

# BOOKER WASHINGTON INSTITUTE

P. O. BOX 273  
KAKATA, MARGIBI COUNTY  
REPUBLIC OF LIBERIA

## 2017-2018 PROSPECTUS

### 1.0 ABOUT THE INSTITUTE

The Booker T. Washington Agricultural and Industrial Institute (BWI) was founded in 1929; the realization of a dream envisaged by the late Liberian President Charles D.B. King and made possible with support from the Phelps Stokes Foundation, of New York, U.S.A. and the Board of the Methodist Church in the U.S.A. The Institute is named in honor of the late African American Economic Right Leader, Booker T. Washington (1856 - 1915). The founding fathers' overriding purpose for establishing the institution was the training of young middle level technicians and professionals to contribute to Liberia's construction and development undertakings. The Institute owns and is situated on 1,086 acres of land donated by the tribal chiefs of the Kakata locale to President King for the establishment of the Institute's campus facilities.

Since its foundation, BWI has provided a significant part of the solution to the national shortage of trained middle level technicians, aspiring engineers, architects, agriculturists, business men and women and national leaders.

As the global community transforms, we constantly undertake to transform the Institute to remain innovative and dynamic. We seek knowledge, opportunities and strive to improve continuously in order to maintain our position as Liberia's model center of excellence and a world-class institution that provides education, training, professional development and consultancy solutions for the public and private sectors in technical, management and leadership areas.

The Institute takes pride that many of our stakeholders and clients including our internship partners as well as employers of our trainees and graduates are extremely satisfied by the quality of our products and the practical, hands-on approach and real-world solutions that we provide in our education and training programs.

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*Administrative Building*



*Dinning Hall @ Auditorium*



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## @-? FINANCIAL OVERVIEW

The Institute is largely funded by the Government of Liberia budgetary appropriation. Below is a financial glimpse of the Institute over a three years period including revenue and actual expenditure.

Account Title	FY 2014/15		FY 2015/16		FY 2016/17	
	Approved Budget	Actual	Approved Budget	Actual	Approved Budget	Actual
GOL	1,878,703	1,853,349	3,342,595	2,843,869	2,951,603	2,186,154
Internal Revenue	379,275	233,799	530,200	236,798	377,200	490,908
Total	2,257,878	2,087,148	3,872,795	3,080,667	3,328,803	2,902,062



Front view of the Administrative Building



**BOOKER WASHINGTON INSTITUTE**  
Kakata Margibi County

*Boys Dormitory*



Our overarching goal is to become a national reference point for Technical and Vocational Education and Training (TVET) as well as a regional and global hub for TVET known for its Integrity, Excellence, Discipline, Honesty, and Professional development.

### 1.1 VISION STATEMENT

BWI's vision is to be Liberia's model center of excellence in Technical and Vocational Education and Training (TVET) for youth empowerment supporting national development.

### 1.2 MISSION STATEMENT

Our mission is to provide education and training that will produce middle level technicians and professionals who will be self-reliant in Liberia and beyond.

### 1.3 CORE VALUES

At BWI, we firmly believe that skills development through vocational and technical education and training is the foundation to Liberia's sustained socio-economic development. The key to our actions and successes over the many decades is defined by our *Core Values*:

#### 1.3.1 Integrity

We shall preserve and consistently employ the quality of being sincere and having strong moral principles in all we do.

#### 1.3.2 Excellence

We will aspire to be in the foremost position of vocational and technical education, and continue to be a model and a leader in TVET, with the talents and qualities of exceptional performance that surpasses ordinary standards.

#### 1.3.3 Discipline

We shall exercise consistent control of proper behavior, pursuant to the requirements that rules and orders shall always be adhered to.

#### 1.3.4 Commitment

We commit ourselves to the BWI Brand and all that it stands for; and dedicate ourselves to be devoted to the institution, students, employees, industries and other stakeholders and alumni.

