

Terms of Reference



iDICE

Investment in Digital and Creative Enterprises Programme

Invitation to host Digital and Creative Hubs in Polytechnics under the iDICE Programme

Technology and Creative Sector

Financing Agreement reference: 2000200005160

Project ID No.: P-NG-K00-009



1. Background

The Federal Government of Nigeria has received financing from the African Development Bank (AfDB), Agence Française de Développement (AFD) and the Islamic Development Bank (IsDB) towards the implementation of the Investment in Digital and Creative Enterprises (iDICE) Programme and intends to apply part of the agreed amount for this finance to payments under the contract to **upgrade, equip, and support activities in skills development and startup incubation In Nigerian Polytechnics, utilising a public-private partnership model between private sector technical partners with the relevant skills and capacity and select Nigerian Polytechnics.**

The establishment of these digital and creative hubs/centres for skills training and startup enterprise support in both the tech and creative sector is a critical part of the first component of the iDICE programme: Skills and Enterprise Development. This component aims to provide young people (15-35 years old) with learning and upskilling opportunities and support the incubation of startups. Hubs classified as Digital and Creative Hubs will drive this initiative.

2. Objectives

The primary objective of this invitation for submissions is for Polytechnics to submit proposals expressing interest to host digital and creative hubs would be operated in collaboration with private sector technical partners. These centres will serve as both training facilities and innovation/creative hubs to upskill students and young persons within the community, and support beneficiaries with the relevant skills to turn their ideas into sustainable startups or access the job market. The objectives of the hubs also include:

- i. To provide linkages between institutions and the job market: The hubs would equip youths with employability skills and leverage relevant partnerships to increase the chances of youth securing employment.
- ii. To provide access to entrepreneurship skills for startups: Equip youths with entrepreneurship skills to support the increase in the number of startups that develop products and offer globally relevant services.
- iii. Support Technology Transfer: The centers are to identify the most promising innovative businesses and provide them an opportunity to be incubated on site, and linked to private sector, or PE / VC firms who are interested in the solution as investors or vendors. The center is also meant to provide a hub for solving private sector challenge, where private sector can partner with the centers to solve or help out with certain creative or tech (including deep tech needs).

3. Scope

The invitation will involve the following key activities:

- A. **Selection Criteria:** The selection criteria for all beneficiary institutions have been developed by the iDICE programme in partnership with relevant stakeholders, particularly the National Board for Technical Education (NBTE).
- B. **Application Process:** An application process is open for 6 weeks where all Polytechnics in Nigeria are eligible to send in expressions of interest to benefit from the iDICE programme's interventions in this area.

- C. **Stakeholder Session:** Within 2 weeks of the opening of the application process, a stakeholders' session will be held which will be open to all Nigerian Polytechnics to answer any questions about the iDICE intervention and the application process.
- D. **Selection of Beneficiary Institutions:** The applicant Polytechnics would be evaluated based on the selection criteria, and qualifying Polytechnics would be contacted for physical assessment visits. Selection will be based strictly on the criteria spelt out in these terms of reference.
- E. **Assessment:** The selected Polytechnics are then visited for physical assessment to ascertain the accuracy of details submitted during the applications, and approvals sought to begin the process of intervening in the qualifying institutions.

4. Selection Criteria

Any polytechnic applying for this intervention must fit into the following criteria and show same with clear evidence in its application:

- I. A Polytechnic located within Nigeria with a dedicated space for the iDICE Programme. **10%**
- II. Must be offering undergraduate programmes with full accreditation in any discipline related to computing, digital technology and creative skills. **10%**
- III. Availability of educational resources, including: **10%**
 - Libraries and Online Databases: Comprehensive collection of books, journals, and digital resources related to digital and creative enterprises.
 - Learning Management Systems (LMS): Platforms like Canvas, Blackboard, or Moodle for course management, submissions, and communications.
 - Collaboration Tools: Access to platforms like Slack, Trello, or Asana for project management and team collaboration.
- IV. Support services, including: **10%**
 - Technical Support: Dedicated IT support to assist with hardware and software issues.
 - Career Services: Assistance with internships, job placements, and networking opportunities within the technology and creative industries.
 - Advisory and Mentorship Programmes: Connecting students with industry professionals for guidance and mentorship.
- V. Academic and administrative support **20%**
 - Qualified Faculty: Instructors with industry experience in digital and creative fields.
 - Administrative Staff: To handle the logistics of programme management, student services, and event coordination.
 - The willingness of a dedicated faculty in the institution to host the innovation center of excellence and institutionalize over time in a sustainable manner is critical.
- VI. Partnerships and industry connections **10%**
 - Industry Partnerships: Collaborations with tech companies, creative agencies, and media organizations for internships, guest lectures,

and real-world project opportunities would be an added advantage.

