



Office of the Head of Service of the Federation THE PRESIDENCY

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CIRCULAR

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14th April, 2023

The Chief of Staff to the President, C – in – C,
The Deputy Chief of Staff to the Vice President,
All Honourable Ministers/Ministers of State,
The Secretary to the Government of the Federation,
All Permanent Secretaries and Heads of Extra- Ministerial Departments,
The Accountant – General of the Federation,
The Auditor – General of the Federation,
The Surveyor – General of the Federation,

INSTITUTIONALIZATION OF THE CENTRAL DELIVERY COORDINATING UNIT (CDCU) IN THE OFFICE OF THE SECRETARY TO THE GOVERNMENT OF THE FEDERATION

Sequel to the Federal Government's commitment to ensure continual improvement in the performance, coordination and implementation of policies, programmes and projects, the Executive Order 12 was signed by His Excellency, President Muhammadu Buhari, GCFR, in October, 2022 to institutionalize the Central Delivery Coordinating Unit (CDCU) in the Office of the Secretary to the Government of the Federation.

2. The Central Delivery Coordinating Unit (CDCU) consists of:
 - (a) A Delivery Coordinator who will be appointed by the Secretary to the Government to the Federation (SGF) to manage the activities of the CDCU and report directly to the Permanent Secretary, Cabinet Affairs Office; and
 - (b) Delivery Managers who shall manage and support the delivery of Presidential Priority policies, programmes and projects, contributing to key outcomes that meet the objectives of the National Development Plan.



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3. The functions of the Central Delivery Coordinating Unit are to:
- (a) coordinate the process of identifying Presidential Priorities and set targets in consultation with Ministries and in collaboration with the Federal Ministry of Finance, Budget and National Planning (FMFBNP);
 - (b) support the government in the area of Development of Ministerial Mandates and Performance Bonds to be signed by the Ministers and Permanent Secretaries of each Ministry with Mr. President;
 - (c) support the Ministries to ensure that resources and efforts are focused on the delivery of agreed priorities, especially in the implementation of annual performance plans and resolution of issues impeding delivery;
 - (d) sensitize citizens and citizens-based organizations, working with the Open Government Partnership (OGP) on the Presidential Priorities;
 - (e) track and provide validated quarterly reports to the President on the implementation of the priority policies, programmes and projects, working with the Ministries, citizens and development partners;
 - (f) provide sufficient guidance to Ministries to meet all the requirements for effective tracking of Presidential Priority policies, programmes and projects including the development of templates and capacity building when and wherever required;
 - (g) serve as Secretariat to the implementation Committees for the Presidential Priority policies, programmes and projects;
 - (h) conduct spot checks for verification and validation of performance data submitted by Ministries working with citizens groups under the umbrella of the OGP;
 - (i) coordinate Quarterly and Annual Performance Reviews working with reputable independent assessors, as may be approved by the SGF, Ministries, citizens groups and development partners;
 - (j) conduct Annual Ministerial Performance Review Retreats as may be approved by the President; and



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- (k) coordinate engagement with citizens on the priority projects and provide up to date information using the website and other approved channels of communication.
- 4. In line with the provision of the Executive Order 12 and the mandate of Office of the Head of the Civil Service of the Federation (OHCSF), the Central Delivery Coordinating Unit (CDCU) has been established in the Office of the Secretary to the Government of the Federation to perform the above functions.
- 5. Furthermore, the institutional framework for the implementation of Presidential Priorities as contained in the Order is herewith attached for your information and necessary action.
- 6. Accordingly, all Permanent Secretaries/Accounting Officers are:
 - i. to immediately constitute Intra-Ministerial Task Teams in their Ministries, Departments and Agencies (MDAs); and
 - ii. enjoined to utilize the services of the LEAD-P Officers in the Task Teams as much as possible.
- 7. The list of the members of the Task Team should be forwarded to the Secretary to the Government of the Federation for the attention of the Permanent Secretary, Cabinet Affairs Office. A copy of the list should also be forwarded to the OHCSF for record purposes.
- 8. Please accord this Circular the priority attention it deserves.

