

**CIRCULAR**

**Ref. No SGF/OP//S.3/XII/1033**

Office of the Secretary to the  
Government of the Federation,  
Shehu Shagari Complex,  
Three Arms Zone,  
Abuja.

21<sup>st</sup> August, 2017.

Chief of Staff to the President,  
Deputy Chief of Staff to the President, Office of the Vice-President,  
Honourable Ministers/Ministers of State,  
Head of the Civil Service of the Federation,  
National Security Adviser,  
Chairman, Federal Civil Service Commission,  
Chairman, Police Service Commission,  
Chairman, Federal Character Commission,  
Chairman, Independent National Electoral Commission,  
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,  
Chairman, National Population Commission,  
Chairman, Code of Conduct Tribunal,  
Chairman, Code of Conduct Bureau,  
Chairman, Federal Inland Revenue Commission,  
Chairman, National Salaries, Incomes and Wages Commission,  
Chairman, Independent Corrupt Practices and other  
Related Offences Commission,  
Chairman, Economic and Financial Crimes Commission,  
Chairman, National drug Law Enforcement Agency,

Chairman, National Assembly Service Commission,  
All Permanent Secretaries,  
Special Advisers/Senior Special Assistants,  
Governor, Central Bank of Nigeria,  
Clerk of the National Assembly,  
Chief Registrar, Supreme Court of Nigeria,  
Secretary, National Judicial Council,  
Auditor-General of the Federation,  
Accountant-General of the Federation,  
Surveyor-General of the Federation,  
Directors-General and Chief Executives of Parastatals,  
Agencies and Government-Owned Companies.

**SUBMISSION OF LISTS OF ALL ONGOING CONSULTANCY AND  
OUTSOURCING ENGAGEMENTS CURRENTLY CONTRACTED**

The President, Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria has directed that all Federal Government Ministries, Departments and Agencies (MDAs) should submit, comprehensive lists of all ongoing consultancy and outsourcing engagements, including consultancy services for actual construction works currently contracted.

2. The submissions should include the following:

- i) Name of consultancy firm stating if the entity is local or foreign;
- ii) Date the consultancy/outsourcing contract was awarded;
- iii) Tenure/period of the contract;
- iv) Fees payable to the consultants/outsourcing companies, including the currency of payment. For success/contingent fee mandates, the MDAs should provide an estimate of the expected payments to be made;
- v) Brief description of the mandate i.e legal services, revenue/tax collection services, passport printing, fee collection, database/server and

technology management, internet service provision, statutory audit, forensic accounting services, engineering/construction design, transaction advisory services, equipment procurement advice, service/maintenance, human resource consultancy services, etc.

3. All submissions, **in print and electronic copies**, should reach the Office of the Secretary to the Government of the Federation **on or before Monday, 28<sup>th</sup> August, 2017**.

4. Please ensure strict compliance with the content of this circular.

**Dr. (Mrs.) Habiba M. Lawal**  
Acting Secretary to the Government of the Federation

