

CIVIC LITERACY SERIES · VOLUME I · FIRST EDITION



Citizen Social Contract

BUILDING CIVIC LITERACY ACROSS AFRICA

Know Your Rights. Know Your Government. Know What You Deserve.

A Guide to Civil Rights and Government Accountability in Nigeria

For junior students · secondary school students · adults

AN INDEPENDENT AFRICAN CIVIC EDUCATION PUBLICATION

CSC Civic Literacy Series · Volume I · First Edition

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FOREWORD

A Quiet Civic Awakening

Across Nigeria — from Lagos to Maiduguri, from Calabar to Sokoto — a quiet civic awakening is underway.

Citizens are beginning to ask not only *who* governs, but *how* governance is supposed to work, what it owes them, and what they owe each other. This handbook is written to support that awakening with calm, accurate, and durable knowledge — not partisan opinion.

We have written it for three audiences at once: junior students learning what government is for the first time; secondary school students preparing for life as voters and workers; and adults who want a clear, lawful framework for understanding the institutions that shape their daily lives.

The tone throughout is intentionally measured. Rights are powerful precisely because they are stated calmly. Institutions become accountable not through noise, but through documented, persistent, lawful engagement. We have tried to model that calm in every page.

“Civic literacy is not a campaign. It is an inheritance — passed from one generation to the next, in classrooms, around dinner tables, and in the quiet language of well-written letters.”

FROM THE FOREWORD

We are grateful to the teachers, lawyers, public servants and community organisers whose questions shaped this edition. The handbook will continue to evolve as Nigerian civic life evolves.

— *Citizen Social Contract*

HOW TO USE THIS BOOK

A Guide for Readers, Teachers & Facilitators

This handbook is designed to function in three ways at once: as a textbook for classrooms, as a workshop companion for facilitators, and as a self-study guide for any adult who wants to understand how Nigeria's public institutions are meant to work.

READING PATHS

Junior students. Start with Chapters 1, 2 and 4. Use the diagrams as a discussion prompt rather than as memorisation.

Secondary school students. Read sequentially. Pay attention to the responsibility maps in Chapters 2 and 6 and the FOI process in Chapter 9.

Adults & community readers. Begin with Chapters 7–12 if your interest is accountability, public money, and lawful engagement; return to earlier chapters to anchor the constitutional foundations.

EDITORIAL FEATURES

Throughout the book you will find *Civic Reality Notes* — short, observational paragraphs that connect the law to everyday life — and *Key Idea* blocks that summarise the most important point on the page. Diagrams are numbered as Diagram 2.1, 3.1, and so on, for ease of citation in workshops.

KEY IDEA

This handbook does not tell you what to think. It gives you a clear, calm framework for thinking — and a vocabulary for asking better questions of the institutions that serve you.



“Civic literacy is the infrastructure beneath democracy.”

A NOTE FROM THE CSC

CSC

CHAPTER · 01 · FOUNDATIONS

What Is Government?

A simple definition, an honest account of what government is for, and why citizens must understand it.

01

CHAPTER 1 · FOUNDATIONS

A working definition

Government is the organised system through which a society makes shared decisions, provides public services, protects rights, manages public resources, and keeps order. In Nigeria, government is *constitutional* — meaning its powers, limits, and duties are written down in the **Constitution of the Federal Republic of Nigeria, 1999** (as amended).

What government is for

Section 14(2)(b) of the Constitution states clearly that “the security and welfare of the people shall be the primary purpose of government.” Every ministry, agency, council and court derives its legitimacy from that sentence — and is measured against it.

Why citizens must understand it

A citizen who does not know how government works cannot tell a lawful action from an unlawful one, cannot direct a complaint to the right office, and cannot recognise when a right is being respected or quietly diminished. Civic literacy is therefore not optional; it is the operating manual of citizenship.

KEY IDEA

Government is not a personality. It is a structure — and structures can be understood, taught, and held accountable.

**INSERT · LAGOS AT DAWN**

Government is the structure beneath the city — the roads, the registries, the schools, the standards.

Documentary insert · Citizen Social Contract

CHAPTER · 02 · STRUCTURE

The Three Tiers of Government

Federal, State, and Local — what each tier owns, what each tier owes, and where citizens often misdirect blame.

02

CHAPTER 2 · STRUCTURE

Three tiers, one Federation

Nigeria operates a federal system. Constitutional powers are divided across three tiers, each with its own responsibilities, revenues, and accountability lines.