#### 1.3.5 Honesty

We shall refer to the aspect of moral character and positive attributes that embrace truthfulness, grace and respect of rules in carrying out our duties.



*Automotive Students diagnosing engine problem*



*Business Education Department*



*BED - Computer Lab.*



## **GOVERNANCE AND MANAGEMENT STRUCTURE OF THE INSTITUTE**

BWI was established as an autonomous public education and training institution authorized by legislative enactment as a legal and corporate body with perpetual succession, under policy guidance of the Board of Governors of the Institute. “The President of Liberia shall be Chaired Ex-Officio and the Minister of Education shall be member to no office of the Board. The Board of Governors of the Institute shall be composed of not more than seventeen (17) members. The Institute shall be perpetually maintained in the Republic of Liberia for the education of the people of this land and of other countries and for all who seek its advantages” (the 1976 revised charter).

The Institute’s top management is headed by the Principal and Chief Executive Officer who is also Secretary to the Board of Governors. S/He heads the Principal’s Cabinet comprising the Vice Principals, Financial Comptroller and Council (comprising heads of trade departments, academic and other major programs of the Institute. Regular meetings and functions are carried out at all levels of the governance and management structure of the Institute to provide effective and efficient policy and administrative guidance and directions for the Institute.

*Clinic*



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### **1.3.6 Professional ethics**

We will exhibit the highest degree of organizational and institutional standards of behavior when faced with issues that challenge our moral principles.

## **2.0 MAIN ACTIVITIES**

BWI’s core activities and functions include, but not limited to:

Operating a regular four-year secondary academic and TVET program in career areas to include: Agriculture, Automotive & Heavy Equipment, Business Education (Accounting, Secretarial Science), Domestic Science (Hospitality, Cosmetology, Tailoring), Electricity, Electronics, General Building Trades (Carpentry, Drafting, Masonry, Plumbing) and Machinery.

Operating a two-year Post-secondary TVET and Professional program consisting of the same career areas in the regular four-year program plus short term professional development courses in diverse areas to include Computer Literacy Training, Monitoring & Evaluation, Human Resource Management, Trade Union Education, Purchasing & Procurement Management, Tree Crops Farm Establishment (New Planting, Extension and Replanting) & Management, Warehouse Management, etc. Students are focused mainly on their chosen technical and vocational areas with no academic courses.

We offer onsite professional training and services in technical areas, e.g. agricultural, electrical, automotive, hydraulics, auto-electrical and professional metal works

We offer services in biomedical equipment repairs

BWI’s pool of consultants, instructors, and trainers consist of a combination of highly proficient engineers, academicians and practitioners as facilitators.

We have a large pool of internal and external consultants who provide professional services to our clientele.

BWI operates a Food Hub and agriculture production site for research, training and commercial production of vegetables for supply to markets as well as support to our student cafeteria.

Coming soon, a new center for Biomedical Technician Training.

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### 3.0 PROGRAMS OFFERED BY THE INSTITUTE

#### 3.1 Academic & TVET Training Programs

BWI currently offers two levels of education and training:

**3.1.1 The conventional four-year secondary academic and Technical and Vocational Education and Training (TVET) program** admits students who have successfully completed the ninth (9<sup>th</sup>) grade and spend four years to complete their secondary education combined with their chosen trade. The ratio of male to female student enrolment stands at 4:1. BWI has maintained a student completion rate of 80 – 85%. Successful candidates are awarded a Diploma in specialized trade. Trainings are offered in the following vocational and technical disciplines:

Agriculture

Automotive mechanics

Business Education (Accounting, Secretarial Science)

Domestic Science (Hospitality, Cosmetology, Tailoring)

Electricity to include: Residential and Industrial, Renewable Energy Technology, Heating, Ventilation and Air Conditioning (HVAC)

Electronics

General Building Trades (Carpentry, Drafting, Masonry, Plumbing)

Machinery

Total cost of study (tuition, uniforms and all fees) per school year at the four years secondary academic and TVET is USD 341.00 for boarding students, while day or commuting students pay USD 160.00.

