

PROFESSIONAL EXPERIENCE REPORT (1995 TO 2026)

THE CHAIRMAN, EDUCATION AND TRAINING
COMMITTEE,
THE NIGERIAN INSTITUTE OF QUANTITY SURVEYORS
(NIQS),
NATIONAL SECRETARIAT, ABUJA

AFOLABI STEPHEN MUYIWA
MEMBERSHIP NO: P00359A

OFFICE : TROIS ASSOCIATES LIMITED, AKURE

FEBRUARY 2026

PROFESSIONAL EXPERIENCE REPORT
APPLICATION FOR MEMBERSHIP (MNIQS)
NIGERIAN INSTITUTE OF QUANTITY SURVEYORS

Applicant: Stephen Muyiwa Afolabi

Academic Qualifications:

- Higher National Diploma (Quantity Surveying)
- Postgraduate Diploma (Quantity Surveying)
- MSc Construction Management (United Kingdom)
- Postgraduate Diploma (Financial Management)
- MBA Finance
- Hon. Doctorate Degree in Project Management & Technology (UNIBTECH USA)

Years of Professional Experience: Over 20 Years

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1. PROFESSIONAL PROFILE

I am a professionally trained and practicing Quantity Surveyor with over two decades of progressive experience in consultancy, contracting, and project management practice across Nigeria and the United Kingdom. My career has developed from technical measurement and cost preparation roles to senior-level commercial advisory, contract management, and project leadership responsibilities.

Throughout my professional journey, I have been actively involved in pre-contract cost advisory services, procurement strategy formulation, tender administration, post-contract financial control, variation assessment, claims evaluation, risk management, and final account negotiations. I have provided advisory services to public institutions, private developers, development-funded projects, and corporate clients requiring strict financial discipline and transparent reporting.

My professional evolution demonstrates increasing autonomy, independent judgment, accountability for financial outcomes, and strategic commercial decision-making consistent with the expectations of Member (MNIQS).

2. ACADEMIC AND PROFESSIONAL FOUNDATION

My Higher National Diploma and Postgraduate Diploma in Quantity Surveying established a strong foundation in construction technology, measurement principles, contract documentation, and cost control systems. These qualifications equipped me with technical proficiency in preparing Bills of Quantities, rate analysis, cost estimation, and financial administration of construction contracts.

My MSc in Construction Management obtained in the United Kingdom significantly broadened my understanding of structured project governance, procurement systems, risk allocation frameworks, lifecycle costing, and project financial monitoring within an international context. Exposure to RIBA work stages and structured cost reporting enhanced my analytical discipline and documentation standards.

In addition, my MBA in Finance and Postgraduate Diploma in Financial Management strengthened my expertise in capital budgeting, investment appraisal, financial modelling, and economic evaluation of development projects. This multidisciplinary background enables me to integrate cost management functions with broader financial and commercial strategies, particularly in investment-driven developments.

3. Professional Work History:

- Dux Nig. Ltd, Ibadan

Position: Site Quantity Surveyor

Project: Construction of The Church of Jesus Christ of Latter-Day Saints, Old Ife Road, Ibadan

Period: 1990–1991

In this early stage of my career, I was responsible for on-site measurement of works, preparation of interim valuations, material reconciliation, and cost monitoring. This role strengthened my understanding of construction processes, practical measurement, and contractor-client interface dynamics.

- Shepherd Associates, Ibadan

Position: Quantity Surveyor

Project: Condition Survey of Primary Schools for P.T.F./N.P.E.C Rehabilitation Programme

Period: 1995

I participated in condition assessment surveys across multiple states. My responsibilities included measurement of defects, preparation of rehabilitation cost estimates, and development of budget projections. This role introduced me to public sector procurement frameworks and large-scale infrastructure assessment.

- Ondo State University (Now Ekiti State)

Position: Quantity Surveyor II

Project: Supervision of Capital Projects (New Lecture Theatre)

Period: 1995–1996

I supervised cost aspects of campus development projects, including interim valuation, materials verification, and contractor performance review. This role enhanced my experience in public institutional construction oversight.

