are engaged, submission to TETFund must include copies of letters of commissioning of the consultants, their acceptance, certificate of registration of the consulting firm with their professional Regulatory Bodies and current/valid practice licenses, including the due process documents leading to their engagement.
- vii. The project shall be considered to be fully functional when it is satisfactorily completed, furnished and equipped/installed in the case of equipment.

3411d. For projects with multi-level floors, and those involving high volume of monolithic reinforced concrete materials such as lift walls and raked theatre floors, and for constructions involving roofing with steel structures, the Beneficiary Institution shall be required to provide a certificate of supervision of structural and reinforced concrete works, issued by the consultant Civil/Structural Engineer, who shall be a certified and registered professional, attesting to the under-listed items. This shall be component of the renditions for the subsequent release of funds:

- i. Quality of Reinforcement (verified with test result).
- ii. Adequacy of reinforcement.
- iii. Adequacy of spacing of reinforcement as observed on site.
- iv. Quality of concrete mix (verified with cube test result).
- v. Adequacy of concrete cover.
- vi. Quality of formwork.
- vii. Adequacy of duration for reinforced concrete to set and cure after casting.

- viii. Adequacy/level of compliance with designed size specification of all concrete elements-slabs, columns, beams, staircase and lift walls.

3411e. The afore-mentioned certification mentioned shall be contained on the consultant's company letter-headed paper, bearing the Name, Signature and Seal of the Consultant Civil/Structural Engineer. This shall be a pre-condition for release of the next tranche of funds.

3411f. For procurement-related projects; the Beneficiary's proposal shall contain the following:

- i. Inventory of items to be procured shall be submitted and it should contain quantity of items to be purchased, unit rate and total cost. Unit rates should consider importation cost (where applicable, and taking the official exchange rate into consideration), cost of clearance at port, relevant statutory charges, transportation to site, installation cost, training cost (where applicable) and profit margin.
- ii. Genuine and relevant Proforma Invoices, with cost submission quoted in the Nigerian currency and not in foreign currency and all conversions shall have been done. The proforma invoices should be consistent with the manufacturers' catalogues and shall show quantity and unit price, among others.
- iii. Submission of Manufacturers' Catalogues/Brochures of technical specifications, showing sample photographs of the equipment, unit cost, and other technical specifications of the equipment which should include, but not limited to make and model.
- iv. Sample Photographs of the items to be purchased. Dimensioned drawings of sketches of furniture are also acceptable.
- v. Inclusion of VAT where applicable.
- vi. Withholding Tax (WHT) inclusion is not acceptable.

- vii. Installation requirements with cost (where applicable).
- viii. Consumable and disposable items are not acceptable.

3411g. All drawings (i.e., Architectural, Structural, Electrical and Mechanical) are to be done in A3 Format:

- i. The sheet should have a Title Panel showing the details of the project, including scale, date, drawing title, consultant (where applicable), sheet in serial number.
- ii. The drawings shall be original (i.e., not a photocopy) and in full colour with all dimensions legible and shall be sealed and signed by relevant professionals.

3412. Architectural Requirements:

- i. Site location in institution's master plan.
- ii. Site topographical layout plan showing spot heights.
- iii. Site plan showing the proposed development with access road(s), landscaping and existing municipal services-water, and power lines.
- iv. Working drawing of all floor plans with visible dimensions and specifications.
- v. Detailed section drawings taken through relevant, seemingly difficult areas of plan, well annotated and showing relevant finishes specifications.
- vi. Roofing plan.
- vii. Elevations as harmonized with the floor plan(s) and sections.
- viii. Schedule of doors & windows.
- ix. Check for inclusion of expansion joints especially for buildings longer than 30metres.
- x. Schedule of finishes.
- xi. Drawings showing soft and hard landscaping, parking, drainages, kerbs and other external design features.
- xii. Architect's seal on drawings with signature.

- xiii. The placement of APRN on each sheet of the drawings.
- xiv. Copy of valid practice license.
- xv. Copy of certificate of registration of the consulting firm with ARCON.

3413. Civil/Structural Engineering Requirements:

- i. Site soil investigation analysis report duly stamped by a registered engineer.
- ii. Foundation plan.
- iii. Ensure foundation design is consistent with geophysical report.
- iv. Structural design of columns, and their bases with reinforcement details.
- v. Ditto for beams and lintels.
- vi. Framing plan for each floor up to roof.
- vii. Plans correlated with architectural and mechanical features.
- viii. Typical sections and details to define construction features.
- ix. Arrangement of bars to permit placement of concrete.
- x. Sections, bar type and numbers clearly indicated.
- xi. Staircase reinforcement details (where applicable).
- xii. Structural design of floor slabs.
- xiii. Detailed structural design/specification of steel roof structure.
- xiv. Reinforcement Steel bars Bending Schedule.
- xv. Calculation sheets duly endorsed by a registered structural engineer with affixed seal.
- xvi. Culvert design for external works (where applicable).
- xvii. Drainage system showing peaks and slope direction with gradient.

- xviii. Check for expansion and movable joints (where applicable).
- xix. Ensure drawings are dimensionally correct and in compliance with other disciplines.
- xx. Ensure specifications are correct, complete and consistent with drawings.
- xxi. Specification of structural materials shown on drawings.
- xxii. Opening, drops, etc. clearly shown.
- xxiii. Professional seal on the drawings shall be very legible.
- xxiv. Copy of certificate of registration of the consulting firm with professional Regulatory Body.
- xxv. Copy of practice license of consultant structural/civil engineer.

3414. Electrical Services Engineering Design Requirements:

- i. Lighting points design.
- ii. Power/socket outlet design.
- iii. Fire detection/fire alarm layout.
- iv. Load analysis.
- v. Communication and emergency alarm system.
- vi. Comprehensive legend showing full description of all symbols.
- vii. General schematic distribution diagram.
- viii. General external lighting designs of the site.
- ix. Signature and professional seal on drawings.
- x. Copy of certificate of registration of the consulting firm with COREN.

3415. Mechanical Services Engineering Design Requirements:

- i. Site plan showing soil waste drainage system.
- ii. General water supply and distribution layout.
- iii. Roof drainage layout.

- iv. Water tank details (where applicable).
- v. Air-conditioning system layout (where applicable).
- vi. Fire extinguisher layout (where applicable).
- vii. Fire detection and fire alarm layout (where applicable).
- viii. Septic tank/soakaway pit design.
- ix. Signature and professional seal on drawings.
- x. Copy of certificate of registration of the consulting firm with COREN.

3416. Quantity Surveying/Bills of Quantities (BoQ) Requirements

- i. Use of Standard Method of Measurement (SMM), presented in Excel format. Hand-written entries are not acceptable.
- ii. Ensure clarity of description of works in the bills and bills should harmonize with specifications and quantities in the design drawings.
- iii. Preliminaries should be broken down in detail and fully price.
- iv. Rates of works shall be realistic and consistent all through.
- v. Rates should be reflective of the market prices in the location where the institution is situated.
- vi. Quantities should be accurate and consistent with the relevant drawings.
- vii. Inclusion of state taxes in the bills is not allowed. Only VAT, preliminaries and contingencies are allowed.
- viii. All Prime Cost sums should be measured and priced, likewise provisional sums where applicable.
- ix. Signature and professional seal on the Bills of Quantities.
- x. Copy of certificate of registration of the consulting firm with QSRBN.

3417. Criteria for Fund Disbursement

Funds disbursement shall be done after the AIP has been granted and the Due Process requirements have satisfactorily taken place. For construction-related projects, disbursements shall be done in three (3) tranches of 50%, 35% and 15%; while for procurement-related projects, disbursements shall be in two tranches of 85% and 15%. The disbursement of the First (1st) Tranche of funds shall follow the submission of satisfactory evidence of compliance with the provisions of the Public Procurement Laws and Regulations.

3418. Procurement Laws and Regulations

The following are the requirements for accessing the first (1st) tranche of funds after Approval-in-Principle (AIP):

- i. Adverts shall be in line with the provision of the Public Procurement Law and/or any Federal Government extant laws or relevant circulars, or by obtaining BPP's approval to adopt Restricted Tendering Method of procurement.
- ii. Adverts shall state criteria/conditions upon which interested bidders would be assessed for pre-qualification. The conditions shall be in line with the provisions of the Public Procurement Law.
- iii. Evidence of observance (copy of advertisement) shall be submitted to the Fund. The copy shall be clear, legible and shall clearly show the name of the newspaper, the date and the page number.
- iv. Post-first tranche documentation: the Beneficiary Institution shall immediately after release of 1st tranche forward the following to the Fund for records and ease of project monitoring:
 - a. Letter of Award of Contract
 - b. Letter of Acceptance from the contractor(s)
 - c. Contract Agreement
 - d. Contract Drawings
 - e. Contract Bill of Quantities
 - f. Approved Work Programme.

3418a. The Technical and Financial capabilities of Expressers of Interest (E.O.I) are evaluated at the pre-Qualification stage. The pre-qualification stage is where technical and financial competences of bidders are measured. Beneficiaries (i.e., the procuring entity) shall be wary of persons/companies in receivership, who are insolvent, or are bankrupt. Evidence of the pre-qualification exercise shall be submitted to the Fund alongside other documents. Beneficiary Institutions shall endeavour to carry out due diligence on the bidders and submit report to the Fund.

3418b. The following is the procedure for treating Bids:

- i. Successfully pre-qualified bidders shall be formally communicated and issued Tender documents for pricing.
- ii. Invitations to Tender shall state closing date, time and copies of this shall be submitted to the Fund.
- iii. TETFund shall be invited to witness Opening of Tenders, with such invitation reaching the Fund not later than two (2) weeks to the date of the event.
- iv. Record of attendance of all those present at the Opening of Tenders shall be taken in the handwriting of all attendees. Each person shall sign the attendance register, indicate the organization they represent, with contact phone numbers and email address.
- v. Copy of the attendance record shall be submitted to the Fund in raw form.
- vi. Copy of Bid Return Sheet duly endorsed by representatives of bidders present at the opening shall be submitted to the Fund.

3418c. The following is the procedure for treating Tenders:

- i. All opened and validated bids shall be evaluated and analyzed by the relevant professionals on the most responsive and lowest evaluated bid (not necessarily the lowest tender). An authenticated copy of the Bid Evaluation Report shall be submitted to the Fund along with other relevant documents.

- ii. The Tenders Board of the procuring entity shall approve the winning bids within their threshold of approval.
- iii. In instances where thresholds exceed the approval limit of the procuring entity, a higher approving authority should be sought i.e., Ministerial Tenders Board (MTB) or the Federal Executive Council (FEC), depending on the cost of the project.
- iv. Copy of Minutes of Tenders Board meeting, and where applicable, the MTB should be forwarded to the Fund, including, where applicable, the "Certificate of No Objection"/Federal Executive Council (FEC) approval of award of contracts.

3418d. All Beneficiaries shall include a Letter of Commitment in their submission to the Fund. The Letter of Commitment is an undertaking from the Beneficiary to immediately commence the project execution on receipt of the first (1st) tranche of funds. This is to discourage the practice of keeping money in a fixed facility over a period before commencing the project. TETFund strongly objects to the practice of money fixing by Beneficiary Institutions in Financial Institutions.

3420. Rehabilitation/Maintenance of TETFund Projects (Construction-Related)

Project Maintenance Intervention is for the comprehensive renovation of all existing dilapidated TETFund buildings on the campuses and to encourage insurance of critical assets of Beneficiary Institutions against fire and perils.

3421. Requirements for Accessing Funds Under Rehabilitation/Maintenance

3421a The documents for assessing funds for Project Maintenance are as follows:

- i. Photographs showing the current state of the facility to be rehabilitated/renovated.

- ii. Schedule of dilapidation, which shall be prepared and endorsed/sealed by a registered architect, with copy of his valid practice license attached.
- iii. For projects that involve conversion, submission of the as-built drawings and structural integrity report signed and sealed by a registered structural engineer.
- iv. Submission of the drawing showing the new proposed development.
- iv. Bill of Quantities which shall be consistent with schedule of dilapidation and drawings of the proposed development.
- v. For rehabilitation, conversion, and upgrade proposals, a verification visit will be carried out by the Fund before issuance of approval in principle.
- vi. Evidence of commitment of not more 40% of the Project Maintenance allocation as "Insurance Support for Critical Assets" in the institution, or in the alternative, evidence of an existing insurance premium coverage for the critical assets in the institution, as the case may be.

3421b. The required supporting documents for accessing the insurance supports are:

- i. Specific scope of coverage including content of the prioritized facilities to be insured.
- ii. Premium computation within the area/specific scope of coverage.
- iii. The updated/current practice operational documents of the insurance brokers and underwriters.
- iv. Profile of the insurance brokers and underwriters.
- v. The evidence of registration of the insurance brokers with Nigerian Council of Registered Insurance Brokers (NCRIB).
- vi. The insurance brokers and underwriters must be on the updated list of National Insurance Commission.
- vii. The evidence of survey margin and treaty profile to include current approved account from NAICOM.

- viii. Premium rate shall not be above the ceiling of 0.18% average.

