



AFRICA CENTRE OF EXCELLENCE IN PUBLIC HEALTH AND TOXICOLOGICAL RESEARCH UNIVERSITY OF PORT HARCOURT

ESTABLISHMENT OF A FACULTY BUSINESS DEVELOPMENT OFFICE (FBDO) AT THE UNIVERSITY OF PORT HARCOURT

1. Introduction

The University of Port Harcourt was established by an act of the Federal Republic of Nigeria in 1975 and like all public and private universities in Nigeria is accountable to the Federal Ministry of Education through the National Universities Commission (NUC) which regulates all universities in Nigeria. It is a member of the Association of Commonwealth University and is host to two African Centres of Excellence (ACE-CEFOR & ACE-PUTOR). The main strategic priorities of the University of Port Harcourt are the pursuit of academic excellence, advancement of knowledge and community services through quality teaching, life-long learning, social inclusion, strengthening civil society and policy relevant research that addresses the challenges of contemporary society. To achieve these priorities, the university is guided by the spirit of enquiry, self-reliance, fairness, ethical and professional standards of the various disciplines. Training in entrepreneurship is an essential module for all undergraduate and graduate students in the University. This is however, administered through the various departments and faculties. There are a number of established units in the university supporting research, innovation and commercialization including the University of Port Harcourt Entrepreneurship Centre, the University of Port Harcourt Intellectual Property and Technology Transfer Office (IPTTO) and the University of Port Harcourt Technology Park. More information on uniport can be found on <https://www.uniport.edu.ng/>

University of Port Harcourt (UniPort) seeks to establish a Faculty Business Development Office (FBDO) to foster strategic partnerships, generate external income, support entrepreneurial activities, and facilitate innovation across faculties. The FBDO will serve as a centralized hub to link academic research with industry demands, promote commercial opportunities, and offer consultancy services to external stakeholders.

This proposal outlines the structure, roles, operational framework, and sustainability plan for the establishment of the FBDO.

2. Vision and Mission

- **Vision:** To be a leading hub in academia-industry collaboration, entrepreneurship, and revenue generation through innovative business solutions.
- **Mission:** To provide strategic business development support across faculties, foster partnerships, enhance innovation, and align university activities with national and international market needs.

3. Objectives

1. Facilitate income generation through consultancy services, research commercialization, and faculty-driven projects.
2. Establish partnerships with industry, government, and development organizations.
3. Promote entrepreneurship and innovation among staff and students.
4. Develop capacity-building programs to enhance the business skills of faculty members.
5. Support the development of proposals for grants and funding.
6. Create a framework for tracking, managing, and evaluating projects and collaborations.

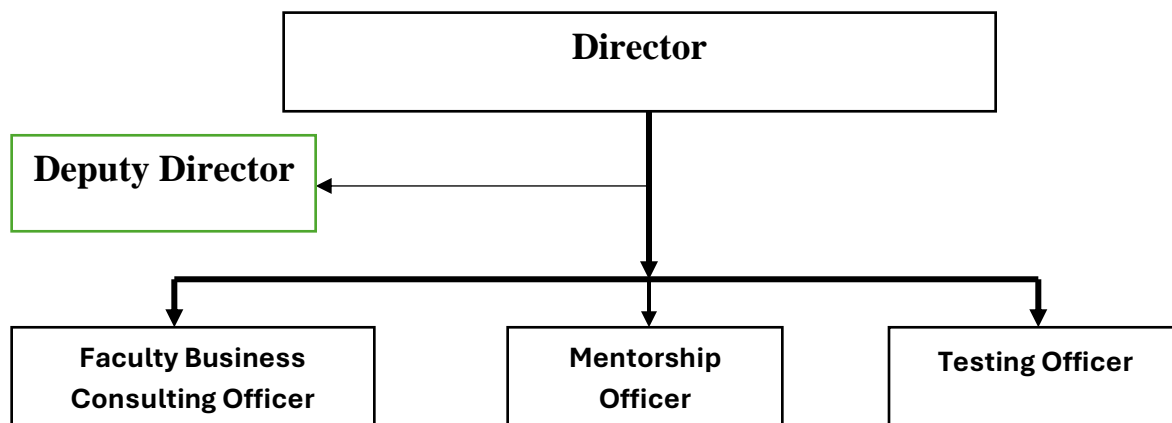
4. Structure and Governance

The FBDO will operate under the Office of the Vice Chancellor but have close working relationships with the faculties and the Directorate of Research and Innovation.

