



**iDICE**

Investment in Digital and Creative  
Enterprises Programme

## **Terms of Reference (TOR) for the Engagement of a Digital Innovation Specialist**

**for the**

## **Investment in Digital and Creative Enterprises (iDICE) Programme**

**Sector: Technology and Creative**  
**Financing Agreement reference: 2000200005160**  
**Project ID No.: P-NG-K00-009**

**25<sup>th</sup> March, 2025**



### 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<sup>1</sup>. The objective of the iDICE Programme is to promote entrepreneurship, boost innovation, create jobs, enhance social development, and achieve economic transformation by fostering growth in the digital technology and creative ecosystem, building on brownfield investments and synergies with ongoing initiatives in Nigeria.

In line with implementation arrangements, the iDICE Programme Coordination Unit (PCU) within the Bank of Industry (BOI) is seeking to engage the services of a **Digital Innovation Specialist** as part of the Programme Coordination Unit.

### 2. Objectives

The Digital Innovation Specialist will drive the strategic development and implementation of digital innovation initiatives to ensure the iDICE programme achieves its development objectives. The Digital Innovation Specialist will leverage existing networks within Nigeria's technology and innovation ecosystem to support the program's engagement with the existing digital ecosystem, support the growth of startups within the digital ecosystem, and ensure the successful integration and synergy of ongoing and new digital initiatives under the iDICE Programme.

### 3. Scope of work

The Digital Innovation Specialist shall carry out a range of duties including but not limited to:

- a) Develop and implement strategic plans for digital innovation initiatives within the iDICE Programme including strategies to foster digital innovation, entrepreneurship, and the growth of tech startups within the framework of the iDICE Programme.
- b) Research and identify emerging digital trends and technologies that have the potential to impact Nigeria's technology sector and the iDICE Programme's objectives.
- c) Oversee the planning, execution, and monitoring of digital innovation projects

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<sup>1</sup> More details about the iDICE Programme as documented in the Program Appraisal Report (PAR) can be accessed at <https://www.afdb.org/en/documents/nigeria-investment-digital-and-creative-enterprises-i-dice-program-project-appraisal-report>

- d) Engage with key stakeholders, including government agencies, private sector partners, and international organizations, to foster collaboration and support for digital innovation initiatives.
- e) Work with digital entrepreneurs, startups, and innovation hubs to create a supportive environment for the technology and digital innovation ecosystem, including facilitating access to resources, mentorship, and investment opportunities.
- f) Develop and implement monitoring and evaluation frameworks to assess the impact and effectiveness of digital innovation initiatives, including tracking key performance indicators (KPIs) and reporting on progress and outcomes.
- g) Advocate for policies and regulatory frameworks that support digital innovation and entrepreneurship, including providing technical assistance in the development and implementation of digital innovation policies.
- h) Prepare and submit regular progress reports, impact assessments, and other documentation to the PCU and relevant stakeholders.
- i) Promote the integration of digital technologies across various sectors to enhance productivity and efficiency and support the adoption of digital solutions in areas such as e-commerce, fintech, healthtech, edtech, and agritech.
- j) Other assignments as may be directed by Management.

#### **4. Qualification and Experience**

- a) Minimum of a university degree in Computer Science, Information Technology, Business Administration with a focus on Information Systems, or a related field. A master's degree in these areas is an added advantage.
- b) At least six (6) years of experience in the technology sector, with a focus on digital innovation, project management, or technology entrepreneurship.
- c) Strong understanding of digital technologies, software development processes, and emerging tech trends. Familiarity with digital transformation strategies and innovation methodologies.
- d) Proven track record of engaging with technology ecosystems, including startups, innovation hubs, and academic institutions.
- e) Experience in developing and implementing digital strategies that have led to measurable improvements in business or organizational outcomes.
- f) Demonstrated ability to work collaboratively with various stakeholders, including government bodies, private sector entities, and international organizations.
- g) Experience in organizing and delivering training programs or workshops focused on digital skills and innovation.
- h) Ability to analyze data, identify trends, and make data-driven decisions to support digital innovation.

#### **5. Reporting and Deliverables**

## Terms of Reference for the Engagement of a Digital Innovation Specialist for the Investment in Digital and Creative Enterprises (iDICE) Programme

The Digital Innovation Specialist will report to the **National Coordinator**. The Digital Innovation Specialist will submit reports as follows:

S/N	Deliverable	Description	Timeline
1.	Monthly Progress Reports	Detailed reports on the progress of digital innovation activities, challenges faced, solutions implemented, and recommendations for the upcoming month.	Monthly
2.	Quarterly Performance Reviews	Comprehensive reviews of the performance of digital innovation initiatives, including key performance indicators (KPIs), milestones achieved, and impact assessments.	Quarterly
3.	Annual Strategic Plans	Strategic plans outlining the goals, objectives, and action plans for digital innovation for the upcoming year	Annually
4.	Stakeholder Engagement Reports	Reports on engagements with stakeholders, including meetings, workshops, and collaborations, along with outcomes and follow-up actions.	Bi-monthly
5.	Market Analysis and Trends Reports	Analysis of market trends, opportunities, and challenges within the digital technology ecosystem, providing insights and recommendations for strategic decision-making.	Bi-annually
6.	Project Implementation Reports	Updates on the implementation status of specific digital innovation projects, including timelines, deliverables, and any deviations from the plan.	Bi-monthly
7.	Financial Reports	Detailed financial reports on the expenditure and budget utilization for digital innovation initiatives,	Quarterly

		ensuring transparency and accountability.	
8.	Impact Assessment and Technology Integration Reports	Assessments of the social and economic impact of digital innovation initiatives, including job creation, innovation boost, and contributions to economic transformation, as well as reports on the integration of digital technologies across various sectors, including success stories, challenges, and recommendations for improvement.	Bi-annually
9.	Policy Advocacy and Development Reports	Reports on policy advocacy efforts and developments, including recommendations for policy changes to support digital innovation.	As needed
10.	Ad-hoc Reports	Reports on specific issues, challenges, or opportunities that arise unexpectedly, requiring immediate attention and action from the PCU.	As needed

**6. Duration and Commencement**

The duration of the assignment shall be for an initial period of **one (1) year**, to be renewed annually subject to satisfactory performance. The Digital Innovation Specialist will be expected to commence work in May 2025.