

INFORMATION MEMORANDUM

OF

ROMIS CONSULTANTS LIMITED

RC.59,979

TEL: +234-1-3427418

**EMAILS: romisco2000@gmail.com,
romisco2000@yahoo.com,
info@romisconsultants.com.ng**

WEBSITE: www.romisconsultants.com.ng

**Management, Investment & Human Resources
Development Consultants.**

JULY, 2016

1.0 GENERAL INFORMATION ABOUT ROMIS CONSULTANTS LTD

1.1 Romis is a Firm of Integrated Management, Investment, Training, Industrial and Economic/ Social Survey Consultancy outfit of over 30 years experience. The Firm is a private limited liability company incorporated in January 1984 with registration number RC.59, 979.

The Firm has a large base Clientele that include Micro, Small and Medium Enterprises (MSMEs), Large Enterprises (LEs), Federal Government Agencies, State Governments and International Donor Agencies like UNDP – Nigeria and The World Bank.

Romis Consultants Ltd, was in March, 2013 selected as one of the winners of the “**Nigeria Fast Growth 50**” Companies. The competition was organized by **ALLWORD NETWORK** in **partnership** with the Tony Elumelu Foundation. Please visit www.allworldlive.com for further details on the maiden Nigeria 50 Awards.

Romis is among the shortlisted consulting Firms by the Federal Ministry of Finance for the implementation of the Graduate Internship Scheme – a component of the Federal Government SURE-P. **Our Employer Unique Code is EQY02**

1.1.1. **Name of Company :** ROMIS CONSULTANTS LIMITED

1.1.2. **Contact Details of the Company:**

Registered Address: **26, ASSOCIATION AVENUE,
ILUPEJU, LAGOS STATE NIGERIA
P. O. BOX 10699, MARINA, LAGOS**

Telephone: **+234-1-3427418**

OSUN STATE OFFICE: **SUITES 6 & 7, NUJ PRESS CENTRE, BESIDE
TECHNICAL TRAINING SCHOOL,
IWO/IBADAN EXPRESSWAY,
OSOGBO, OSUN STATE.**

KANO STATE OFFICE: **360, AIRPORT ROAD,
AHMADIYA JUNCTION,
KANO, KANO STATE.**

E-mail: romisco2000@gmail.com,
romisco2000@yahoo.com,
info@romisconsultants.com.ng

Website: www.romisconsultants.com.ng

1.1.3. **Date of Incorporation:** 17th January 1984

1.1.4. **Incorporation Number:** RC. 59,979

1.1.5. **Nationality:** NIGERIAN

1.1.6. **Type of Company:** (Individual, Partnership, Corporation, etc.):

LIMITED LIABILITY COMPANY

1.1.7. Contact Person:

NAME : BELLO, BABATUNDE T.
POSITION: MANAGING CONSULTANT
MOBILE TELEPHONE: 0803-353-3365
E-MAIL: romisco2000@gmail.com
romisco2000@yahoo.com
btbnewmillenium@yahoo.com

1.1.8. Core Business Areas of Company: INTEGRATED MANAGEMENT, INVESTMENT, TRAINING, INDUSTRIAL, ECONOMIC & SOCIAL SURVEY CONSULTANTS, SME BUSINESS DEVELOPMENT CONSULTANTS

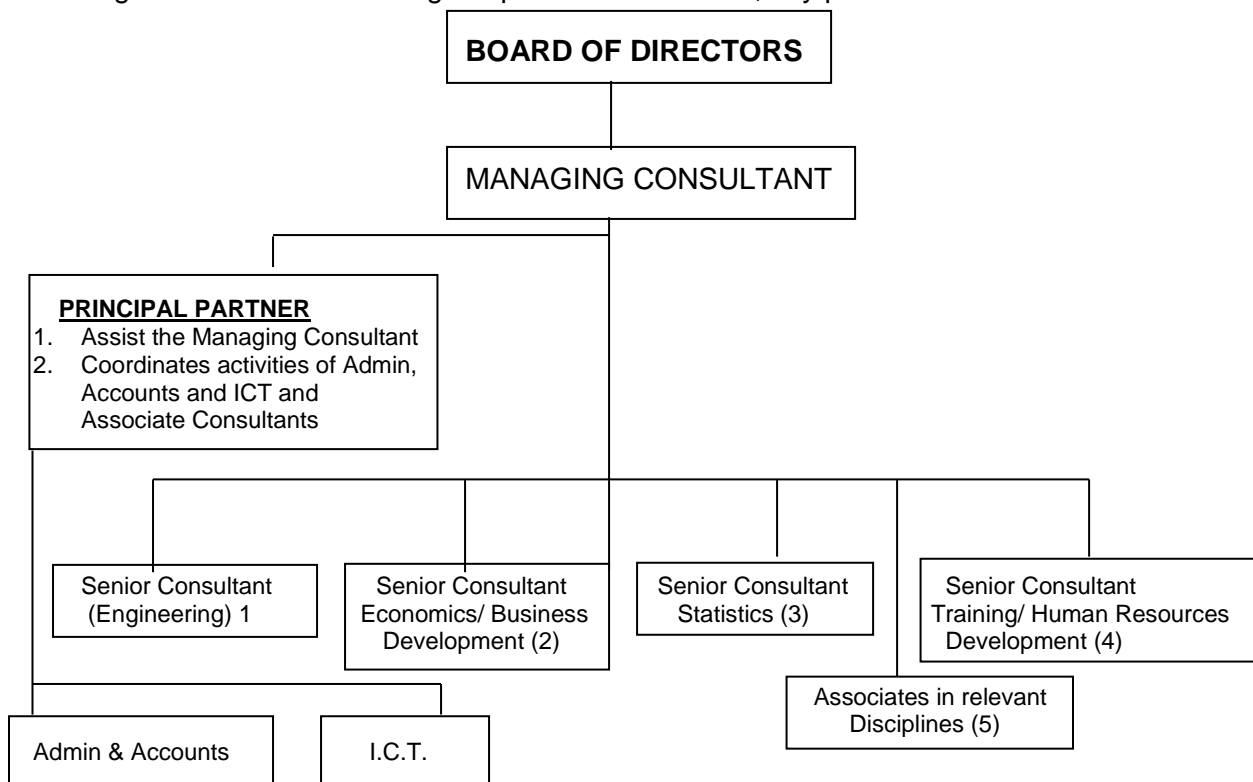
1.1.9. Affiliation with Local and International Companies