3430. Entrepreneurship Study Centre (ESC)

This Intervention shall be applied for the construction of a physical structure/procurement of equipment for skills acquisition programme of students. Only universities can benefit from this intervention.

Entrepreneurship intervention focuses only on students in universities, and the basic essence is to promote skill acquisition through apprenticeship so as to complement students' academic qualifications and make them adequately equipped to compete in the labour market directly or indirectly. In 2011 entrepreneurship centres were constructed in all Nigerian public universities, and are since being equipped, year after year, with various tools that will aid skills acquisition in diverse fields.

3431. Requirements for Accessing funds for Entrepreneurship Study Centre

The same requirements for Approval-In-Principle for programme upgrade/physical infrastructure (construction related) projects shall apply for Entrepreneurship intervention. This also applies for procurement-related proposals.

3440. Equipment Fabrication Intervention

This intervention is engendered towards promoting technological incubation which is expected to be a post-research idea or innovation among the polytechnic lecturers; the objective of which is to impart the training/idea on students. Only Polytechnics can benefit from this intervention.

3441. Requirements for Accessing Funds Under Equipment Fabrication Intervention

For Fabrication Intervention projects, the Beneficiary Institution's proposal shall provide details of the following before the release of first tranche of 85% of the approved sum:

- i. Executive Summary.
- ii. Background of project.
- iii. Justification of Fabrication project.
- iv. Design view - (Isometric sketch of design inclusive).
- v. Design drawing to scale.
- vi. Materials and methods of fabrication.
- vii. Specification of components.
- viii. Priced bills of quantities.
- ix. Fabricators profile (CV).
- x. Any other relevant information/documents.

3500. Instructional Materials and Equipment

The Fund, in ensuring that Nigerian Public Tertiary Institutions adopt international best practices and continue to be competitive among other peers in the world, the Board of Trustees established some academic content-based intervention programmes which focus on capacity development, provision of learning materials (books, journals, periodicals, and e-resources). The objectives was also to address peculiar national challenges in areas of research as well as the paucity of indigenous academic text books. The intervention lines entrenched for the achievements of instructional materials are as follows:

- i. Library Development Intervention (LDI)
- ii. Academic Manuscript into Books (AMB)
- iii. Academic Research Journal (ARJ)

3510 Library Development Intervention (LDI)

The main objective of this intervention shall be to support Beneficiary Institutions to have modern library equipment, alongside current and relevant books and holding, (hard and e-copies as the case may be) of the various courses being offered. Disbursement of funds shall be in two tranches of 85% and 15% of the total amount of the requested allocation year or not exceeding the number of years allocation approved for merger by the Board of Trustees.

3511. Requirements for Accessing of Funds Under the Library Development Intervention

The following are requirements for issuance of Approval-in-Principle:

- i. Beneficiary Institutions shall show evidence of a functional and properly constituted Library Development Committee (LDC) which meets and makes recommendations to the Head of Institution on matters relating to the library. The LDC shall be chaired by the institution's librarian.
- ii. Submission of the Library Collection Development Policy (LCDP) (Including electronic resources (e-Resources) policy of the institution.
- iii. Submission of list of books to be procured must be made based on the institution's CDP and in accordance with TETFund template.
- iv. Submissions of other library resources, including tools and equipment to be procured shall be made in accordance with the TETFund template for acquisition of library resources.
- v. All submissions shall be accompanied with the Minutes (or Decision Extract) of the meeting of the institution's Library Development Committee which shall be chaired by the librarian.
- vi. All submissions must include the contact number(s) and email address(s) of the institution's librarian for any clarifications arising from the proposal submitted.

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

3512. E-Books and Subscriptions

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

- i. Requests for e-books subscriptions shall indicate specifications including name of subscription, vendor, subject area(s) and cost.
- ii. As evidence of activation of the approved e-subscription(s).

3512a. Beneficiary Institutions must:

- i. Provide evidence of payment (payment voucher, invoice, or receipt) of the approved e-subscription specifications and amount.

- ii. Indicate the link(s) to the subscribed platform in their request for first tranche of funds.
- iii. Grant access to the Fund by providing log-in details to view the link provided.
- iv. A maximum of 5 staff are allowed for the purpose of training.
- v. Purchasing of an e-subscription package is limited to one year subscription cost, after which the subscription renewal cost will be borne solely by the Beneficiary Institution.

3513. In addition to the above requirements, Beneficiary Institutions should note that:

- i. Beneficiary Institutions shall make submissions online on the TETFund Beneficiary Institutions' Portal currently deployed on: <https://beneficiary.tetfund.gov.ng/beneficiary/login>.
- ii. Once approval is granted for procurement of books and/or other library resources, substitutions and/or changes in the approved specifications and terms of acquisition shall not be entertained.
- iii. Funds for Library Development Intervention shall not be utilized for procurement of consumable items outside of library books, equipment or furniture and/or any other items outside the approval.
- iv. Detailed specification of proposed Equipment/Tools/Furniture (e.g., ICT equipment, Binding Equipment, Furniture, and other relevant tools MUST be provided.
- v. Request for accessing the first tranche should be within four (4) months stipulated in the AIP letter.
- vi. Due Process for award of contract(s) must be carried out in line with extant Public Procurement Laws and Regulations.
- vii. Invitation for Financial Bid Opening shall be at least four (4) weeks before the opening of the tender.

- viii. All procured items under this intervention line **MUST** have TETFund Insignia, and year of intervention stamped on them.

3520. Academic Manuscript into Books (AMB)

The main objective of this intervention is to support scholars in Beneficiary Institutions with grants to be used to convert Manuscripts into Books.

3521. Eligibility

For any manuscript to be eligible for support under this intervention, it shall be:

- i. A tertiary level text from a Beneficiary Institution.
- ii. Forwarded for funding by the Lead Author's institution where contributions are from different institutions.
- iii. Submitted to, and accepted by, a reputable publisher/Academic Publishing House for the purpose of publishing.
- iv. Publishers Proforma Invoice should contain detailed cost breakdown strictly related to only the cost of publication of the books to be paid to the publisher.

3522. Requirements for Accessing Funds Under Academic Manuscripts into Books (AMB) Intervention

The proposed manuscripts for sponsorship should be submitted to the Fund via the Beneficiary Institution with the following documents:

- i. Recommendation letter by the Beneficiary Institution duly signed by the Head of Institution.
- ii. Completed TETFund manuscript development nomination form duly signed and endorsed by the Head of Institution.

- iii. Detailed cost breakdown in the Proforma Invoice from the publisher indicating the number of copies to be produced. It shall be a minimum of 1,000 copies and a maximum of 2,000 copies.
- iv. Detailed cost breakdown of associated cost indicating cost of logistics, typesetting, and payment to peer reviewers from the author.
- v. A copy of the manuscript (manuscripts in languages other than English should be submitted with an abstract in English).
- vi. Evidence of issuance of ISBN from National Library of Nigeria.
- vii. Implementation plan indicating the expected dates of commencement and completion of projects.
- viii. Copy of the institution's Book Development Committee's Minutes of Meeting with list of members and their designation where the proposed manuscript(s) were approved.
- ix. Copies of the invoice and acceptance letter from a reputable publisher.
- x. Evidence of favorable External Peer Review Report on a letterhead from an expert in relevant field of study or the Academia.
- xi. Resume(s)/CVs of the author(s).

3523. Processing of First (1st) Tranche

After processing the AMB proposal, disbursement of first tranche payment of 85% of the approved amount will be made to the institution;

- i. All published books under this intervention line shall have TETFund Insignia, and year of intervention stamped on them.
- ii. Payments for cost of publication as stated in the publishers Proforma Invoice shall be made directly to the approved Publisher by the Beneficiary Institution.

3524. Processing of Final Tranche

For the processing of final tranche of the remaining 15% of the approved amount, the published books shall be received by the Beneficiary Institution from the publisher and as part of the requirement for the conclusion of the project, the Fund must be invited by the Beneficiary Institution to verify the approved number of books before distribution with the following:

- i. Evidence of deposit of Five (5) Copies of each title with the Fund.
- ii. Evidence of Legal Deposit of 5 copies of each title to the National Library.
- iii. Evidence of Payment to the publishers (Receipt of payment).

The disbursement of the final tranche shall be subject to satisfactory completion and verification of the project.

3525. Additional Information

- i. Abstract /Executive summary of manuscripts shall be included in the proposal.
- ii. Project is expected to be completed within two (2) months from release of first tranche.
- iii. Administrative cost is strictly to be paid to the Author(s) as approved by the Board of Trustees for thematic areas.

3530. Academic Research Journal (ARJ)

The objective of this intervention is to support the establishment and/or publication of scholarly journals in the Beneficiary Institutions.

3531. Eligibility

It shall be an existing Academic Research Journal in the Beneficiary Institution.

3532. Requirements for Accessing First (1st) Tranche of Funds Under Academic Research Journal (ARJ) Intervention

For the first tranche of 85% of the approved amount, the proposed journal for publication shall be submitted to the Fund by the Beneficiary Institution with the following documents:

- i. Forwarding letter.
- ii. Bound copies of the last three (3) editions of the journal (where it exists) or an artist's impression of the cover page (if just being established).
- iii. Evidence of a properly constituted Editorial Board with at least two-thirds of the members not in the employment of the Beneficiary Institution (provide list of members and their affiliation).
- iv. Submission of a copy of the Guide to Authors, including editorial policy, house style, copyrights, and permissions.
- v. Submission of evidence of registration with relevant abstracting and indexing services for journals older than three (3) years.
- vi. Evidence of Registration of the journal title with the National Library of Nigeria as an International Standard Serial Number (ISSN).
- vii. Evidence of availability and accessibility of the journal to be supported on at least one major knowledge gateway.
- viii. Minutes of Meeting of the Editorial Committee.
- ix. Submission of a comprehensive proposal of the publication.
- x. The request should not exceed 4,000 copies for the maiden edition, and 3,000 copies for the subsequent edition.
- xi. Evidence of a functional and dynamic website for the journal to be showcased, that can also be accessed via at least one major knowledge gateway.
- xii. Detailed implementation breakdown indicating the date of commencement and completion.
- xiii. Detailed publication cost breakdown of the journal.

3533. Processing of Final Tranche

The published journals shall be received by the Beneficiary Institution from the publisher for onward presentation for verification by the Fund. As part of the requirement for the conclusion of the project, the Fund shall be invited by the Beneficiary Institution to verify the approved number of journals before distribution with the following:

- i. Evidence of Legal Deposit of 5 copies of each volume to the National Library.
- ii. Evidence of payment to the publishers (Receipt of payment).

After the verification exercise and capturing verification report, the final tranche payment of the outstanding 15% of the approved amount shall be processed and disbursed.

3534. Additional Information

- i. TETFund shall be acknowledged in the journal as the sponsor.
- ii. Three (3) copies of each volume of the journal shall be submitted to the Fund.
- iii. The funds shall not be utilized for the procurement of furniture, office equipment or any other expenditure outside the production of the journal.

3600. Information Communication Technology (ICT) Support

The ICT Support Intervention was designed to strengthen the application of ICT in all facets of education in TETFund Beneficiary Institutions.

The Fund in collaboration with the Beneficiary Institutions identifies the ICT Support Intervention needs for a specified intervention period.

3610. Requirements for Accessing Funds Under the ICT Support Intervention

Beneficiary Institutions shall meet the following requirements to access the intervention:

- i. Evidence of a functional and properly constituted ICT Board or ICT Development Committee (ICTDC) which must have the ICT Director/Coordinator of the Beneficiary Institution as a member.
- ii. Submission of the ICT Policy (ICTP) document.
- iii. Minutes of Meeting of the ICTDC in support of the Fund's approved ICT Support Intervention need for the specified intervention access period.
- iv. Submission of the Executive Summary of the proposal.
- v. A forwarding letter duly signed by the Head of the Beneficiary Institution.
- vi. Bill of Quantities (BoQ) for the implementation of the proposed needs.
- vii. A proforma invoice associated with the items on the BoQ.
- viii. Detailed specifications of the prioritized approved ICT Support Intervention need for the given intervention period as published on the Fund's website/ Beneficiary Institutions' portal.

3611. Beneficiary Institutions shall make submissions online on the TETFund Beneficiary Institutions' Portal currently deployed on: <https://beneficiary.tetfund.gov.ng/beneficiary/login>.

3700. Research and Innovation

TETFund is committed to the institutionalization of Research & Development in Public Tertiary Institutions through innovative best practices thereby creating the platform for researchers to patent and develop their findings as a progressive & sustainable driver of economic growth. It is acknowledged that the incentives for investing in Research & Development are numerous so

maintaining and increasing Nigeria Research & Development efforts is essential to increasing the rate of productivity in the country. The Board of Trustees established the following intervention lines for the achievement of the broad objectives:

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

3710. Institution Based Research (IBR)

The IBR intervention is aimed at resuscitating and supporting small scale research projects in public tertiary institutions. TETFund gives allocation for IBR annually for Early Career Researchers (ECR) i.e., researchers who are within eight years post PhD and below. A maximum amount of N2,000,000.00 (Two Million Naira) only is approved per project. The approved funds are disbursed in two tranches of 60% and 40% respectively.

