



# NATIONAL BOARD FOR TECHNOLOGY INCUBATION

**BRIEFING ON THE ACTIVITIES OF POST  
INCUBATION AND EXTENSION SERVICES  
DEPARTMENT TO THE DIRECTOR GENERAL AND  
CHIEF EXECUTIVE OFFICER OF NATIONAL  
BOARD FOR TECHNOLOGY INCUBATION**

BY

**POST INCUBATION AND EXTENSION SERVICES  
DEPARTMENT**

17<sup>TH</sup> AUGUST, 2023

## **1.0 PREAMBLE**

In line with the directive of the Director General/Chief Executive Officer (DG/CEO) as contained in the memo dated 10<sup>th</sup> August, 2023 and reference number NBTI/ADM/113/20/ requesting all departments to brief the DG/CEO on their various activities, the post incubation and extension services department hereby presents its briefing.

The DG/CEO may wish to recall that the Post Incubation and Extension Services Department is responsible for providing continuous support and guidance to the graduates of the Technology Incubation Programme (TIP). The Department is responsible to assist them to further scale up their businesses, access new markets, secure funding, and overcome challenges. The Department is also responsible to monitor and evaluate their performance and impact on the Technology Incubation Programme and the wider economy.

The establishment of this department is in line with the objectives and vision of the Technology Incubation Programme (TIP), which is to foster innovation, entrepreneurship, and job creation in the country and to enhance the quality and sustainability of the Technology Incubation Programme and its beneficiaries.

After maximum of 3-4 years for Resident and 4-5 years of Non-Resident incubation under the Technology Incubation Programme (TIP), an entrepreneur graduates into the wider society as a self-sustaining business. His/her activities at this stage are termed post incubation. To ensure sustained competitive growth of entrepreneurs who graduated from the programme, some intervention measures geared towards promoting continuous improvement in services and/or processes are provided. These services include: Monitoring and Evaluation, Bench-marking, Networking/Linkages support to finance and knowledge providers among others.