Romis has a very close relationship with the following Organizations:

- i. **KOFA INTERNATIONAL COMPANY CHICAGO, USA – ASSOCIATES**
www.kofainternational.com
- ii. **INDUSTRIAL SOLUTIONS (UK) LTD – ASSOCIATES**
www.industrialsolutions.uk.com
- iii. **SUMMIT INTERNATIONAL ENTERPRISES – HONG KONG**
- iv. **OVERSEAS DEVELOPMENT SOLUTIONS (ODS) LLP, LEICESTERSHIRE, UK – ASSOCIATES**
www.overseasdevelopmentsolutions.com
- v. **CONNECT-TO-GROW, UK ASSOCIATE** www.connecttogrow.org
- vi. **Rewards-in-Africa**

1.1.10. Organizational Chart

Organization Chart showing the position of directors, key personnel and functions.



1. **Senior Consultant (Engineering)** – Utilities and Infrastructures, Production Systems, Layout, Quality Control, Productivity Component, Reactivation & Start Up Services, Project Management and Investment Planning
2. i. **Senior Consultant (Economist)** – Micro & Macro Economics, Economic Analyst, Studies/ Analysis, Development of Master Plans, etc.
ii. **Senior Consultant (Business Development)** – Market Research/ Studies, Analysis of Business Environment, Personal Management Matters, Institution Building of Establishment and Enterprises, Budget/ Financial Planning and Projections.
3. **Senior Consultant (Statistician)** – Statistics, Statistical Analysis, Large Scale Enterprises Survey Process, Economics/ Social Survey and Writing Survey Reports.
4. **Senior Consultant (Training/ Human Resources Development)** – Training Needs Identification, Design of Training Programmes, Advocacy, Cluster Formation and Development, Social Mobilization, etc.
5. **Associates and Specialists – Professionals** that we usually use to complement our regular Staff when the occasion demands.

1.1.11. **List Of Selected Clients Within The Last Five Years**

- i. A & Shine International Ltd, Abuja, FCT.
- ii. Abnorm Industrial Enterprises Ltd, Katsina, Katsina State.
- iii. Achievers Day Care, Kindergarten and Nursery School, Ikorodu, Lagos.
- iv. Ade Aluminium Products Ltd, Oyo State
- v. Adewo Farms Limited
- vi. AGY (Nigeria) Ltd, Anyigba, Kogi State.
- vii. Associated Biotechnology Limited, Lagos.
- viii. Berekotry Industries Ltd, Iseyin Oyo State.
- ix. Biz-a-Biz Ltd, Lagos
- x. Conoil PLC, Lagos, Lagos State.
- xi. Davolod Farms Ltd, Lagos.
- xii. Dee-Tee Communications Ltd, Lagos, Lagos State.
- xiii. Express World Trade Ltd, Lagos.
- xiv. Federal Character Commission.
- xv. Franmoni Farms, Akure, Ondo State.
- xvi. Frutta Juices & Services Ltd, Lagos.
- xvii. Gashfah Farms Ltd, Kaduna State.
- xviii. Gesellschaft für Internationale Zusammenarbeit (GIZ), Abuja, FCT
- xix. Global Spectrum Energy Services Ltd, Abuja, FCT.
- xx. Great Northern Tannery Limited, Kano, Kano State.
- xxi. IMIT Nigeria Ltd, Matori, Lagos.
- xxii. Julie Manny Products Ltd, Sagamu, Ogun State.
- xxiii. Lagos State Government
- xxiv. Lagos State Ministry of Economic Planning and Budget, Alausa, Lagos.
- xxv. Lagos State Ministry of Establishment, Training and Pensions, Alausa, Lagos
- xxvi. Lagos State Ministry of Science and Technology, Alausa, Lagos
- xxvii. Mathematica Policy Research Inc., Washington D.C., USA.

- xxviii. Muhalib Fruit Juice Company Ltd, Sokoto
- xxix. Nabegu Tannery Ltd, Kano.
- xxx. National Automotive Council
- xxxi. Osun State Government
- xxxii. Premium Stitches, Lagos.
- xxxiii. Real Gao Limited, Owo, Ondo State
- xxxiv. Sara Products Ltd, Lagos.
- xxxv. SCIVON Enterprises Ltd, Lagos.
- xxxvi. Small & Medium Enterprises Development Agency of Nigeria (SMEDAN).
- xxxvii. SOG Petroleum Company Ltd, Lagos.
- xxxviii. Super Petroleum Products Ltd, Lagos.
- xxxix. Super Woven Sacks Ltd, Lagos.
- xl. The World Bank.
- xli. Tube & Tyre Care Services, Lagos.
- xlii. United Nations Development Programme (UNDP).
- xliii. Ward Farms (Nigeria) Limited, Ogbomoso, Oyo State.
- xliv. Westek Ltd, Sokoto
- xl. Zamfara State Ministry of Economic Planning and Budget, Gusau, Zamfara State.

1.1.12. **Training Facilities**

Romis has access to a large Seminar Room that can accommodate at least 50 Participants at a time. In addition we have

- ☞ The latest Multi-media Projector with a movable screen
- ☞ Flip Chart Board and Charts
- ☞ Writing Board and Markers
- ☞ Complete Computer Systems with latest and sophisticated software packages

1.1.13. **Small Business Monthly Publication**

Romis is the “Brain” behind the “**Small Business**” monthly Magazine which is aimed at educating the MSMEs on basic management techniques and providing them with basic relevant information.

