

Terms of Reference



iDICE

Investment in Digital and Creative Enterprises Programme

Consultancy Services

for

Capacity Building for Public Sector Regulators

in the

Fourth Industrial Revolution

Technology and Creative Sector

Financing Agreement reference: 2000200005160

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



BANK OF INDUSTRY
...transforming Nigeria's industrial sector.

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 for a consultancy service to provide **Consultancy Services for Capacity Building for Public Sector Regulators in the Fourth Industrial Revolution (4IR)**.

The programme aims to build the capacity of regulators that operate in the digital and creative industries. The challenges of the digital age require a different approach to regulatory action and the work of public sector regulators must be adaptive, evolve with new technology and promote innovative growth in both industries.

2. Objectives

The primary objective of this activity is to build the capacity of regulators to impact the regulatory environments in the technology and creative industries. It will also:

1. Develop a robust curriculum that inculcates the best global practices in regulatory action across the innovation, technology and creative industry.
2. Organize training events for public sector regulators from stakeholder ministries, departments and agencies (MDAs).
3. Create a platform for continuous learning and networking between MDAs and resource persons across different regulatory environments.

3. Scope of Work

The consultancy will involve the following key activities:

i. Curriculum Creation:

- A. Develop a robust curriculum for regulators in the tech and creative sectors.
- B. Base that curriculum on best global practices in regulating the innovation, technology and creative ecosystems.
- C. Select resource persons to deliver training based on the approved curriculum.

ii. Training Event:

- A. Plan training events for sector regulators across the technology and creative space.
- B. Host training events.

iii. Reporting/Learning Platform:

- A. Develop a comprehensive report detailing the findings, including identified gaps, root causes, and potential impact.
- B. Create/recommend a training platform with all resources from training events uploaded and interactive features for networking and knowledge share post training events.

4. Requirements

- I. Have a minimum of 5 years of demonstrated professional experience in training, holding capacity building events and resources for regulators in the public sector.
- II. Proof of the availability of experienced technical and operational staff with requisite certifications.
- III. Ability to work with a wide range of partners and manage multiple, simultaneous and shifting demands/priorities under tight timelines.
- IV. Demonstrated compliance with all safety regulations and environmental protection regulations.
- V. Familiarity with the tech and creative sectors in Nigeria.

5. Reporting

The Consultant shall prepare a comprehensive report for the iDICE programme through the Programme Coordination Unit (PCU). The report should be well-organized, data-driven, and presented in a clear and easily understandable format.

6. Duration

The specified duration of the consultancy shall be for a maximum of twenty-eight (28) weeks, any need for extension should be communicated to the PCU in writing and with justifications stated.

7. Confidentiality

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

8. Conflict of Interest

Consultant(s) 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, inasmuch as 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 Consultant(s) should follow technical, operational and commercial best practices in managing potential conflicts.

Prospective Consultant(s) 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.

9. Time Frame

| Activity | Deliverable | Time frame |
|---|---|-----------------------------------|
| 1. Curriculum Creation | Approved curriculum | 8 weeks from Contract signing |
| 2. Events Planning and Hosting | Training Events | 15 weeks from curriculum approval |
| 3. Reporting/ Continuous Learning Platform | Full Report on events/Learning Platform Delivered | Five weeks from last event |

10. Legal & Compliance Requirements

For a consortium of firms or single firms domiciled in Nigeria, the lead firm **MUST** provide the following documents:

1. Evidence of legal registration with the Corporate Affairs Commission (CAC) in line with the requisite CAMA Act. 2020, Laws of the Federation of Nigeria.
2. Submission of Memorandum and Articles from CAC07 (i.e. Particulars of Board of Directors) and Form CAC02 (i.e. Particulars of Shareholders).
3. Affidavit indicating that all documents submitted are genuine and verifiable.

Financial and Tax Requirements

1. Confirmation of financial capacity of the company (3 years audited statement of accounts and financial summary).
2. Evidence of VAT Registration and Company Tax Clearance Certificates for the last 3 years.

Firms that are registered outside Nigeria shall submit relevant legal and compliance documents as applicable to their countries of jurisdiction.

The Bank of Industry (BOI) now invites eligible consultants (Firms) to indicate interest in providing these services by submitting their proposals, demonstrating experience in performing similar assignments with references and showing responsiveness to the qualifications requirements outlined in this Request for Expressions of Interest and in the Terms of Reference available at (insert link).

Eligibility criteria and the selection procedure shall be in accordance with the African Development Bank's "*Procurement Policy 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 on **December 4th, 2024** at **1 PM** and mention "**Consultancy Services for Capacity Building for Public Sector Regulators in the Fourth Industrial Revolution (4IR).**"

Attn.

iDICE Programme Coordination Unit

Bank of industry

23, Marina,

Lagos

E-mail: idice-proposals@boi.ng