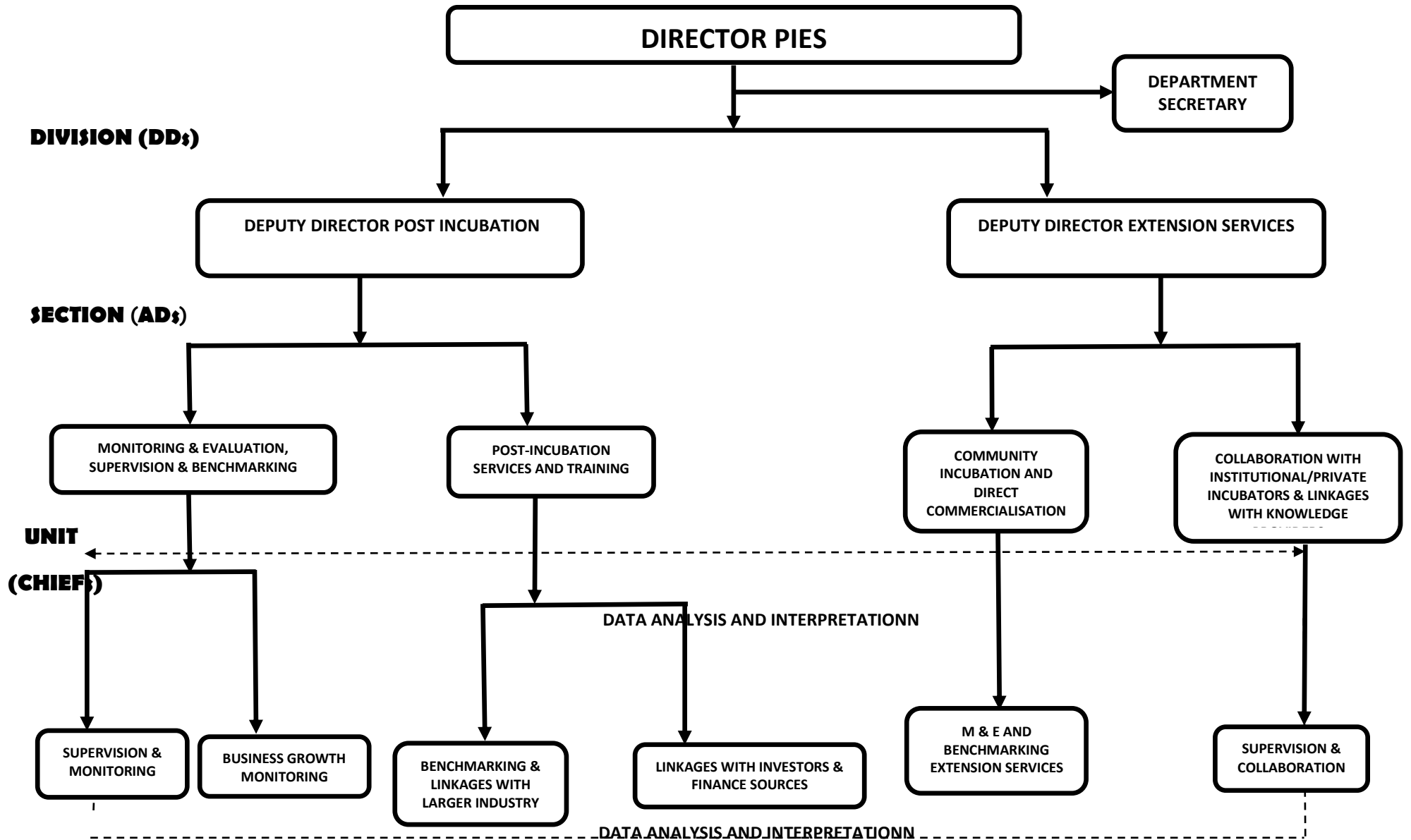
## **2.0 GENERAL SCHEDULE OF ACTIVITIES OF THE DEPARTMENT**

- a. Developing operational guidelines for Post Incubatees, Community Incubatees, Technology Cluster Formation and Private/Institutional Incubators and those for Direct Commercialization.
- b. Developing templates and carrying out Benchmarks and Monitoring and Evaluation of Post Incubatees, Technology Cluster Formation and Private/Institutional Incubators, Community Incubators and Direct Commercialization.
- c. Developing detailed database of all Graduates and others as specified above across the country; identifying their success stories as NBTI scorecard.
- d. Developing and publishing products catalogue and success stories booklets for Graduated and others as specified above.
- e. Organize and analyze collated data, interpret same for use in NBTI, FMST and for determination of economic growth impact and development.
- f. Assisting, nurturing, bench-marking and monitoring and evaluating Post Incubatees, etc and Private/Institutional Incubators in the establishment of sustainable technology based enterprises.
- g. Liaise with the State Governments with the approval of the DG/CEO through Centre Managers/Zonal Directors to facilitate securing of land and other infrastructural facilities for the establishment of Science, Technology and Industrial Parks through Public Private Partnership (PPP).
- h. Any other duty that may be assigned by the DG/CEO.

**3.0. The Department of Post Incubation and Extension Services (PIES) is divided into 2 major Divisions, namely:**

- (i) Post Incubation
- (ii). Extension Services
  - (i) Post Incubation Division co-ordinates resident and non-resident graduates and ensure their relocation to Science/Industrial Parks or any suitable place provided by either the graduate entrepreneurs or State government as the case may be for their growth and sustainability.
  - (ii) While the Extension Services division coordinates Community Incubation, Direct Commercialization, Private and Institutional Incubators and other relevant activities outside our normal operations but that has relevance to TIP to ensure their growth and sustainability.

