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NATIONAL PRODUCTIVITY CENTRE

INFORMATION HAND BOOK

(EIGHTH EDITION)



NATIONAL PRODUCTIVITY CENTRE

**INFORMATION
HAND
BOOK**

(EIGHTH EDITION)



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National Productivity Centre.

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WELCOME TO THE CENTRE

The National Productivity Centre is a research-oriented Institution with the mandate to promote and institutionalize productivity consciousness and culture in both the public and private sector organizations of the Nigeria's economy. This is with the aim of enhancing the living standard of the citizenry.

The Centre also has the mandate of promoting International linkages which are aimed at steering productivity movement thus generating fruitful discourse targeted at educating Nigerians on productivity issues and values.



Corporate Headquarters of the National Productivity Centre

ESTABLISHMENT ACT

The National Productivity Centre (NPC) came into existence through Decree No.7 of April 7, 1987 now NPC ACT (CAP) 70 of 2004, to actualize the desire of the government at improving productivity both in terms of quality and quantity of goods and services in Nigeria.

OUR VISION

To be a world class Productivity Institution and a key player in realizing Nigeria's overall growth and development objectives.

OUR MISSION

To develop the mindset and institutionalize productivity culture in the citizenry for the enhancement of service delivery and quality of life.

CORE VALUES

- ❖ Excellence through quality specialized trainings, research and publications
- ❖ Positive Work Ethics, e.g., Integrity, Transparency, Honesty and Accountability
- ❖ Empathy and Compassion- for others through optimizing workers' well-being and empowering individual workers

- ❖ **Justice and Fair Play-** by treating all individuals with dignity and respect as well as entrenching justice and equity in all dealings
- ❖ **Innovation and Creativity-** by encouraging intellectual inquisitiveness and promoting life-long research nature
- ❖ **Teamwork-** by encouraging collaboration and synergy in all Departments, Divisions and Units of the Centre
- ❖ **Trust-** to deliver a professional service with integrity
- ❖ **Collaborate-** with our clients to understand their business needs and develop solutions that add value for them.
- ❖ **Dedicated-** to deliver timely and cost-effective customer service
- ❖ **Agile-** through technical innovation and flexible working to meet client needs.

NATIONAL PRODUCTIVITY CENTRE CORE VALUES & CODE OF ETHICS

CORE VALUES



CODE OF ETHICS



OUR MANDATE

The mandate of the Centre is that of stimulating productivity consciousness, determining productivity levels, monitoring productivity trends, promoting and leading the productivity movement in the country towards the attainment of higher levels of productivity in all sectors of the Nigerian economy with the aim of enhancing the living standards and quality of lives of her people.

OUR PHILOSOPHY

Development of a culture of operational efficiency, effectiveness and respect for the right of employees and other stakeholders for the achievement of higher levels of national productivity and competitiveness in pursuit of comparative advantage in a globalized economy.

INTRODUCTION

Productivity offers a nation and her people a path way to economic growth and development. This it does through specialized research and knowledge-based principles and practices on resource management, waste elimination, statistical quality control, change management, lean management continuous improvement and many more.

As the apex Productivity agency of government in Nigeria responsible for coordinating the productivity movement and improvement initiative across all sectors of the economy, NPC is in business of bringing to bear the benefits of Productivity to individuals and corporate organizations in the country. The Centre has over the years leveraged on the backing and support of the government and development partners to offer the very best of services through its products and services to its numerous clients.

These products and services geared towards productivity management and improvement are made available to clients at the Centre through her various departments delineated for specific functions. The Centre has created a platform that links clients to her wide range of partners and network at National and International clime for various forms of technical support and assistance.

The National Productivity Centre has created a niche for itself in the global world, so it is recognized and accepted globally as a National Productivity Organization (NPO) and Productivity agency that stands out. This informed the decision of the Pan African Productivity Association (PAPA) to nominate the Director-General as the second vice president. The Centre boasts of the very best of consultants and experts for corporate productivity management with specialized competencies in the application of specific tools and techniques for productivity improvement. This Information Handbook is therefore a guide to keep the readers abreast of functions and activities with the National Productivity Centre.

BRIEF HISTORY

OF THE NATIONAL PRODUCTIVITY CENTRE

Essentially, the aim of establishing the Centre is to create awareness on the meaning and implication of improved productivity. It is believed that improved productivity can increase national wealth which will willfully affect the quality of lives of Nigerians by making available increased quantity and improved quality of goods and services.

The need to improve the quantity and quality of goods and services is a task to which successive Nigeria Governments have attached great importance. Between 1963 and 1985, series of panels and commissions were set up by the various Governments of Nigeria to work out the modalities for instituting productivity consciousness in the nation's system.

A more definite effort at institutionalizing the Productivity Concept was made at the instance of the popular *ADEBO WAGES AND SALARIES REVIEW COMMISSION OF 1970*, which unequivocally recommended the setting up of the Productivity, Prices and Income Board (PPIB). A year later the Whitely Council recommended the establishment of a National Productivity Centre (NPC) for the country,

while the Udoji Public Service Review Commission of 1974 not only stressed the need for increased productivity but also strongly underscored the need to establish a result-oriented public service.

The year 1978 witnessed the first concrete step at ensuring the establishment of an organized Productivity Movement in Nigeria. This was at the instance of the then Productivity, Prices and Income Board (PPIB) and the then Federal Ministry of Labour at a joint organized Conference in Ibadan.

An obvious signal that a serious attention was being paid to the Productivity phenomenon was received during the launching of the Fourth National Development Plan in 1979 with "*Increasing Productivity*" chosen as one of its objectives. In 1984, the National Productivity Centre was formally inaugurated while enabling Decree No.7 was promulgated in April, 1987.

It is worthy to note the roles played by international organizations, such as the International Labour Organization (ILO) and the United Nations Development Programme (UNDP) who provided the technical as well as financial assistance for the take-off of the Centre.

FUNCTIONS/OBJECTIVES OF THE NATIONAL PRODUCTIVITY CENTRE

The NPC has as its mandate to stimulate consciousness towards the attainment of higher levels of Productivity in all sectors of the Nigerian economy and promoting international cooperation for the enhancement of national Productivity.

The Centre is also mandated to, among other things:

- ❖ Promote, develop, and provide services and harness potential resources in order to secure for the people of Nigeria, a better and higher standard of living;
- ❖ Conduct studies on contemporary methods of increasing productivity and assist business concerns to set up productivity schemes;
- ❖ Disseminate information on methods and programmes for improving the level of Productivity in industries;
- ❖ Provide consultancy and advisory services to management and workers in the field of industrial engineering, personnel management, production planning, work study and job evaluation with a view to increasing productivity and improving the payment system in organizations concerned;
- ❖ Provide training facilities by organizing courses and seminars specifically designed to improve

- competence and supervisory skills among workers and management of business organizations;
- ❖ Conduct studies on the levels of Productivity in every sector of the economy and encourage business enterprises to set up productivity teams, charged with the responsibility of setting up target and schemes for improving productivity;
 - ❖ Encourage the formation of Productivity Committees, as well as establish branches of the NPC in each State of Nigeria;
 - ❖ Liaise, on continuous basis, with the Centre for Management Development (CMD), Administrative Staff College of Nigeria (ASCON) and similar institutions or associations which the Governing Council considers will further the objectives of the Centre;
 - ❖ Liaise with the International Labour Organization (ILO), United Nations Development Programme (UNDP), United Nations Conference for Trade and Development (UNCTAD), as well as National, Regional and International Organizations engaged in the promotion of productivity.
 - ❖ Accept technical aid and channel same into any scheme aimed at the advancement or increase in the level of productivity. The Centre is also responsible for other functions consistent with its objectives and as the Minister may, from time to time, assign to it.