INFOGRAPHIC 2.1 · GOVERNANCE TIERS AT A GLANCE

01	02	03
FEDERAL	STATE	LOCAL
Defence, currency, foreign affairs, customs, aviation, federal highways, national policing, federal universities.	36 states + FCT. Governors and State Houses of Assembly. Most secondary and tertiary education, state hospitals, intra-state roads.	774 LGAs. Primary healthcare, primary education support, refuse, motor parks, markets, birth/death registries.

Diagram 2.1 · The constitutional division of responsibility across Nigeria's three tiers of government.

CIVIC REALITY NOTE · 02

Citizens often blame the wrong tier of government for local service failures — for example, asking the President to fix a refuse problem that is, by law, the LGA Chairman's duty.

CHAPTER 2 · RESPONSIBILITY MAP

Who is responsible for what?

This table is one of the most useful pages in the handbook. Many civic complaints are directed at the wrong office simply because citizens were never taught the division of duties.

Service / Issue	Federal	State	Local
Primary Healthcare Centre	Policy & funding	Coordination	Day-to-day management
Public primary school	Policy	Funding & teachers	Local oversight
Refuse collection	—	Standards	Direct delivery
Federal highway	Construction & maintenance	Coordination	—
State road	—	Construction & maintenance	Local roads only
Markets & motor parks	—	Standards	Day-to-day management
Police	Operates Nigeria Police Force	Coordination	—
Birth / death registry	NPC overall	Support	Local registration
State university	—	Operates	—
Federal university	Operates	—	—

Local Primary Healthcare Centres are constitutionally a Local Government responsibility, with state coordination and federal policy support.

CHAPTER · 03 · STRUCTURE

03

The Three Arms of Government

How the Executive, Legislature, and Judiciary check one another — and why no arm is supposed to dominate.

CHAPTER 3 · SEPARATION OF POWERS

Three arms, one Constitution

Within each tier, power is further divided into three arms. This is called the *separation of powers*. It is not bureaucracy — it is a deliberate safeguard against the concentration of authority in any single office or person.

Arm	Core function	Headed by (Federal)
Executive	Implements laws and runs ministries, departments and agencies (MDAs).	President
Legislature	Makes laws, approves budgets, and oversees the Executive.	Senate President & Speaker
Judiciary	Interprets the law, settles disputes, and protects rights.	Chief Justice of Nigeria

Checks and balances

- The Legislature can summon Ministers, withhold budget approval, and pass votes of confidence.

- The Judiciary can strike down unconstitutional laws and acts.
- The Executive can veto bills (subject to override) and execute court judgments.

KEY IDEA

Checks and balances are not conflict. They are coordinated friction designed to protect citizens from any one arm becoming unaccountable.

CHAPTER 3 · ACCOUNTABILITY CHAIN

Where accountability ultimately points

Accountability in a constitutional system is not a one-way street. It is a chain — each link answerable to the one above it, and ultimately to the citizen.

INFOGRAPHIC 3.1 · THE ACCOUNTABILITY CHAIN



Diagram 3.1 · Accountability flows upward toward citizens, while constitutional limits flow downward through every actor.

CHAPTER · 04 · RIGHTS

Your Fundamental Rights

The rights guaranteed to every Nigerian under Chapter IV of the Constitution — written plainly, with everyday meaning.

04

CHAPTER 4 · BILL OF RIGHTS

Sections 33–46 of the Constitution

Chapter IV of the Constitution (Sections 33–46) sets out the fundamental rights of every person in Nigeria. These rights are not gifts from any government. They are *recognised*, not granted.

Section	Right	Plain meaning
S. 33	Right to Life	No person shall be deprived of life intentionally except in execution of a court sentence.
S. 34	Right to Dignity of the Person	No person shall be subjected to torture, inhuman or degrading treatment, slavery, or forced labour.
S. 35	Right to Personal Liberty	No person shall be detained except in accordance with a procedure permitted by law.
S. 36	Right to Fair Hearing	Every person is entitled to a fair hearing within a reasonable time by an independent court.