**4.6 SCHEDULE OF DIVISION, SECTIONS AND UNITS**  
**ORGANOGRAM FOR POST INCUBATION AND EXTENSION SERVICES DEPARTMENT**



## 5.0 STAFF STRENGTH OF THE DEPARTMENT

The total Staff Strength of the Department is Ten (10), comprising of the following;

a. Dr. Oni John Olanrewaju ;	Director PIES and Head of Department (HOD)
b. Engr. Iliyasu Mamman Bello;	Assistant Director (Engineering)
c. Engr. Ahmed S. Gumsuri;	Chief Chemical Engineer
d. Mr. Nura Nuhu Ahmed;	Chief Executive Officer
e. Mrs. Lubabatu Umar Yahaya;	Asst. Chief Scientific Officer
f. Mrs Zainab Mohammed Kwami;	Asst. Chief Scientific Officer
g. Mrs Habiba Ibrahim Maji;	Asst. Chief Scientific Officer
h. Mr. Nofiu Tunji Nojeem;	Senior Planning Officer
i. Mr. Taofik Olalekan Oladeinde	Senior Executive Officer (Information)
j. Mr Salisa Nabasu;	Scientific Officer I

## 6.0 LIST OF STAFF AND THEIR SCHEDULE OF DUTY

### DIRECTOR, POST INCUBATION AND EXTENSION SERVICES

1. Supervises the activities of the Department and ensures duties are carried out appropriately.
2. Develop operational guidelines for post incubation, Community & Direct Commercialization Incubation, Technology Cluster formation and private/Institutional incubators.
3. Develop a detailed data base of all incubation graduates and other Incubators across the country to identify their success stories as NBTI score cards.
4. Organizes and analyzes collated data, and interprets same on PIES for use in the NBTI, FMST and for determination of the economic growth and development.
5. Assist the post Incubatees, and other Incubators as well as Private/Institutional incubators in the establishment of technology SME NGOs.
6. Liaise with the State Governments with the approval of DG/CEO through Centre Managers/Zonal Directors to secure land and other infrastructural facilities for Science, technology and industrial Clusters/Parks development through Public-Private Partnership (PPP) for incubation graduates soft landing.
7. Supervises the preparation of budget for the Department.
8. Peruse and moderate technical and academic paper presentations of the department at the NBTI weekly or monthly seminars as relates to TIP and NBTI mandate.
9. Any other duties that may be assigned by the Director General/CEO.

### DEPARTMENT SECRETARY

1. Handles all correspondences between the Department and the DG/CEO's office and other Departments, Sections and units.
2. In charge of the Department files
3. Ensures meetings are effectively organized and minutes taken.
4. Maintaining effective record keeping of the Department.
5. Maintain and operates the Department's computer system, photocopier, fax machine, printer, phone, stationeries and videoconferencing.

6. Ordering office supplies, rescheduling appointment and takes charge of entertainment for the Director, staff and guests.
7. Organizes and manages the Director's official schedules, appointments, meeting visitors and time.
8. Any other duty that may be assigned by the Director

#### DEPUTY DIRECTOR

1. Assist the Director in the development of operational guidelines for post, non-resident and community incubation.
2. Assist the Director in the development of detailed data base of all Post, Non-Resident and community Incubatees.
3. Develop advance entrepreneurship training modules and programme for effective and efficient capacity building for Post and Non-Resident Incubatees across the country.
4. Technical analysis of the products, processes and services of the Post and Non-Resident Incubatees for continuous innovation.
5. Ensure sustained growth and competitiveness of Post incubates and others Incubatees' products and services through mentoring, coaching, counseling and other advisory services and developing and updating data base of and linkage to mentoring, coaching, counseling and advisory services Centres and individuals.
6. Oversee Monitoring and Evaluation (M & E) activities of the department; develop a continuous M & E mechanism for Post and other Incubatees by assessing their growth in terms of assets, employment, revenue, etc. by developing appropriate M & E benchmarks and indicators.
7. Any other duties that may be assigned by the Director.