PROGRAMMES OF THE CENTRE

In order to efficiently and effectively discharge its statutory responsibilities, the Centre had designed programmes that are application-oriented, targeted at both the public and private sector practitioners. These programmes are designed with a strong training element to impact productivity consciousness into the citizenry. These are;

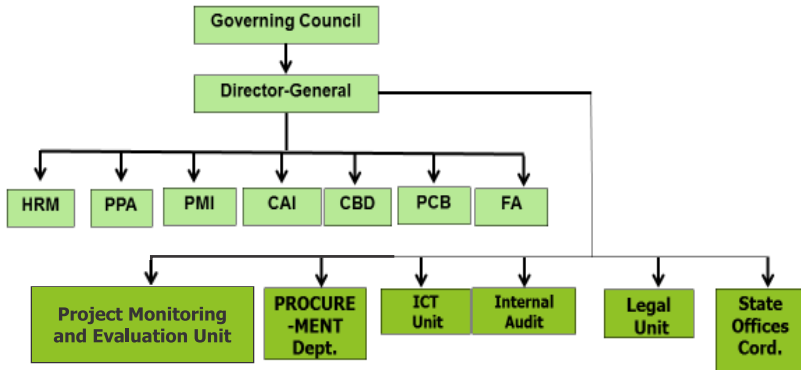
- ❖ Developing the productivity mindset and institutionalizing productivity culture in the citizenry through Productivity Awareness Campaign (PAC), advocacy and capacity building;
- ❖ Researching in strategic productivity areas for enhancing productivity, competitiveness and economic growth;
- ❖ Promoting human resource development for building a knowledge-based society through productivity training;
- ❖ Promoting organizational excellence and best practices to enhance profitability and growth through the installation of Productivity and Quality Improvement Programmes (P&QIP);

- ❖ Promoting the application/adoption of cutting-edge productivity improvement techniques and tools for productivity enhancement;
- ❖ Production of an annual Productivity Statistics containing sectoral productivity indices to guide national planning and private sector investment decisions;
- ❖ Strengthening of Micro, Small and Medium Enterprises (MSMEs) through Productivity and Quality interventions;
- ❖ Networking and partnering with other National Productivity Organizations (NPOs), institutions and bodies locally and internationally for a nationally focused development.

OUR SERVICES

- ◆ Productivity Promotion and Advocacy (executed through jingles, documentaries, billboards, posters, publications, productivity mentoring and coaching of secondary school pupils, NYSC lectures and productivity lectures in Ministries, Departments and Agencies)
- ◆ Productivity Capacity Building (Conferences, Workshops, Seminars, Training etc.)
- ◆ Consultancy Services and In-Plant Trainings
- ◆ Productivity Researches and Surveys
- ◆ Productivity Measurement
- ◆ Publications
- ◆ Productivity and Quality Improvement Program (P&QIP)
- ◆ National Productivity Centre Professional Membership Scheme
- ◆ Observation of National Productivity Day (NPD)/Conferment of National Productivity Order of Merit (NPOM) Award.
- ◆ Networking and Partnering with other local and international organizations engaged in the promotion of productivity.

ORGANIZATION STRUCTURE



Key:

- PPA - Planning and Policy Analysis
- CAI - Corporate Affairs and Information
- PMI - Productivity Measurement and Index
- PCB - Productivity Capacity Building
- CBD - Consultancy & Business Development
- HRM - Human Resources Management
- FA - Finance & Accounts

THE GOVERNING COUNCIL

Structurally, the Centre has a Governing Council headed by a Chairman. Membership of the Council is based on appointment by the President and Commander-In-Chief of the Armed Forces and members are carefully selected from vital sectors of the economy, comprising the following:

- (i) Nigerian Labour Congress
- (ii) The Nigerian Association of Chambers of Commerce, Industry, Mines and Agriculture (NACCIMA)
- (iii) The Nigerian Employers' Consultative Association (NECA).
- (iv) Federal Ministry of Industry, Trade and Investment
- (v) Trade Union Congress (TUC)
- (vi) Federal Ministry of Labour and Employment
- (vii) The Centre for Management Development (CMD)
- (viii) The Nigerian Institute for Social and Economic Research (NISER)
- (ix) National Planning Commission
- (x) The Director-General of the NPC

The Council is the apex management body of the Centre. It oversees the policies and programmes and ensures their implementations.

Committees of the Council:

For administrative convenience and efficiency, the Council delegates its powers to either standing or ad-hoc Committees to conduct certain functions. The three regular standing Committees are:

- i. Finance and General Purposes Committee-responsible for fiscal and financial matters such as contracts, budgets, audit reports, etc.
- ii. Establishment Committee-responsible for staff matters such as employment, conditions of service and discipline.
- iii. Programmes Committee-responsible for the annual programmes by directing, scrutinizing and supervising the implementation of programmes.

Secretariat of the Council:

The Council has a Secretariat under the office of the Director-General with an officer of the Centre appointed by the Council to serve as its Secretary. The officer is charged with the responsibility of managing the Secretariat.

THE MANAGEMENT

The Centre's Management structure is made up of Office of the Director General, seven Departments, Directorates and Units

OFFICE OF THE DIRECTOR-GENERAL



DR. NASIR OLAITAN RAJI-MUSTAPHA
DIRECTOR-GENERAL/CEO

The Director-General, who is appointed by the President, Commander-in-Chief of the Federal Republic of Nigeria is the Chief Executive and is

responsible to the Council for the day-to-day management of the affairs of the Centre. Statutorily, the Director-General is a member of the Council and the National Productivity Order of Merit Award Committee. The Director-General also represents the nation at international organizations such as the Pan African Productivity Association (PAPA), the World Confederation of Productivity Science (WCPS), World Assembly of Small and Medium Enterprises (WASME) and International Labour Organization (ILO).

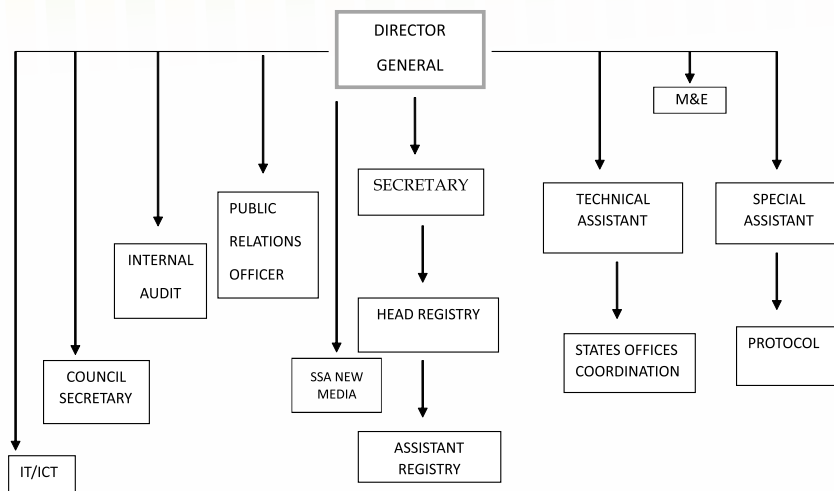
(1) **Departments:**

- I. Corporate Affairs & Information (CAI)
- II. Consultancy & Business Development (CBD)
- III. Finance and Accounts (F&A)
- IV. Planning and Policy Analysis (PPA)
- V. Productivity Capacity Building (PCB)
- VI. Productivity Measurement and Index (PMI)
- VII. Human Resources Management (HRM)