3711. Eligibility

To be eligible for the award of the IBR grants, applicant shall fulfil the following:

- i. The lead researcher shall reside in Nigeria.
- ii. Be a full-time and confirmed academic staff (Individual /Group) of Beneficiary Institution.
- iii. Demonstrate an independent capability to undertake and lead research projects by submitting coherent research proposal based on approved template accompanied with curriculum vitae.
- iv. At least one co-researcher shall meet the requirements of the lead-researcher and should be able to take over from the lead-researcher if need be.
- v. The proposal for this intervention shall pass through internal assessment process and be recommended by relevant research committees of the department and the institutions.

- vi. A scholar shall not benefit from more than one IBR grant concurrently.

3712. Submission of Proposals

Research proposals by eligible applicants shall be submitted to the Institution's Committee on Research (ICR) to screen the proposals based on the quality of content of proposal which would be assessed based on the following:

- i. Executive Summary.
- ii. Title.
- iii. Introduction Objectives Literature Review.
- iv. Methodology that can be replicated including methods of data analysis.
- v. Detailed work plan (including estimated dates of commencement and completion).
- vi. Detailed budget (not exceeding N2,000,000.00).

- 3712a.** Proposals approved by the Beneficiary Institution's Committee on Research shall be submitted in soft copy in a flash drive and one (1) hard copy to the Fund. All researchers must ensure that all required documents are attached, as non-inclusion could delay the process or lead to rejection.

3713. Requirements for Accessing Funds Under the Institution-Based Research Intervention

- i. **First Tranche:**
 - a. Covering letter to TETFund by the Principal Researcher through the Head of Department, the Chairman – Institution's Committee on Research (ICR), and the Head of Institution or his representative requesting for funding for the approved proposal.
 - b. Minutes of Meeting of the Institution's Committee on Research (ICR) in which proposal was approved.

- c. Evidence of approval of proposed research project by the ICR - an approval page which clearly states that the research proposal has been screened by the ICR and considered worthy of submission to the Fund for funding. This page must be signed by the Chairman of the Committee before the proposal can be considered by the Fund for funding.
- d. Submission must be accompanied by the full complement of required documents as indicated under the checklist above.
- e. Beneficiary Institution must attach the duly completed Annexure I form Template which can be downloaded from the TETFund website.
- f. The proposal shall not exceed the funding limit of N2,000,000.00 (Two Million Naira) maximum for each project.
- g. A researcher cannot be represented by the institution to the Fund for consideration of a new IBR project if he/she has not concluded a previously funded project.
- h. One copy of the approved research proposal in the prescribed format, (including the budget and work plan indicating the expected date of commencement and completion).
- i. Detailed profile (CV) of lead researcher and co-researchers if any.
- j. All documents must be neatly bound and paginated for ease of reference and filing, to avoid loss of loose documents.
- k. E-Copy of the submission list in Excel format (Flash Drive) must be attached to the required documents indicated under the checklist above.
- l. Submission of one copy of evidence of Final Report of previous IBR project if any.

ii. Second Tranche

- a. Cover letter to the Fund by the Principal Researcher through the Head of Department, the Chairman – Institution's Committee on Research (ICR), and the Head of Institution or his representative requesting for the final tranche.
- b. A Progress Report must be submitted on the status of the research project.
- c. A copy of the disbursement letter of 60% earlier paid by the Fund must be attached.
- d. Submission must be accompanied by the evidence of publication in a reputable journal.
- e. E-Copy of Submission list in Excel format (Flash Drive) must be attached to the required documents indicated under the checklist above.

iii. Submission of Final Report

The submission of the final report shall be accompanied by a covering letter duly signed by the Researcher, the Head of Department and the Head of Institution. Kindly note that a Researcher who does not submit the final Report will not be able to access future IBR Interventions.

3714. Budget

Institution Based Research (IBR) proposal needs to have a detailed budget justification which demonstrates that the researcher has given thorough and careful consideration of the cost of study. The following should serve a general guide for budget preparation:

i. Personnel Cost

- a. Extant stipends and allowances for Research Assistants.
- b. Document the criteria for the cost.
- c. Personnel costs must be less than 10% of the total grant.

ii. Supplies Expenses

- a. Only supplies that are directly relevant to the research plan should be expensed.
- b. Provide a detailed explanation why specific supplies are needed.
- c. Do not request general office supplies or general laboratory supplies.

iii. Equipment and Tests

- a. Explain the line items and why they are necessary; do not merely restate the proposed expenditure.
- b. Provide accurate price quotes for equipment with sample pictures.
- c. Provide sufficient detail to justify rationale for acquiring the item under the proposed study.
- d. Explain why items are essential in relation to the aims and methodology of the study as well as meeting the goals of the study.
- e. Give accurate cost of sampling, conducting tests and analysis, attach the advertised rates by the laboratory (where applicable).

iv. Transportation and Travels

- a. Request for reasonable amounts, showing the number of travels and cost. Include number of people, number of days, purpose, and location of travel with unit and cumulative cost.
- b. State exactly which relevant academic meeting you plan to attend to present data.
- c. Expenditure on travels must not exceed 25% of the total budget.

v. **Other Direct Cost**

- a. Show the detailed breakdown and justification of cost of data collection.

vi. **Other Indirect Cost**

- a. Detailed publication and dissemination costs.
- b. Equipment maintenance and service contract (justify need).

vii. **New Submissions**

The Fund will not process new submissions for institutions with a backlog of three or more batches of ongoing research projects.

3720. TETFund Centres of Excellence (TCoEs)

TETFund Centres of Excellence (TCoEs) are organisational environments that strive for, and succeed in, developing high standards of conduct in a field of research, innovation, or learning. They are typically geographically concentrated and focused on high potential and/or growth areas in science, technology, engineering, humanities, and social sciences.

3721. TETFund Centres of Excellence Project Development Objectives

The TCoE project development objective is to support host institutions to promote specialization among participating Tertiary Education Institutions (TEIs) in areas that address priority national challenges and strengthen the capacities of these TEIs to deliver quality training and applied research. The higher order objective is to meet labour market demands for skills within specific areas where there are skill shortages affecting development outcomes and economic growth. Furthermore, the project will, on a demand basis, invest in well performing TEIs that can start building a foundation for Nigeria to increase knowledge and technology absorption, and build a knowledge-based economy.

3722. Criteria for the Selection of TETFund Centres of Excellence (TCoEs)

Minimum criteria for the selection of TCoE are as follows:

- i. Provision of dedicated space for the centre (500sqm).
- ii. Minimum of 10 top notch faculty members as resource persons with 50% in the professorial grade in the focus area.
- iii. Existence of main faculty and all relevant departments in the area of focus.
- iv. Availability of graduate degrees in the core and interdisciplinary areas related to the focus area.
- v. Confirmation of at least five (5) existing or emerging industry collaborations related to the TCoE.
- vi. Minimum of five (5) existing international partnerships and collaborations evidenced by signed Memorandum of Understanding (MoU).
- vii. Evidence of stakeholders' engagement and buy-in of both state and non-state actors.
- viii. Evidence of resources availability and preliminary datasets.
- ix. Evidence of performance-based leadership in R&D associated with the TCoE's area of focus.
- x. Evidence of availability of supportive soft and hard infrastructure to the TCoE.

3723. Keys to Success of TETFund Centres of Excellence (TCoEs)

Every TCoE should have a set of clearly and concisely defined guiding principles that will provide its direction and focus. The following six (6) areas are the key starting points for establishing and successfully evolving CoEs. TETFund Centres of Excellence must:

- i. Implement acceptable global standards and best practices.
- ii. Leverage assets within the University and Country:
 - a. Human Assets
 - b. Collaborative mechanisms

- c. Coding practices
- d. Policies / guidelines for operations
- iii. Develop the ability to track, measure, and report on the performance of the team's initiatives across all areas of its efforts, as well as specific metrics within the organization itself.
- iv. Have proper guidance and governance structure.
- v. Be able to implement the TETFund Quadruple-Helix Model i.e., build bridge between academia, government, society, and industry.
- vi. Ensure balanced proportion of subject matter experts.
- vii. Adopt results-based financing and internal controls, impact assessment and measurement metrics.

3724. Desired Outcome of TETFund Centres of Excellence

- i. Promoting national/regional development.
- ii. Demonstrating capacity for excellence in learning, skill acquisition and innovations.
- iii. Benchmarking research excellence and product development.
- iv. Attaining financial sustainability.
- v. Enhancing institutional ranking and global competitiveness.

3725. Detailed Description of TETFund Centres of Excellence (TCoEs) Activities

Each selected institution will implement its own TETFund Centre of Excellence, aiming to help address a specific national development challenge through short term training, applied research and associated outreach activities to partners, especially community services. Within that, institutions will have autonomy to implement their own institutional specific proposals, which encompass the following seven elements:

- i. Enhancing capacity to deliver national high-quality training to address the development challenges.
- ii. Enhancing capacity to deliver applied research to address the national development challenges.
- iii. Building and using industry/sector partnerships to enhance impact of the Centres on development and increasing relevance of the Centres' education and research.
- iv. Building and strengthening national and international academic partnerships to raise quality of education in other institutions in the zone.
- v. Enhancing governance and management to improve monitoring and evaluation, administration, fiduciary management, transparency, ability to generate resources and project implementation.
- vi. Activating community of practice using quadruple helix model.
- vii. Fast-tracking the internationalization of education and knowledge economic growth.

These Seven (7) sets of project activities are closely intertwined. For instance, industry partnership and academic partnership are necessary inputs into enhanced capacity to deliver high quality training.

3726. Financing Guidelines for TETFund Centres of Excellence

- i. Financing of the TCoEs is designed as an institutional program to which TETFund provides Basic Readiness funds. The TCoE programme emphasizes results- based management, which focuses on tracking results and how these feed into achievement of programme goals. Additionally, financing of the programme is also linked to performance on agreed indicators - Disbursement Linked Indicators (DLIs).
- ii. The program consists of funding to the TEIs' academic, technical, and administrative staff, other operational costs,

and investments into teaching and research, goods, training, services and civil work.

- iii. TETFund will fund an agreed amount of this program if the results are achieved and the agreed fiduciary and standards are followed. The amount of credit disbursements will be contingent upon the satisfactory achievement of agreed, pre - specified program implementation progress and performance results, by way of deliverables.
- iv. Each deliverable has a unit disbursement price per unit of result achieved. The reporting and verification of the achievement of the deliverables and disbursements will be done as and at when due.

3730. National Research Fund (NRF)

The National Research Fund is aimed at resuscitating research activities in the Nation's Tertiary Institutions. It is competitive and intended to address the paucity of funds necessary to facilitate cutting-edge research which will contribute to national development as well as tackle global challenges. Thematic areas include:

- i. Science, Engineering, Technology, and Innovation (SETI).
- ii. Humanities and Social Sciences (HSS).
- iii. Cross Cutting (CC).

3731. Procedure for Accessing the National Research Fund (NRF)

The NRF grant is facilitated by the National Research Fund Screening & Monitoring Committee (NRFS&MC). The application procedure will comprise the following:

- i. Call for Research Concept Notes.
- ii. Submission of Research Concept Notes electronically at <https://nrf.tetfund.gov.ng/>
- iii. Blind review/evaluation of the Research Concept Notes by the NRFS&MC.

- iv. Call for proposal.
- v. Submission of proposal electronically at <https://nrf.tetfund.gov.ng/>.
- vi. Screening/evaluation of the proposals by the NRFS&MC.
- vii. Invitation of the Principal Researcher/Investigator for research proposals defense.
- viii. NRFS&MC recommendation of selected fundable proposals to the TETFund Board of Trustees for approval.
- ix. Award of Research Grant.
- x. Release of Funds in approved tranche payments.

3732. Evaluation Criteria

The Screening and Monitoring Committee will assess applications in accordance with the following criteria:

- i. Proposal submitted using the approved format.
- ii. Total budget should not be above 50 million Naira.
- iii. Principal Investigator (PI) must be institution based, senior cadre and above.
- iv. Inclusion of a work plan.
- v. Must be signed by the Chairman of the Institution's Research Committee and Head of Institution (or a representative).
- vi. Other criteria as may be prescribed by the NRFS&MC.

