

Terms of Reference



iDICE

Investment in Digital and Creative Enterprises Programme

Consultancy Services

To

Develop a National ICT/Creative Skills Qualifications Framework for Use in Nigerian Polytechnics and other Colleges under the National Board for Technical Education (NBTE)

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 service to provide technology and creative consultancy services (Firms) **to Develop a National ICT/Creative Skills Qualifications Framework for Use in Nigerian Polytechnics and other Colleges under the National Board for Technical Education (NBTE)**

The iDICE programme is to provide support to updating the qualifications framework for skills in the creative and digital industries. The National Board for Technical Education is mandated to oversee the certification of institutions under its purview to deliver this skills training. This consultancy will develop a framework for skills qualifications for certified trainees across the institutions the NBTE oversees.

2. Objectives

The primary objective of this activity is to create a relevant and market-driven framework for skills qualification across the digital and creative ecosystems. It will also:

- I. Create a link between the needs of the digital/creative industries and the skills qualifications framework to be adopted.
- II. Provide a clear and precise framework that addresses and updates the relevant needs of the market with particular emphasis on future-proof skills.
- III. Recommend a mechanism for regular updates to the framework.

3. Scope of Work

The consultancy will involve the following key activities:

Desk Research/Survey:

- A. Reviewing the current state of skills certification available under the NBTE framework and identify gaps and opportunities within the current system.
- B. Survey the digital and creative industries locally and globally for most in-demand skills and
- C. Engage with key stakeholders (relevant government agencies, educational institutions, industry players)

Stakeholder Sessions:

- Map stakeholders in the public and private sector.
- Hold stakeholder events to capture a broad selection of views on skills in the digital and creative sector.

Reporting/Drafting Framework:

- D. Develop a comprehensive report detailing the findings, including identified gaps, root causes, and potential impact
- E. Draft a proposed national skills framework including competency standards and qualification levels for digital and creative skills to be applied by the NBTE.
- F. Validate the framework through stakeholder consultations.
- G. Provide recommendations for implementation and sustainability

4. Requirements

- I. Have a minimum of 10 years of demonstrated professional experience in research, studies, drafting public sector policy documents particularly in higher education and/or technical skills training and certification.
- 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 estimated duration of the service is from **January 2025 to June 2025**. 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
Desk Research/Survey	Inception Report	Four (4) Weeks from contract signing
Stakeholder Sessions	Stakeholder sessions held with reports from each event	Eighteen (18) weeks from approval for inception report
Draft Framework/ End Report	National Skills Qualification Framework (Draft)	Six (6) Weeks from approval of stakeholder session report

Attn.

iDICE Programme Coordination Unit

Bank of industry

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