Section	Right	Plain meaning
S. 37	Right to Private and Family Life	Privacy of citizens, their homes, correspondence, and communications is protected.
S. 38	Freedom of Thought, Conscience & Religion	Every person has the right to choose, change, and practise their faith — or none.
S. 39	Freedom of Expression and the Press	Every person has the right to hold opinions and to receive and impart information.
S. 40	Freedom of Assembly and Association	Every person may peacefully assemble and form or belong to associations.
S. 41	Freedom of Movement	Every citizen may move freely throughout Nigeria and reside in any part of it.
S. 42	Freedom from Discrimination	No citizen shall be discriminated against on grounds of ethnicity, sex, religion, or political opinion.
S. 43	Right to Acquire and Own Property	Every citizen has the right to acquire and own immovable property anywhere in Nigeria.

“A right that a citizen cannot name is a right that is easily violated. The first defence of any right is the ability to name it clearly when it matters.”

CIVIC REALITY NOTE · 04

CHAPTER 4 · LIMITS AND ENFORCEMENT

Lawful limits and lawful redress

Limits on rights

Rights are not absolute. They may be limited by laws that are reasonably justifiable in a democratic society — for public safety, public order, public health, or to protect the rights of others (Section 45). The limits themselves must be lawful, proportionate, and non-arbitrary.

Enforcing your rights

Section 46 allows any person who believes their rights have been, are being, or are likely to be infringed, to apply directly to a High Court for redress. The procedure is governed by the *Fundamental Rights (Enforcement Procedure) Rules, 2009*.

KEY IDEA

A right is most powerful when it is named, dated, and documented. Vague grievance does not move courts; specific facts do.



INSERT · PUBLIC READING ROOM

Where rights are first read aloud, slowly — the quietest civic infrastructure in any nation.

Documentary insert · Citizen Social Contract

CHAPTER · 05 · DUTIES

Citizenship & Civic Duties

05

Rights have companions. Section 24 of the Constitution lists the duties every citizen owes to the country and to one another.

CHAPTER 5 · DUTIES

What citizens owe each other

A citizen is more than a person born in or naturalised into Nigeria. A citizen is someone who carries both rights and responsibilities — and who participates, peacefully, in the shared work of public life.

The Section 24 duties — every citizen shall:

- Abide by the Constitution and respect its institutions.
- Help to enhance the power, prestige and good name of Nigeria.
- Respect the dignity of other citizens and the rights and legitimate interests of others.
- Make positive and useful contribution to the advancement and well-being of the community.
- Render assistance to appropriate and lawful agencies in the maintenance of law and order.
- Declare income honestly and pay tax promptly.

KEY IDEA

Civic duties are not punishments. They are the invisible scaffolding that allows rights to be experienced consistently across millions of strangers.

CHAPTER · 06 · SERVICES

Public Services & Who Delivers Them

06

Education, healthcare, transport, security, and civil registration — the institutional architecture behind everyday services.

CHAPTER 6 · SERVICES

From mandate to delivery

Public services are the visible face of government. When a service fails, the citizen rarely sees the structural cause — but understanding the structure is the first step to fixing it.

INFOGRAPHIC · FROM MANDATE TO DELIVERY



Education

Federal Ministry of Education sets national policy. UBEC funds Universal Basic Education. States operate secondary schools and state universities. LGAs support primary schools.

Healthcare

Federal Ministry of Health and NHIA set national policy and insurance standards. Federal Medical Centres and teaching hospitals serve as referral centres. State Ministries of Health run general hospitals. LGAs operate Primary Healthcare Centres.

Civil registration & identity

National Population Commission (NPC) manages births and deaths. NIMC issues the National Identification Number (NIN). FRSC issues driver's licences. Nigeria Immigration Service issues passports. INEC issues the Permanent Voter Card (PVC).

CIVIC REALITY NOTE · 06

Many communities still do not know which institution manages their local Primary Healthcare Centre. Civic literacy begins by naming the mandate-holder for each service.



INSERT · A SECONDARY SCHOOL CLASSROOM

Every service citizens receive begins, eventually, in a classroom — including the service of citizenship itself.

Documentary insert · Citizen Social Contract



*“Public money is not government money. It is citizen money held
in trust.”*

A NOTE FROM THE CSC

CSC

CHAPTER · 07 · PUBLIC FINANCE

Tax, Revenue & Public Money

Where public money comes from, where it goes, and why every receipt is part of a civic conversation.

07

CHAPTER 7 · PUBLIC FINANCE

Public money is citizen money

Public money is not government money. It is citizen money held in trust. Taxes, royalties, levies, and fees flow into the public revenue pool, are appropriated by the legislature, and are spent by the executive — under the watch of independent audit.