2. **SERVICES**

2.1 Romis provides the following services amongst others:

- Economic, Social and Sectoral Surveys / Studies
- Market Research
- Feasibility and Viability Studies
- Productivity Studies and Improvement
- Statistical Training, particularly in the areas of Survey Design, Data collection, Data Analysis, Presentation and Interpretation of Research findings.
- Entrepreneurship Development Training and Human Resources Management
- Sourcing of Funds for Viable Projects/Business Proposals from Local and Foreign Financial Institutions

- Project Implementation Management
- Back-up Consulting Services for MSME's particularly in the areas of Marketing, Record Keeping and Appraisal of operating results, and Fund Sourcing.
- International Trade (Export/Import) Consultancy Services

3. RESOURCES

3.1 Our Organisation has highly qualified and experienced Consultants in the following fields: **Agriculture, Statistics, Economics, Finance, Banking, Marketing, Engineering, Accountancy and Computer Science/IT**. Each of our Principal Consultants has a minimum of second degree and 15 years post qualification experience.

3.2 In addition we have access to a pool of Experienced Professional, particularly in the Universities and Research Institutes, in different fields that can be engaged for specific consultancy assignments when the need arises.

We are also networking with a number of Foreign Associates in Europe, America and Asia to deliver First-Class Services of International Standards to our various Clientele.

4. CORPORATE MEMBERSHIP

4.1 Romis is also a **Corporate Member** of:

- ✓ Industrial Training Fund (ITF)
- ✓ Nigerian Institute for Training and Development (NITAD)
- ✓ Nigerian-British Chamber of Commerce (NBCC)
- ✓ Nigerian Statistical Association (NSA)

5. ACCREDITATION

Romis is a registered BUSINESS DEVELOPMENT SERVICE PROVIDER (BDSP) with the following organisations

- Small and Medium Enterprises Development Agency of Nigeria (SMEDAN),
- Bank of Industry (BOI),
- USAID-NEXTT
- Growth and Employment (GEM) Project (World Bank/DFID Assisted Project)

Romis is a preferred Consultant to Lagos State Government on Monitoring and Training Impact Assessment on Participants on every workshop held.

6. SERVICE DELIVERY CAPACITY OF ROMIS CONSULTANTS LTD

6.1 Training and Human Resources Development

Romis served as the EDSP of SMEDAN for Ondo, Osun, Oyo and Ekiti States for over five years. Services under this programme include:

A. Business Sensitization and Awareness Creation

- ✓ Impacting on MSMEs on how they can be successful businessmen and women.

- ✓ Various Small and Medium Businesses they can embark upon
- ✓ Requirements of each of the Businesses.
- ✓ Benefits of forming Clusters and joining an existing BMO and/ or Cooperative Society.

B. Business Counselling/ Clinic

- ✓ Providing possible solutions to individual business problems
- ✓ Sharing experiences/ ideas with MSMEs with a view to clearing some wrong perceptions

C. Training and Technical Assistance, backed-up by Practical Demonstration

- ✓ Designing appropriate Training Programmes to address the identified needs of MSMEs
- ✓ Perfecting the Business Plans/ Feasibility Reports prepared by MSMEs
- ✓ Organizing Business/ Facility Tours

D. Linkage/ Market Access

- ✓ Linking MSMEs to LEs for supply of their (MSMEs) products and services and continuous patronage
- ✓ Linking MSMEs to sources of Raw-Materials Suppliers
- ✓ Linking MSMEs to Machinery Suppliers/ Technology providers
- ✓ Linking the MSMEs with Trade-Fair Organizers and Export Promotion Agency for Product Exposure and Patronage

E. Mentoring

- ✓ Inviting successful Businessmen and women to share their experiences with MSMEs
- ✓ Inviting popular and respected Community Leaders to address MSMEs on topical issues

F. Fund Sourcing

- ✓ Identify various sources of Funding relevant to the needs of the MSMEs
- ✓ Making the requirements of EACH known to the MSMEs
- ✓ Working with the MSMEs to access the Funds
- ✓ Romis has sourced over N100 Million for various Cooperative Societies and Industrial Clusters in different parts of Nigeria

Details on various Entrepreneurship Development/Vocational Training Programmes we have so far executed are as tabulated below:

ENTREPRENEURSHIP DEVELOPMENT/VOCATIONAL PROGRAMMES EXECUTED TO DATE

S/N	TITLE OF TRAINING PROGRAMME	VENUE	MONTH/YEAR	CLIENT(S)	REMARK
a.	Specialised Entrepreneurship Development Training Programme for (MSMEs) in Oyo Central Senatorial District of Oyo State	Technology Incubation Centre (TIC) Temidire Onipaanu, Ogbomoso, Oyo State	November, 2014	SMEDAN	The Programme was designed to develop and sharpen the entrepreneurial skills of the MSMEs in the Senatorial District with a view to making them more productive and efficient in the management of resources at their disposal. Hundred (100) Participants were taken through basic Entrepreneurship Development Course and were exposed to various opportunities and support services which they can use to boost their businesses if they already have or start new businesses and thus create more employment opportunities
b.	Rural Women Entrepreneurship Training Programme, Ibadan, Oyo State	K. S. Motel, Total Garden, Orita-Mefa, Ibadan, Oyo State	October, 2012	SMEDAN	The Programme was aimed at delivering upgraded capacity (human, technological and financial) to selected women groups, with a view to improving the productivity and quality of their products to achieve competitiveness and meet national/export standards.
c.	Youth Entrepreneurship Development Training Programme for Youth in Osun State.	Joint Heirs Cooperative Multipurpose Halls, Iwo/Ibadan Express Road, Estate Area of Osogbo, Osun State	December, 2011	SMEDAN	The Training Programme was targeted at Youth Operators of MSMEs in Osun State. The training is to train the youth on entrepreneurial and vocational skills in order to equip them to pursue the establishment of enterprises and to improve their managerial capacity to run their enterprises together. Hundred (100) Youth (male and female) from various LGAs in the State attended.
d.	Rural Women Entrepreneurship Training Programme, Osun State with Special Attention on Tie & Dye Cluster	Joint Heirs Cooperative Multipurpose Halls, Iwo/Ibadan Express Road, Estate Area of Osogbo, Osun State	December, 2010	SMEDAN	The programme was for rural women who were already in Business and those about to start their Business with special emphasis on women operating in clusters like "Tie and Dye". The Training was meant to develop and sharpen their entrepreneurial skills with a view to making them more productive and efficient in the management of resources at their disposal. Over 170 participants attended the programme.