Folade
Dr. Folade Yemi – Esan, CFR
Head of the Civil Service of the Federation



PRESIDENTIAL EXECUTIVE ORDER 12

INSTITUTIONAL FRAMEWORK FOR PRESIDENTIAL PRIORITIES

Cabinet Committee on Presidential Priorities	
Composition	Functions
<p>Chairperson Secretary to the Government of the Federation</p> <p>Members: (a) Cabinet Ministers (b) Head of the Civil Service of the Federation</p> <p>Secretariat: Central Delivery Coordination Unit.</p>	<p>(a) provide leadership throughout the delivery cycle of Presidential Priority Policies, Programmes and Projects;</p> <p>(b) receive and deliberate on reports from the Technical Committee on Presidential Priorities;</p> <p>(c) provide timely guidance on appropriate measures to address challenges constraining effective implementation and delivery of Presidential Priority Policies, Programmes and Projects;</p> <p>(d) monitor and evaluate the follow-up mechanism for resources allocated for Presidential Priority Policies, Programmes and Projects, to ensure proper utilization and realization of the targeted outcomes;</p> <p>(e) provide coordinated strategic communications to the Public and other Stakeholders on the progress of Presidential Priority Policies, Programmes and Projects;</p> <p>(f) prepare accurate and timely progress reports for presentation to His Excellency, the President; and</p> <p>(g) any other function ancillary to the above as may be directed by His Excellency, the President.</p>
Technical Committee on Presidential Priorities	
Composition	Functions
<p>Chairperson Permanent Secretary, Cabinet Affairs Office.</p> <p>Members: (a) Delivery Coordinator (b) Delivery Managers (c) Technical Partners</p> <p>Secretariat: Central Delivery Coordination Unit.</p>	<p>(a) receive and deliberate on the reports from the Inter-Ministerial Coordination Team on Presidential Priorities and any other relevant MDAs;</p> <p>(b) ensure appropriate budgetary provisions in the Annual Budget for FGN Presidential Priority Policies, Programmes and Projects, so as to promote proper utilization and realization of the targeted outcomes;</p> <p>(c) provide timely and appropriate intervention to challenges constraining the implementation and delivery of Presidential Priority Policies, Programmes and Projects;</p> <p>(d) supervise the implementation of Presidential Priority Policies, Programmes and Projects throughout the entire delivery cycle;</p> <p>(e) manage Inter-Ministerial relationships on cross-cutting issues regarding implementation of Presidential Priority Policies, Programmes and Projects;</p> <p>(f) prepare accurate quarterly progress reports on Presidential Priority Policies, Programmes and Projects for presentation to the Cabinet Committee on Presidential Priorities; and</p> <p>(g) any other ancillary function as may be directed by the Cabinet Committee on Presidential Priorities.</p>



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Inter-Ministerial Coordination Team on Presidential Priorities	
Composition	Functions
<p>Chairperson Coordinator: Central Delivery Coordination Unit</p> <p>Members: (a) Delivery Managers in the CDCU (b) Technical Partners (c) Delivery Officers of all Ministries</p>	<p>(a) coordinate the implementation of Presidential Priority Policies, Programmes and Projects using a multi-sectoral approach for effective collaboration and synergy;</p> <p>(b) receive, collate and analysis reports and issues from the Ministries;</p> <p>(c) monitor, verify and evaluate the progress of Presidential Priority Policies, Programmes and Projects across Ministries;</p> <p>(d) identify and suggest solutions to bottlenecks that hinder the implementation of Presidential Priority Policies, Programmes and Projects;</p> <p>(e) manage relations between MDAs in the delivery of Presidential Priority Policies, Programmes and Projects;</p> <p>(f) prepare quarterly progress reports to the Technical Committee on Presidential Priorities;</p> <p>(g) advise the Technical Committee on Presidential Priorities on specific matters regarding the implementation of Presidential Priority Policies, Programmes and Projects; and</p> <p>(h) any other function ancillary to the above as may be directed by the Technical Committee on Presidential Priorities.</p>
Intra-Ministerial Delivery Task Team on Presidential Priorities	
Composition	Functions
<p>Chairperson Director, Department of Planning, Research and Statistics of Ministries</p> <p>Members Members of the Ministerial Delivery Task Teams consists of: (a) Delivery Officers of the Ministries (b) Relevant Staff of Departments/Agencies</p>	<p>(a) coordinate within the Ministry, the implementation of Presidential Priority Policies, Programmes and projects captured in the Performance Bonds/Ministerial Deliverables;</p> <p>(b) receive, collate and analyse reports and issues received from the Departments/Agencies;</p> <p>(c) monitor, verify and evaluate the progress of the Ministry's Deliverables;</p> <p>(d) identify and suggest solutions to challenges that hinder the implementation of Ministerial Deliverables;</p> <p>(e) manage relationships across Departments and Agencies within the Ministry to ensure seamless implementation of the Ministry's Deliverables;</p> <p>(f) prepare monthly updates on progress of the Ministry's Deliverables, articulating key issues impeding delivery and proposed solutions;</p> <p>(g) conduct quarterly performance reviews and update Annual Performance Plans based on agreed Performance improvement suggestions;</p> <p>(h) foster public support for Ministry's Deliverables through Coordination of public engagements with key Stakeholders on the Ministry's Priority Programmes and Projects;</p> <p>(i) prepare and submit quarterly progress reports to the CDCU on implementation of Ministerial Mandates; and</p> <p>(j) any other ancillary function as may be directed by the relevant Minister or Permanent Secretary.</p>