

Terms of Reference



iDICE

Investment in Digital and Creative Enterprises Programme

Consultancy Services

for

Nigeria Start up Summit for Investment Promotion and Service Export Facilitation - Organization of Event and Follow Up

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 for a consultancy for **Organizing a National Start Up Summit for Investment Promotion and Service Export Facilitation.**

The programme is designed to promote investments in the digital and creative sectors. Ancillary to this aim is supporting startups with service export facilitation events as a platform to standardize their products and services to be globally competitive.

2. Objectives

The primary objective of the National Start Up Summit for Investment Promotion and Service Export facilitation is to create a platform for digital and creative enterprises to showcase their ready for market products and services, meet with possible investors and be promoted on a global scale. It will also:

1. Develop selection criteria for startups that will be part of the startup summit and a process for application for startups to be part of the summit.
2. Organize the summit with all relevant stakeholders invited and incorporated into the event.
3. Coordinate a deal room as part of the event's activities.
4. Follow up from the summit by creating a platform for all participants to interact with post event opportunities after the event.
5. Coordinate relevant collaborations and partnerships for event success.

3. Scope of Work

The consultancy will involve the following key activities:

- i. **Selection Criteria:**
 - A. Developing selection criteria for invitees for the startup summit.
 - B. Launching an application process for the startups to apply to be participants in the summit.
 - C. Selecting core participants for the startup summit.
- ii. **Event Planning/ Hosting:**
 - A. Plan the summit across thematic areas with due regard to participation spread across the regions of Nigeria.
 - B. Create a calendar of events and publicize extensively and effectively to ensure effective participation by ecosystems.

- C. Host events and award outstanding participants in well publicized hackathons and road shows.
- D. Coordinate a deals room during the event.

iii. Reporting/Database:

- A. Develop a comprehensive report detailing the findings, including identified gaps, root causes, and potential impact.
- B. Create a database of participants from the event ready for investment and other opportunities through networking events and calls.

4. Requirements

- I. Have a minimum of 5 years of demonstrated professional experience in hosting and holding networking events, investment fora, business promotion seminars, or other talent platforms in the creative or tech space.
- 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 talent pool in 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 Sixteen (16) 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. Selection	Primary Startups Listed for Participation in Summit	8 weeks from Contract signing
2. Event Planning and Hosting	National Startup Summit	5 weeks from event approval
3. Reporting/Database	Full Report on events/Database of participants ready for investment support	Two weeks from event