#### ASSISTANT DIRECTOR (MONITORING AND EVALUATION)

1. Assist the Deputy Director (Post Incubation) on setting M & E benchmarks and indicators.
2. Design and review of M & E templates for tracking activities of the Post Incubatees.
3. Lead team of officers to M & E of Post Incubatees.
4. Represent the Department at NBTI's Budget Committee
5. Coordinate monthly paper presentation on topics on Technology Incubation Programme for the Department.
6. Any other assignment that may be given from time to time.

#### ASSISTANT DIRECTOR (POST INCUBATION SERVICES)

1. Linking Post Incubatee and others as it may apply for support services and mentoring purposes.
2. Profiling the products, staff, revenue, suppliers, customers, installed and production capacity, R & D linkages, patents etc. of all post Incubatees.
3. Create an album of all Post Incubatees and others.
4. Identification of Post Incubatees' specific constraints and appropriate service supports and knowledge centers for solutions.
5. Represent the Department at the Board's Admission Committee.
6. Coordinate monthly paper presentation on topics on Technology Incubation Programme for the Department.
7. Any other assignment that may be given from time to time.

#### **ASSISTANT DIRECTOR (DIRECT COMMERCIALISATION AND COMMUNITY INCUBATION)**

1. Linking community Incubatees to Incubatees for synergy.
2. Profiling the products, staff, revenue, suppliers, customers, installed and production capacity, R & D linkages, patents etc. of all Non-Resident Incubatees.
3. Lead team of officers to M & E of Non-Resident Incubatees.
4. Create an album of all Non-Resident Incubatees.
5. Identification of Non-Resident specific constraints and appropriate service supports and knowledge centers for solutions.
6. Coordinate monthly paper presentation on topics on Technology Incubation Programme for the Department.
7. Any other assignment that may be given from time to time.

#### **ASSISTANT DIRECTOR (COLLABORATION WITH PRIVATE/INSTITUTIONAL INCUBATORS & LINKAGES WITH KNOWLEDGE PROVIDERS)**

1. Documenting the private incubators in the country; names, types, locations, etc.
2. Advising the Board on the best practice with respect to regulating the Private/Institutional Incubators and operators.
3. Arranging meeting between the Board and private incubators and operators.
4. Devising appropriate regulatory policies and procedures for regulating the private incubators and operators.
5. Support in promoting the establishment of Industrial, Science and Technology Parks (ISTP).
6. Coordinate monthly paper presentation on topics on Technology Incubation Programme for the Department.
7. Any other assignment that may be given from time to time.

#### **CHIEF (SUPERVISION AND MONITORING)**

1. Assist in ensuring the appropriate execution of recommendations and directives from the Director.
2. Assist in establishing linkage for Post Incubatees funding opportunities via venture capital/ equity.
3. Assist the Post Incubatees in patenting of their products and services.
4. Assist in documentation of identified success stories of the Post Incubatees.
5. Assist in appraising and updating the organogram and schedule of duty of the Department.
6. Assist in monthly paper presentation on topics on Technology Incubation Programme for the Department.
7. Any other assignment that may be given from time to time.

#### **CHIEF (BUSINESS GROWTH MONITORING)**

1. Assist in developing "Business Growth Strategy" which will ensure growth and sustainability of the business.
2. Evaluating results of M&E and recommending appropriate solutions.
3. Continuously assessing the needs of the Post Incubatees for provision of appropriate solutions.
4. Develop scalable management and quality control system for Post Incubatees

5. Assist in monthly paper presentation on topics on Technology Incubation Programme for the Department.
6. Any other assignment that may be given from time to time.

#### **CHIEF (BENCHMARKING & LINKAGES WITH LARGER INDUSTRY)**

1. Assist in ensuring accountability against established benchmarks.
2. Assist in developing "Quality Control System" to ensure quality of goods remain constant.
3. Chairing the implementation of the advanced entrepreneurship module, business advisory and training through mentorship, networking and seminars, to build professional expertise for the Post Incubatees.
4. Assist in developing model for effective industry linkage and supervise its implementation.
5. Develop model for effective networking and clustering among Post Incubatees.
6. Any other assignment that may be given from time to time.