INFOGRAPHIC 7.1 · THE TAX FLOW



Diagram 7.1 · How citizen contributions become public services. Each arrow is a point at which transparency is owed.



DESTINATION	DESTINATION	DESTINATION
Health & Education	Roads & Transit	Local Services
Federal · States	Federal · State	LGAs

CHAPTER 7 · SOURCES & COLLECTION

Major revenue sources

Source	Collected by	Common in everyday life
Personal Income Tax (PAYE)	State Internal Revenue Service	Salary deductions
Value Added Tax (VAT)	Federal Inland Revenue Service (FIRS)	Receipts & invoices
Company Income Tax	FIRS	Business operations
Customs duties	Nigeria Customs Service	Imports
LGA levies	Local Government	Markets, motor parks

KEY IDEA

Asking how public money is spent is not rude. It is the most basic form of civic participation. The Constitution and the Fiscal Responsibility Act 2007 expect it.

CHAPTER · 08 · ACCOUNTABILITY

Accountability & Oversight

08

The institutions whose job it is to watch other institutions — and how citizens can engage them.

CHAPTER 8 · OVERSIGHT

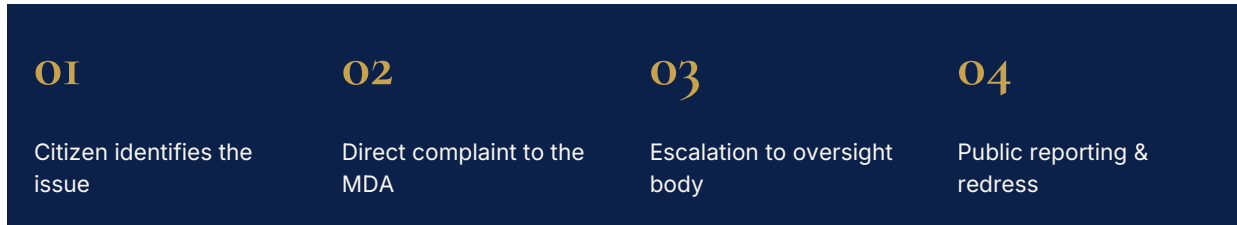
Who watches the watchers

A democratic system relies on a small but powerful set of oversight bodies whose work is to watch, audit, investigate, and report — without fear and without favour.

Institution	Mandate
Office of the Auditor-General	Audits federal MDAs and reports to the National Assembly.
Public Complaints Commission	Receives and investigates complaints against public officials.
EFCC	Investigates and prosecutes economic and financial crimes.
ICPC	Investigates corruption and unethical practices in public service.
Code of Conduct Bureau	Receives and verifies asset declarations of public officers.
National Human Rights Commission	Promotes and protects human rights in Nigeria.

Institution	Mandate
Public Accounts Committee	Legislative committee scrutinising audited public accounts.

INFOGRAPHIC · HOW A COMPLAINT BECOMES ACCOUNTABILITY



CIVIC REALITY NOTE · 08

Oversight bodies often act on the documented, not the loudest. A calm written complaint with dates, names and a request travels further than a thousand voices on the street.

CHAPTER · 09 · TRANSPARENCY

Freedom of Information

The Freedom of Information Act, 2011 gave every Nigerian a legal key to public records. This chapter shows how to use it.

09

CHAPTER 9 · FREEDOM OF INFORMATION

The legal key to public records

The Freedom of Information Act, 2011 (FOI Act) gives every person — citizen or not — the right to request access to public records held by federal public institutions. Many states have domesticated the Act for state-level institutions.

Key provisions in plain language

- **Section 1.** Public records and information shall be made freely available.
- **Section 2.** Public institutions must proactively publish certain categories of information.
- **Section 4.** Institutions must respond within seven (7) days of a request.
- **Section 7.** If access is denied, written reasons must be given and the decision can be challenged.
- **Section 27.** Whistle-blowers are protected from civil and criminal liability.

INFOGRAPHIC · FOI REQUEST PROCESS

01

Identify the institution holding the record

02

Write a clear FOI request letter

03

Deliver and obtain acknowledgement

04

Receive response within 7 days

KEY IDEA

Download editable FOI request templates and a step-by-step guide on the CSC Civic Network — citizensocialcontract.org/foi

CHAPTER · 10 · JUSTICE

Police, Courts & Due Process

What the law expects of officers and judges — and what citizens are entitled to at every stage.