DIRECTORATE AND UNITS

- (I) State Office Co-ordination and Procurement (SOCAP)
- (ii) Internal Audit
- (iii) ICT

ORGANOGRAM OF THE OFFICE OF THE DIRECTOR-GENERAL

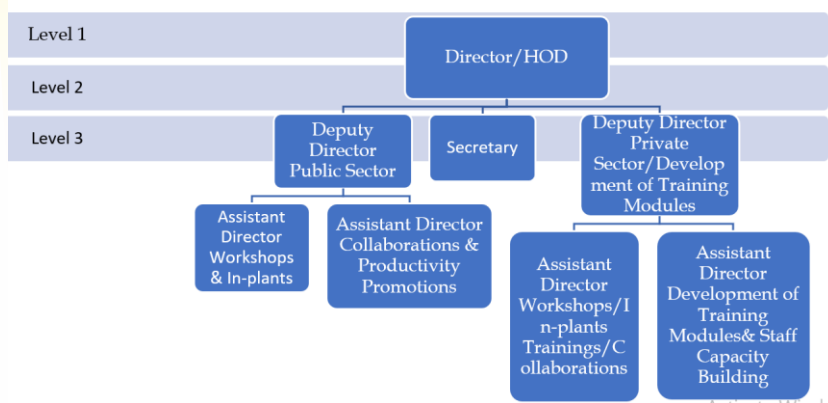


PRODUCTIVITY CAPACITY BUILDING DEPARTMENT



DR. (MRS.) TITILOLA OSHATI
DIRECTOR/HEAD OF DEPARTMENT

The Productivity Capacity Building (PCB) Department is one of the Departments of the National Productivity Centre. The overall objective of the Productivity Capacity Building (PCB) Department is to mobilize and develop the productive capacity of human resources of organizations for the attainment of organizational goals. The Ministries, Departments and Agencies (MDAs) of the public sector and also the private sector is targeted for the implementation of the training



The overall objective of the Productivity Capacity Building (PCB) Department is to mobilize and develop the productive capacity of human resources of organizations for the attainment of organizational goals.

Functions

1. Organizing Seminars, Workshops, Conferences, and Dialogues for the purpose of disseminating and sharing critical knowledge on productivity related matters in all sectors of the economy to build skills and competencies or organizations.
2. Conducting In-plant programmes for both public and private sector organizations.
3. Organizing productivity training programmes and in-house seminars for staff of the Centre.
4. Designing productivity training modules and materials.

CONSULTANCY AND BUSINESS DEVELOPMENT DEPARTMENT

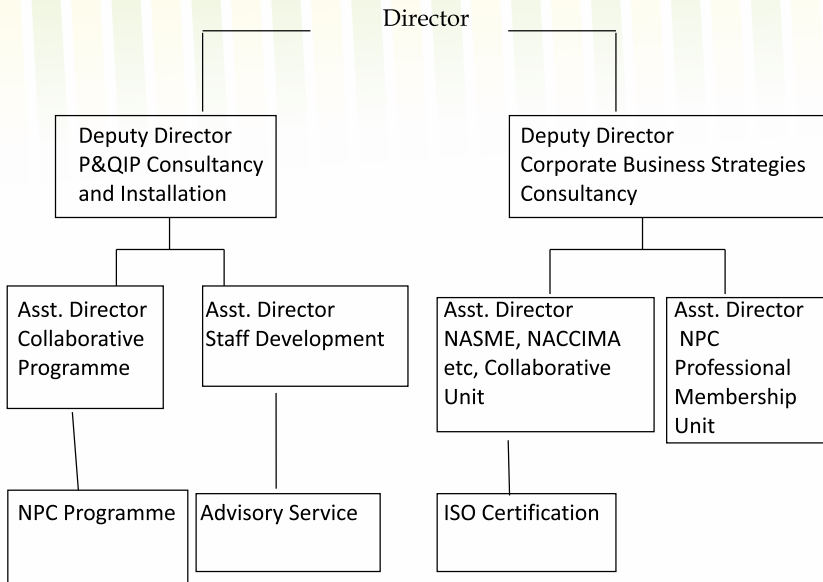


ENGR. ALISIGWE CLIFFORD
DIRECTOR/HEAD OF DEPARTMENT

The Consultancy and Business Development (CBD) is one of the Eight (8) Departments of the National Productivity Centre with the overall mandate of installation of Productivity and Quality Improvement Programmes, Development of Business Strategies and providing Consultancy Services to client organizations.

The department has two sections;

1. Productivity and Quality Improvement Programme (P&QIP) installation,
2. Corporate Business Development Strategies and Consultancy Services.



Functions

1. Designing and installation of Productivity and Quality Improvement Programme (P&QIP) aimed at improving process efficiency and optimal Utilization of resources with emphasis on waste reduction and improvement of work methods
2. Developing corporate business strategies.
3. Appraisal of proposals for collaborative programmes from external bodies.
4. Assessment of the Centre's areas of need requiring the services of consultants and recommending qualified individuals and organizations for engagement by the Centre.

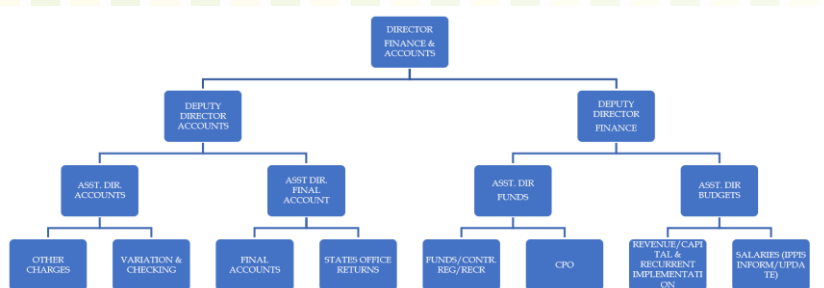
5. Collaborate with NASME, NACCIMA and other relevant bodies for the promotion of productivity in the SMEs.
6. Coordinate NPC professional membership scheme.
7. Brand and market all programmes and projects of the Centre.
8. Coordinate the International Organization for Standardization (ISO) Certification Programme.
9. Any other assignment as may be given or that erupts for the need.

FINANCE AND ACCOUNTS DEPARTMENT



MRS. OLUWATOSIN A. OSIPITAN
DIRECTOR/HEAD OF DEPARTMENT

The Finance and Accounts Department was established for efficient and effective service delivery of the financial dealings of the organization.



FINAL ACCOUNTS SECTION

- Ensuring posting of store issue notes into stores register and maintenance of PPE register.

CENTRAL PAY OFFICE (CPO)

- ❖ Raise mandate (manual/electronic) on processed payment vouchers and posts paid payment vouchers into relevant cash books.

FUNDS & REVENUE SECTION.

- ❖ Maintain a revenue cash book, collect revenue due to the Centre and obtain data & information of revenue receivable.

