CIRCULAR

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Office of the Head of the Civil
Service of the Federation,
The Presidency,
Federal Secretariat, Phase II,
Shehu Shagari Way,
Abuja.

29th November, 2012.

Chief of Staff to the President, C-in-C,

Deputy Chief of Staff to the Vice President,

Chief Justice of the Federation,

All Honourable Ministers/Ministers of State,

Secretary to the Government of the Federation,

Service Chiefs/Inspector-General of Police,

Chairman, Federal Civil Service Commission,

Chairman, Economic and Financial Crimes Commission,

All Permanent Secretaries and Heads of Extra-Ministerial Department,

Accountant-General of the Federation,

Auditor-General for the Federation,

Surveyor-General of the Federation,

Director-General/Chief Executives of Parastatals and Agencies

ESTABLISHMENT OF PUBLIC PRIVATE PARTNERSHIP (PPP) UNITS IN MINISTRIES, DEPARTMENTS AND AGENCIES (MDAs)

The President, Federal Republic of Nigeria, His Excellency Dr. Goodluck Ebele Jonathan, GCFR has approved the establishment of Public Private Partnership (PPP) units in Federal Ministries, Departments and Agencies (MDAs).

2. The establishment of the PPP unit is informed by the need to effectively mobilize private sector resources for national development. This unit is expected to engender service delivery, faster execution of projects and reduction in the costs of project execution thereby enabling the country to fast track the Transformation Agenda, meet Millennium Development Goals and realize the Vision 20:2020.

3. The units shall operate under the direct supervision of the office of Permanent Secretaries/Chief Executive officers of Ministries, Departments and Agencies. The schedule of responsibilities of the PPP units includes:

(a) identifying, prioritizing, selecting and developing framework for Public-Private Partnership projects;

(b) assessing the current status and performance of key infrastructure in relevant sectors;

(c) assessing the policy, legal and institutional environment for involving the private sector in the provision of infrastructure;

(d) negotiating/re-negotiating of all PPP projects using financial models to ensure viability;

(e) analyzing all PPP projects with a view to determining the participation of each party in the procurement arrangement;

(f) evaluating projects in the Capital budget and suggesting those that can be undertaken through PPP;

(g) ensuring that all PPP projects are included in the mid-term Expenditure Framework for continuity;

(h) undertaking financial and credit risk assessment in all PPP transactions;

(i) assessing, evaluating and managing post-contract activities;

(j) assisting policy makers in developing the required strategies for increased private sector participation in infrastructure service, including contract monitoring; and

(k) any other assignment relevant to the functions of the unit assigned by the Accounting Officer/Chief Executive Officer of the organization.

4 The unit will be headed by an experienced competent officer not below GL. 16 in order to enhance effectiveness and facilitate interaction at the Management level. Furthermore, the units shall have two Branches namely:

i. Project Development Branch; and
ii. Project Monitoring, Evaluation and Compliance Branch

5. Other officers that will man the units will have requisite qualifications in the fields of Accountancy, Procurement, Civil Engineering, Economics, Quantity Surveying, Financial Analysis and related disciplines. In the case of Ministries and Departments, this Office will deploy the unit heads while relevant pool offices would be requested to post the required officers. However, where similar PPP units currently exist, such MDAs should ensure that the units conform with the above specified approved structure.

6. In the case of Parastatals and Agencies, the Chief Executives of such organizations are required to internally post the relevant skilled officers to man the units in their organizations.

7. The importance of this unit in propelling the required infrastructural development needs no further emphasis. It is therefore pertinent that you ensure adequate budgetary provision to enhance the functions and service delivery of the unit in your annual budgetary estimates. In the interim, you are to fund the activities of the unit from the overhead allocation pending when budgetary provision would be made.

8. I expect that the units will constantly liaise with the Infrastructure Concession and Regulatory Commission (ICRC) on conceptualization,

appraisal, negotiation and implementation of PPP projects for necessary advice and guidance.

9. Please, ensure strict compliance and report to this Office on the status of the unit within three months from the date of this circular.

I. B. Sali, CFR
Head of Civil Service of the Federation.