#### 3.1.2 We run a Post-secondary and Professional Program (PSPP)

comprised of the Accelerated Vocational Training Program (AVTP) and National Diploma in Agriculture (NDA). Additionally, all the other vocational and technical trades taught in the conventional four-year program are being synchronized into the National Diploma curriculum format. Both AVTP and NDA cover two years of training leading to award of National Diploma. Short term professional development courses are also taught at the PSPP. Short term professional development courses in diverse areas include Computer Literacy Training, Home Economics, Monitoring & Evaluation, Human Resource Management, Trade Union Education, Purchasing & Procurement Management, Tree Crops Farm Establishment (New Planting, Extension, Replanting) & Management, Warehouse Management, etc.

## *American Corner - Kakata*



## *Science Building*



## JAPAN Heavy Equipment Operator School



*Girls Dormitory*



Total maximum cost of study per student per year at the Post-Secondary TVET and Professional program is put at USD 176.00. Costs for short term professional courses vary according to duration ranging from two weeks to six months of training.

### 3.1.3 Japan Heavy Equipment Operator School (JHEOS)

BWI is proud host of the JHEOS center of excellence. This Public Private Development Partnership (PPDP) model is a venture with the Government of Japan as donor, the private partner KOMATSU with technical assistance of heavy equipment and the Government of Liberia represented by the Ministry of Commerce. The United Nations Industrial Development Organization (UNIDO) is implementing agency. The project is code named 'Promoting Youth Employment by Supporting Technical and Vocational Education in Liberia'. It was commissioned in 2013. However, due to the onslaught of the EBOLA virus disease, the project was halted and relaunched for duration of 24 months (2016-2018). A joint transition team comprising of UNIDO and BWI staff is actively working to ensure a successful continuation as BWI will take full responsibility for the school at the end of the project duration. More than 300 youth from across Liberia's 15 counties have received training in Work Safety, Operation and Maintenance of Excavator, Hydraulics and Auto Electricity. Trainings are conducted on a short-term period of three months per course. Companies and concessions are encouraged to contact BWI for training of their employees as well as internship for our trainees and possible employment opportunities for them.

### 3.1.4 Internship and Job Placement Program

As part of our continuous assessment and measurement of quality of our training curriculum, BWI has a long-standing experience in working with industries, concessions and general TVET stakeholders across Liberia. We run a four to six months internship and job placement program where our prospective graduates are placed with private sector partners to engage in intensive practical job application and gain real insight on-the-job experience. This program has immensely contributed to the success of employability of our graduates over the decades.

### 3.2 Research & Development (R&D)

In addition to education and training, BWI operates programs in research and development in Renewable Energy with focus on biomass renewable energy production. With support of USAID, All Power Lab USA, and other partners, BWI has run a renewable energy center since 2014.

Through our R&D, our partner (All Power Lab) has successfully modified gasifier machines to produce electricity using agricultural waste to include rubber wood chips, palm kernel shell, and coconut shells. Our own team of Mechanical and Electrical Engineers recently invented a modified reactor that heats Crude Palm Oil (CPO) at a temperature of 80<sup>0</sup>C-85<sup>0</sup>C. The CPO can now be refined as biodiesel within 10 minutes unlike previous or other reactors that would take one to two hours before being refined.

### 3.3 Library and Information Services

**3.3.1 Main Library** - The Booker Washington Institute has developed a library suitable for the needs of the TVET programs as well as general academic and technical research programs needed by the Institute and general public. BWI's main library and its extension provide facilities for more than five hundred users at any one time. While the main library is largely print-based, a small section is being transformed into modern IT driven library where eight desktop computers will be linked up to a server based internet.