CHARGES SECTION

- ❖ Process recurrent/capital payments, maintain vote books for recurring and capital expenditures and is responsible for issuance of Authority to incur Expenditure (AIE) for recurrent/capital expenditures.

IPPIS/SALARY SECTION

- ❖ Prepares salaries through the Integrated Personnel & payroll Information System (IPPIS), enrollment of new officers and ensure effective variation control to explain differences of monthly salary payment.

VARIATION AND CHECKING UNIT

- ❖ Receiving payment vouchers from other charges and advance and checking of all vouchers received in accordance with financial regulation and treasury circular.

BUDGET DIVISION

- ❖ Collates revenue and capital budget of the Centre. Prepare medium term recurrent and capita framework and medium-term strategy, liaises with budget office of the federation on recurrent and capital budget of the Centre etc.

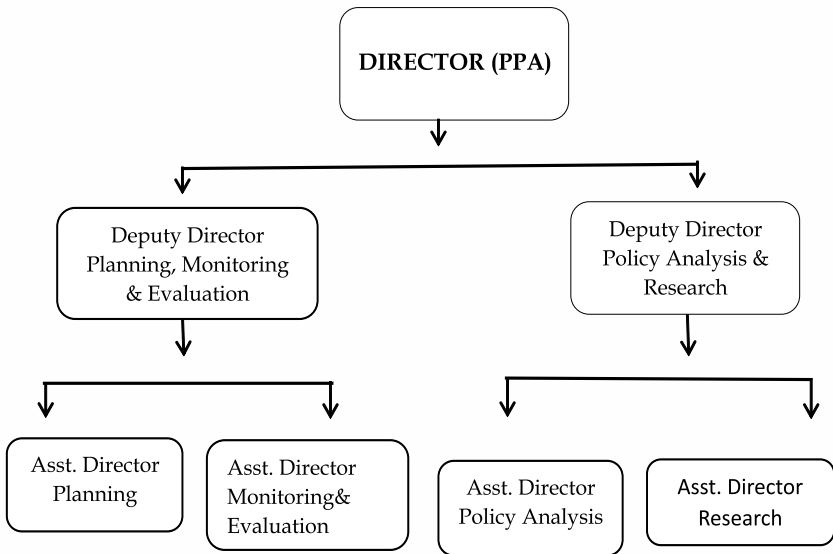
PRODUCTIVITY POLICY ANALYSIS DEPARTMENT



MRS. ESEKHAGBE O. ROSEMARY
DIRECTOR/ HEAD OF DEPARTMENT

The Planning and Policy Analysis Department is the nucleus of National Productivity Centre. It coordinates the Planning, Monitoring and Evaluation of the programmes and projects of the Centre. It also provides reports and information on productivity issues for informed decision making. The department is headed by a Director, assisted by a Deputy Director, who in turn supervise the two Divisions of the department. Each Division has two sections as follows:

1. Planning, Monitoring and Evaluation Division
 - a). Planning
 - b). Monitoring and Evaluation
2. Policy Analysis and Research
 - a) Policy Analysis
 - b) Research



Functions

- a) Designing and Coordination of the Annual Programmes and Projects
- b) Monitoring and Evaluation of Programmes
- c) Co-ordination and articulation of the Centre's Annual Budget preparation.
- d) Conduct empirical researches, surveys and

studies on contemporary methods of increasing productivity.

- e) Liaising and cooperating with research institutes and all other organizations considered relevant for the attainment of the Centre's goals and objectives.

PRODUCTIVITY MEASUREMENT INDEX DEPARTMENT



ENGR. ADEJOH DAVID O.
DIRECTOR/HEAD OF DEPARTMENT

Productivity Measurement and Index (PMI) Department is driven by a shared vision to enhance productivity levels across all sectors of the economy. The ultimate goal is to foster a profound awareness of productivity and dispel any misconceptions surrounding it, making it more accessible and applicable to the national socio-economic context and development needs. As the primary responsibility of the PMI Department delves deep into the mechanics of productivity, exploring

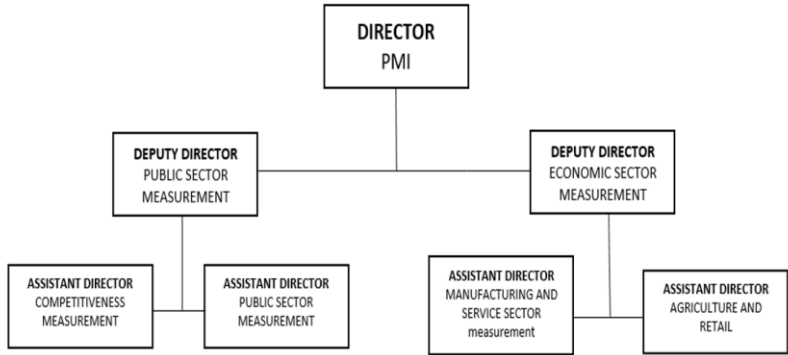
its catalysts and obstacles. The aim is to chart effective pathways towards improved productivity and provide relevant insights to stakeholders. This is achieved by conducting meticulous productivity measurement and index studies, generating comprehensive reports that serve as invaluable resources for policy formulation.

Functions

- a) Economic Sectors Productivity Measurement (Manufacturing and Service Sector)
 - Planning, organizing, coordinating and executing the study on Manufacturing and Service Sector Productivity Measurement in Nigeria.
 - Identifying Drivers and inhibitors to productivity performance across the Manufacturing and Service Sector.
 - Disseminating data and information on the productivity performance of the Manufacturing and Service Sector.
 - Updating the databank on Manufacturing and Service Sector productivity.
 - Preparation of departmental budget and work plan.
- b) Agriculture and Retail Sector
 - Planning, organizing, coordinating and executing the study on Agriculture and Retail

Sector Productivity Measurement in Nigeria.

- Identifying drivers and inhibitors to productivity performance across the Agriculture and Retail Sector.
 - Disseminating data and information on the productivity performance of the Agriculture and Retail Sector.
 - Updating the databank on Agriculture and Retail Sector
 - Preparation of departmental budget and work plan.
- c) Public Sector Measurement
- Planning, organizing, coordinating and executing the study on Public Sector Productivity Measurement in Nigeria.
 - Identifying drivers and inhibitors to productivity performance across the Public Sector.
 - Disseminating data and information on the productivity performance of the Public Sector.
 - Updating the databank on Public Sector productivity
 - Preparation of departmental budget and work plan



HUMAN RESOURCES MANAGEMENT DEPARTMENT

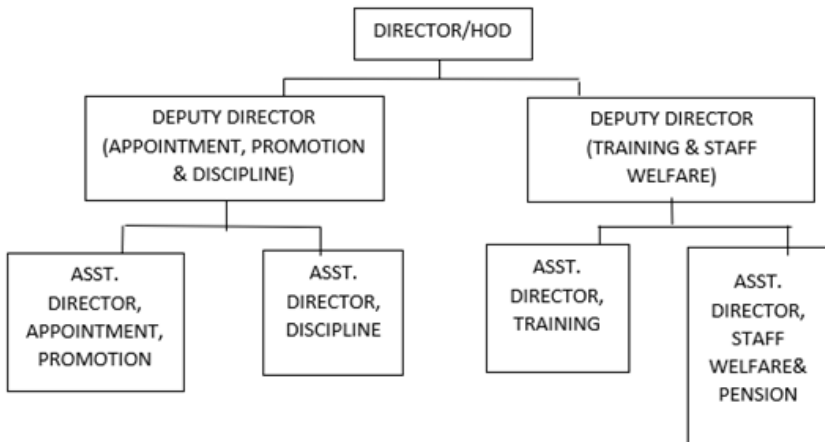


MR. SHUAIBU ZAKARI
DIRECTOR/HEAD OF DEPARTMENT

The Human Resource Management (HRM) department is the administrative department of the Centre. The “**Engine Room of the Centre**”, that manages the human capital aspect of the Centre. It focuses on implementation of policies and processes, and deals with issues facing staff in their working environment.