- Pioneer Associates Ltd, Lagos

Position: Project Quantity Surveyor

Project: African Development Bank / P.T.F Joint Sponsored Health Services Rehabilitation Project (Ondo/Ekiti States)

Period: 1999–2002

This was a major milestone in my professional development. The project involved rehabilitation of General and Specialist Hospitals funded through multilateral development arrangements. I was actively involved in preparing Bills of Quantities, tender documentation, commercial evaluation, and contract financial administration.

- Cedra & Riviera Nig. Ltd, Lagos

Position: Senior Quantity Surveyor

Projects:

- Road Infrastructure Projects (Lagos State Government)
- Construction of Lecture Theatre Hall, Ondo State University

Period: 2003–2006

I supervised cost planning, valuation, and variation management on civil engineering and institutional building projects. I was responsible for managing financial controls across multiple work packages.

- All Trades Network Construction Ltd (UK)

Position: Contract Manager

Project: Rehabilitation of Insured Commercial and Residential Buildings

Period: 2012–2015

In the UK, I managed cost control and contractual compliance on insurance-based rehabilitation projects. I worked within JCT contractual frameworks and structured reporting environments. This experience refined my approach to change management, documentation precision, and risk allocation.

- Trois Associates Ltd, Akure

Position: Project Manager

Projects:

- Construction of 18-Unit Self-Contained Student Apartments (Ibadan)
- Various Private Residential Developments

Period: 2018–Present

In this leadership role, I oversee procurement planning, cost modelling, contractor negotiation, project scheduling, and financial reporting. I manage full project lifecycles from feasibility through completion.

4. PROFESSIONAL EXPERIENCE – NIGERIA

4.1 Consultancy and Cost Advisory Practice

In Nigeria, I have independently handled cost management responsibilities across institutional, infrastructure, and private sector developments.

Pre-Contract Services:

- Feasibility studies and investment appraisals
- Elemental cost planning and benchmarking
- Preparation of detailed Bills of Quantities
- Procurement strategy advisory
- Tender documentation and evaluation
- Budget risk assessment

I ensured clarity in documentation and minimised ambiguities that often result in post-contract disputes.

Post-Contract Services:

- Interim valuations and certification
- Variation assessment and negotiation
- Extension of time commercial evaluation
- Claims analysis
- Cost reporting and cash flow forecasting
- Final account settlement

I consistently maintained financial accountability and transparency.

4.2 Development-Funded Institutional Infrastructure Project

1. Institutional Development Project (African Development Bank Funded)

Location: Ondo & Ekiti States

Client: Public Institution (AfDB Supported)

Project Value: \$1M

Procurement Route: Traditional (Consultant-Led Design)

Duration: 36 Months

Role: Senior Quantity Surveyor / Cost Lead

Project Scope

Rehabilitation / construction of Wards, laboratories, administrative block, and associated infrastructure.

Responsibilities

I was independently responsible for:

- Preparation of elemental cost plan at feasibility stage
- Development of comprehensive Bills of Quantities
- Conducted tender analysis and financial evaluation
- Advised client on contract award
- Management of interim valuations and payment certification
- Assessing variations and negotiated rates
- Preparation of monthly cost reports for funding compliance
- Final account preparation and reconciliation

Key Challenges

- There was foreign exchange volatility at the period and that seriously affected material prices
- There was strict donor reporting requirements which as a team we had to comply with, otherwise, it would affect fund release.
- Delayed contractor submissions

Professional Interventions

- Introduced fluctuation monitoring model
- Strengthened documentation for audit compliance
- Improved valuation turnaround time

Outcome

- Project delivered within 96% of approved budget
- No unresolved financial disputes
- Clean audit trail for funding agency

Competencies Demonstrated

Cost Planning | Procurement | Contract Administration | Financial Control | Risk Management

2. Multi-Unit Residential Estate Development

Location: Lagos, Nigeria

Client: Private Developer

Project Value: ₦550 Million

Procurement: Design & Build

Role: Commercial Manager

Scope

Development of multiple residential blocks with supporting infrastructure.