3733. Release of Funds

i. Notification

Letters of Award of the NRF Grant shall be sent to Heads of Beneficiary Institutions of the Principle Investigators upon approval by the Board of Trustees where the Principal Investigator/Grantee will be advised in writing of the duration and amount of the research grant awarded.

ii. **Mode of Disbursement of Funds**

Disbursement will be made in three tranches of 60%, 30% and 10% as first, second and final disbursements respectively.

iii. **Accessing the First Tranche**

The first tranche includes project execution cost and administrative cost and shall be credited directly into the benefitting institution's NRF designated bank account. To access the first tranche, the following are required:

- a. Duly signed and stamped Letter of Acceptance of the Award from the Principal Investigator and Beneficiary Institution on the institution's letter headed paper to reach the Fund not later than two (2) weeks from the date of receipt of the Letter of Award. Expiration of two (2) weeks without receipt of Letter of Acceptance/response from the Principal Investigator and Beneficiary Institution will amount to non- acceptance of the award.
- b. Letter of commitment from the Beneficiary Institution duly signed with official stamp by the Head of the Institution.
- c. Submission of hard copy of final approved Research Proposal.
- d. A request letter for the release of the first tranche duly signed and stamped by the Principal Investigator and Head of Institution.
- e. A copy of the Award Letter for the research grant being accessed.
- f. Details of designated TETFund NRF Bank Account (Account Name, Account Number, Sort Code, Names of Signatory to the account; and any other relevant information).

iv. Accessing the Second Tranche

The release of the second tranche will depend on:

- a. The level of work done as ascertained by the NRFS&MC through assessment of Progress Report submitted by Principal Investigator to TETFund.
- b. Submission of acceptable expenditure return.
- c. Recommendation by the NRFS&MC to the Fund for payment of second tranche.
- d. Submission of List of Equipment/Facilities acquired through the grant.
- e. Request letter for 2nd Disbursement/Release from the Beneficiary Institution duly signed and stamped by the Head of the Institution and Principal Investigator's institution.

v. Accessing the Third/Final Tranche

- a. Submission of quarterly research report(s) generated after 2nd tranche disbursement.
- b. Submission of final narrative and financial report.
- c. Submission of acceptable expenditure returns.
- d. Submission of four (4) bound copies and electronic/soft copy version of the Research Project Report funded, including the research findings and significance to development of education, social and economic sectors of Nigeria.
- e. Submission of two (2) bound copies of the research project execution proceedings.
- f. Submission of Letter of Research Completion to TETFund.
- g. Evaluation report by the NRFS&MC indicating its satisfaction in the project execution.
- h. Recommendation by the NRFS&MC.

- I. Request letter for 3rd Disbursement/Release from the Beneficiary Institution duly signed and stamped by the Head of the Institution and Principal Investigator's institution.

Please note that 5% of the approved research fund shall be reserved and utilized as institutional support for the host institution.

vi. **Accounting Procedures**

This must be in compliance with the approved Finance and Audit requirements of the Fund:

a. **Annual Financial Report**

A brief account of the expenses made for each research grant shall accompany every progress report and at the end of each grant year, an annual financial report shall be submitted to the Fund. Any unutilised funds remaining at the end of each grant year may be carried over to the following grant year. Forms and instructions for this report will be sent to researchers, along with the forms for the progress financial report.

b. **Final Financial Report**

A full account of all expenses made for a research project is due within 30 days of the termination of the grant. Unutilised funds remaining at the end of the grant must be returned to the Fund if renewal request is not successful. If renewal request is successful, the remaining funds from the previous grant will be applied to the first payment of the renewal grant using prescribed forms. All reports shall be submitted to the Executive Secretary of TETFund.

vii. **Supplementary Fund**

During the term of the grants, supplemental funds may be requested. Such requests must be justified in writing.

3734. Renewal of Grant

No Grant will be renewed automatically. Support beyond the term originally approved by the Board of Trustees will be dependent upon submission and approval of a renewal application for a new grant. All recommended applications must be approved by the Board of Trustees before funds are made available. A report of all funds spent during the term of the previous project shall be one of the requirements for approval of a new grant.

3735. Extension of Grant Term

A no-cost extension for the research project may be approved when requested and justified in writing. Extension of the grant term will either be for three (3) or six (6) months. A request for an extension must include:

- i. The amount of money to be carried into the extension period.
- ii. A statement of why the funds were not used in the original grant period.
- iii. A statement of how the funds will be used during the extension.
- iv. A report of the research progress and budget for the previous year. A request for an extension must be made at least 30 days before the termination date of the grant.

3736. Transfer of a Grant

The Board of Trustees retains the right to transfer a grant from one beneficiary to another. Such transfer must be based on a written request from the Principal Investigator (PI) which should be accompanied with the letter of transfer of the Principal Investigator.

Such a request should also contain the name and particulars of the new Principal Investigator endorsed by the Head of Institution and also signed by the new Principal Investigator. In addition, the original beneficiary must submit an acceptable report of

expenditures along with the written request. No interruption of financial support should be involved if the request to transfer the grant is received by the Board of Trustees at least 30 days prior to the anticipated date of transfer and the financial report is submitted by the old beneficiary prior to the transfer date.

3737. General Categories of Accepted Expenditure

Researchers may request for funds for the following categories of expenditure:

- i. Stipends for professional and non-professional personnel.
- ii. Cost of training of personnel including Masters and PhD degrees.
- iii. Permanent equipment.
- iv. Consumable supplies.
- v. Travel.
- vi. Costs of prototype production.
- vii. Other expenditures not captured under the above categories, including indirect costs.

3737a. Overall, personnel and project management costs plus institutional support must not exceed 15% of the total Grant.

3737b. The expenditure of the grant may be further detailed as follows:

- i. **Personnel**

The stipends of all personnel paid from grant funds shall be in accordance with the conditions of the offer. Requested stipends are not to be used to replace salaries already assured by institutional or other funds. Grants may not be used for secretarial, purchasing, accounting, financial record keeping, laundry and maintenance services, unless specifically requested in the application.

ii. **Professional Support**

Tenured Staff: The Board of Trustees will not pay salaries of tenured/permanent staff; and professional salaries. The stipend support payable to Principal Investigator is to be 5% of the value of the research grant. Stipend for other researchers associated with a grant may be requested in proportion to the time they spend directly on research supported by the grant.

iii. **Technical and Non-Professional Support**

Stipends for technical and non-professional personnel may be requested in proportion to the time they will spend on research supported by the grant.

iv. **Dues**

Dues for professional bodies should not be charged against grant funds.

v. **Premiums on Hazards and Other Insurance**

There should be insurance cover for major equipment.

vi. **Equipment and Supplies**

All scientific equipment purchased from the research fund shall be inscribed with "TETFund National Research Fund and Year of Grant" on such equipment. The equipment becomes the property of the host institution upon the completion of the project. The cost of installing equipment purchased with the funds will not be allowed unless such funds were requested in the application and specifically approved in the budget of the grant awarded. Office equipment, personal computers, supplies, books, and journals may not be purchased with grant funds unless included and approved in the budget of the grant awarded. Consumable supplies may include any type of laboratory supplies, including purchases and maintenance of experimental animals.

vii. **Travels**

Expenses for domestic/foreign travel related to the successful performance of the research project may be charged to a grant only when included in the application and within the amount specifically approved in the grant.

viii. **Others**

Any other expenditure directly related to the cost of conducting the proposed research may be requested for, in the application for a grant.

ix. **Virement of Funds**

Transfers between and among categories of the budget approved in the grant may be made as follows: Transfer between personnel and consumables supplies categories may be made at the discretion of the Beneficiary, but no transfers may be made without prior approval in writing by the TETFund Board of Trustees for equipment costing more than N500,000.00.

3738. Termination of Award

A research grant award may be terminated before the end of a project if:

- i. The Principal Investigator requests in writing that the award be terminated.
- ii. The Principal Investigator is unable to carry out the research as specified in the grant.
- iii. The sponsoring institution requests in writing that the award be terminated because the Principal Investigator has ceased to be a member of staff of the host institution.
- iv. The Principal Investigator fails to notify the Board of Trustees of any change in his/her affiliation with the department or institution on record at the time the award was made.

- v. The Principal Investigator changes any aspect of the award from that which was originally approved by the Board of Trustees, including significant changes in the specific aims of the research studies, without prior notification and approval by the Board of Trustees.
- vi. Reports of progress and recommendation for continuation are not received from the Principal Investigator within one month of the end of each award year.
- vii. The Principal Investigator is found by a professional researcher to have committed professional misconduct or fraud.
- viii. Report of the Monitoring and Screening Committee is not favorable at any level of monitoring.
- ix. The equipment from a failed grant shall be returned to the Fund.

3739. Monitoring and Verification of Research Projects

The NRF Screening and Monitoring Committee will carry out periodic review of progress in the execution of the research projects in line with approved criteria. They shall visit the Beneficiary Institutions to monitor and physically evaluate the progress of the research (after the receipt of progress reports). These visits will also throw up any challenges that the research may be facing.

37310. Submission of Progress Reports

A progress report shall be submitted every six (6) months after the commencement of the research and in accordance with the Plan of Action approved for the research. For the 2-year period, a minimum of three (3) progress reports are expected, that is, 6, 12 and 18 months after commencement of the research. All progress reports shall be submitted in 5 hard copies and a soft copy to the Fund.

37311. Submission of Final Reports

At the completion of the research, a final report will be submitted. For the final report to be accepted by TETFund, it must be endorsed by the Head of Institution before submission by the Principal Investigator. The submission of the final report shall be accompanied by a covering letter duly signed by the Principal Investigator and the Head of Institution.

3800. Academic Staff Training and Development

The Academic Staff Training and Development (AST&D) was introduced by the Board of Trustees in the year 2008 to build local capacity of teaching and non-teaching staff of Public Tertiary Institutions. Teaching staff are sponsored both locally and internationally in various aspects of postgraduate studies and conferences, while non-teaching staff may only be sponsored to conferences.

3810. TETFund Scholarship for Academic Staff (TSAS)

- i. Sponsorship of lecturers in Nigerian Public Tertiary Institutions (Universities, Polytechnics and Colleges of Education) to undertake PhD and Master's Degree programmes in both local and foreign Institutions.
- ii. Sponsorship for Bench Work, which is for scholars pursuing PhD programmes in Sciences in Nigerian Universities, to carry out research work in foreign Institutions with advanced facilities.
- iii. Sponsorship of scholars for postdoctoral fellowships to enable PhD holders of not more than 5 years acquire additional research experience to deepen their research skills in their respective academic fields.

3811. To access the TSAS Intervention:

- i. Beneficiary Institutions should only recommend scholars for sponsorship to study for a master's degree (MA, MEd, MSc etc.) or doctorate degree (PhD, DSc, DLitt. etc.) both local and foreign.

- ii. Beneficiary Institutions may recommend for sponsorship, a scholar pursuing a doctorate degree in Nigeria, to travel abroad for bench work for a period not exceeding twelve (12) months and not less than three (3) months provided the programme is science-based.
- iii. Online and part- time Masters, and Ph D degree programmes are not admissible under this Intervention.

3812. Choice of Universities for TSAS

3812a. All lecturers seeking sponsorship to study locally must note that:

- i. Only Universities with National Universities Commission (NUC) approved graduate courses would be accepted.
- ii. Inbreeding will not be supported i.e. Scholars would not be sponsored if they are to study in their home Institutions.

3812b. All lecturers seeking sponsorship to study abroad shall be guided by the University league tables while seeking admission, to ensure that the intended universities are ranked higher than Nigerian universities at the time of submitting application.

3812c. Scholars wishing to change institution or course of study after the award of scholarship shall be required to seek approval from the Fund.

3812d. Scholars found to have changed their course of study or institution without prior approval from the Fund shall be asked to refund the money disbursed.

3813. The TSAS allocation shall be disbursed as follows:

- i. A maximum of 30% of the allocation shall be spent on foreign scholarship.
- ii. A minimum of 30% of the allocation shall be spent on local scholarships.
- iii. A maximum of 30% of the allocation shall be spent on Postdoctoral Fellowships.

- iv. A maximum of 10% of the allocation shall be spent on bench work.

3813a. Local sponsorship for Ph.D. in Science based disciplines shall not exceed N1,500,000.00 per annum while other disciplines are N1,200,000.00 per annum. In the same vein, the sponsorship for Master's degree for science-based disciplines is N1,500,000.00 while other disciplines are N1,200,000.00.

3814. Eligibility

To be eligible for TETFund scholarship under its TSAS intervention a nominee must:

- i. Be a full-time Academic Staff in a Beneficiary Institution, working at and nominated by their home institution.
- ii. Have secured admission to pursue a full-time programme of study in any university that satisfies the prescribed guidelines.
- iii. Not be applying to study for a second Master's degree or a second doctorate degree.
- iv. Be bonded by the institution.
- v. Be a nominee for doctorate scholarship who has benefitted from the Fund's scholarship for Master's degree and must have served out the bond period before applying to be sponsored for the doctorate study.
- vi. Not be in receipt of any other scholarship.
- vii. Provide evidence of medical fitness from a public hospital (not health centres).