e.	Women Entrepreneurship Training Programme for Women Operators of MSMEs in Osun State	Joint Heirs Cooperative Multipurpose Halls, Iwo/Ibadan Express Road, Estate Area of Osogbo, Osun State	December, 2010	SMEDAN	The programme was meant for mostly urban women business operators resident in different LGAs in Osun. The main objective was to expose the Participants to modern business management tools and thereby enhance their capacities to manage their businesses efficiently and profitably. They were also exposed to various government programmes for the development of MSMEs in Osun State and how they can benefit from these programmes.
f.	General Entrepreneurship Development Training Programme for selected SMEs in Osun State	Ife – City Hall, Eruwa and NUJ Press Centre, Osogbo	March, 2010	SMEDAN	The programme was designed for both male and female small/medium scale business operators in Osun. The main objective was to build the capacities of these economic operators so as to enable them contribute more to the Gross Domestic Product (GDP) of Osun State. One Hundred and Twenty (120) people participated in the Training Programme.
g.	General Entrepreneurship Development Programme for members of Black Soap Cluster in Ada, Aagba and Inisa, Osun State	Royal Life Hotel, Ada, Osun State	September, 2009	SMEDAN	The Black-soap Cluster is one of the industrial Clusters identified by SMEDAN across the Country, the training programme was designed to improve their skill and expose them to modern business and product methods. The challenges facing members were identified during the Training and possible solutions jointly worked out. At the end of the Training, participants were formed into Groups and the groups were registered as Cooperative Societies with the Ministry of Commerce and Industry. Over 100 participants attended the programme.
h.	Entrepreneurship Training Programme for Members of Cooperative Societies and NGOs in Akure, Ondo State	Seminar Room, SMEDAN's BSC, Industrial Park, Akure, Ondo State.	November, 2008	SMEDAN	The Training Programme was organized for beneficiaries of NAPEP's Micro-Credit Scheme for the OSSAP-MDG-NAPEP/SMEDAN collaboration. A total of 42 Participants were trained with the eighteen local governments of the State represented.

i.	Sensitization and Needs Assessment Study of Youth from Ondo State prior to Implementation of a Training Programme	Seminar Room, SMEDAN's BSC, Industrial Park, Akure, Ondo State.	November, 2008	SMEDAN/Ondo State Government	The programme was meant to sensitize the Ondo State Youth on the need to get engaged and “do something” instead of roaming the streets looking for white-collar-job. Their talents and Training needs were identified during the close interaction. Useful information relating to various government programmes and projects that will enable them become “job creators” were passed to them. The interaction enabled us to design appropriate Training Programmes that will address the gaps identified.
j.	Youth Entrepreneurship Development Training Programme for Youth in Ondo State	Seminar Room, SMEDAN's BSC, Industrial Park, Akure, Ondo State.	November, 2008	SMEDAN/Ondo State Government	Topics covered include – Personal and Business Visioning, Elements of Business Plan Preparation and Banking/Finance for Small Businesses. Other topics covered include Legal and Regulatory Environment, Marketing and Customers' Care and Record and Book Keeping.
k.	Entrepreneurship Training Programme for Members of Cooperative Societies and NGOs in Osogbo, Osun State	The ultra modern Conference Room of BRYMOR HOTELS LIMITED, Ilobu Road, Osogbo, Osun State	August, 2009	SMEDAN/Osun State Government	The Training Programme was designed to build the capacities of the Participants in Business Managerial Skills and also train them on Personal and Business Visioning, Record/Book Keeping and Accounts for Small Business, Marketing and Customers' Care.
l.	Entrepreneurship Training Programme for Members of Cooperative Societies and NGOs in Ado-Ekiti, Ekiti State	The large conference Room of OLUJODA INTERNATIONAL HOTEL, Ado-Ekiti, Ekiti State	August, 2008	OSSAP-MDG/NAPEP/SMEDAN	The Training Programme was organized for beneficiaries of NAPEP's Micro-Credit Scheme under the OSSAP-MDG/NAPEP/SMEDAN collaboration and was designed to build their capacities in Business Management Skills to enable them make the best use of the credit.
m.	Two-Week Capacity Building Training Programme for members of Osun State Machine Fabricators and Welders' Association	The Conference Room of Ministry of Local Government, State Secretariat, Osogbo, Osun State.	December, 2007	SMEDAN/Osun State Government	The Training Programme was meant to build the Capacities of Participants on Record-keeping, Marketing of their Services, Quality Control and Efficient and Profitable Management of the businesses

