

BRIEFING NOTE FOR THE VERIFICATION OF THE ASSISTIVE TECHNOLOGIES SUPPLIED IN SCHOOLS WITH 2020-2022 FGN/UBE SPECIAL EDUCATION INTERVENTION FUND AND THE EXTENT OF THE UTILISATION ACROSS THE COUNTRY

1.0 Introduction

The Commission has transitioned from direct fund disbursements to a more strategic approach to implementing the Special Education Intervention Fund, focusing on providing Assistive Technologies tailored to the educational needs of learners with disabilities. This shift aims to ensure equitable access to Basic Education for all categories of learners in both public and private Basic Education Institutions.

To achieve this goal, the Commission has provided Assistive Technologies with some reserved amounts from 2020, 2021, and 2022 Special Education Intervention funds. The equipment which were provided for each Universal Basic Education Boards have also been distributed to public and private Basic Education Institutions across the country by equipping educational institutions with the necessary supporting Assistive Technologies.

The Commission aims to bridge the gaps in learning opportunities for Learners with special needs and promote their active participation in the educational system to enhance inclusive education process across the country.

However, it is necessary to observe that, since the supplies of these equipment with the 3years Funds, the Commission has not visited the SUBEBs to document the supplies made nor visited the schools to keep records of equipment distributed to schools. It is for this purpose that the department has prepared this verification exercise expected to ascertain the supply in schools and the utilization of these equipment. This will enable the Commission to track the supplied equipment in SUBEBs and keep records of the equipment distributed. This visit will also give opportunity to highlight challenges and come up with strategic recommendations.

2.0 Objectives

The ultimate aim of the exercise is to document the extent to which the Assistive Technologies provided with 2020, 2021, and 2022 Special Education Intervention Funds in Public and Private schools in Nigeria are being utilized to justify resources. Specifically, the visit to SUBEBs in 36 States and FCT as well as the benefiting schools will enable the Commission to:

- ✓ document the extent to which teachers are making judicious use of the supplied Assistive Technologies in their schools for the benefit of learners;
- ✓ record the extent to which the beneficiaries/learners are using the Assistive Technologies in schools as education support across the Country;

- ✓ engage experts who have been working with the Commission in the area of facilitating as Resource Persons to monitor, observe, and document the extent to which teachers make use of the supplied Assistive and equally assess the extent to which learners with Special Needs benefit;
- ✓ record the barriers that could be hindering the effective utilization of any of the Assistive Technologies in schools;
- ✓ Find out if there are Some of the Assistive Technologies that were not distributed to Schools;
- ✓ Record the barrier that would have stopped any SUBEB from distributing the Assistive Technologies to Schools;
- ✓ ascertain if there are misuses of the Assistive Technologies supplied in Schools
- ✓ establish and document the appropriate strategies that would be required to mitigate the identified challenges;
- ✓ gather information on the efforts of the State in complementing the Federal Government's effort in the area of Assistive Technologies if any.

3.0 Methodology

Field Arrangement

The activity will involve 37 Special Education Experts in their states of residence 37 SUBEB Directors of Special Programmes or the Director of the Departments where Special Education is domiciled, 37 SUBEB Special Education Desk Officers, 7 UBEC Zonal Directors, and 7 UBEC Quality Assurance Officers in each Zone, 30 UBEC State Coordinators, 6 DPRS Officers, and 14 Staff from the Department of Special Programmes. While it is expected that not less than 200 Officers will participate in this activity, the field Officers will be 175 persons.

i. Sampling Procedure

All the schools that benefitted within each Senatorial Zones and LGEAs will be visited. All the school where the Assistive Technologies provided with 2020, 2021 and 2022 Special Education Intervention Funds are expected to be documented.

ii. Data Collection:

Data would be collected using the following two instruments designed to obtain information from the SUBEBs and the schools:

iii. Instrument 1: UBEC/SEN/IVUATIBBEIN/01- This is school level questionnaire for eliciting information on the distribution of instructional materials to learners and utilization.

vi Instrument 2: UBEC/SEN/IVUATIBBEIN/02- This is the SUBEB level

Questionnaire for eliciting information on the deliveries by Contractors to the SUBEBs and distribution through the LGEAs to the schools or directly to schools;

4.0 Duration/Schedule

Arrival	:	Sunday 16th March, 2025
Briefing at SUBEB		Monday 17th March 2025
Field work/Visit	:	Tuesday 18th – Tuesday 27th March, 2025
Departure	:	Wednesday 28th March. 2025

5.0 Roles and Responsibilities

i. Zonal Supervisors

The Zonal Directors are the Supervisors who:

- visit any SUBEB of their choice;
- visit some schools where Assistive Technologies were distributed;
- assist in solving any problems that may arise relating to the conduct of the exercise in states; and
- submit a brief report on the Supervision.

ii. State Team Leader

The State Team Leader is expected to:

- Attend the briefing at the UBEC hqtr and Convey all necessary materials to the State
- attend the briefing at the SUBEB levels;
- work with SUBEB to ensure that appropriate arrangements are made to ease take-off of the exercise;
- obtain information on the delivery of the Assistive Technologies supplied
- give SUBEB instrument and collect the required information from SUBEB; with confirm the distribution of the assistive technologies to selected schools;
- ensure that all the schools selected are visited by the team;
- resolve dispute emanating from the conduct of the exercise and troubleshoot were necessary
- ensure all forms are retrieved from schools, and SUBEB.
- ensure that SUBEB have filled a form complete for 2020, 2021 and 2022 intervention years.
- write a detailed report on the conduct of the exercise in the State using the Report Format provided as a guide.

iii. Field Officers

Field officers in the State are expected to:

- Arrive to the State early on Tuesday 19th March
- Attend the state level briefing on Wednesday 20th March
- obtain information on the delivery of the assistive technologies by suppliers;
- visit schools assigned to them by the Team Leader;
- ensure that all the schools selected are visited;
- write and submit a detailed report on the conduct of the exercise in the schools visited for harmonization in the State report.

- Ensure all forms are filled, cleaned and retrieved from schools and
- Submit all reports to the Team Leader

iv. **SUBEBS/LGEAs**

- Provide the delivery note and Store Receipt Voucher (SRV) for sighting;
- Provide yearly distribution list of the materials (if the materials have been distributed to schools)
- Provide secretarial support to the field officers.
- Provide guides for Verification Officers.
- Inform LGEAs, schools and teachers about the exercise.
- Trouble-shoot, where necessary
- Filled a forms for years, 2020, 2021 and 2022 appropriately.

v. **Head Teachers/Principals**

- Provide information and relevant school records on the Assistive Technologies benefited by the school to the Verification Officers.
- Assist in the completion and authentication of School level Instrument.

6.0 Materials Needed for the Exercise

The materials needed for the exercise will include:

- List of Assistive Technologies by UBEC using the, 202, 2021 and 2022 Intervention funds
- Two (2) Instruments listed above
- Stationery including writing materials, folders, envelopes, bags, etc.

7.0 Logistics

Funds have been provided for each Verification Officers to cater for the hiring of means of transportation. Considering the nature of the exercise, a token of thirty thousand Naira (N30,000.00) has been provided for each field personnel to facilitate vehicle hire in place of Local Runs/Pictures because the amount for local runs will not be enough to hire taxi.

8.0 Administration and Co-Ordination of the Project

The Coordination of the verification exercise will be by the DSP at the headquarters who will provide technical and logistics support to the Verification Officers in the States. The UBEC Management will monitor field personnel and their activities, advice, direct and trouble-shoot challenges that may come up during the exercise.

9.0 Data Compilation, Processing, Analysis and Report

Data compilation will be carried out in the field. The State Team Leader is to ensure that final report is generated using the Report Format and data collection forms. The soft copies of the data should be sent to the link developed by ICT not more than two (2) days after the field exercise.

The outline of the State Report Format attached should be adhered to.

NB 1: Verification Officers should crosscheck information provided by SUBEB/school authorities and authenticate same using relevant school records before leaving the school; i.e. it is the responsibility of the Officer to ensure the veracity of the information he/she has collected.

NB 2: Verification Officers should collate the information on the instruments on a daily basis using both soft and **kobo** of the collation sheet to ensure timely submission of report.

10.0 Submission of Field Report

- All reports (prose and data) should be check by the Department before collection
- Late submission of report will not be tolerated or accepted.
- All field reports should be submitted to:

Table 1: List of Report Collection Officers

S/N	Name	Zones	Phone
1	Aminu Ali	SE/SW	08065861974
2	Abd’Majeed Babatunde	NE/NW	08027366317
3	Ramat Eleja	NC/SS	07069215353

11.0 Conclusion

This verification exercise is to provide information on the distribution and utilization of the targeted Assistive technologies in the States. Thus, every Officer is expected to bring to bear, in carrying out the exercise, UBEC Core Values of

- Honesty and Accountability
- Integrity and Transparency
- Team Work and Commitment

In carrying out the assignment, you are expected to be security conscious in some areas; team leaders’ officers acquire security information from SUBEB before releasing field officer. May God grant you safe trip and a successful verification exercise amen.

Note: For further enquiries please contact the following persons:

The Director Special Programme, UBEC on 08060144788 or the Unit Head Dr. Chijioke Onwuzurike on 08033316110