3815. The Process

All submissions from Beneficiary Institutions in respect of recommendations for the utilization of the ASTD intervention shall be inclusive of the Minutes of Meeting of the relevant selection committee [TETFund Interventions Implementation Committee or Academic Board Committee or Committee of Deans & Directors]. In addition:

- i. Applications for scholarships shall be processed for payment twice yearly, i.e. the month of May for scholars commencing in September and October for January commencement.
- ii. All submissions must be accompanied with supporting documents (Admission Letter, completed TETFund Nomination Form, Resume` of Applicant, Schedule of fees from the University, Bond Form, Medical Certificate & Bank Details).
- iii. Prospective scholars are specifically required to obtain a tuition fee invoice from their training institutions stating the total amount payable for the duration of the study programme (not one academic year) and forward to the Fund with their admission letters.
- iv. The invoice shall bear the full name of the prospective scholar, and the bank account details of the training institution.
- v. The details shall include Total Amount Payable for the Course Duration, Institutions' Bank Name, Bank Address, Account Number, Sort Code, ABA Routing No. (For USA Institutions)/ SWIFT/BIC Code, IBAN No. for Europe and UK Institutions, Transit Code (for Canadian Institutions), and IFSC Number for Indian Institutions and other parameters that will ease payment of the applicable fees.
- vi. All submissions shall be in hard and soft copy (in a memory stick, not CD-ROM) prepared in MS-Excel format in accordance with the approved template. Advance soft copies shall be sent to <https://astd.tetfund.gov.ng>, es@tetfund.gov.ng and ast&ddept@tetfund.gov.ng.
- vii. Online submissions shall be made on the TETFund Beneficiary Institutions' Portal currently deployed on: <https://beneficiary.tetfund.gov.ng/beneficiary/login>.
- viii. Approval shall be sought and obtained from the Fund before any scholar commences a programme. No request for re-imburement will be entertained on expenditure incurred by beneficiaries without prior approval by the Fund.

- ix. All successful nominees for sponsorship shall be issued with a scholarship award letter through their home Institutions detailing their entitlements, fees and other conditions. Thereafter, successful scholars would be paid their living expenses through their Institutions who would release them to commence their study.
- x. The tuition fees shall be paid directly to the training institution by the Fund.
- xi. The living expenses of scholars shall be paid to the scholars' account on an annual basis following the receipt of satisfactory academic progress report.
- xii. Requests for variation in the cost of sponsorship will not be entertained after approval has been granted and funds released to the Beneficiary Institutions.
- xiii. Beneficiary Institutions shall open and maintain a dedicated domiciliary account to ease the administration of funds for their foreign-based scholars. Evidence of compliance should be forwarded to the Fund once it has been concluded.
- xiv. Annual academic progress reports on each scholar shall be submitted to the Fund by all Beneficiary Institutions in accordance with the approved reporting template.
- xv. A soft copy of PhD thesis and Master's degree dissertations (pdf format) of successful returnee scholars shall be submitted to the Fund by the Beneficiary Institution for consideration for publication by the Fund's Book Development Committee.
- xvi. All submissions for TSAS sponsorship must represent 60% for science and technology-based courses, while 40% to represent arts and social science courses.
- xvii. Sponsorship for PhD courses by the Fund shall be for a maximum duration of 4 years.
- xviii. All Master's Degree programmes shall not exceed 2 years in Nigeria, Malaysia, India, Taiwan, Thailand, North America, the United Arab Emirates and 1 year in Europe.

- xix. All prospective scholars commencing their study programmes by September are required to submit their applications to the Fund not later than 31st May, while those commencing in January, shall be required to submit not later than 31st October of the preceding year.

3820. Conference Attendance Intervention

Sponsorship of both teaching and non-teaching staff of Nigeria's Public Tertiary Institutions to attend Academic Conferences, Professional Conferences and Workshops locally and internationally.

3821. Sponsorship Criteria

Nigerian Teaching and Non-Teaching Staff shall be considered for sponsorship to participate in a Conference that meets the underlisted criteria:

- i. It must be an Academic conference organized by Academic Institutions, learned societies, and/or recognized and reputable professional bodies.
- ii. The registration fee for the conference must not exceed One Hundred and Fifty Thousand Naira (N150,000.00) for local conferences, and Five hundred US dollars (\$500) for foreign conferences.
- iii. The duration of the conference must not exceed five (5) days.
- iv. Participation in conferences/workshops arranged by local organizers to be hosted in a foreign country shall not be considered for sponsorship.
- v. Participation in Conferences arranged by third party Predatory Conference Organizers (PCOs) must not be recommended for sponsorship.
- vi. Participation in online/virtual conferences/workshops shall not be eligible for sponsorship.

3821a. Sponsorship for participation in group conferences/workshops by Teaching and Non-Teaching Staff of Beneficiary Institutions shall be subject to the following criteria:

- i. Staff of Beneficiary Institutions can only be sponsored to conferences/workshops that are relevant to their academic disciplines.
- ii. Not more than 7 (Seven) teaching staff from a department shall be eligible to participate in a group conference (not workshop) within a given intervention year.
- iii. Non-teaching staff shall be eligible to participate in group workshops organized by recognized public institutions.

3822. The Process

All submissions for Conference Attendance shall be received at the Fund at least two (2) months before the conference commencement date and shall include the following:

- i. The Minutes of Meeting of the relevant selection committee.
- ii. Detailed list of proposed participants.
- iii. Conference flier showing detailed information on the Organizer, registration fee, date and venue.
- iv. Evidence of accepted paper for presentation at the conference.
- v. Two (2) copies of financial returns with supporting documents to show evidence of release of funds to staff for previously sponsored conferences/workshops. Such documents include: payment vouchers; approved memos; copy of certificate of attendance; e-payment schedule and bank statement; and Data page of International Passport, Visa page, Immigration Entry/Exit Stamps, Boarding pass.
- vi. Submission for Conference attendance should indicate the present status and salary scale of attendees.

3823. The Beneficiary Institution shall adhere to the following:

- i. A maximum of three (3) submissions shall be made per allocation year and shall not be in piece-meal.
- ii. All submissions shall be in hard and soft copy in a flash drive prepared in MS-Excel in accordance with the approved template.
- iii. Online submissions shall be made on the TETFund Beneficiary Institutions' Portal currently deployed on: <https://beneficiary.tetfund.gov.ng/beneficiary/login>.
- iv. The Beneficiary Institutions must release approved funds to the concerned staff within two weeks from the date of receipt of funds.
- v. Expenditure shall not be incurred on behalf of the Fund. Nominees MUST receive approval from the Fund before proceeding to conference/workshop, as request for reimbursement will not be entertained.
- vi. Beneficiary institutions shall notify the Fund of any change of conference/ workshop and/or its venue/location and seek approval.
- vii. Any nominee who changes the approved conference/workshop and/or its venue/location without recourse to the Fund for approval shall be required to refund the total approved/released money to TETFund.
- viii. Beneficiary Institutions shall not surcharge nominees or deduct any amount of money from the funds approved in their favour to attend conferences/workshops.

3824. Eligibility

To be eligible for sponsorship under the TETFund conference attendance intervention, a nominee:

- i. Must be a Nigerian full-time staff of a Beneficiary Institution.
- ii. Must complete the TETFund conference attendance nomination form.

- iii. Must have a paper accepted for presentation at the conference to be attended (both local and international). This is mandatory for all teaching staff, except for members of recognized professional bodies/learned societies such as COREN, NSE, NIQS, NIAS, NIA, ICAN, ANAN, NIM, etc., who may attend Annual General Meetings where paper presentation is not necessary. Also, poster presentation is not allowed by the Fund.
- iv. Must submit evidence of attendance to a previous conference sponsored by the Fund, (certificate of attendance, conference proceedings etc.).
- v. Must submit evidence of publishing at least one (1) article in a reputable journal(s).
- vi. Shall be sponsored to attend and present paper(s) at an international conference once every two (2) years.
- vii. Who is a Principal Officer may be recommended to attend local or international conference once in three (3) years.

3830. Teaching Practice Intervention

The core objective of the Teaching Practice intervention is to support Beneficiary Institutions to conduct the supervision of Teaching Practice effectively and efficiently.

Trainee-teachers that are sent to Basic Education Schools for practical teaching experience need to be supervised by the lecturers to complete their professional teacher-training programme and as part of the requirement for the award of the National Certificate in Education (NCE).

3831. Criteria for Accessing Teaching Practice Intervention

To access the Teaching Practice intervention, a Beneficiary Institution must fulfill the following:

- i. Provide names and addresses of all the schools where the trainee-teachers to be supervised would be posted during the intervention year.

- ii. Provide names and contact details of the Head Teachers and Principals of the schools where the trainee-teachers to be supervised would be posted during the intervention year.
- iii. Notify the Fund at least three (3) months before commencement of the teaching practice supervision exercise.

3832. Beneficiary Institutions shall adhere to the following:

- i. Submission on Teaching Practice supervision shall be made twice within a given intervention year and not in piece-meal.
- ii. Only academic staff on permanent appointment with the Beneficiary Institution shall be considered for Teaching Practice supervision.
- iii. Requests for procurement of teaching aids by Beneficiary Institutions must be for micro teaching laboratory equipment only.
- iv. All submissions must be made on the Fund's template for Teaching Practice and must be in both hard and soft copies on a flash drive. An advance copy may be emailed to es@tetfund.gov.ng and ast&ddept@tetfund.gov.ng.
- v. Online submissions shall be made on the TETFund Beneficiary Institutions' Portal currently deployed on: <https://beneficiary.tetfund.gov.ng/beneficiary/login>.

3833. Annual Teaching Practice report should be submitted to the Fund in accordance with the approved template.

3840. Postdoctoral Fellowship Intervention

The Postdoctoral Fellowship is designed to offer opportunities for outstanding early career researchers to strengthen their experience of research and teaching. The Postdoctoral fellowship shall be for candidates who have recently completed their PhD (within the last 5 years), early career researchers and those wishing

to build an independent research career. Ideally, the candidates should have some research experience and published research papers in their respective fields.

3841. Objectives of The Postdoctoral Fellowship Intervention Programme

- I. Acquisition of additional research experience, specifically for young PhD holders with a view to deepening their research skills and preparing them for leadership in their respective academic fields.
- ii. Building relationships between researchers from different institutions across the world, which increases chances for real collaboration and partnerships.
- iii. To enhance the ability of young PhD holders to conduct independent research, which helps to obtain research-intensive employment in the Academia, Industry and Government.
- iv. To enhance the visibility of Nigerian Universities in the areas of research and linkages, making them more competitive and productive, thereby improving their standing and ranking in the world.
- v. It affords universities without any need to train staff for Masters and PhD degrees to effectively utilize the TETFund allocation for AST&D.

3842. Programmes Supported Under the Postdoctoral Fellowship

- i. STEM Courses
- ii. Must be of National Priority

3843. Criteria for Postdoctoral Fellowship

All applicants seeking sponsorship for the postdoctoral fellowship must have:

- i. Evidence of acceptance by a mentor at the institution of choice.

- ii. Evidence of acceptance by the foreign institution.
- iii. A detailed proposal that includes:
 - a. An outline of the proposed research, including methodology and timetable.
 - b. Planned outputs.
 - c. Dissemination plans.
 - d. Reason for selection of the host institution.
 - e. Academic brief on the mentor.
- iv. A detailed Curriculum Vitae.

3844. Eligibility

To be eligible for the TETFund Postdoctoral Fellowship, a nominee must:

- i. Be a full-time Nigerian teaching staff of a Beneficiary Institution.
- ii. Must have completed a PhD programme within the last Five (5) Years.
- iii. Priority shall be given to scholars who acquired their PhD locally.

3845. TETFund Criteria for Sponsorship

- i. The duration of the Programme shall not exceed one (1) year.
- ii. Funds will only be committed to individual researchers that meet the previously stated conditions.
- iii. Evidence of offer of fellowship by the foreign institution.
- iv. Funds will only be committed in an instance where institutions offer fellowship jobs to researchers who have access to individual funds and whose research interests also align with the school's research priorities.

- v. Funds will only be committed when external funding are not available in some institutions, which implies that all a prospective fellow need to do is to apply while all his/ her expenses for the duration of research will be taken care of by the TETFund.
- vi. The Fund's financial support for the postdoctoral fellowship would cover salary of the postdoctoral fellow to work full-time on the fellowship, small-scale research expenses and costs towards the time of a supervisor, equivalent to one hour per month for the entire duration of the fellowship, host institution's estates and indirect costs, in line with the Fund's approved rates.

3900. ADVOCACY AND PUBLICITY INTERVENTION

- 3910.** The Intervention shall be utilized for producing a high-quality print (non-spiral binding), compendium titled as TETFund intervention projects, solely showcasing TETFund's intervention projects in the last 5 years. It should broadly include all aspects of our intervention – Annual and Special/High Impact Projects (where applicable). Also, significant Library Intervention Projects, Research endeavours sponsored by TETFund, TETFund Scholarship for Academic Staff (TSAS) Intervention Beneficiaries, their course programme, institution of study, degree in view or obtained, year of intervention and course duration should be reflected in the publication. Photographs of the scholars should mandatorily be included in the publication and any other intervention of the Fund that will positively enhance the image of the Fund and provide useful information to its stakeholders and the public.
- 3911.** The publication shall as a matter of priority take iconic projects into consideration across board (Annual and Special), including procured equipment and purpose of intervention. The projects shall indicate cost, faculty location, purpose, quality, with High Definition (HD) colour photograph on an 80-150g art paper of the projects; high quality print shall be ensured in this regard.