Organizational Structure

- **Chief Operating Officer (Innovation and Entrepreneurship):** Oversees overall operations, strategic planning, and external relations.
- **Faculty Business Consulting Officer** (Assigned to specific faculties): Develop income-generation opportunities and manage partnerships.
- **Grant and Proposal Officers:** Identify funding opportunities and assist in writing proposals.
- **Marketing and Communication Team:** Promote university services and handle client relations.
- **Administrative Staff:** Manage day-to-day operations.

Organogram of the UNIPORT Central Incubation Hub



Governance

- **Advisory Board:** Comprising faculty representatives, industry experts, and university management to provide strategic direction.

5. Services and Functions

1. **Consultancy Services**
 - Provide consultancy services to government, industry, and private organizations.
 - Match academic expertise with external project needs.
2. **Entrepreneurship and Innovation Hub**
 - Incubate startups initiated by faculty, students, or staff.
 - Offer business advisory services to entrepreneurs.
3. **Research Commercialization**
 - Facilitate the commercialization of research outputs.
 - Manage intellectual property (IP) in collaboration with the Technology Transfer Office.
4. **Capacity Building**
 - Organize workshops and training on business skills, proposal writing, and project management.
5. **Partnership Development**
 - Forge partnerships with industries, development partners, and government agencies.
 - Develop Memoranda of Understanding (MOUs) with external partners.

6. Implementation Plan

Phase 1: Setup and Planning (First 3 Months)

- Appoint the Director and key staff members.
- Secure office space and resources.
- Form the Advisory Board and define operational guidelines.

Phase 2: Pilot Operations (4–6 Months)

- Identify and engage with pilot clients and industry partners.
- Launch a few consultancy and capacity-building programs.

Phase 3: Full Operations (After 6 Months)

Roll out full-service offerings across all faculties.

- Establish performance tracking and reporting systems.

7. Resource Requirements

Personnel

- Chairman: 1
- Business Development Managers: 3 (initially, covering major faculties)
- Grant and Proposal Officers: 2
- Marketing and Communications Officers: 2
- Administrative Staff: 2

Office Infrastructure

- Office space with meeting rooms.
- Computers, printers, and communication equipment.
- CRM software for tracking clients and collaborations.

Budget Estimate

Category	Cost (Naira)
Staff Allowances (Yearly)	1,000,000
Office Setup	10,000,000
Marketing & Communications	500,000
Training Programs	3,000,000
Operational Expenses	1,000,000
Total	15,500,000

8. Funding Sources

- **University Budget Allocation:** Initial funding for setup and operations.
- **Consultancy Fees:** Revenue from services offered to external clients.
- **Research Grants:** Funding for projects from government and donor agencies.
- **Partnership Contributions:** Support from industry collaborators.
- Support from the ACE IMPACT Centres

9. Key Performance Indicators (KPIs)

1. Number of partnerships and MOUs signed.
2. Consultancy income generated per quarter.

3. Number of startups incubated.
4. Grants secured and proposals submitted.
5. Satisfaction levels of external clients and stakeholders.

10. Risk Management

1. **Insufficient funding:** Develop multiple revenue streams and reduce reliance on internal funding.
2. **Low faculty participation:** Provide incentives for faculty involvement.
3. **Competition from other institutions:** Focus on niche services and build strong client relationships.

11. Sustainability Plan

- Introduce a **revolving fund** where a portion of income generated from supported activities is reinvested into the office.
- Build **long-term partnerships** with key industry players and government agencies.
- Regularly update staff with **capacity-building programs** to stay competitive.

12. Conclusion

The Faculty Business Development Office will transform the University of Port Harcourt into a center for innovation and entrepreneurship. Through strategic collaborations and business-focused initiatives, the office will enhance the university's financial sustainability and position it as a leader in knowledge-driven business solutions.

13. Next Steps

1. Approval of this proposal by university management.
2. Appointment of the Chairman and formation of the Advisory Board.
3. Allocation of space and budget for initial operations.
4. Development of the detailed operations manual
5. Setting up of faculties and departmental focal persons