**3.3.2 American Corner Kakata (ACK)** - Attached to the library is an annex which is an outshoot of the U.S. Embassy Culture and Information Services. This section of the library contains print-based and e-library infrastructure hosting electronic collection such as e-books, e-journals, databases as well as virtual reference and other online services. This section, code named "American Corner Kakata (ACK)", is built to serve as a model for information and culture exchange between the U.S. Embassy and the general Liberian populace in the Kakata area. The ACK provides new and innovative services that are essential to promoting BWI as Liberia's flagship and model TVET institution. These services include internet connectivity, Digital Satellite Television (DSTV) that provides current affairs and other documentary information for use of our students, larger community and public in general.

### 4.0 CONSULTANCY SERVICES

We have identified five strategic priorities in taking the Institute to the desired state of model center of excellence. Critical among the five strategic priorities is the drive to increase the internal revenue generating capacity of the Institute to augment and complement the declining budgetary support from the Government.

BWI today is more than an institution only engaged in education and training of secondary and post-secondary students in vocational and technical fields.

## *Electrical Department*



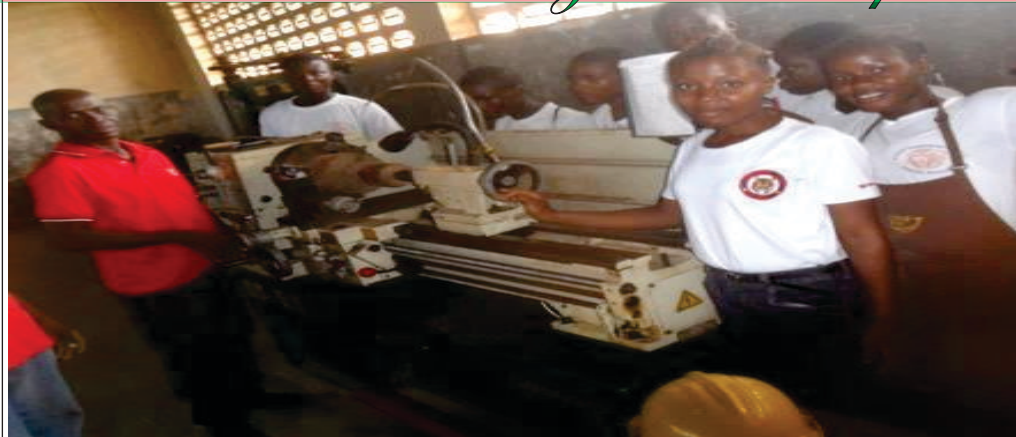
## *Electrical Lab.*



## *Animal Science*



## *Machinery Workshop*



## *BWI- Renewable Energy Center*



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Predicated on the Institute's charter and mandates crystallized by our emerging strategic vision, BWI endeavors to provide quality TVET education and training to the youth as well as provide professional services to the Liberian population and a wide range of stakeholder institutions and groups including, but not limited to:

The Fifteen Counties of Liberia (source of recruitment of our students)

Medical institutions – repairs of medical equipment

Academic Institutions

Ministries & Agencies of Government

Business Partners

Development Partners

NGOs

Private Sector

Professional Bodies

Civil Society

### **5. 1 SUMMARY OF BWI CONSULTANCY ACTIVITIES**

Just over the last one and half years of transformation, BWI has embarked upon vigorous delivery of outreach programs including training and consultancy services apart from our traditional function of secondary education and training. We have become utilizing both state-of-the-art technology and modern facilities as well as using our highly qualified and professional staff with technical, engineering and related advanced trainings coupled with many years of experience in their respective areas of discipline. BWI will forge ahead in pursuing our mandate of providing skills development for young people and “maintain a center of learning where members of all races, classes and creeds enjoy an equal opportunity to study and learn (revised 1976 charter) ...”. We engage in partnerships with national and international development partners and bilateral institutions to include the United Nations Industrial Development Organization (UNIDO), USAID, European Union, U. S. Embassy, Swedish Embassy, GiZ, Save the Children, technical and tertiary institutions in Liberia and abroad, the BWI Alumni Association of North America and our industrial and private sector partners.