IO

CHAPTER 10 · DUE PROCESS

If you are stopped or arrested

Under the Administration of Criminal Justice Act, 2015 (ACJA) and Section 35 of the Constitution:

- You must be told the reason for arrest, in a language you understand.
- You have the right to remain silent until you have spoken to a lawyer.
- You must be brought before a court within a reasonable time — generally 24 to 48 hours.
- You have the right to inform a relative or lawyer of your detention.
- You cannot be compelled to make a confession; confessions must be voluntary.

CIVIC REALITY NOTE · 10

In real interactions, the calm citizen who asks the officer for their name, station and the reason for the stop is using the law correctly — not provoking conflict.

The court hierarchy

Court	Jurisdiction
Supreme Court	Final court of appeal in Nigeria.
Court of Appeal	Hears appeals from High Courts and tribunals.
Federal High Court	Federal civil and criminal matters.
State High Courts	State-level civil and criminal matters.
Sharia & Customary Courts of Appeal	Personal status & customary disputes.
Magistrate, District & Area Courts	Day-to-day civil and minor criminal matters.



INSERT · PUBLIC TRANSPORT AT FIRST LIGHT

Public infrastructure is the daily, visible promise of the social contract — quiet, repetitive, essential.

Documentary insert · Citizen Social Contract

CHAPTER · 11 · PARTICIPATION

Elections & Civic Participation

Voting is one act of citizenship. This chapter places it within the wider, year-round civic life.

II

CHAPTER 11 · PARTICIPATION

INEC and the year-round civic calendar

The Independent National Electoral Commission (INEC) is the constitutional body responsible for organising elections under the Electoral Act, 2022. Citizens participate as voters, observers, polling agents, candidates, and informed neighbours.

INFOGRAPHIC · CIVIC PARTICIPATION CYCLE



Beyond the ballot

- Attending town hall meetings called by elected representatives.
- Reading constituency project lists and asking about delivery.
- Joining or supporting non-partisan civic organisations like the CSC Civic Network.
- Filing FOI requests on matters that affect your community.

- Monitoring local government council meetings (often public).

KEY IDEA

Join the CSC Civic Network — citizensocialcontract.org/network — to access civic education materials and connect with peers across Nigerian states.

CHAPTER · 12 · PEACEFUL ENGAGEMENT

Engaging Institutions Peacefully

Anger rarely builds institutions. Calm, documented, lawful engagement does.

I2

CHAPTER 12 · PEACEFUL ENGAGEMENT

Six principles

Most citizen demands are reasonable. Many fail not because they are unreasonable, but because they are delivered in a way that institutions cannot legally respond to. Peaceful engagement is not weakness — it is competence.

- **Document the issue.** Dates, names, photographs where appropriate, and reference numbers.
- **Identify the right office.** Use the responsibility maps to avoid wasted effort.
- **Write rather than shout.** A complaint letter creates a paper trail. A shout does not.
- **Stay non-personal.** Address conduct and outcomes, not personalities.
- **Escalate methodically.** MDA → oversight body → court — in that order, where possible.
- **Stay within the law.** Lawful protest is a right; unlawful conduct undermines the cause.

CIVIC REALITY NOTE · 12

The most successful civic campaigns in Nigeria have rarely been the loudest. They have been the most documented, the most patient, and the most legally precise.

CHAPTER · 13 · CIVIC IDENTITY

The Citizen as Institution

When citizens internalise rights, duties, and procedures, they become a quiet institution — the most important one in any democracy.

I3

CHAPTER 13 · CIVIC IDENTITY

The literate citizen

Throughout this book we have spoken of institutions — ministries, agencies, courts, councils. There is a final institution we must name: the literate citizen.

A literate citizen knows what they are owed, what they owe, where to direct a question, and how to keep records. Multiplied across communities, such citizens form an invisible but powerful layer of public accountability — one that no single official can disable.

“A literate citizen is the first institution of accountability — and the last line of defence against quiet democratic erosion.”

CLOSING CIVIC REALITY NOTE

A short closing pledge

THE READER'S PLEDGE

I will know my rights. I will know my government. I will know what I deserve. I will engage peacefully, document honestly, and treat the dignity of others as I expect my own to be treated. I will not wait for permission to be a citizen.



“A right that a citizen cannot name is a right that is easily violated.”

From Chapter 4 · Fundamental Rights

CS&C

APPENDIX · A

Where do I report this?