- 3912.** The intervention project pictures arranged from the most recent to the oldest, completed in A4 booklet size of 10 inches x 8 inches format.
- 3913.** A brief statement on the impact of TETFund's intervention shall be carried in the publication narrating the pre-intervention condition and the post intervention status. It shall also include all aspects of TETFund intervention from provision of facilities to training of manpower. The write up shall clearly state how the interventions have improved the institution's facilities for teaching, learning, research, and ranking/accreditation. Furthermore, an articulation of the institution's future goals shall be highlighted with sustained interventions from the Fund.
- 3914.** A dummy of the publication shall be forwarded to TETFund for vetting and approval, and to be accompanied with a soft copy of the proposed compendium in a flash drive and not on a Compact Disk (CD).
- 3915.** Each beneficiary shall be required to produce a minimum of 200 copies of the booklet for distribution.
- 3916.** The Fund shall verify the copies produced at the Beneficiary Institution and collect 50 copies for the records while the remaining copies shall be distributed by the institution within the locality and other relevant stakeholders that is affiliated to it.



Chapter Four ▶▶

4000. Finance & Audit Requirements

The objective of this chapter is to clarify payment requirements for accessing Intervention Funds. The chapter also aims to ensure that disbursements to Beneficiary Institutions for TETFund projects are:

- i. Received by the Beneficiary Institutions on time.
- ii. Transferred into the dedicated TETFund project bank account of the Beneficiary Institutions.
- iii. Distributed to the projects & purpose of the funds.
- iv. Recorded in the Cash Book according to the projects and purpose of the funds.
- v. Captured such that the balances of each sub-head are easily identified.
- vi. In accordance with E-payment rules as stipulated in the extant rules and regulations.

4100. Finance Requirements

4110. Disbursement of Funds

To facilitate the execution of yearly Intervention Projects, disbursements are done after Approval-in-Principle has been granted and the Public Procurement Processes have been observed. Funds shall be disbursed in two or three tranches as follows:

- i. 1st Tranche -50% of the allocation for construction related projects after reconciliation of the projects, issuance of AIP and observance of Public Procurement Processes.
- ii. 2nd Tranche - 35% of the allocation for construction related projects after satisfactory utilization of the initial 50%.
- iii. Final Tranche - 15% upon submission of evidence of satisfactory completion and inspection by the Fund.

4111. Disbursement of Funds for Goods and Service

For the purchase of goods and services the disbursement of funds shall be in two (2) tranches of 1st Tranche of 85% and final tranche of 15% of the total allocation.

4112. Requirements for Fund Disbursement

The requirements for disbursement of funds for the procurement of works, goods and services are:

4113. The First Tranche

- i. Approval-in-Principle.
- ii. Evidence of observance of Public Procurement Processes, the documentations of which shall include:
 - a. Advertisement of the projects.
 - b. Pre-qualification of vendors.
 - c. Invitation to Tender.
 - d. Copy of Attendance Register at the Opening of Tenders.
 - e. Bid Evaluation Documents - Tenders Analysis, Minutes of Tenders Board Meeting or Decision Extract of Minutes of Approving Authority where applicable.
 - f. Letter of commitment to commence the projects immediately upon receipt of 1st Tranche.
 - g. Program of Works (endorsed by the contractor and Beneficiary Institution's CEO).

4114. The Second Tranche (To be submitted by beneficiaries in duplicate)

- i. Inspection report by officers of the Fund, confirming satisfactory progress of all approved projects.
- ii. Issuance of a clearance certificate by the Internal Audit Unit of the Fund;
- iii. Issuance of Performance Certificate by Monitoring and Evaluation Department.

- iv. Copy of Due Process Certificate.
- v. Copies of Letters of Offer of Award of Contracts and acceptance by contractors.
- vi. Copy of Advance Payment Bond (if given).
- vii. Copy of Performance Bond.
- viii. For Procurements - Local Purchase Order/Job Order;
- ix. Progress Report Forms.
- x. Progress Photographs.
- xi. Consultants' Interim Certificates (where applicable).
- xii. Stores Receipt Vouchers (SRVS).
- xiii. Payment Vouchers (PVS).
- xiv. Payment Receipts.
- xv. Current Bank Statement (Showing Lodgements & Withdrawals).
- xvi. Financial Returns on Projects (Form No. TETF/DF/IAU/FR/01).
- xvii. Expenditure on Projects (Form No. TETF/DF/IAU/FR/02).
- xviii. Bank Reconciliation Statement.
- xix. Evidence of Project Signboard to specification.
- xx. Report of inspection by staff of the Departments of Project Monitoring Management and /or Education Support Services of the Fund.

4115. The Final Tranche (To be submitted by beneficiaries in duplicate)

- i. Inspection Report by Officers of the Fund, confirming 100% completion of all approved projects.
- ii. Issuance of a Clearance Certificate by the Internal Audit Unit of the Fund.

- iii. Issuance of Practical Completion Certificate by Monitoring and Evaluation Department.
- iv. Progress Report Forms.
- v. Progress photographs showing branding in line with TETFund's specification.
- vi. Consultants' Final Certificates (where applicable).
- vii. Evidence of Inscriptions on the projects.
- viii. Stores Receipt Vouchers (SRVS).
- ix. Payment Vouchers (PVS).
- x. Payment Receipts.
- xi. Current Bank Statement (Showing Lodgements & Withdrawals).
- xii. Financial Returns on Projects (Form No. TETF/DF/IAU/FR/01).
- xiii. Expenditure on Projects Form (Form No. TETF/DE/IAU/FR/02).

4120. Project Fund/Account Maintenance

The following points shall be noted in the operation of TETFund project funds:

- i. Beneficiary Institution shall open and maintain a dedicated bank account for TETFund projects. (e.g., University of Ilorin/TETFund Project Account).
- ii. The details of the bank account shall be forwarded to the Fund.
- iii. The Beneficiary Institution shall nominate a Desk Officer in the Bursary Department, who shall not be lower than the post of Chief Accountant.
- iv. The e-Mail address of the Bursary Desk Officer shall be forwarded to the Fund for communication of the details of the purpose(s) of the funds released.

- v. The Bursary Desk Officer shall obtain credit advice from the bank in respect of the allocation credit to the dedicated account for the purpose of raising receipt voucher for posting into the cash book.
- vi. Under no circumstance shall funds meant for approved vendors and projects/programmes be paid into any private bank account not connected with an approved TETFund project/programme.
- vii. Where the credit advice is sent by post to the Chief Accounting Officer, he/she shall forward the same to the Accounts Department/Bursary. The advice is immediately entered into the credit advice received register.
- viii. The Bursary Desk Officer is expected to promptly enter the credit advice into the cash book with receipt voucher of which the credit advice shall be the supporting document.

4121. The following accounting books shall be kept by Beneficiary Institutions:

- i. Cash Book.
- ii. Control/Vote Book.
- iii. Payment Voucher Register.
- iv. Procurement Planning Committee Minutes.
- v. Tender Board Minutes.
- vi. Bank Mandates File.
- vii. Bank Statement File.
- viii. Bank Reconciliation Statement File.
- ix. Payment Voucher File.
- x. Credit Advice File.
- xi. Contract/Project Register.

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- iii. Payment Voucher Register
- iv. Procurement Planning Committee Minutes
- v. Tender Board Minutes
- vi. Bank Mandates File
- vii. Bank Statement File
- viii. Bank Reconciliation Statement File
- ix. Payment Voucher File
- x. Credit Advice File
- xi. Contract/Project Register

4122. Procedures for maintenance of TETFund Projects Cashbook:

- i. Separate Cash Book for banking transaction on TETFund projects shall be kept by the Beneficiary Institution distinctly from other cash books maintained by the Institution.
- ii. All transactions through the dedicated TETFund Project Bank Account shall be captured.
- iii. All payment entries shall be made from duly approved Payment Vouchers.
- iv. All entries shall be coded according to their various TETFund Projects Accounting Codes.

- v. All entries shall be summarized and analyzed into the respective projects for posting into various project accounts in the Project Ledger at the end of the month (or are captured simultaneously, real time, in various project accounts in the Project Ledger, in case of computerized accounting systems).
- vi. Credit advice received from the Fund shall be promptly debited into the dedicated TETFund cash book.
- vii. The Beneficiary Institution shall be required to pay the difference between the allocated sum and the project cost as counterpart funds when applicable. In that case, the Chief Accounting Officer shall communicate to the bursar the approved amount to be transferred to the TETFund Project Bank Account.
- viii. The Bursary Desk Officer shall ensure that the counterpart funds are transferred into the dedicated TETFund Project Bank Account and appropriate debit entries made in the TETFund project Cash Book.
- ix. The Bursary Desk Officer shall ensure that all entries are reconciled and summarized monthly under each project, before being posted into the respective project account in the Project Ledger.
- x. The Bursary Desk Officer shall update the Cash Book once the allocation is received. When credit advice is not issued, a photocopy of the Bank Statement (indicating the allocation) shall be used to raise the receipt voucher. The description shall be "From TETFund" with the dates of payment and entry.
- xi. The payment voucher shall be serial indicating the project code or sub-head.

- xii. The Bank mandate (E-Payment) number shall be stated on the Cash Book and the name on the mandate shall correspond with the payee. The purpose of payment and net amount paid shall be stated.
- xiii. The Bursary Desk Officer shall sign the cash book at the end of every month as a certification of the accuracy of the entries and balance. The cash book will be supported by a balance statement as shown below:

a.

Opening balance i.e., the closing balance		
The previous month		xxxxxxx
Add: Total receipts for the month		xxxxxxx
Deduct: Total payments for the month	xxxxxxx	
Closing balance	xxxxxxx	

b.

Specimen of debit side of the cashbook.

DATE	RECEIPT/CREDIT ADVICE NO.	DESCRIPTION	AMOUNT

c.

Specimen of credit side of the cash book.

Date	PV. No.	Project Code	Bank Mandate No.	Payee	Description	Amount

4123. Beneficiary Institutions shall adhere to the following:

- i. All forms of payments from all Government funds shall be effected through Banks electronically in accordance with extant financial regulations.
- ii. Mandates shall be issued to Banks with instructions to pay the net proceeds of the contract sum into the contractor's designated bank accounts.
- iii. Central pay officers (CPO) shall not collect cash from the bank for the purpose of disbursement to any vendor.
- iv. The Bursary Desk Officer shall prepare a bank reconciliation statement of the TETFund Project Account i.e. reconciling the Cash Book balance with the Bank balance.
- v. Unapplied mandates are those names on the mandate schedules to the bank that were not paid. After six months unapplied mandates shall be written back in the cash book.
- vi. The Bursary Desk officer shall collect the Bank statement within the first five working days of every month.
- vii. Bank Charges shall be checked for authenticity, before being posted to the TETFund Project Cash Book.
- viii. Discrepancies observed in Bank statements shall be reported to the Bank and followed up until resolved by the Bank.

4124. Payment Modalities

- i. Payments on account of TETFund projects in Beneficiary Institutions shall be made on the authority of the Accounting Officers of the respective institutions, who shall ensure that such payments are necessarily and exclusively incurred in pursuant of the execution of the TETFund projects in their institutions.

- ii. Payments on all TETFund projects/project accounts shall be domiciled in the bursary department, accounts department or the department responsible for payment of the Beneficiary Institution's normal operations. While separate books are maintained, approval procedure shall not deviate from the institutions normal approval procedure approved by the authority of the institution for its day to day operations, observing normal approval limits and signature categories Example: If 2 or 3 signatories are responsible for certain level of expenditure for the normal operation of the level of expenditure for the normal operation of the Institutions, then that should apply to the TETFund project account operations.
- iii. Where the Chief Accounting Officer delegates this responsibility to any other official of the institution, the Chief Accounting Officer is primarily responsible for the conduct of such an official in the proper discharge of such duties.
- iv. The Chief Accounting Officer shall also ensure that only competent officers are authorized to sign payment vouchers for payments on TETFund project account.
- v. The signature of the Chief Accounting Officer or of someone delegated by him/her certifies to the accuracy of every detail on the voucher. He shall therefore be held responsible that the services specified have been duly performed; the prices charged are either according to contracts or approved scales, or fair and reasonable according to local rates. Ensure authority has been obtained as quoted, the computations and castings have been verified and are arithmetically correct, the persons named in the vouchers are those entitled to receive payment, and stores purchased have been duly taken charge or correctly issued for immediate consumption if they are expendable, in line with extant regulation.

- vi. Where a contract involves supplies of goods or work done, there will be attached to the voucher a certificate that the payments are in accordance with terms of the contract agreement:
 - a. That as regards supplies, the articles have been received in the store by issuance of SRV or GRN.
 - b. In the case of work, a completion certificate shall be issued by a competent authority e.g., Engineer (Surveyor/Architect etc).
- v. In the case of payment on account, no money will be claimed other than the cost of work certified to have been performed but where payments are to be made in advance, Advance Payment Guarantee shall be obtained by the contractor from a reputable bank. Advance payment shall be for a maximum of 15% of total contract value.
- vi. If a deduction is made from the amount payable on a contract in respect of a penalty or fine, it is only the net sum that will be paid and charged to the TETFund Project Account.

4125. For payment of duly approved contract for construction, the following documents shall be attached to the payment voucher:

- i. Contractor's invoice or a letter of request for payment on the firm's letterhead.
- ii. Award letter and Contract Agreement.
- iii. Valuation certificate for work done duly certified by the officer in charge of works or the supervising engineer.
- iv. Minutes of Tender's Board or Tenders Committee whichever is applicable.