n.	Two-Week Capacity Building Training Programme for members of Ondo State Machine Fabricators Association	Seminar Room, SMEDAN's BSC, Industrial Park, Akure, Ondo State	November, 2007	SMEDAN/Ondo State Government	The Training Programme was meant to build the Capacities of Participants on Quality Improvement Techniques, Attracting and Retaining Customers, Preparation of Result-Oriented Business Plan and Various Sources of Fund open to Fabricators and how to access them.
o.	Business sensitization and Awareness Programme Creation Training on Entrepreneurship on Development for 1,800 members of NYSC posted to Ondo State in February, 2007. The First of its type in the State.	NYSC orientation camp at Ikare – Akoko Ondo State	February, 2007	SMEDAN/Ondo State Government	Topics covered include – How to identify Business – opportunities around you, Talent identification and Development, Validation of Business Ideas, Introduction to Business Plan Preparation, Record and Book Keeping, Networking and Importance of Business Membership Organisations (BMOs), etc.
p.	Training Programme on Cassava Processing for Cassava Farmers in Ondo State	Seminar Room of SMEDAN's BSC, Industrial Park, Akure, Ondo State	February, 2007	SMEDAN/Ondo State Government	Topics covered include – How to Reap millions from High Quality Cassava Flour, Cassava Chips, Starch, Alcohol and Tapioca Productions, Cassava Processing, Machines and Equipment source of the machines, Capital and Working Requirements, Cashflow Forecast, etc
q.	Training Programme on Introduction to Business Plan Preparation and Record Keeping for MSMEs in Ondo State	Seminar Room of SMEDAN's BSC, Industrial Park, Akure, Ondo State	January, 2007	SMEDAN/Ondo State Government	Topics covered include – Definitions of Business Plan and Feasibility Report, Importance and Various uses, steps involved, main components, etc. Definition of Record and Book keeping, uses, types and steps involved, etc.
r.	Second Advanced Training Programme for highly experienced Poultry Farmers	Seminar Room of SMEDAN's BSC, Industrial Park, Akure, Ondo State	December, 2006	SMEDAN/Ondo State Government	Topics covered include – Basic Definitions, Problems of Poultry Farming and Solutions, Technical Management Techniques, Business Management Skills required, Capital and Re-current Cost Analysis, Book-keeping and Accounting systems. Practical and Hands-on training in a large Farm in Akure.

s.	Advance Training Programme for experienced Poultry and Fish Farmers	Seminar Room of SMEDAN's BSC, Industrial Park, Akure, Ondo State	November, 2006	SMEDAN/Ondo State Government	Topics covered include – Basic Definitions, problems of Fish and Poultry Farming and Solutions, Technical Management Techniques, Business Management Skills required, Capital and Re-current Cost Analysis, Book-Keeping and Accounting Systems. Practical and Hands-on Training in a large farm in Akure.
t.	Training Programme on Fish and Piggery Farming for Beginners	Seminar Room of SMEDAN's BSC, Industrial Park, Akure, Ondo State	October, 2006	SMEDAN/Ondo State Government	Topics covered include – Basic Definitions, Problems of Fish and Piggery Farming and Solutions, Technical Management Techniques, Business Management Skills required, Capital and Re-current cost Analysis, Book-keeping and Accounting systems.
u.	Training Programme on Poultry Farming for Beginners	Seminar Room of SMEDAN's BSC, Industrial Park, Akure, Ondo State	October, 2006	SMEDAN/Ondo State Government	Topics covered include – Basic Definitions, Problems of Poultry Farming and Solutions, Technical Management Techniques, Business Management Skills required, Capital and Re-current cost Analysis, Book-keeping and Accounting systems.
v.	Training Programme on Financial Windows available to MSMEs and how to access them for members of NASSI, Ondo State Chapter	Seminar Room of SMEDAN's BSC, Industrial Park, Akure, Ondo State	September, 2006	SMEDAN/Ondo State Government	Topics covered include – Definitions of MSMEs, Importance of MSMEs to the National Economy, Identification & Classification of various Financial Windows, Proper “marching” of source and usage of fund and Introduction to Business Plan Preparation
w.	Training Programme on the Application of Total Quality Management (TQM) to Improve the Efficiency of Ondo State Local Fabricators, Panel-Beaters and Welders	Seminar Room of SMEDAN's BSC, Industrial Park, Akure, Ondo State	June, 2006	SMEDAN and Ministry of Commerce and Industry, Ondo State	Main topics covered include: Introduction to TQM, Problems and Prospects of Local Machinery Fabrication Industry, Value Analysis and Product Design, Marketing and Sales Improvement Techniques, Book-keeping and Accounting Systems. Over 30 Participants from the three Senatorial Districts of Ondo State were in attendance.
x.	The 1 st SME Product Fair	Owerri, Imo State	March, 2005	SMEDAN	The main objective of the EXPO was to create awareness and encourage the utilization of local technology, research and development findings for job and wealth creation, and also to promote “made-in-Nigeria” goods and services.

y.	The 1 st SME Techno-Research and Development Expo	Abeokuta, Ogun State	March, 2005	SMEDAN	The main thrust of the EXPO was to create awareness and encourage the utilization of local technology, research and development findings for job and wealth creation.
z.	Product Quality Improvement Training Programme for Small/Medium Scale Entrepreneurs in Bayelsa State	Conference Hall, Governor's Office, State Secretariat Complex, Yenagoa, Bayelsa State	July, 2001	Bayelsa State Government and FGN/UNDP-Assisted Job Creation and Sustainable Livelihood Programme	Topics covered include: Total Quality Management (TQM), Quality-Decisions-Origin and Implementation, Short and Long Term Quality Improvement Strategies, Marketing, Financial Records and Simple Financial Analysis. Individual Class Exercise and Group-work were part of the Training Programme.

POST-TRAINING COUNSELLING, MONITORING AND EVALUATION SERVICES

The foregoing Training Programmes are backed-up with Post-Training Counselling, Monitoring and Evaluation Services aimed at ensuring that the Trainees derived maximum benefits from the programmes and impacting positively on the economy of the States in particular and the national economy in general.

5.1 Preparation of Business Plans/ Feasibility Reports on Projects/ Commercial Ventures

- Project Identification
- Market Survey
- Identification of Promoters and Technical Partners/ Equipment
- Pre-Feasibility Studies
- Full Scale Feasibility Study

Methodology used consists of four investigational approaches. These are:

- Desk Research
- Field Work and
- Liaison Activities
- Focus Group Discussions (FGD)

5.2 Statistical Training for State Government and Parastatals' Officials on:

- Data Collection Methodologies
- Data Management
- Data Processing and Analysis

Training Programmes executed under this sub-head include:

S/N	TITLE OF TRAINING PROGRAMME	VENUE	MONTH/YEAR	CLIENT(S)	REMARK
(i)	Training Workshop on Generation and Usage of Official Statistics for Senior Level Statisticians, Planning and Budget Staff of Lagos State	Innovative Management Centre, 316, Murtala Mohammed Way, Alagomeji, Yaba, Lagos	February, 2015	Ministry of Economic Planning and Budget, Lagos State Secretariat, Lagos State	<ul style="list-style-type: none"> • Understand basic concepts and definitions in Official Statistics. • Identify various activity documents from which useful official statistics can be generated. • Understand the appropriate procedures of generating official data from different sources. • Identify various sectors and respective Official Statistics. • Draw-up tabulation formats for processing Official Statistics • Compile and present, in tables, graphs and charts, data on official statistics. • Identify major uses and Users of Official Statistics. • Sharpen the skill of Participants in Data collection, Data Analysis and Report