Quick-reference maps for the most common service questions citizens ask.

Issue / situation	First port of call	If unresolved, escalate to
Refuse not collected	LGA Sanitation Office	State Ministry of Environment
Pothole on a federal highway	Federal Roads Maintenance Agency	Federal Ministry of Works
Pothole on a state road	State Ministry of Works	Office of the Governor
No teacher at primary school	LGA Education Authority	State Universal Basic Education Board
Power outage on your street	DisCo customer care	NERC Consumer Protection
Police misconduct	Divisional Police Officer	Police Service Commission / NHRC
Denied FOI request	FOI desk of the institution	Federal High Court
Suspected corruption	ICPC or EFCC	Public Complaints Commission
Birth registration issue	LGA Registry / NPC	State NPC office
NIN problem	NIMC enrolment centre	NIMC headquarters / Ombudsman

APPENDIX · B

Formal Complaint Template

A practical, non-confrontational template for engaging any Nigerian public institution.

The seven elements of a complaint that works

A well-written complaint is a quiet act of civic competence. It documents the issue, addresses the right office, and asks for a specific outcome. The structure below works for any MDA, LGA, school, hospital, or oversight body.

- 01. Date.** Top right of the page. Dating creates the start of a paper trail.
- 02. Institution & address.** Address the head of the institution by office, not name.
- 03. Subject line.** One sentence describing the issue, e.g. 'Re: Non-collection of refuse — Adeola Street, Ward 5.'
- 04. Issue summary.** Two or three short paragraphs. Dates, locations, and what happened — calmly.
- 05. Evidence.** List or attach: photos, reference numbers, prior letters, witness names.
- 06. Requested action.** State clearly what you want the institution to do, and by when.
- 07. Respectful closing.** Sign your full name, address, phone number, and (if comfortable) email.

APPENDIX B · SAMPLE FORMAL COMPLAINT LETTER

Sample · Formal Complaint Letter

[Your Name]
[Your Address]
[Phone] · [Email]

12 March 2026

The Chairman,
[Local Government Council],
[Address].

Re: Non-collection of refuse — Adeola Street, Ward 5

Dear Sir / Madam,

I write respectfully to bring to your attention that household refuse on Adeola Street, Ward 5, has not been collected since 22 February 2026. Residents have made informal reports to the LGA sanitation office on 27 February and 4 March, with no response.

The accumulation now constitutes a public health risk, particularly for the Primary Healthcare Centre two streets away.

I respectfully request that:

- (a) refuse collection be restored within seven (7) days;
- (b) a written response be sent to the address above;
- (c) the schedule of collection for Ward 5 be made publicly available.

Please find attached photographs taken on 9 and 10 March 2026.

Thank you for your attention to this matter.

Yours faithfully,

[Signature]
[Full name]

APPENDIX · C

Sample FOI Request

A short, lawful, and effective request under the Freedom of Information Act, 2011.

[Your Name]
[Your Address]

12 March 2026

The FOI Desk Officer,
[Public Institution],
[Address].

Re: Request for Information under the Freedom of Information Act, 2011

Dear Sir / Madam,

Pursuant to Section 1 of the Freedom of Information Act, 2011, I respectfully request access to the following information:

1. The list of capital projects budgeted for [Ward / LGA / State] in the [year] budget.
2. The contractors awarded each project, the contract sums, and the current status of delivery.
3. Any monitoring or completion reports filed in respect of those projects.

In line with Section 4 of the Act, I look forward to your response within seven (7) days of receipt of this letter.

Please contact me at the address or phone number above should clarification be required.

Yours faithfully,

[Signature]
[Full name]

KEY IDEA

Editable FOI request templates for common civic questions — budgets, projects, procurement, and education — at citizensocialcontract.org/foi-templates

APPENDIX · D

Emergency & Civic Support Contacts

A practical, operational reference. Confirm local numbers; emergency lines may vary by state.

Emergency · Immediate response

Service	Primary number	Notes
National Emergency	112	Free toll-free national emergency line.
Nigeria Police Force	112 · +234 805 700 0001	Police control room (Force HQ Abuja).
Federal Fire Service	112 · +234 9 523 1980	State fire services may have local lines.
Federal Road Safety Corps	122	Road traffic emergencies & crashes.
NEMA (Disaster Response)	112 · 0800 CALL NEMA	National Emergency Management Agency.
Ambulance (LASAMBUS, Lagos)	112 · 767	State-specific; check local equivalents.