#### **CHIEF (LINKAGES WITH INVESTORS AND FINANCE SERVICES)**

1. Assist in sourcing for relevant investors and funds for Post Incubatees and others.
2. Assist in linking Post Incubatees with investors and financial services.
3. Promoting Post Incubatees Products Catalogue and making it accessible for potential investors and relevant stakeholders.
4. Assist in monthly paper presentation on topics on Technology Incubation Programme for the Department.
5. Any other assignment that may be given from time to time.

#### **CHIEF (M & E AND EXTENSION SERVICES)**

1. Chairing the implementation of the advanced entrepreneurship module, business advisory and training through mentorship, networking and seminars, to build professional expertise for the Incubatees and other Incubators.
2. Ensuring services delivery to the Non-Resident Incubatees.
3. Assist Incubatees in the intellectual property protection (patenting) of their products and services.
4. Assist the other Incubators in the intellectual property protection (patenting) of their products and services.
5. Identifying and documenting success stories of the all Incubatees/Incubators
6. Any other assignment that may be given from time to time.

#### **CHIEF (SUPERVISION AND COLLABORATIONS)**

1. Supervises the Board's regulatory policies and procedures for regulating the private incubators and operators.
2. Supervises the Board's collaboration with Non-Governmental Incubation organizations such as National Association of Technology Incubators etc.
3. Collaborate with the Operations Department with respect to graduation and transfer of data of graduated Incubatees.
4. Assist the Post Incubatee in procuring contracts from the Board and other Government Agencies.



5. Any other assignment that may be given from time to time.

#### **ASSISTANT CHIEF ENGINEER/SCIENTIFIC OFFICER**

1. Manage and coordinate the Department monthly paper presentation.
2. Devising research topics and proposals for the Department monthly paper presentation.
3. Coordinate the analysis of reports from Centres among lower officers with regards to Post and Non-Resident Incubatees.
4. Any other assignment that may be given from time to time.

#### **PRINCIPAL ENGINEER/SCIENTIFIC OFFICER**

1. Handle the analysis of quarterly report on Post and Non-Resident incubation from zones A, C and E.
2. Assist in monthly paper presentation on topics on Technology Incubation Programme.
3. Any other assignment that may be given from time to time.

#### **SENIOR ENGINEER /SCIENTIFIC OFFICER**

1. Handle the analysis of quarterly report on Post incubation from zones B, D and F.
2. Assist in monthly paper presentation on topics on Technology Incubation Programme.
3. Any other assignment that may be given from time to time.

#### **ENGINEER I/SCIENTIFIC OFFICER I**

1. Handle the analysis of quarterly report on Non-Resident incubation from zones B, D and F
2. Manage the Department imprest.
3. Assist in monthly paper presentation on topics on Technology Incubation Programme in Technology Incubation Programme.
4. Any other assignment that may be given from time to time.

## **7.0 ACHIEVEMENTS RECORDED SO FAR (EMPHASIS ON TIP)**

Being a new Department, it has achieved a lot within the shortest possible time, despite the numerous constraints it has. Some of the achievements recorded so far are outlined below;