- Networking and Collaboration: Facilitate networking events, meetups, and conferences where entrepreneurs, industry professionals, investors, and policymakers can connect and collaborate. These platforms foster idea exchange, partnerships, and potential investment opportunities.
- Alumni Networks: Active engagement with alumni to provide networking opportunities and industry insights.

VII. Availability of supportive policies and regulations: 10%

- Implement policies that support entrepreneurship and innovation, such as tax incentives for startups, streamlined business registration processes, and intellectual property protection laws.
- Clear and supportive regulatory frameworks that encourage growth and investment in these sectors.

VIII. Previous history/future-plan of ICT/creative sector-related training conducted for community and Institution's willingness to host youth beneficiaries, who are not current students. 5%

IX. Ease of access to the facility 5%

- Access roads.
- Local transportation.
- Security at entrances and exits of the center.
- Ramps and other facilities for physically challenged people.

X. Equity and Inclusion 10%

- Location (state and geopolitical zone of institution).
- Policy on gender inclusion.
- Commitment to make provisions made for people living with disabilities.

5. Requirements

- Must be a multi-disciplinary polytechnic in Nigeria approved by the National Board for Technical Education (NBTE) and with full accreditation of the relevant programmes.
- Proven knowledge of relevant policies, and legal/regulatory frameworks.
- Experienced operational staff and robust middle-and back-offices.
- Possess existing relationships and networks with relevant local and international industry players is a plus.

6. Confidentiality

All data and information obtained during the consultancy must be treated as confidential and used solely for this project.

7. Conflict of Interest

Applicants will be required to highlight any areas where there is a potential conflict of interest and should propose mechanisms to resolve or manage these conflicts. This will not be regarded as a negative feature of an application, if the BOI iDICE PCU is satisfied that any conflicts will be handled in a manner consistent with the interests of the project. Wherever possible, prospective applicants should follow technical, operational, and commercial best practices in managing potential conflicts.

Prospective applicants should note that failure to disclose any material conflict of interest that is subsequently identified in the assessment process will be regarded as a significant negative feature. For joint ventures, the lead partner must have the power of attorney.

8. Time Frame

Activity	Deliverable	Time frame
1. Application Process	Submissions received from polytechnics	Six weeks from opening of process
2. Stakeholder session	Clarification on process	Two weeks from opening of process
3. Selection: beneficiary institutions	Shortlist of selected polytechnics	Four weeks from close of application process
4. Assessment: selected polytechnics	Assessment report on interventions needed in selected polytechnics	TBA

9. Legal & Compliance Requirements

The following requirements are applicable to polytechnics that are submitting expressions of interest.

Polytechnics **MUST** provide the following documents:

- The enabling ACT of the National or State assembly establishing the polytechnic.
- Evidence of NBTE's recognition of the polytechnic.
- Evidence of NBTE's accreditation of the relevant programmes.
- Affidavit indicating that all documents submitted are genuine and verifiable.

Private polytechnics **MUST** provide the following documents:

- Evidence of legal registration with the Corporate Affairs Commission (CAC).
- Submission of Memorandum and Articles form CAC07 (i.e. Particulars of Board of Directors) and Form CAC02 (i.e. Particulars of Shareholders).
- Evidence of NBTE's license/recognition of the polytechnic.
- Evidence of NBTE's accreditation of the relevant programmes.
- Affidavit indicating that all documents submitted are genuine and verifiable.

The Bank of Industry (BOI) now invites eligible public and private Polytechnics to indicate interest in hosting digital and creative hubs as part of the iDICE Programme and showing responsiveness to the selection criteria as outlined in this REOI and Terms of Reference which can accessed on BOI's website.

Eligibility criteria and the selection procedure shall be in accordance with the African Development Bank's "*Procurement Policy Framework for Bank Group Funded Operations*" October 2015, which is available on the Bank's website at <http://www.afdb.org>.

Further information can be obtained at the address below during office hours, i.e. from 8 AM to 5 PM on working days.

Expressions of interest must be delivered in a written form and soft copy (in a flash drive) to the address below by 23rd August 2024 at 12 PM and mention **"Response to the Invitation to Host Digital and Creative Hubs in Nigerian Polytechnics under the iDICE Programme."**

Attn:
Procurement Team iDICE
Programme Coordination Unit
Bank of industry 23 Marina, Lagos
E-mail : idice-proposals@boi.ng