4126 For supply of goods and services, the payment voucher shall be supported with relevant documents such as:

- i. Local Purchase Orders/Job orders.
- ii. Supplier's Invoice.
- iii. Approval of payment from the Chief Accounting Officer.

- iv. Stores documents such as signed waybill(s) and Store Receipt Vouchers, etc.

4127. The Officer controlling expenditure shall:

- i. Check the supplier's invoice against the documents received from stores i.e., signed Way Bill, copy of Job Order/LPO, duly signed store receipt voucher, and the accuracy of the costing on each of the documents.
- ii. Check contracts for construction works, the valuation certificate, contractor's invoice, award letter, contract agreement and approval for payment from the Chief Accounting Officer.
- iii. Enter raised vouchers into the Vote book.

4128. An unconditional Bond shall be issued by a bank when 15% mobilization fee is to be paid.

4129. The following particulars, as may be applicable, shall be given on the vouchers:

- i. Reference to contracts and details of any previous payment(s) under such contracts.
- ii. The contract sum shall be indicated when part payment is being paid.
- iii. Separate vouchers shall be raised for separate payment items and for different services.
- iv. The Bursary Desk shall maintain a payment voucher register, as shown below:

<i>S/No.</i>	<i>Date</i>	<i>PV. No</i>	<i>Description</i>	<i>Amount N</i>	<i>Signature</i>

- v. All payment vouchers shall be passed to the internal auditor for vetting to ensure that all the requirements for payment have been met before being stamped "Checked and Passed for payment on TETFund Project Account" with the signature of the Internal Auditor.
- vii. The following conditions shall be met before payments are made against a voucher:
 - a. Certified for payment by the authorizing officer.
 - b. stamped "Checked and Passed" for payment on TETFund Project Account and duly signed by the Internal Auditor.
 - c. It is not more than three months since the voucher was signed by the officer controlling expenditure.
 - d. It is accompanied by a certificate that the voucher has been entered in the Vote Book & signed by the officer controlling the vote.
 - e. Payments shall be made only to the persons named in the vouchers or their properly authorized representatives. Paying officers shall satisfy themselves that the person claiming the payment is the person authorized to receive the amount and it is the duty of the Beneficiary Institution's authorized representative to furnish proof of identity required.
- vii. Payments to firms shall be made only through electronic channels (E-payment).
- viii. When payment to a firm is in doubt due to loss of relevant documents (e.g., payment voucher) and investigation has revealed no payment had been made to the firm, the payee shall be made to issue a certificate of indemnity to indemnify the Beneficiary Institution/against double payment at a later date.

- ix. Receipts given on payment vouchers are liable to stamp duty surcharged in accordance with the stamp duties ordinance (Stamp Duties Act CAP 411).

4200. Audit Requirements and Financial Returns

To enable release of 2nd and final tranches, the following audit requirements must be complied with:

- i. Bank Statement for dedicated TETFund Project Account indicating evidence of lodgement and all payments made for projects being retired i.e., Normal Intervention, Library Intervention, High Impact or Special Projects etc.
- ii. E-Payment schedules in line with the extant Federal Government policies.
- iii. Payment Vouchers with necessary supporting documents such as approvals by the authorities of the Beneficiary Institutions, Advance Payment Guarantees, Contract Agreements, Receipts from Payees, etc.
- iv. Evidence of deduction and remittance of taxes to the relevant revenue bodies.
- v. Copies of Store Receipt Vouchers, Store Issue Vouchers and Invoices for items procured.
- vi. Copies of Valuation/Payment Certificates as issued by the consultants (where applicable).
- vii. Return on Expenditure Form (Form No. TETF/DF/IAU/FR/02).
- viii. Bank Reconciliation Statement.
- ix. Financial Returns Form (Form No. TETF/DF/IAU/FR/01).
- x. Overall Progress of Work achieved by the Beneficiary Institution after the initial release of funds, which shall be determined by comparing the amount disbursed to payments made to the Beneficiaries' contractors.

- xi. Clear coloured pictures of the project(s), certified by the institution.

4210. Where funds have been utilized for items outside the approved projects or any of the above documents is not made available, Audit Clearance for further disbursements will not be issued.

4220. Requirements for Audit Clearance

4221. Physical Infrastructure Projects

- i. Financial Returns on projects (Form 01)
- ii. Expenditure on Projects Form (Form 02)
- iii. Approval-in-Principle
- iv. Disbursement Letter
- v. Contractor's Award Letter/Request for Payment
- vi. Bank Statement
- vii. Payment Vouchers
- viii. E-Payment Mandate
- ix. Store Receipt Vouchers for all Procurements made
- x. Evidence of Tax Deduction/Remittance
- xi. Clear coloured pictures of the project(s), certified by the institution.

4222. AST&D Conference Attendance

- i. Admission Letter
- ii. Scholar's Identity Card
- iii. List of Nominees
- iv. Approval-in-Principle

- v. Disbursement Letter
- vi. Bank Statement
- vi. E-Payment Schedule
- vii. Evidence of Payment made to Scholar by the Institution (Payment Voucher)
- viii. Scholar's Passport Data Page (If Foreign)
- ix. Copy of Visa
- x. Domiciliary account for AST&D
- xi. List of Conference attended, by whom or amount paid
- xii. Certificate of participation

4223. Research Project

- i. Annexure Form 1
- ii. Lead Researcher Form
- iii. Bank Statement
- iv. Payment Vouchers
- v. E-Payment Schedule
- vi. Approval-in-Principle
- vii. Disbursement Letter

4224. Teaching Practice

- i. Teaching Practice Form
- ii. Bank Statement
- iii. Payment Vouchers
- iv. E-Payment Schedule
- v. Approval-in-Principle
- vi. List of staff on Teaching Practice and amount paid to them.

4230. Audit Verification Exercise

TETFund will periodically carry out Financial Monitoring/ Verification Exercise. This involves special financial auditing either by audit consultants appointed by the Fund, staff of the Fund, any interested stakeholders, or the Fund's retained external auditors. They shall examine the TETFund dedicated accounts opened and operated by beneficiaries of TETFund intervention funds.

4231. Progress Report

Beneficiary Institutions shall submit annual and quarterly reports to ensure:

- i. The Fund is updated regularly on the state of its projects.
- ii. The Fund implements proactive measures in response to identified challenges.

4232. The following reports shall be submitted at the end of each quarter.

- i. **Summary Report:** This report gives the summary of the financial position of each intervention project in the Beneficiary Institution. The specimen of the forms is in appendix
- ii. **Expenditure Return:** This is a report of the breakdown of expenditures in each project account. It also serves as a schedule to the financial returns as it provides details of amounts paid to contractors on the project.
- iii. **Bank Reconciliation Statement:** this shall be submitted with Bank statements for the months under review. It may include all the schedules to ascertain the correctness of the balance in the dedicated project account as reported.
- iv. **Fund/Project Reconciliation Returns:** These returns are to enable TETFund to confirm that the schedule of all remittances to the beneficiary institutions were received and properly accounted for in addition, project fund

balances are timely represented by the amount of available funds in the Beneficiary Institution's bank account.

- v. **VAT, WHT & STAMP DUTY Returns:** Schedule of VAT, WHT and Stamp Duty deductions made in the quarter and the amount remitted to the relevant tax authorities with copies of certified receipts issued by the Tax Authority.
- vi. **Annual Returns:** The following reports are to be submitted at the end of the year.
 - a. All reports as in quarterly returns.
 - b. Full list of Fixed Assets acquired with the project funds in the year, as contained in the Fixed Asset Register.
 - c. Summary of stock ledger balances.
- vii. **Quarterly Cumulative Bank Statement (E- Bank statements):** Quarterly submission of dedicated TETFund project Account Statement showing transactions from the beginning of the year to the end of the current quarter. E-copies shall be sent to auditunit@tetfund.gov.ng

4233. Beneficiary Institutions shall ensure that copies of all quarterly and annual returns are retained and adequate records as required in this guideline are kept and made available to TETFund Auditors and/or monitoring teams on demand.



Chapter Five ▶▶

5000. Monitoring and Evaluation

The Fund is mandated by the TETFund Act to monitor and evaluate the execution of its projects/programmes for which intervention funds have been allocated to Public Tertiary Institutions in Nigeria.

5100. Monitoring of Projects

Monitoring/Inspection of projects covers the following interventions:

- i. Programme Upgrade/Physical Infrastructure
- ii. TETFund Projects Maintenance
- iii. Entrepreneurship
- iv. Equipment Fabrication
- v. Library Development
- vi. Academic Manuscript into Books (AMB)
- vii. Academic Research Journal (ARJ)
- viii. ICT Support
- ix. Institution Based Research (IBR)
- x. TETFund Scholarship for Academic Staff (TSAS)
- xi. Conference Attendance
- xii. Teaching Practice
- xiii. Centres of Excellence (COE)
- xiv. National Research Fund (NRF)
- xv. Higher Education Book Development Fund
- xvi. Special High Impact
- xvii. Special
- xviii. Zonal
- xix. Disaster Recovery Fund
- xx. Mega Research
- xxi. Advocacy/Publicity of TETFund Projects.

5110. Objectives of Monitoring and Evaluation

- i. Monitoring of projects to determine and ensure compliance with approved specifications from the Fund.
- ii. Ensuring that project funds are judiciously utilized.
- iii. Determining the level of projects implementation and performance evaluation.
- iv. Identifying and addressing the challenges encountered by Beneficiary Institutions that prevent project completion within the specified cycle.

5111. Project/Programme Upgrade Monitoring

This includes general monitoring & evaluation, snap checks, and pre-commissioning inspections.

5112. Academic Staff Training and Development Monitoring

This is the monitoring of scholars under the sponsorship of the AST&D programmes (TETFund Scholarship for Academic Staff, Conference attendance and Teaching Practice). The essence is to ensure that scholars undergo their studies in compliance with relevant guidelines and approvals.

5113. Financial Monitoring

This involves an annual routine audit verification exercise carried out either by Audit Financial Consultants appointed by the Fund, staff of the Fund and officers from the Office of the Monitoring Auditor-General or Accountant-General of the Federation. Accounts and records on TETFund operations shall be checked for compliance with financial and other Government regulations, deduction and remittance of due taxes and generally accepted accounting and auditing standards. The Fund also carries out special audit verification on any of the intervention lines where necessary.

5120. Technical Requirements after release of 1st Tranche for construction related projects.

The following documents shall be forwarded to the Fund after the letter of 1st tranche is issued:

- i. Minutes of Monthly Site Meetings from commencement date to date of request for release of second tranche.
- ii. Progress photographs (in colour).
- iii. Copies of consultant Quantity Surveyor's Valuation Certificates.
- iv. Copies of Consultant Architect's Interim Certificates.

NOTE: *The Certificate of Structural Supervision of the Consultant Civil/Structural Engineer shall be contained on the letter-headed paper of the Consultant's Firm, bearing the Name of the Consultant, his Signature and Professional Seal. The Authorization to Cast and Certification of the structural works are two (2) separate documents, which shall be forwarded officially by the Beneficiary Institution as pre-condition for release of the next tranche funds.*

5121. Where applicable, the Beneficiary Institution shall provide the following:

- i. Evidence of consultant civil/structural authorization to cast concrete elements -floor beams, columns, staircases, slabs and
- ii. Copy of civil/structural engineers' certificate of supervision of structural and reinforced concrete works attesting to:
 - a. Quantity of reinforcement (verified with test result).
 - b. Adequacy of spacing of reinforcement as observed on site during supervision.
 - c. Adequacy of reinforcement.
 - d. Quality of concrete mix (verified with cube test results).
 - e. Adequacy of concrete cover.

- f. Quality of formwork.
- g. Adequacy of duration for reinforced concrete to set and cure after casting.
- h. Adequacy/level of compliance with designed size specification of all concrete elements-slabs, columns, beams, staircases and lift walls.
- I. Adequacy of steel roof sections-rafters, purlins, and stiffeners.

5130. Second Tranche

5131. The Beneficiary Institution shall provide the following for construction related projects:

- i. Programme of works as issued by individual contractors.
- ii. Letter confirming dates of commencement and completion of each project in the format shown below:

S/N	Project	Commencement	Completion Date
1			
2			
3			

- iii. Copy of each contractor's Performance Bond.
- iv. Contract Bills of Quantities used for the award of each project in the intervention (as issued by the Contractor during tendering and at award).

5132. The Beneficiary Institution shall provide the following as technical requirements for all construction related interventions:

- i. Minutes of Monthly Site Meetings from commencement date to date of request for release of second tranche.
- ii. Progress photographs (in colour).
- iii. Copies of consultant Quantity Surveyor's Valuation Certificates.
- iv. Copies of Consultant Architect's Interim Certificates.

5140. Final Tranche

5141. For the final release, the afore-stated requirements for release of funds shall apply, depending on the category of intervention.

5200. The Beneficiary Institution must comply with all audit clearance requirements as specified in chapter four (4) of this edition.