Functions

- i. Maintaining Staff records
- ii. Internal deployment of staff within the Centre
- iii. Regularization of Appointment of staff
- iv. Processing upgrading/conversion and advancement of staff
- v. Handling the promotion of Management, Senior and Junior staff
- vi. Preparation of the yearly Manpower and Personnel Budget for the Centre



CORPORATE AFFAIRS AND INFORMATION DEPARTMENT

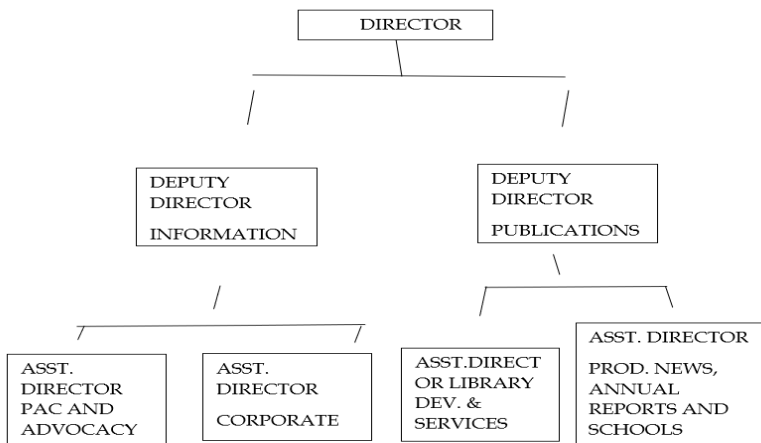


HAJIA MAIMUNA MUSA ADAJI
DIRECTOR/HEAD OF DEPARTMENT

The Corporate Affairs and Information Department (CAI) champions the stimulation of productivity consciousness among Nigerians through dissemination of productivity information, promotion and advocacy. As an NPO, the Centre has a critical role of disseminating productivity information to create

nationwide awareness that can raise the consciousness level of individuals and organization in order to embrace the National Productivity Activities and Movement.

The Department is therefore very critical in achieving the mandate of the Centre of stimulating and promoting productivity consciousness in all sectors while also driving the process of developing the mindset and institutionalizing productivity culture amongst the citizenry.



Functions

1. Organize Productivity Awareness Campaign to enhance productivity
2. Enrich and further provide latest information on productivity improvement

3. Create national consciousness towards a sustainable productivity movement in Nigeria.
4. Manage the corporate image of the Centre.
5. Publicize all the Centre's programmes and activities.
6. Coordinate Productivity Coaching and Mentoring Schools programme and formation of productivity clubs at schools including organizing debate and quiz competitions at secondary schools on productivity related issues.
7. Conduct NYSC lectures.
8. Organize MDAs lectures for the public sector.
9. Publication of Productivity News, Journals, Information booklets, Annual Reports and other NPC titles.
10. Handle all protocol matters.
11. Co-ordinate the NPC Foundation Day Lecture (FDL)
12. Develop audio-visual materials for documentation, publicity, teaching and learning.
13. Maintain and ensure an efficient library services to support research and intellectual needs of the Centre.
14. Any other assignment as may be given.

SPECIAL DUTIES DEPARTMENT



AMEHZI APIA (MRS.)
DIRECTOR/HEAD OF DEPARTMENT

Functions

1. Representing the Director-General in public functions in which he could not be present;
2. Advising the Director-General on official matters pertaining to the Centre;
3. Representing and presentation of the Director-General's Addresses/Speeches and or Papers at

seminars and workshops whenever he was unable to do so.

4. Assisting the Director/HOD, Planning and Policy Analysis to execute the programmes of the department.

PROCUREMENT DEPARTMENT

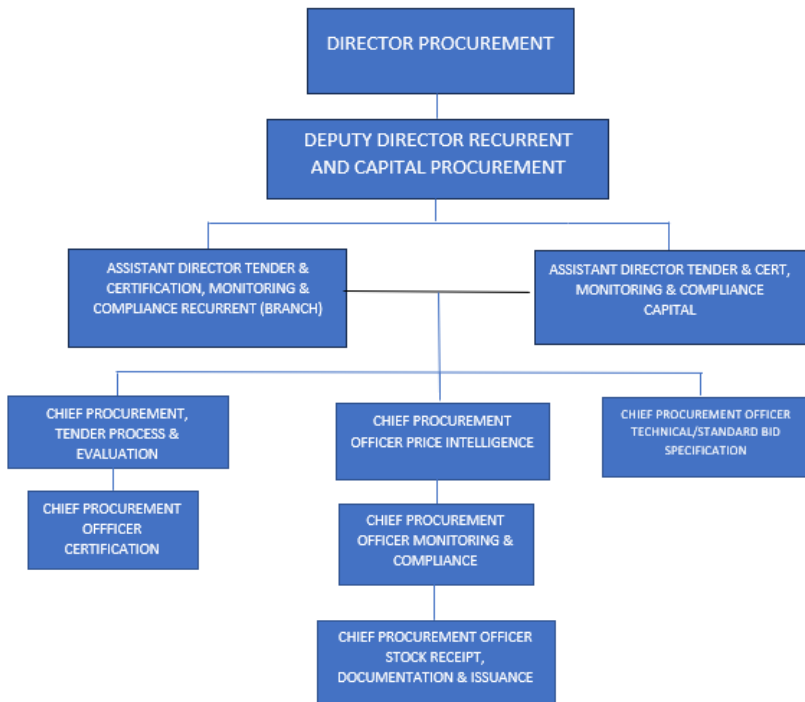


BARR. GALADIMA LABETEK

AG. DIRECTOR / HOD PROCUREMENT DEPARTMENT

The Procurement department is in charge of procuring goods, works and services for the Centre. Its functions encompass a sequence of related activities starting with assessment of needs through to contract award to contract management, monitoring & evaluation and then final payment.

The main objective of the department is to conduct a procurement process that gives contractors equal opportunity to compete for similar contracts, a process that is transparent and ensures that the government gets value for money.



Functions

1. Tender Process and Evaluation Unit: - Issues out tender documents and evaluate same.
2. Technical/Standard Bid Specification Unit: - Develops Standard Bid Documents in accordance with goods to be procured.
3. Certification Unit: - To ensure that all statutory documents are submitted by contractors and such documents subjected to verification.
4. Price Intelligence Unit: - Conducts markets

survey and prepares the market survey statistical table.

5. Monitoring and Compliance: - Monitor projects to ensure that projects conceptualized are implemented in accordance with the bill of quantity and ensure compliance with the Procurement Act and other Bureau of Public Procurement rules and regulations.