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and our partners over the last two years:

Conducted a Skills Validation Training Program for about 200 Liberian nationals being separated from UNMIL as result of the mission's draw down (2016).

Conducted training for professors of W. V. S. Tubman University in operation and maintenance of Gasifier Machines for Biomass Renewable Energy (2016).

Conducted training for electrical technicians of the USAID funded Sorlumba Biodiesel Power Project, Foya District, Lofa County (2017).

Reconstructed and modified the USAID funded Sorlumba Biodiesel Power Project's Lister engines reactors (2017). The success of this assignment has now set off that rural renewable energy project to full functionality after three years of failed work efforts by foreign experts.

Repaired medical equipment for the Barcolleh's Health Center in Kakata, Margibi County and the MedLink Clinic, Monrovia (2017).

Repaired engineering lab equipment at Stella Maris Polytechnic, Monrovia (2017).

The Institute campus contains several modern facilities some containing AC, internet connectivity and projectors with drop down screen to support hosting workshops, lodging accommodation also suitable for retreats and conferences. Our boarding facilities are available for rental services during vacation periods.

We also have a canteen where foods are prepared and basic supplies can be purchased from.

We possess competence in development of strategic plans for institutions, development of organizational annual work plans, development of institutional master plans, conducting training needs analysis and designing training plans and programs, conducting system audits, development of annual procurement plans and preparation of competitive winning bid proposals.

## *Domestic Science Students*



## *Carpentry Shop*



## *Electrical Student*



**GG**The Institute has a cadre of professionals and experts with many years of industrial experience in diverse fields. Engaging this pool of dedicated staff to provide expertise in the form of research, consultancy, and technical and managerial advisory services, will yield additional income for both themselves and the Institute's operational budget.

Our consultancy services include providing outreach support for community development and meeting the needs of clients in such areas as Agricultural extension services, training workshops for farmers, repair of electric power generators; repair and servicing of motor vehicles using modern diagnosis equipment and tools; renting of excavators with assigned operators; design and construction of buildings; designing and manufacturing of school and residential furniture; outstation team for installation, repair and servicing of AC and Refrigeration equipment. Our Machinery and Mechanical Department can fabricate all sizes and design of metal works, manufacture incinerator for medical waste disposal, manufacture flour mixer, farina or gari production machines; post-harvest equipment and basic tools; fabricate metal canopy; metal bump bed; fabricate gears for different motors.

We also provide training and advice on agricultural related projects, i.e. we produce and sell compost used as organic fertilizer, rubber farm advisory services, oil palm, vegetable production, fishery, animal husbandry (piggery, small ruminants, cattle, poultry); designing and conducting management services training in areas such as Financial Management, Procurement Management, Warehousing, Facility Management, etc. Additionally, we design and deliver customized technical and management related training for clients.

We also rent facilities with AC, projectors, screens, and flip chart stands appropriate for workshops and conferences.

## **6.0 BWI's COMPETITIVE EDGE**

BWI is not only nationally positioned as the leading and most respected TVET institution evidenced by decades of success stories exemplified in its alumni community, but also has the competence and capability to deliver the services required by our various constituencies. BWI carries the brand of the most successful renowned education and training institution mandated by the Government of Liberia to provide skill development for young people in support of national development. Our advantage is derived in part from the reputation and long history we have for providing vocational and technical training. The hundreds and thousands of alumni are living testimonies throughout Liberia and the diaspora. BWI has over 85 years' experience and reputation as the single largest and leading technical and vocational training institution in Liberia.

## **7.0 QUALIFICATIONS AND CREDENTIALS**

Currently, BWI has a cadre of trained professional staff including engineers, specialists and consultants of both national and international training and work experience in education, training and administration and management services. This pool comprises of 10 Master's degree holders; 95 Bachelor's degree holders; 10 Associate degree holders; 73 Technical and Vocational Diploma holders; and nine Professional Certificate holders.