					<p>Writing.</p> <ul style="list-style-type: none"> • Be conversant with the National Statistical System of the Country
(ii)	Statistical Projects Management Workshop for Middle/Senior Level Statisticians, Planning and Budget Staff of Lagos State	Innovative Management Centre, 316, Murtala Mohammed Way, Alagomeji, Yaba, Lagos	October, 2014	Ministry of Economic Planning and Budget, Lagos State Secretariat, Lagos State	<ul style="list-style-type: none"> • To make the Participants understand the various uses of statistics and identify Major Consumers /Users of Statistics. • To expose the Participants to all the steps involved in planning for a statistical survey. • To enable the Participants know the importance of Questionnaire and other survey instruments used in the conduct of statistical surveys. • To enable the Participants know the various Sampling Techniques and their uses. • To sharpen the skill of Participants in Data Collection, Data Analysis and Report Writing
(iii)	Statistical Induction Course Training Workshop for newly recruited Statisticians, Planning and Budget Staff of Lagos State Government	Innovative Management Centre, 316, Murtala Mohammed Way, Alagomeji, Yaba, Lagos	December, 2013	Ministry of Economic Planning and Budget, Lagos State Secretariat, Alausa, Lagos State	<p>The objectives of the workshop include:</p> <ul style="list-style-type: none"> • Make the Participants understand important definitions, concepts and terminologies in Statistics; • Enable Participants know how to classify and present data; • Enable Participants conduct data collection exercise, plan for data processing and analysis and write good Statistical Reports, etc
(iv)	Training Workshop on Survey/Research Planning Module for Lagos State Statistical Personnel and Managers at Middle and Senior Level	Public Service Staff Development Centre (PSSDC), Magodo, Lagos	August, 2012	Lagos State Ministry of Establishment, Training and Pensions	Topics covered include Planning for Survey/Research Activities, Development of Project Document for Survey/Research, Various Types of Statistical Reports, Design and Development of Survey Research Tools
(v)	Training of 30 Statistical Officers of Bayelsa State Ministry of Finance and Economic Planning on <u>"Data Collection and Processing"</u>	Conference Hall, Governor's office State Secretariat Complex, Yenagoa, Bayelsa State	June, 2000	Bayelsa State Government and UNDP-Nigeria	Topics covered include: Introduction to mathematics, Statistical methods, Sample Surveys, Economics Statistics, Collection & Presentation of Data and Introduction to Data Processing

(vi)	Training Workshop on Statistical Survey methods and Data Collection “for Middle Level Statistical Officers of Lagos State Central Office of Statistics, Alausa, Lagos.	CAPL Training centre, Ajao Street, Off Adeniji Jones Avenue, Ikeja, Lagos State	June 1998	Lagos State Government under the UNDP – Assisted National Statistical and Information System (NSIS) programme	The Training Programme was designed to expose the participants to basic Statistical methods and sharpen their skills in Data collection and processing. Topics covered include: Survey planning, Budgeting and scheduling, Sampling methods, Data-collection Techniques, Data processing, Data Analysis, Report Writing and interpretation
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5.3 Training of Budget and Programme Officers on Financial and Programme Management Procedures. Topics to cover will include:

- Conceptual issues in Programme Management
- Programme Planning
- Project Implementation
- Financial Aspect of Programme Management
- Project Conclusion and Evaluation

Other details on the Training Programme are as state below:

S/N	TITLE OF TRAINING PROGRAMME	VENUE	MONTH/YEAR	CLIENT(S)	REMARK
(i)	Training Programme on “Financial and Programme Management Procedures for 50 Staff of Monitoring and Evaluation (M&E) Unit of Ministry of Economic Planning and Budget, Gusau, Zamfara State	De-Ludo Hotel, Sokoto-Bye-Pass, Gusau, Zamfara State	November, 2006	Zamfara State Government and UNDP – Nigeria	Topics covered include: Conceptual Issues in programme Management, Programme Planning, Project Implementation, Financial Aspect of Programme Management and Project Conclusion and Evaluation etc. Individual Class— exercise and Group-work on Hypothetical Projects were part of the Training programme.

5.4 Conduct of Social and Economic Surveys

- Survey-objective(s) to be determined by the Client(s)
- Target Respondents
- Sample Design
- Survey Planning
- Field Organization
- Quality-Control Measures to be put in place
- Data Management
- Data Processing and Analysis
- Report Writing

Details on the Surveys are as contained in the next page.

7. LIST OF VERIFIABLE PREVIOUS EXPERIENCE

Romis has executed various Consultancy assignments to different Clientele in various parts of Nigeria. They include:

(a) Economic and Social Surveys House-Hold-Based-Surveys

	Survey	Year	Client(s)	Coverage
(i)	Data Collection for Cocoa Livelihood Program (CLP) Impact Evaluation in Nigeria	2010	Mathematica Policy Research, Inc., Washington, USA	Five Cocoa producing States of Abia, Cross-River, Edo, Ondo and Osun were involved. Fifteen LGAs spread across the 5 States made up the sampling frame. In all, 40 villages were selected for in-depth study using a specially designed Questionnaire.
(ii)	Survey on Socio-Economic Impact of Dumpsites on Lagos Residents	2009	Lagos State Government, Nigeria	Five LGAs of the State. The LGAs were selected in such a way that all the Three Senatorial Districts of the State were represented.
(iii)	Harmonized Nigeria Living Standard Survey – HNLSS	2008/ 2009	National Bureau of Statistics (NBS)	All the States of the Federation including FCT but our staff served as Monitors in the following States: Kebbi, Borno and Adamawa.
(iv)	Multiple Indicator Consumer Survey – MICS III	2007	National Bureau of Statistics (NBS)	Countrywide but our staff worked as Independent Monitors in the following States: Kano, Katsina and Abia.
(v)	Survey/Mapping of Community-Based-Organisations (CBOs) in the Country	2007	UNDP-Nigeria	The Six States covered are ABIA, ONDO, AKWA-IBOM, BAUCHI, ZAMFARA, and KOGI
(vi)	Core Welfare Indicator Questionnaire (CWIQ) Survey	2006	National Bureau of Statistics (NBS)	Nationwide but our staff covered the following States: Kano, Katsina, Kaduna and Zamfara
(vii)	Baseline Study of Informal Sector of Lagos State Economy	2004	Lagos State Government/ The World Bank.	Sixteen (16) out of the 20 LGAs in Lagos State.
(viii)	State wide Economic and Social Survey to develop and validate STATISTICAL FORMAT for collection and Processing of Statistical Data from the LGAs in Bayelsa State.	2000	Bayelsa State Government/ UNDP-Nigeria.	The Eight (8) LGAs of Bayelsa State
(ix)	Social Survey to determine the LITERACY RATE of Lagos State.	1998	Lagos State Agency for Mass Education and UNDP-Nigeria	All the 20 LGAs in Lagos State.

(b) Establishment-Based Surveys

	Survey	Year	Client(s)	Coverage
(x)	Capacity Assessment Survey of National Competitiveness Council of Nigeria (NCCN)	2015	Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Abuja, FCT, Nigeria.	In-depth study and capacity assessment of the pioneer National Competitiveness Council in Nigeria.
(xi)	National Survey of Motor Vehicle Dealers in Nigeria	2015	National Automotive Council	It covered five (5) of the South West Geopolitical Zone of Nigeria excluding Lagos State (Ekiti, Ogun, Ondo, Osun and Oyo States).
(xii)	Audit and Survey of Socio-Economic and Infrastructural Amenities in Nigeria	2013-2014	Federal Character Commission	It covered Thirteen Sectors and covered the whole Federation. We also developed SQUARP (Statistical Questionnaire Analysis and Reporting Software) Statistical Package to analyse the Data.
(xiii)	Assessment of Good Urban Governance in Nigeria	2010	UN-HABITAT, UNDP and UNDP's Oslo Governance Centre	Twenty-Three (23) selected LGAs were covered throughout Nigeria. Romis was allocated two LGA in Lagos State – MUSHIN and SURULERE LGAs.
(xiv)	National Manpower Stock and Employment Generation Survey	2009	National Bureau of Statistics (NBS), Nigeria	All the States of the Federation including FCT but our Staff served as MONITORS in the following States – Kebbi, Bornu and Bauchi.
(xv)	National Survey to Promote Industrial Clusters in Nigeria – in collaboration with Simtex International Nigeria Ltd	2009	Federal Ministry of Commerce and Industry, Abuja , FCT	Thirteen States were covered 7 in the North-West and 6 in the North-East Geo-political zones of Country.
(xvi)	Study on the Potentials of Designated Industrial Clusters at Maru, Talata Mafara, and Shinkafi LGAs in Zamfara State.	2008	Zamfara State Government/ UNDP-Nigeria	Three important clusters were researched into for Zamfara State, i.e. mineral cluster in Maru LGA, Rice cluster in Talata-Mafara LGA and Tomato and Pepper Cluster in Shinkafi LGA.
(xvii)	Capacity Assessment Survey of Support Services and Enhancement Needs of NASSI and NASME (the two most prominent BMOs in Nigeria).	2006	SMEDAN/UNDP-Nigeria	Eighteen (18) States were covered – 3 in each of the six geopolitical zones
(xviii)	Capacity Assessment Survey of State Statistical Agencies (SSAs) and Key Planning Research and Statistics Departments (PRSDs) for Poverty Reporting in Lagos State.	2005	Lagos State/ UNDP-Nigeria	All the SSAs and PRSDAs in Lagos State
(xix)	Survey of Inventory and Enhancement needs of Industrial Development Centres (IDCs) in Nigeria	2004	SMEDAN/UNDP-Nigeria	The IDCs covered are in Maiduguri , Yola, Bauchi and Ogoja in the North-East and South-South Geo-Political Zones of the Country

(c) Capacity Building for MSMEs

Romis served as Business Development Service Provider (BDSP) of SMEDAN in Ondo, Ekiti and Osun States for over 3 years. During the period, we provided basic Entrepreneurship Training for over 2,000 MSMEs in the zone and are retained by 200 of them as Business Advisors.

Romis is also a BDSP for Bank of Industry (BOI) providing basic Entrepreneurship Training for MSMEs and helping them to fund their businesses.

8. ORGANISATION OF TRADE-FAIRS AND EXPOS

In its efforts to promote Nigerian Products and expose MSMEs to local and International Investors, Romis Coordinated a number of Trade Fairs/Expos in Nigeria and outside the Country. The Fairs include:

- ✓ Small Business Opportunities Fair, **ENUGU 2012** for SMEs in South-East Geopolitical Zone, in collaboration with Gold-Rock Business Ventures. Held in November, 2012 in Enugu.
- ✓ Small Business Opportunities Fair, **EKITI 2012** held in October, 2012 in Ado Ekiti, Ekiti State.
- ✓ Investment Opportunities Fair for Micro, Small and Medium Entrepreneurs (MSMEs) in Ondo, Osun and Ekiti States – **Akure 2008** held in November, 2008 in Akure, Ondo State.
- ✓ Singapore International Halal Showcase (SIHAS 2008), in January 2008
- ✓ The First Ogun State Specialised Trade Fair on Food and Agricultural Products held in Abeokuta – March, 1992

9. SPECIALISED RESEARCH/STUDIES

- (a) Study on the Demographic Dividends in Lagos State. July 2015. Consultancy assignment awarded to us by United Nations Population Fund (UNFPA) and Lagos State Government.