STATE OFFICES

Currently the Centre operates functional oriented 18 States Offices. The Coordinators addresses and areas of coverage are as follows:

S/N	STATE	COORDINATOR	ADDRESS	AREA OF COVERAGE
1	Anambra	Mrs. Stella Ugwu	Anambra State Office State Secretariat, Awka Tel: 08023341537 Not Available now	Anambra
2	Akwa-Ibom	Engr. Abua Celestine Ajaba	Akwa-Ibom State Office No: 166, Atiku Abubakar Way, Uyo Tel: 08069044839 Email: npcakwaibom@gmail.com	Akwa-Ibom
3	Bauchi	Mr. Tony Apaleokhai	Bauchi State Office Federal Secretariat Complex, 3 rd Floor, Off Yakubu Bauchi Street, Bauchi Tel: 08038046941 Email: bauchinpc@gmail.com	Bauchi & Gombe
4	Benue	Achimugwu Aladi	Benue State Office Federal Secretariat Complex, Block A North Wing, Jonah Jang Crescent, P.O.Box 41, Makurdi Tel: 08069113408 Email: productivitymkd@gmail.com	Benue
5	Borno	Dr. Elijah Hamanda Ezekiel	Borno State Office Federal Secretariat Complex, 3 rd Floor, PMB 1226 Maiduguri, Kano-Jos Road Tel:08035809835 Email: maidproductivity@yahoo.co.uk	Adamawa, Borno and Yobe
6	Cross River	Mr. Hayford Solomon Edet	Cross River State Office, Federal Secretariat Complex, Muritala Mohammed Highway, Calabar, Cross River State Tel: 08069192787 E-mail: naprocentca102@yahoo.com	Cross River

7	Edo	Mr. Banje Asishana Suru	Edo State Office Federal Secretariat Complex, Benin-auchi road, Benin. Tel: 08066007187, 08055968355 Email: npc20@gmail.com	Edo, Delta, Ondo and Ekiti
8	Enugu	Mr. Atusiuba Ifeanyi F.	Enugu State Office No. 9 Works Road, Daily Star Newspaper Complex, Ekulu GRA, Enugu Tel: 08037527291 Email: productivityenugu@yahoo.com	Enugu and Ebonyi
9	Imo	Mrs. Joyce Oritsematosan Binitie	Imo State Office Federal Secretariat Complex, Port- Harcourt/Owerri Express Way, Owerri Tel: 08038528103 E-mail: npcowerri2023@yahoo.com	Imo and Abia
10	Kaduna	Mr. Gideon A. Malgwi	Kaduna State Office Olusegun Obasanjo House (Annex) Yakubu Gowon Way, Kaduna. Tel: 08033707403 Email: nprodckad@yahoo.com	Kaduna, Kano, Jigawa
11	Kogi	Mr. O.R. Omoregbee	Kogi State Office 2 nd 200 Housing Units Estate C Division Police Station Junction, Ganaja Road, Lokoja. Tel: 08034692346 E-mail: npclokoja@yahoo.com	Kogi and Niger
12	Kwara	Mr. Adegoke Babatunde	Kwara State Office Federal Secretariat Complex, Room 601, 604 to 607 Fate Road, Ilorin Tel: 08035978687 E-mail: npckwara222@gmail.com	Kwara
13	Lagos	Mrs. Chinwe M. Okwuosa	Lagos State Office Ministry of Works Building Ground Floor, Molony Street, Opposite TBS, Lagos Tel: 08034901035, 08138154559 E-mail: npcls@yahoo.com	Lagos

14	Nassarawa	Mrs. Imosun Mojisola A.	Nassarawa State Office Federal Secretariat Complex, Hon. Justice Sidi Bage, 2 nd Floor, Room 250-254 Lafia Tel: 08035326672, 08068566263 npclafia@gmail.com	Nassarawa & Plateau
15	Osun	Mr. Aluko Ayodeji	Osun State Office Osun Governor's Office (Annex) Oke-fia, Osogbo Tel: 08066842620 E-mail: osunnpc@gmail.com	Osun
16	Oyo	Mrs. Kehinde Olukemi Adeyemi	Oyo State Office Federal Secretariat, Room 20-23, Ikolaba, Ibadan Tel: 08033308851 E-mail: npcoyo@gmail.com	Oyo and Ogun
17	Rivers	Mr. Adetunji Babatunde	Rivers State Office Room 813 & 815 (Right Wing) Federal Secretariat Complex, Aba Road, Port Harcourt. Tel: 08030544415 E-mail: npcportharcourt123@gmail.com	Rivers and Bayelsa
18	Sokoto	Mr. Victor I. Azeta	Sokoto State Office Block 1, Shehu Kangiwa Secretariat, Sokoto. Tel: 08032613210 E-mail: sokotonpc@gmail.com	Sokoto, Kebbi, Zamfara and Katsina

NATIONAL PRODUCTIVITY CENTRE PROFESSIONAL MEMBERSHIP

Individual and Corporate Members

The Centre is empowered by Section 14 of the ACT to operate Professional Membership of the National Productivity Centre known as Institute of Productivity Practitioners (IPP). Membership is open to individuals /professionals and organizations in all fields of knowledge. All National Productivity Order of Merit Award (NPOM)

recipients may be considered for NPC Professional Membership, subject to the Centre receiving their application. Individuals may be elected into any of the following professional grades:

1. *Fellow (FIPP)*
2. *Member (MIPP)*
3. *Associate (AIPP)*
4. *Affiliates*

Benefits derived from membership

1. Recognition of members' productivity efforts.
2. Enables individual member appreciates what productivity is all about and change their perspective on productivity. (In this regard elected members are invited for induction workshop for a token fee).
3. Members have access to the Centre's facilities such as a rich resource library stocked with relevant productivity literatures.
4. Members to attend annual meetings to interact and share experiences with other colleagues.

Benefits to Corporate Members

1. Corporate organizations benefit from the programme of the Centre, such as Productivity and Quality Improvement Scheme (P&QIP) installation at subsidized rates.

2. Attractive rebate is granted to member organizations at workshops/seminars.
3. Corporate members benefit from collaborative ventures with NPC;
4. Organizations to appreciate their level of productivity through training programmes of the Centre.

Expectation on the part of members

Members are required to attend the Centre's workshop/seminars at least once a year, and be faithful in paying all membership fees and when due.

BRIEF ON THE CENTRE'S CORE PROGRAMMES NATIONAL PRODUCTIVITY DAY (NPD) / NATIONAL PRODUCTIVITY ORDER OF MERIT (NPOM) AWARD

On the 21st of February, 1990, at the launching of Operation Excellence in Service (OPEX) in Lagos, the Federal Government declared that the 21st of February of every year shall be observed in Nigeria as a National Productivity Day (NPD). Following this declaration, the First NPD was successfully observed on the 21st of February, 1991 at national, state and local government levels throughout the country. Since then, the National Productivity Day has been celebrated annually till date. The National Productivity Day has the following main objectives:

- To institutionalize productivity consciousness and excellence in service among workers and organizations in both public and private sectors in Nigeria, emphasizing high performance, efficiency, discipline, dedication, humility and patriotism;
- To accord workers and organizations proper and due recognition for diligence, high productivity and research achievements;

- To identify and reward the most productive workers and organizations in both the public and private Sectors of the economy.

A major component of the NPD observance is the conferment of the National Productivity Order of Merit (NPOM) Award to deserving Nigerians and organizations, adjudged to be productive, by the President and Commander-in-Chief of the Armed Forces of the Federal Republic of Nigeria. It is an Award of honour and dignity instituted and executed through the National Productivity Centre (NPC).