Our academic instructors are among the most professionally trained teachers. We hold a strong commitment to continuous staff development and to increase the number of technical and professional staff while reducing the over 100 general support staff with high school education and below.

Our core professional staff is assisted by more than 15 highly qualified consultants with expertise and practical experiences in different fields that support BWI's TVET mission.

## **8.0 FACILITIES**

We are aware that in determining our capacity to perform, our stakeholders will typically look at issue of physical facilities and resources, e.g. our IT infrastructure, classroom and training space, etc. Accordingly, this section highlights BWI's physical infrastructure and resources that support our human resources. Reference can also be made to the sections on Consultancy Services.

**8.1 IT infrastructure** -The campus is partially supported with internet connectivity at major buildings across the campus. Our IT infrastructure comprises computer labs for training of business and technical students. There are two labs with capacity of 75 desktops in the Business Education department while the Science Building host a computer lab and server room plus 25 desktops for training in AutoCAD and related courses. Internet service is also provided to major functionaries through use of modems.

**8.2 Buildings** – Major buildings include the Administrative, Library, Admission and Records, Science/Academic, Business & Finance, a ten room guest house, security guard office, Academic/ Science & Labs, all trades/vocational areas have dedicated buildings to host training workshops and classrooms, i.e. Agriculture, Automotive, Business Education (Accounting, Secretarial Science), Domestic Science, Electrical, Electronics, General building Trades (Drafting, Carpentry, Masonry, Plumbing), Machinery, Arts & Sculpture, Heavy Equipment campus, Post-secondary & Professional Programs campus hosting buildings with offices, classrooms, cafeteria, etc.

**8.3 Recreation** – BWI has very spacious campus that is suited for recreation students studying at BWI and participants of training and conferences can take a walk under the canopy of trees or rest in our parks.

**8.3.1 Facilities for Students Services** - For students' services and activities, the campus contains several buildings to include auditorium with capacity of about 500 seats, Cafeteria with outside kitchen, Canteen, Students Center, Palava Huts, Campus Clinic, Audio Visual Room, Sports ground for soccer, volleyball, basketball and kickball.

**8.3.2 Dormitory Facilities** - The campus contains dormitory facilities for boys and girls with maximum capacity of 800 boys and 400 girls as boarding students. Our current trend in annual enrolment is 60% boarders to 40% commuting (Day) students. Accommodation is also provided for limited number of staff to include administrators, instructors and main heads of programs and departments. In all, there are two main staff residential quarters containing total of 30 apartments with two and three apartments respectively.

**8.4 Agriculture Facilities** - The campus contains separate sections allocated for agriculture production in animal husbandry, aquaculture, vegetable production, lowland rice production, oil palm demo farm, and a 70 acres rubber farm in production.

**8.5 Renewable Energy Center-** There is a dedicated building which hosts the BWI Renewable Energy Center. The center runs a research and development program as well as training in solar energy, biomass and biodiesel energy production. Training is also conducted here in operation and maintenance of gasifier machines for production of biomass energy. The center is managed in collaboration with development partners to include USAID, All Power Lab, Renewable Energy Agency of Liberia, etc.

**8.6 Soil Science Lab** – with technical support from the USAID-FED agriculture project, BWI has one of the best Soil Science Lab in Liberia. The Lab is used for training of our agriculture students and for testing of soil for farmers.

**8.7 Compost Production** – BWI's agriculture activities include production of organic fertilizers for use in our training and agriculture production activities, e.g. vegetable and rice productions. We serve the farming communities in Margibi and across Liberia with highly rich compost for enrichment of their soil. *Soil Science Lab./Agri -Technicians*



"GATEWAY TO THE FUTURE"



"Liberia's Model Center of Excellence"



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"GATEWAY TO THE FUTURE"



*BWI*



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