Responsibilities

- Prepared feasibility cost model
- Advised on procurement strategy
- Reviewed contractor proposals
- Managed change control process

- Certified interim payments
- Negotiated variations
- Prepared financial performance reports

Key Challenges

- Client-driven scope changes
- Inflationary pressures
- Contractor cashflow constraints

Strategic Actions

- Implemented structured variation approval process
- Introduced cost-value reconciliation reporting
- Negotiated bulk material procurement savings

Outcome

- Reduced cost escalation exposure
- Maintained project cashflow stability
- Delivered commercially sustainable outcome

Competencies Demonstrated

Commercial Management | Change Control | Negotiation | Cost Reporting

3. Agricultural Processing & Farm Infrastructure Project

Location: Oyo State, Nigeria

Client: Private Investment Entity

Project Value: ₦250 Million

Procurement: Direct Procurement

Role: Project Commercial Lead

Scope

Development of processing facilities, storage, utilities, and farm structures.

Responsibilities

- Conducted feasibility and investment appraisal
- Developed cost plan aligned to projected ROI
- Prepared procurement strategy
- Supervised cost control during execution
- Monitored cashflow forecasts
- Managed contractor payments

Key Challenges

- Limited rural supply chain infrastructure
- Logistics cost variability
- Market pricing uncertainty

Professional Response

- Adopted phased implementation model
- Integrated contingency allowances
- Strengthened supplier negotiation structure

Outcome

- Commercially viable development

- Improved cost predictability
- Sustainable operational financial model

Competencies Demonstrated

Feasibility Analysis | Financial Structuring | Risk Mitigation | Budgetary Control

4. Commercial Office Development (United Kingdom)

My UK experience enhanced my exposure to structured cost control environments and internationally recognised procurement systems.

4.1 Residential Building Project

Procurement Route: Design & Build

Contract Form: JCT

Contract Sum: £ 150,000.00

Role: Contract Manager

Pre-Contract Functions

- Preparation of RIBA stage cost plans
- Cost benchmarking
- Risk allowance modelling
- Tender analysis and contractor recommendation

Post-Contract Functions

- Monthly cost reporting
- Change management
- Variation assessment
- Cash flow forecasting
- Final account negotiation

Value Engineering

I facilitated value engineering exercises that reduced project cost by approximately 5% without compromising functional or performance standards.

Risk Management

Maintained a structured cost-risk register and identified early coordination gaps which, if unresolved, would have resulted in substantial rework costs.

5. Education Infrastructure Project

Location: Ibadan, Oyo State

Client: Private Client (Royal-Links Properties Ltd)

Project Value: ₦75 Million

Procurement: Competitive Tender

Role: Construction Manager / Quantity Surveyor

Scope

Design and construction of 18 bedrooms self contained apartment for Leadcity University student in Ibadan.

Responsibilities

- Prepared Bills of Quantities
- Conducted tender evaluation
- Prepared tender report and recommendation
- Assisted in contract documentation
- Management of the entire project from inception to completion.

Competencies Demonstrated

Measurement | BOQ Preparation | Tender Analysis | Procurement Advisory

COMPETENCY SUMMARY MATRIX

Competency Area	Demonstrated in Projects
Feasibility & Cost Planning	1, 2, 3, 4
Procurement Strategy	1, 2, 5
Tender Documentation	1, 4, 5
Interim Valuation	1, 2, 4
Variation Management	1, 2
Risk Management	1, 3
Financial Reporting	1, 2, 3
Final Account	1, 4
Commercial Negotiation	2, 3
Development Finance Compliance	1

DECLARATION

I confirm that the above projects represent works in which I had substantial professional involvement and responsibility consistent with the competence level required for professional upgrade as Member (MNIQS) of the Nigerian Institute of Quantity Surveyors.