Since inception, 467 individuals and 119 organizations have been honoured with the prestigious National Productivity Order of Merit (NPOM) Award. As more organizations and individuals are recognized and rewarded, this flagship programme will continue to serve as the catalyst for promoting excellence, productivity consciousness and improvement in Nigeria.



The Director General and Awardees during the 20th National Productivity Order of Merit Award Presentation



Cross Section of NPOM Awardees with Former. President Muhammadu Buhari

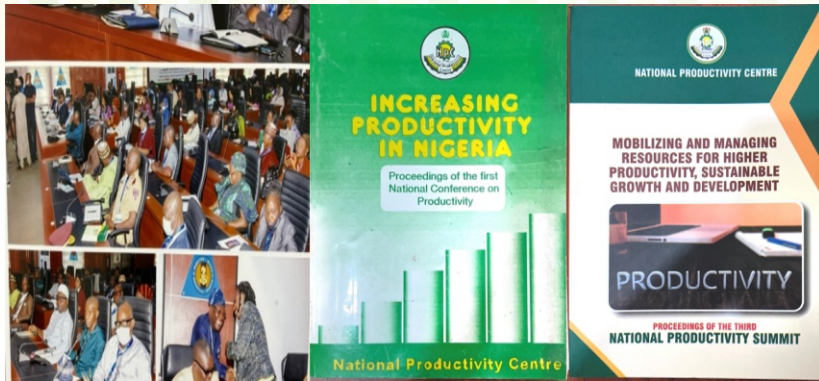
NATIONAL PRODUCTIVITY SUMMIT

The National Productivity Summit is a core Programme of the National Productivity Centre designed to bring together, productivity practitioners and intellectuals from all fields of life and sectors of the economy to brainstorm on pressing productivity related issues, in order to increase productivity and competitiveness in the various sectors of the Nigerian economy.

The main objective of the National Productivity Summit, is to create a national platform for a virile discourse on how to increase productivity and competitiveness all sectors of the Nigerian economy. Other specific objectives include to:

- i. Identify challenges facing the various sectors of the Nigerian economy;
- ii. Propagate the culture of productivity in the all sectors;
- iii. Identify the drivers of growth in the various sectors;
- iv. Recommend the way forward for improving productivity across the sectors in Nigeria, for a virile and globally competitive economy.

The 4th National Productivity Summit organized by the National Productivity Centre, Nigeria took place at the Nigerian Army Resource Centre Asokoro, FCT, Abuja from 4th - 5th April 2023. The theme of the Summit was **“Enhancing the Productivity of the Informal Sector in Nigeria for Increased Competitiveness”**.



INSTALLATION OF PRODUCTIVITY AND QUALITY IMPROVEMENT PROGRAMME (P&QIP)

Organizations face daunting tasks every day of overcoming the productivity challenges leading to a mass decline of their productivity. The poor state of facilities, low skilled staff, low level of technology, poor working practices and weak management systems put together affect the per unit costs of goods and services produced leading to higher prices and low level of competitiveness in the market place. The knowledge and application of productivity improvement techniques stand organizations out in the market through the quality/quantity of goods and services churned out of an excellent process. The need to learn, apply the best practices enhance the productivity of organizations. Promoting organizational excellence and best practices to enhance profitability and growth is the main goal of the installation of Productivity and Quality

Improvement Programmes (P&QIP) in organizations in Nigeria. The focus of this Programme is on operational efficiency that guarantees effective service delivery and quality goods that satisfy or exceed the needs of customers and clients. The intent of the National Productivity Centre is that through this Programme, the Centre would help strengthen Micro, Small and Medium Enterprises (MSMEs) and other larger firms through Productivity and Quality interventions.

P&QIP is an interventionist programme directed towards full and efficient utilization of available input resources, elimination of wastes in all its ramifications, improvement in methods of production, generation of optimal realization of performance, resulting in higher quality output and profit of an organization. The installation of P&QIP in organizations helps to strengthen their productivity, management capabilities, increase their profitability and viability. This will not only sustain the organizations but also result in employment generation and wealth creation.



CBD staff at CWAY for P&QIP

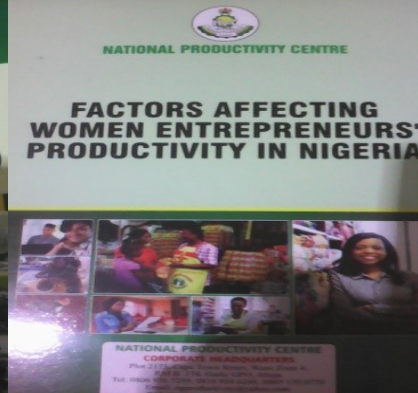
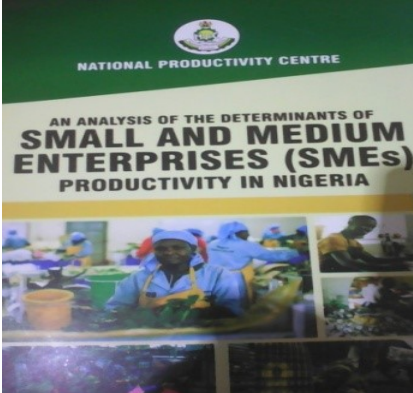
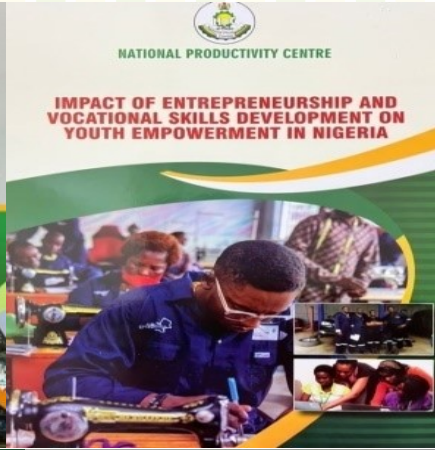
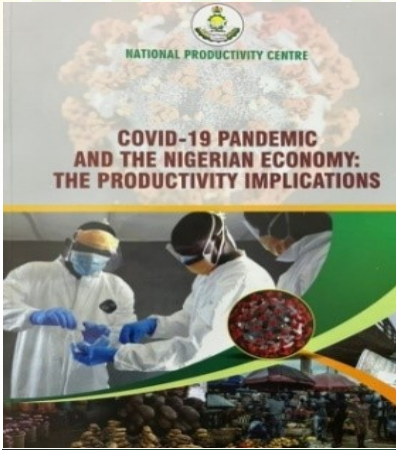


PRODUCTIVITY RESEARCH AND SURVEY

The Centre carries out researches and surveys on productivity issues in every sector of the economy, and particularly in the areas of Agriculture, Pharmaceuticals, Mass Transit, Industries, Maintenance Management, Human Resources Management, Value Added Productivity, etc. These are conducted to identify areas that need the Centre's intervention or policy attention by the government.

The Centre therefore conducts Applied Research, collect and analyze data and disseminate knowledge to enhance productivity, efficiency and competitiveness in Nigeria. A number of researches and survey have provided reliable data for evidence-based decision-making.