Civic support · Rights, legal aid & accountability

Institution	Contact	Mandate
National Human Rights Commission	+234 9 461 4000 · info@nhrc.gov.ng	Receives human rights complaints; refers and investigates.
Legal Aid Council of Nigeria	+234 9 234 7090 · legalaidcouncil.gov.ng	Free legal assistance for indigent persons in qualifying matters.
Public Complaints Commission	Offices in every state capital	Federal Ombudsman — receives complaints against public officials.
EFCC	0809 326 3322 · info@efcc.gov.ng	Economic & financial crimes — fraud, money laundering, public funds.
ICPC	0803 123 0280 · anticorruption@icpc.gov.ng	Corruption & unethical conduct in public service.
Code of Conduct Bureau	ccb.gov.ng	Asset declarations of public officers.
Office of the Auditor-General	oaugf.ng	Annual audited reports on federal MDAs.

CIVIC REALITY NOTE · D

Save 112 in every household phone. The single most useful civic contribution any citizen can make is to ensure that the people around them know how to reach help.

APPENDIX · E

Civic Glossary

Plain-language meanings for the terms used most often in Nigerian civic and governance conversations.

Term	Plain meaning
Accountability	The obligation of public officials to explain decisions and accept consequences for them.
Appropriation	Legislative approval that authorises the executive to spend specific amounts on specific purposes.
Constitution	The supreme law of the land; all other laws and actions must be consistent with it.
Due process	The lawful procedure that must be followed before any person is deprived of liberty or property.
Executive	The arm of government that implements laws and runs ministries, departments and agencies.
Federation	A union of states sharing sovereignty with a central government, each with defined powers.
FOI	Freedom of Information — the legal right to request and receive records held by public institutions.
Judiciary	The arm of government that interprets the law and resolves disputes.
Legislature	The arm of government that makes laws and oversees the executive.
MDA	Ministry, Department or Agency — the operational units of the executive arm.
Mandate	The specific responsibility assigned to a tier of government or institution by law.
Oversight	Independent scrutiny of public institutions by auditors, commissions, or the legislature.
PVC	Permanent Voter Card — issued by INEC, required to vote in Nigerian elections.

Term	Plain meaning
Separation of powers	The constitutional design that divides governmental authority across three arms.
Tier	One of the three levels of Nigerian government — Federal, State, or Local.

APPENDIX · F

Legal References & Citations

Primary instruments cited throughout this handbook. Readers are encouraged to consult the originals for definitive language.

Instrument	Year	Relevance
Constitution of the Federal Republic of Nigeria	1999 (as amended)	Foundational law; defines tiers, arms, and rights.
Fundamental Rights (Enforcement Procedure) Rules	2009	Procedure for enforcing Chapter IV rights in court.
Freedom of Information Act	2011	Right of access to public records.
Fiscal Responsibility Act	2007	Transparency and accountability in public finance.
Public Procurement Act	2007	Standards for federal public procurement.
Administration of Criminal Justice Act (ACJA)	2015	Modernised criminal procedure; arrest, detention, trial.
Electoral Act	2022	Conduct of federal and state elections; INEC powers.
Police Act	2020	Roles and discipline of the Nigeria Police Force.
National Human Rights Commission Act	1995 (amended 2010)	Mandate of the NHRC.

Where state-level laws apply (e.g. domesticated FOI Acts), the prevailing state instrument should be cited. CSC maintains a living register of domesticated civic legislation at citizensocialcontract.org/laws.

APPENDIX · G

CSC Civic Network & Resources

The CSC Civic Network is an open, non-partisan community of teachers, students, public servants, community organisers, lawyers, and citizens committed to civic literacy and lawful accountability in Africa.

What members receive

- Free access to the full CSC publication library, including future editions of this handbook.
- Quarterly civic literacy briefings written for classroom and community use.
- Templates for FOI requests, formal complaints, and civic monitoring.
- Invitations to CSC workshops, public lectures, and civic accountability convenings.
- Connections with peers across Nigerian states and other African contexts.

KEY IDEA

Join the CSC Civic Network at citizensocialcontract.org/network — membership is free, and your data is never used commercially.

How to support this work

This handbook, and the broader CSC publication programme, is sustained by reader contributions and institutional grants. To support the next edition — including translations into Hausa, Yoruba, Igbo, Pidgin, Swahili and French — visit citizensocialcontract.org/support.



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