Signed: _____

Stephen Muyiwa Afolabi

Date:

6. PROCUREMENT AND CONTRACT ADMINISTRATION COMPETENCE

Across jurisdictions, I have demonstrated competence in:

- Traditional procurement
- Design and Build
- Negotiated procurement
- Tender evaluation and reporting
- Contract interpretation
- Variation assessment
- Extension of time commercial evaluation
- Claims negotiation
- Final account settlement

I exercise professional independence in contract administration while maintaining fairness between contracting parties.

7. PROJECT RISK MANAGEMENT

My postgraduate research and professional practice emphasise Project Risk Management within construction environments.

I have:

- Conducted risk identification workshops
- Quantified financial risk exposure
- Structured contingency allowances
- Monitored inflationary impact
- Evaluated contractor claims against market realities
- Implemented mitigation strategies

This approach has consistently improved budget predictability and protected client financial interests.

8. LEADERSHIP AND PROFESSIONAL MATURITY

Over time, my responsibilities have expanded to include:

- Supervising junior quantity surveyors
- Advising project directors
- Leading cost review meetings
- Representing client financial interests
- Providing strategic commercial input

My professional development reflects increasing responsibility and decision-making autonomy expected at Member grade.

9. PROFESSIONAL ETHICS AND COMPLIANCE

I uphold the highest standards of:

- Integrity
- Confidentiality
- Transparency
- Objectivity
- Financial accountability

My professional conduct aligns with the Code of Ethics and professional standards of the Nigerian Institute of Quantity Surveyors.

10. CONTINUING PROFESSIONAL DEVELOPMENT

I have continuously enhanced my competence through:

- Technical seminars
- Construction law updates
- Commercial management training
- Risk management development
- International best practice exposure

This commitment ensures my professional knowledge remains current and relevant.

11. CONCLUSION

My combined professional experience in Nigeria and the United Kingdom demonstrates:

- Independent cost advisory competence
- Advanced procurement knowledge
- Commercial risk management capability
- Contract administration expertise
- Financial governance discipline
- Professional leadership maturity

I respectfully submit this report in support of my application for professional upgrade as Member (MNIQS) of the Nigerian Institute of Quantity Surveyors.

Signed:

Stephen Muyiwa Afolabi

Date: _____

APPENDIX A

DETAILED PROJECT PORTFOLIO

Applicant: Stephen Muyiwa Afolabi
Application Grade: Member (MNIQS)
Total Years of Experience: 20+ Years
Practice Exposure: Nigeria & United Kingdom

S/N	Project Title	Location	Client Type	Project Value	Procurement Method	Your Role	Project Stage Involvement	Key Competencies Demonstrated
1	Institutional Development Project (AfDB Funded)	Nigeria	Development Finance	\$1M	Traditional	Senior QS / Cost Lead	Full Cycle	Cost Planning, Tender Analysis, Risk Management, Final Account
2	Multi-Unit Residential Estate	Lagos, Nigeria	Private Developer	₦185M	Design & Build	Commercial Manager	Pre & Post Contract	Value Engineering, Cost Control, Variation Management
3	Agricultural Processing & Farm Infrastructure	Oyo State, Nigeria	Private Investment	₦250M	Direct Procurement	Project Commercial Lead	Full Cycle	Feasibility, Cashflow Forecasting, Investment Structuring
4	Commercial Office Development	United Kingdom	Private Client	£150,000	JCT Traditional	Assistant Commercial Lead	RIBA Stages 2–6	Cost Planning, Interim Valuation, Final Account
5	Education Infrastructure Project	Nigeria	Private Developer	₦75M	Competitive Tender	Quantity Surveyor	Pre-Contract	BOQ Preparation, Tender Evaluation, Procurement Advice

APPENDIX B – Academic Certificates (Scanned Copies)

APPENDIX C – Professional Development Evidence

APPENDIX D – Referee Details

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