



STATE HOUSE,
ABUJA,
NIGERIA

SH/COS/ 30/A/611

Reference:

The Secretary to the Government of the Federation
The Office of the Secretary to the Government of the Federation
Three Arms Zone, Abuja, Nigeria.

**USE OF CONSULTANTS BY FEDERAL GOVERNMENT MINISTRIES,
DEPARTMENTS AND AGENCIES**

Mr. President has directed your Office to issue a Service-Wide Circular requesting all Federal Government Ministries, Departments and Agencies ('MDAs') to submit a comprehensive list of all ongoing consultancy and outsourcing engagements currently contracted.

2. The submissions should include the following:
 - a. Name of consultancy firm stating if the entity is local or foreign;
 - b. Date the consultancy / outsourcing contract was awarded;
 - c. Tenure / period of the contract;
 - d. 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;
 - e. 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. **It is important to note that this directive only covers consultancy / outsourcing services and does not include capital expenditure procurements such as actual construction work. However, the consultancy services for such capital projects are included.**
4. Mr. President has directed that all submissions should be made by 1st September, 2017 in both printed and electronic copies.
5. Please accept the assurances of my highest regards.

Abba Kyari
Chief of Staff to the President



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