- Researches and surveys of the Centre have helped to identify areas of improvement and opportunities for increased productivity.
- Identified wastages and provided solutions on efficient use of resources.
- Improving knowledge and inculcate productivity culture

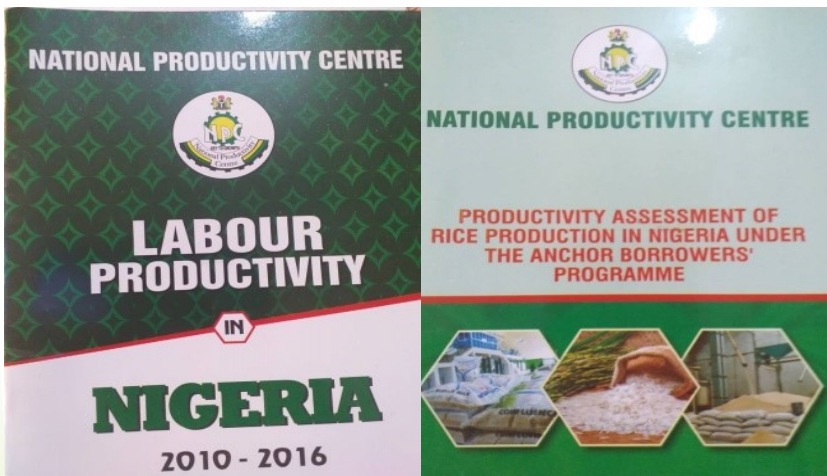


MEMBERS OF THE HIGH TABLE



PRODUCTIVITY MEASUREMENT AND INDEX

Productivity Measurement is a Programme designed to measure the performance of organizations in order to stimulate operational improvement. The PMI Department was established to intensify work in the area of collection, computation and analysis of data required for the determination of national productivity indices in all sectors of the Nigeria economy. The Centre also liaise with the National Bureau of Statistics in the area of gaining access to relevant data and other information for the computation of productivity statistics. To this end, the department conducts productivity measurement and index studies and prepares reports that inform policy formulation. Through this program, productivity trends are established across the various economic sectors and the aggregate economy as well - identifying problems and constraints, and compliment this with productivity surveys that enable the Centre recommend policies, set priorities and evaluate the progress of the national productivity efforts.



PRODUCTIVITY CAPACITY BUILDING

Capacity building is of critical importance to organizations as it plays a vital role in enhancing their effectiveness, efficiency, and sustainability. It refers to the process of developing and strengthening the skills, knowledge, resources, and structures within an organization to enable it to perform at its best and achieve its goals.

Here are some key reasons why we engage in building capacity for organizations: Enhancing Performance, Innovating and Adapting to knowledge, Organizational Resilience, Strategic Growth, Effective Resource Management, Stakeholder Engagement and Organizational Culture and Engagement.

It is in the light of the above that the Productivity Capacity Building Department has designed a broad spectrum of programmes and trainings tailored to address both individual and organizational productivity drive.

The importance of Human Capital Development in both the Private and Public Sector through training and skill development, building managerial and operational knowledge, skill, and competencies for Nigerian organizations; strengthen entrepreneurship training with productivity knowledge cannot be over emphasized. All these are geared towards increasing labor productivity and the overall development of the various organizations and the Nigerian economy.



Cross Section of Participants with Dr. Titilola Oshati during a Training Programme



Participants having syndicate group exercise during Training Programme

PRODUCTIVITY PROMOTION AND ADVOCACY

The need to advocate for productivity in every nation serves various purposes such as driving the productivity movement initiative, establishing the presence of the National Productivity Organization (NPO) and creating the right platform for implementing productivity improvement activities. The National Productivity Centre in its bid of arousing the productivity consciousness and engaging the citizenry towards productivity improvement and socio-economic development evolved a robust productivity promotion and advocacy initiatives that encompass all spheres and sectors of the economy. The Productivity Promotion and Advocacy of the Centre engages the stakeholders and clients of the organization to seek and gain adequate support for engagements and activities across the nation. The Programme has as its main goal the creation of awareness and increasing the consciousness level for proper engagement of the knowledge and application of tools and techniques. The Programme has various initiatives that target specific section of the society and sector.

The Productivity Promotion and Advocacy Programme has the following initiatives and activities:

- a. Foundation Day Lectures (FDL)
- b. Productivity Awareness Campaign (PAC) -
 - i. MDA Lectures

- ii. School Teachers Lectures
 - iii. NYSC Lectures
 - iv. Productivity Coaching and Mentoring (PCM)
 - v. Productivity Walk
- c. Productivity Half Hour (PHH) on Radio and Television
 - d. One Stop Productivity Clinic (OSPC)
 - e. Publications

Foundation Day Lectures

To further awaken the National Productivity consciousness and also share the experiences of other nations in their struggle for higher productivity, the Centre, under the aegis of the CAI Department adopted another initiative known as Foundation Day Lecture with the broad objective of educating Nigerians on productivity movements in various parts of the world, with the hope of generating national discourse that will further awaken productivity consciousness in Nigeria.



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Productivity Awareness Campaign (PAC)

Productivity Awareness Campaign has been one of the outstanding programmes of the Centre. It is nationally focused with the objective of raising a critical mass for an extensive propagation of productivity ideals in every aspect of our national life. Productivity Awareness Campaign (PAC) is a sensitization Programme aimed at awakening productivity consciousness of the entire citizenry. It is conceived as a veritable programme for extensive propagation of productivity concept. The programme is executed through jingles, slogans, debates, commentaries, press briefings, drama as well as printing of stickers, posters and handbills. The media is also a veritable tool in this process.

Through the various PAC programmes, the Centre has been able to arouse the consciousness of Nigerians towards the benefits of sustained productivity. The components of PAC include the following:

a. **Ministries, Departments and Agencies (MDA)
Productivity Lectures**

In line with the desire of the Centre to actualize the mandate of institutionalizing productivity culture in the Nigerian workforce the programme titled “**Productivity Awareness Lectures in MDAs**” commenced in January 2016.

The Centre considers this lecture series as critical as the programme is seen as a veritable tool for the

implementation of presidential directive on the establishment of Productivity Units in the public service.

The lecture series had created an avenue for productivity message to be widely disseminated. It has also impacted positively on the participants by arousing their consciousness on productivity as well as building their skills and competencies for quality service delivery. The lecture is also laying the required foundation for the establishment of productivity units in the MDAs.



a. **National Youth Service Corps (NYSC) Lectures**

As a subset of the Productivity Awareness Campaign initiative, the NYSC Productivity Lecture is designed to inculcate productivity culture in the Youth Corps members with the ultimate goal of making them to be self-reliant, and contribute meaningfully to national development

especially in the face of daunting unemployment challenges in the economy. Through the platform of NYSC Productivity Lecture in orientation camps, the Centre has been able to extend the frontiers of Productivity Awareness especially among the youths in Nigeria.



C. Productivity Coaching & Mentoring (PCM) in Schools

This Programme is meant to inculcate the positive attributes of hard work and honesty in the lives of Secondary School Students. The mode of its execution is through sensitization lectures, Inter-Schools Debate and formation of Productivity Clubs.



Productivity Coaching and Mentoring in GSS Karu-Abuja



Publications

Publication has proved to be one of the effective ways through which the productivity message is disseminated. NPC has over the years produced a considerable number of titles from its various conferences/seminars/workshops' proceedings, research findings, consultancy services, P&QIP, etc.

Other publication activities include production of scholarly materials on productivity subjects for publications in NPC Journals, Newsletters and other intellectual titles of the Centre.

