



POLICY GUIDELINES ON PPP STRUCTURING AND TRANSACTION FEES

**Benue State Investment Promotion Agency
(BENIPA)**

DECEMBER 20, 2024



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POLICY GUIDELINES ON PPP STRUCTURING AND TRANSACTION FEES

Effective Date: January 1st 2025

Approved by: BENIPA Governing Board

Authority: In line with Part IV, Section 1(b)(iii) of the BENIPA Law 2023

1. Policy Objective

This policy establishes a transparent, fair, and performance-driven fee framework to guide the collection of charges related to the structuring, facilitating, and monitoring of Public-Private Partnership (PPP) transactions. It aims to ensure BENIPA's financial sustainability and align service delivery with international best practices.

2. Legal Basis

BENIPA is empowered under Section 1(b)(iii) of its enabling law to charge fees for services rendered in the course of discharging its functions. These include project development, transaction advisory, procurement facilitation, and post-close contract administration.

3. Applicability

This policy applies to all private sector sponsors, investors, transaction advisors, or entities engaging with BENIPA in the structuring or delivery of PPP projects.

4. Fee Structure

S/N	Fee Type	Description	Trigger Point	Fee Range / Basis
1.	Project Origination & Screening Fee	Covers initial due diligence and screening of proposals	At submission of the proposal or EoI	₦500,000 – ₦2,000,000
2.	Transaction Structuring Fee	Covers advisory, legal, technical and financial structuring	Upon signing of the MoU or the mandate letter	0.1–0.3% of estimated project value
3.	Procurement Processing Fee	Covers bid preparation, RfP management, data room access, and evaluation	At the issuance of RfP	₦500,000 – ₦5,000,000 per bidder
4.	Financial Close Success Fee	Reward for transaction closure and value creation	Upon contract signing / financial close	0.1–0.5% of the actual project value



5.	Concession Monitoring & Admin Fee	Covers annual performance tracking, compliance reviews, and reporting	Annually during the concession term	0.25–0.5% of the project's annual gross revenue
6.	Project Variation / Renegotiation Fee	Covers legal, financial and technical reassessment of contract amendments	Upon a variation approval request	Negotiated (flat or % of revised value)
7.	Capacity Building & Training Fee	Cost recovery for technical support workshops and capacity building events	As applicable	Based on actual cost or a flat fee per event

5. Discounts & Waivers

- Proposals led by local SMEs, cooperatives, or women/youth-focused ventures may attract up to a 50% fee discount.
- Donor-supported or social impact projects (e.g. healthcare, education) may be exempted from structuring fees, subject to Board approval.
- Fee waivers must be approved in writing by the Executive Secretary and ratified by the Board.

6. Payment Terms

- All applicable fees shall be communicated in writing at each project stage.
- Fees are payable to the official BENIPA Revenue Account and are non-refundable unless otherwise stated.

7. Transparency & Disclosure

- BENIPA will publish an updated version of this fee policy on its website and make it available upon request to all stakeholders.
- A summary of fees collected and services delivered shall be included in BENIPA's annual report.

8. Review and Updates

This policy shall be reviewed periodically and may be amended by the Board of BENIPA based on evolving needs, market trends, and legal advice.