Chapter **SIX** ▶▶

6000. GENERAL PROVISIONS

6100. Procurement procedures in the Public Sector in line with the Public Procurement Act (2007)

All contracts relating to TETFund projects must comply with the procurement procedures as stipulated in the extant Public Procurement laws and regulations. The extant Public Procurement Act provides detailed requirements and guidelines for the procurement of goods, works and services in the public sector.

6110. Any procurement of goods, works and services to be awarded without a Contract Award or Certificate of 'No Objection' duly issued by the Bureau shall be null and void.

6111. The release of first tranche of funds for procurement of goods, works and services is subject to issuance of Approval-in-Principle (AIP) and satisfactory completion of procurement process.

6112. Approving Authority & Approved Thresholds

Beneficiary Institutions are expected to abide by the provisions of the extant Public Procurement laws and regulations and Federal Government extant laws and circulars.

6200. Complain Procedure (SERVICOM)

Grievances Redress Mechanism (GRM): The Fund's Grievances Redress Mechanism is as outlined below:

6210. First level of GRM:

Status: Customer Care and Complaints
Tel: 09095479211
Email: servicomunit@tetfund.gov.ng

Status: Service Improvement Officer
Tel: 09018657601
Email: servicomunit@tetfund.gov.ng

6220. Second level of GRM

Status: Nodal Officer
Tel: 08149770171, 07054191112
Email: servicomunit@tetfund.gov.ng

Status: Director, Executive Secretary Office
Email: desostaff@tetfund.gov.ng

Status: Executive Secretary
Email: es@tetfund.gov.ng

6230. Feedback and Complaints Mechanism

servicom@tetfund.gov.ng

TETFund website: www.tetfund.gov.ng

Servicom Customer care line: 09095479211

Letters addressed to Executive Secretary

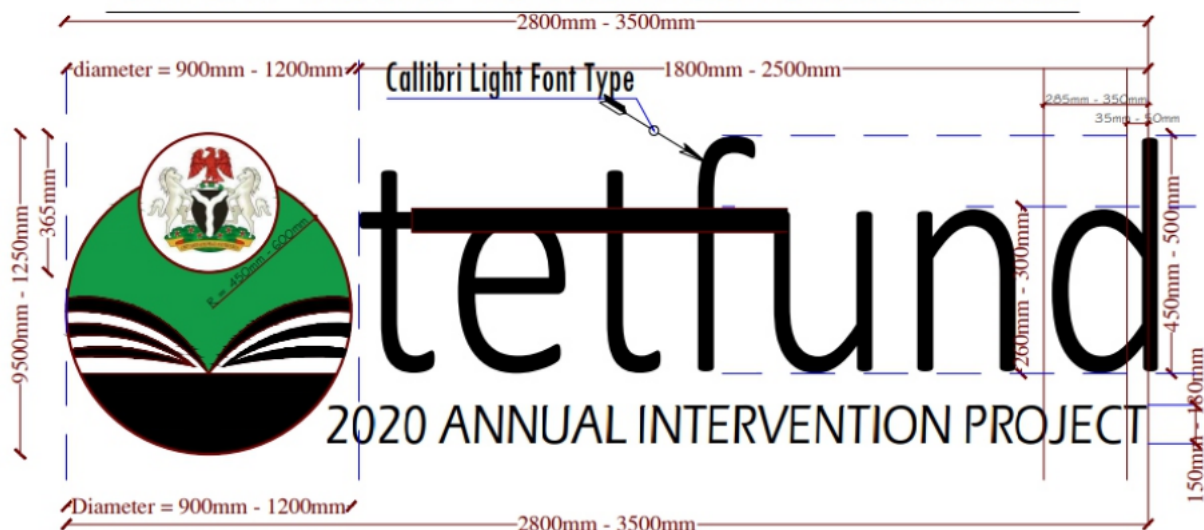
Suggestion boxes in our Head Office at No.6 Zambezi Crescent, Off Aquiyi Ironsi Street Maitama, Abuja.

6300. Inscriptions on Completed Projects

6310. To qualify for release of the Final Tranche payment, all TETFund intervention projects must be duly inscribed with the TETFund insignia and Year of Intervention. The specifications, dimensions for buildings, vehicles, electronics/equipment and furniture are specified below.

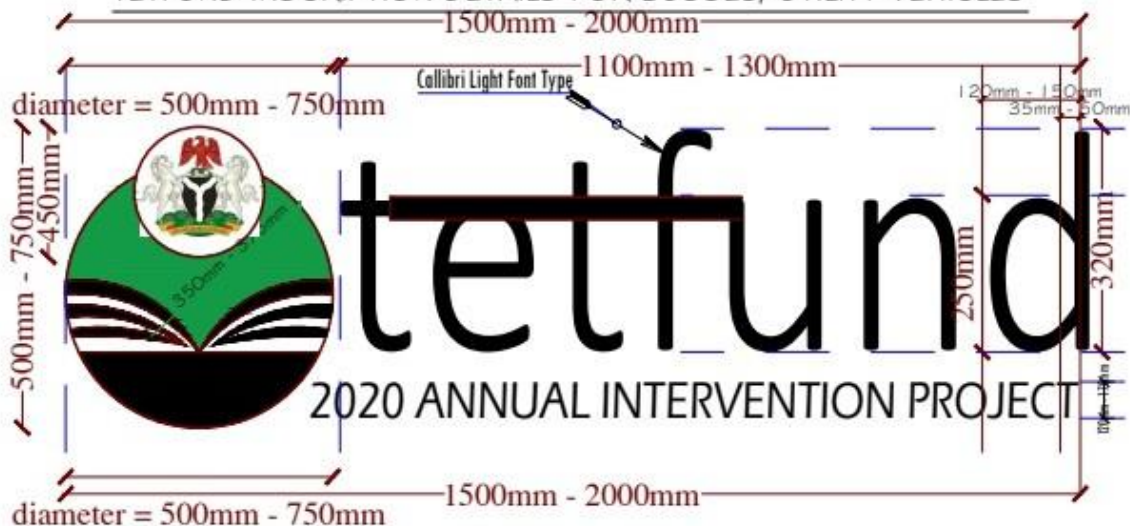
Note: The sizes of the inscriptions should always be proportional to the building size/ Vehicle type and on all sides/views of the building/vehicle.

TETFUND INSCRIPTION DETAILS FOR BUILDINGS

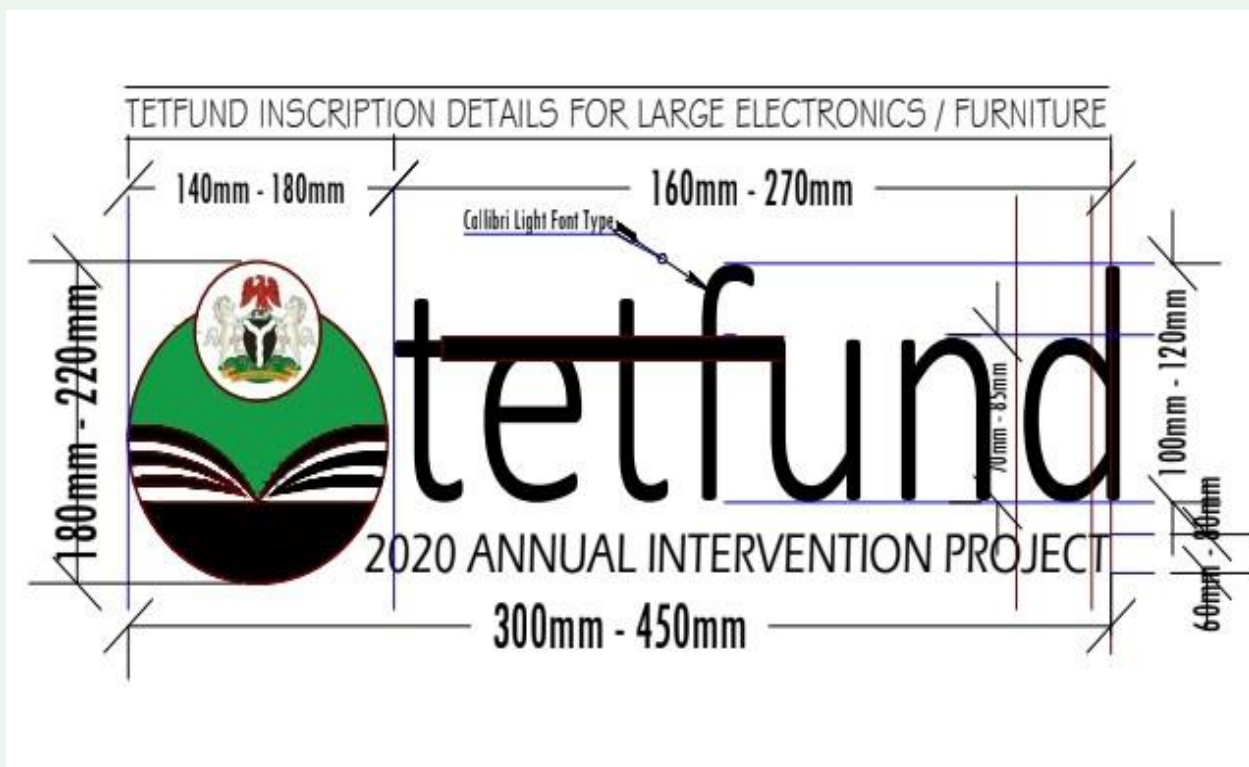


NOTE : The sizes of the Inscriptions should always be proportional
to the Building sizes and ON ALL THE SIDES / VIEWS OF THE BUILDINGS

TETFUND INSCRIPTION DETAILS FOR BUSES/ UTILITY VEHICLES

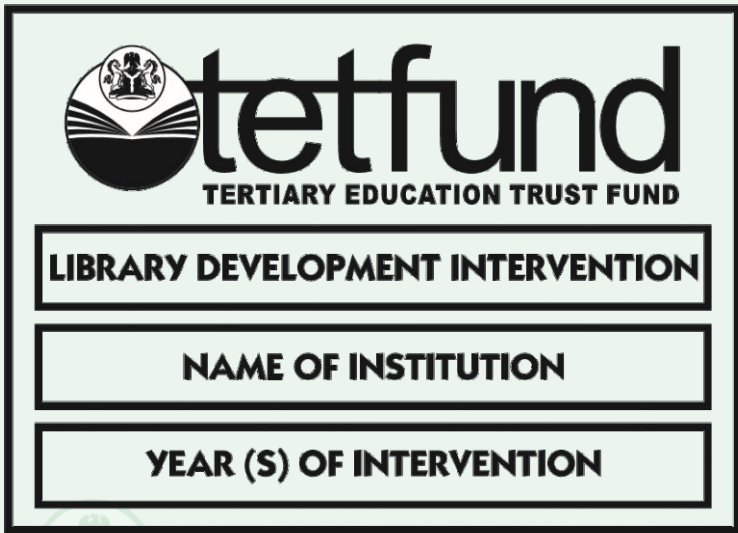


NOTE : The sizes of the Inscriptions should always be proportional
to the Vehicle Type and ON ALL THE SIDES / VIEWS OF THE VEHICLE



TERTIARY EDUCATION TRUST FUND

6320. TETFund Inscriptions for Books and Library Materials



tetfund
TERTIARY EDUCATION TRUST FUND

LIBRARY DEVELOPMENT INTERVENTION

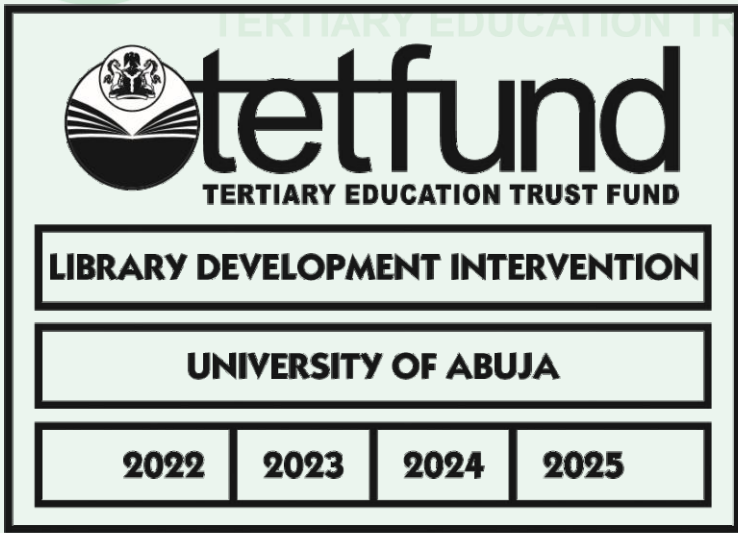
NAME OF INSTITUTION

YEAR (S) OF INTERVENTION

7cm

5cm

'A typical example'



tetfund
TERTIARY EDUCATION TRUST FUND

LIBRARY DEVELOPMENT INTERVENTION

UNIVERSITY OF ABUJA

2022	2023	2024	2025
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7cm

5cm





tetfund

TERTIARY EDUCATION TRUST FUND

2023 Edition