10. LIST OF PROJECTS/ASSIGNMENTS HANDLED BY ROMIS FROM 1977 TILL DATE

A: INDUSTRIAL PROJECTS – MSMEs AND LEs

i. Bitumen Exploitation

ii. Aluminium / Products

- (i) Aluminium Utensils
- (ii) Aluminium Pipes
- (iii) Aluminium Sliding Doors/Windows

iii. Food/Beverages

- (i) Bread/Biscuit
- (ii) Beer/Soft Drink Production
- (iii) Sachet /Bottled Water Production
- (iv) Blending/Bottling of Wine
- (v) Bread Bakery
- (vi) Bread Improver
- (vii) Pounded Yam Flour Production
- (viii) Garri Production (Mechanized)
- (ix) Red Palm Oil
- (x) Processing of Ginger Roots
- (xi) Milk Dairy
- (xii) Fish Fingers Project
- (xiii) Pineapple Fruit Juice Project
- (xiv) Fruit-Juice Project
- (xv) Mineral Water Production
- (xvi) Chocolate Production
- (xvii) Fruit-Juice Concentrate Production
- (xviii) Dried Fruits, Vegetables and Roots
- (xix) Honey Production and Processing

iiib. Alcoholic Beverages

Distillery

iv. Plastic Products

Plastic Moulding
Plastic Utensils
Plastic Shoes
PVC Pressure and Conduit Pipe

v. Soap /Detergent

Bar Soap Production
Laundry Bar Soap
Soap Project at Aba
Detergent

vi. Stone Crushing

vii. Iron & Steel

Steel Water Pipe Production
Metal/Min- Steel Project
Mini- Steel Project, Lagos
Iron-Nail Production
Production of Hydraulic Jack
Marketing of Iron-Rods

viii. Printing/Publishing /Paper Production

- Printing and Publishing Services
- Light Packaging
- Self Adhesive Labels
- Diversification of Paper Products
- Computerized Printing / Flow-Line

ix. Wood/ Wooden Products

- (i) Particle Board Production
- (ii) Furniture Production
- (iii) Furniture Complex at Akure and Offa
- (iv) Crown-Cork Production
- (v) Jumbo-Reels Production
- (vi) Tooth-Pick Production

x. Asbestos Industries Ltd

xi. Concrete Water Proofing Project

Roofing Tiles/Particle Boards

xii. Pharmaceutical /Medical Products

- (i) Bandage Production
- (ii) Infusion-Fluid Production
- (iii) Surgical Parts in Nigeria
- (iv) Toilet Rolls, Paper Serviettes and Facial Tissues
- (v) Sanitary Towels/Napkins
- (vi) Neuro Leptic Drug Marketing
- (vii) Pharmaceutical Products
- (viii) Ophthalmic Lenses Production
- (ix) Ambulance Services
- (x) Disposable Syringes and Infusion Fluids

xiii. Rubber/ Rubber Products

- (i) Rubber-Shoe-Soles Production
- (ii) Rubber Based Products

xiv. Household Equipment

- (i) Auto/Room Air-Conditioning Production
- (ii) Ceramic Production

- (iii) Assembling of Loud Speakers
- (iv) Generators, Pumps & Propulsion
- (v) Record Pressing
- (vi) Cold Room Facility
- (vii) Assembly of Grinding Machines
- (viii) Refrigerator/A/c Project

xv. Agriculture/Agric Products

- i. Garri and Livestock Feeds Production
- ii. Poultry Farm and Feed mill
- iii. Poultry & Livestock Processing
- iv. Integrated Farm Poultry Project
- v. Large Farm for Maize, Citrus, Rice
- vi. Vegetable Oil Production
- vii. Cassava Processing
- viii. Sugar Cane Processing

xvi. Automotive Industry

- (i) Oil and Air Filters Production
- (ii) Technical Services
- (iii) Motor Fan Belts
- (iv) Engineering/ Technical Project
- (v) Pre-Feasibility Studies and Preparation of Investment Profiles on Automotive Components of motor-vehicles, motorcycles and bicycles. Over 50 components were covered.
- (vi) Full Scale Feasibility Study on the establishment of Mechatronics Training Institute at Esa-Oke in Osun State by the State Government.
- (vii) Full Scale Feasibility Study on the establishment of Auto-Workers Mechatronics Centralised Skills Acquisition and Training Facility in Abuja, FCT

xvii. Hotel/ Tourism

- (i) International Hotel Complex
- (ii) Middle Belt Hotel
- (iii) UPE Guest Inn
- (iv) Holiday Village Project.

xviii. Perfumes / Cosmetics

Liquid Perfume and Cream and Roll-on.

xix. Oil and Gas

Petrol Marketing
Oil Bulk & Re-filling Project
Oil & Gas Service Project

xx. Financial Services

- Petro-Voucher Project
- Establishment of a Commercial Bank
- Sourcing of Funds for Business Ventures
- Establishment of and Integrated Investment Limited

xxi. Mining

Limestone
Feldspar
Phosphate

xxii. Chemical

- Caustic Soda
- Cleaning Chemicals
- Candle Production
- Nylon/Shopping bags

xxiii. Building/Construction

Large Estate Development

xxiv. Fishery

Fish-Trailing Project

xxv. Educational Services

- (i) Establishment of Nursery, Primary, Secondary and Continuing Education Centres
- (ii) Production of writing Biro's
- (iii) Production of Exercise Books

xxvi. Corporate Services

- (i) Personal Audit/Organizational Development
- (ii) Establishment of Business Centre
- (iii) Mass-Transit Services

xxvii. Airlines Operation

Establishment of a Private Airline
Establishment of a Non-Scheduled Airline

xxviii. Transportation

- Assembly of Bicycles and Tri-cycles
- Vehicle Service Workshop Establishment

xxix. Others

- PP Woven Yarn Project
- Dry-Cleaning Services
- Polythene Packaging Films and Shopping Bags
- PP Woven Sacks Project at Ijebu Ode, Ogun State
- Proposed PP Woven Sacks Project at Badagry, Lagos State
- Fashion Design