- i. The Department has successfully identified and nominated Post Incubation and Incubatees Desk Officers at the Centres to assist her in collating data and coordinating its activities at the Centre.
- ii. The Department has successfully developed data collection template for Post Incubatees.
- iii. The Department has successfully developed data log template for Post Incubatees.
- iv. The Department has successfully developed bench-marks for monitoring and evaluation of Post and other Incubatees.
- v. The Department successfully developed operational guidelines for Post Incubatees, other Incubatees, Technology Cluster Formation and Private/Institutional Incubators.
- vi. The Department successfully developed templates for carrying out benchmarks and monitoring and evaluation for Post Incubatees, Non-Resident Incubatees.
- vii. The Department developed detailed database of all Incubation Graduates and other Incubatees across the Country.
- viii. Success story of Post and Non - Residents Incubatees identified and recorded as scorecards.
- ix. The Department successfully developed and published products catalogue and success stories booklets for Graduate and Non - Resident Entrepreneurs for the first time.
- x. The Department has successfully organized and analyzed collated data, interpret same for use in NBTI, FMST and for determination of economic growth and development.
- xi. The Department has been assisting, nurturing, bench-marking and monitoring and evaluating Post Incubatees and others in the establishment of sustainable technology based enterprises.
- xii. The Department has developed a proposal to carry out Annual Capacity Assessment and Sensitization Seminar (ACASS) and the Board has graciously approved it for graduates of Technology Incubation Programme of NBTI.
- xiii. The Department has developed a proposal for Annual Monitoring and Evaluation for Post and other Incubators and the Board has graciously approved it.
- xiv. The Department is liaising with State Governments with the approval of the DG/CEO through Centre managers/Zonal Directors to facilitate in the establishment of securing of land and other infrastructural facilities for the establishment of Science, Technology and Industrial Parks through Public Private Partnership (PPP).
- xv. The Department has successfully carried out all intermittent duties assigned to it by the Chief Executive Officer.

## **8.0 CHALLENGES INHIBITING THE ATTAINMENT OF TIP MANDATE**

- Inadequate working environment for Staff.
- Inadequate working tools for Staff.
- Delay in receiving approval for proposals submitted by the Department.
- Delay in receiving feedback from Centres.
- Lack of Staff capacity building.
- Inadequate working finances.
- Lack of accurate database as a result of lack of M&E visits to Centres. Currently, the last near accurate database we have is that of 2019.
- Lack of regular engagements and interactions with Post Community Incubators and those of Direct Commercialization.
- Lack of financial support to Desk Officers at the Centres. Our mandate has to do with graduate and Community Incubatees & Direct Commercialization who are mostly

located outside the Centre. The Desk Officers need finances from the Centre to have regular interactions with them.

## **9.0 SUGGESTIONS ON WAY FORWARD AND STRATEGIC PLAN**

### **9.1 Way Forward:**

- a) We crave your indulgence for prompt approval of proposal from the Department and financial support when necessary.
- b) Provision of adequate working tools and Office Space.
- c) Enhance capacity of Staff by training on relevant area.
- d) Establishing Science and Technology Park for movement of Post and Direct Commercialization Incubatees of the Centre.
- e) Carrying out Annual Monitoring, Evaluation and Benchmarks for Post Incubatees and others.
- f) To ensure that Monitoring and Evaluation (M&E) of all Post Incubatees is carried out promptly and their challenges as well.

### **9.2 Strategic Plan:**

- a) Develop an M&E template which contains benchmarks for Post and this is with a view to having an updated database for proper review, bench-markings and assessments.
- b) Establishing of Science and Technology Park for relocation of graduated entrepreneurs. This is with a view to ensure growth and sustainability of the entrepreneurs after graduation.
- c) Development of reporting templates and collation of data. This is to ensure accurate activities of Post and other Entrepreneurs is obtained.
- d) Trainings of the Departmental Staff on Administration of the M&E templates, evaluation of the collated data and other requisites, necessary capacity building which will enable them carry out their schedule appropriately.
- e) Setting up a monitoring and evaluation team consisting of PIES Staff to carry out M&E of all Post Incubatees and others and Private/Institutional Incubators across the Country.
- f) Further publication of books which may include catalogue on product categorization and success stories of the entrepreneurs.
- g) Review of Post Incubation and Extension Services desk officers and creation of PIES department which we are already working on to ease information access and data collation relying on the currently approved PIES for all Centres across the nation.