

INTEROFFICE MEMORANDUM

To: Mr. Sajiv Nair, Chief
Human Resources Management Section

Date: 04 March 2026

Through:

Ref: ACS/ADM01-11-03-02-
157 /mg

From: *For* / Samuel Kobina Annim, Director
African Center of Statistics

**Subject: - Request for No-Cost Extension for Consultant Assignment – PO# 2500389103,
Ms. Lohdir Anne Labigah IBRAHIM**

This Memo serves as a formal request for a no-cost extension of Purchase Order (PO) #2500389103 for Ms. Lohdir Anne Labigah IBRAHIM, extending the contract validity through July 31, 2026.

The requested extension is necessary to facilitate the completion of activities supporting Nigeria in testing and adapting the validated South-South Cooperation (SSC) framework, tools, and resources to the national context. This work is critical to compiling and analyzing the country's first estimates of South-South Cooperation flows. Contrary to the anticipated speed of responses from country institutions during the fields work, the process has been slower and the anticipated timeline for the results has been exhausted. Besides, the staff in charge of this workstream has suffered adverse health conditions. This led to delay in submitting the request for extension before the end of the contract.

To ensure the successful completion of these activities, we propose extending the consultant's contract for an additional five months. The request was not submitted earlier as we first needed to confirm the necessity of the extension and obtain the consultants' agreement to the proposed five-month period.

The associated costs will be charged to budget: **DA 15: Quantifying South-South Cooperation (Project Code: 2326D).**

We kindly request your review and approval of this contract extension.

Thank you for your continued cooperation and support.