

# Terms of Reference



**iDICE**

Investment in Digital and Creative  
Enterprises Programme

## **Consultancy Services**

**for Aggregator for Enterprise Support Organisations  
(ESOs) to administer Centres of Excellence in Nigerian  
Universities**

**under the**

**iDICE Programme**

**1. Background**

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

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 **Consultant Aggregator for Enterprise Support Organisations (ESOs) to administer Startup Enterprise Centers in Nigerian Universities under the iDICE Programme (North/South).**

**2. Objectives**

The primary objective of this consultancy is to create a mechanism to aggregate, match, and monitor the role of Enterprise Support Organisations (ESOs) to serve as technical partners to brown field enterprise centres situated in Nigerian Universities, and administer iDICE specific activities in these centres that will deliver both creative & digital skills training, and startup incubation services for SMEs within these environments and across both sectors.

These digital and creative 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. The aim of this component is to provide young people (15-35 years old) with learning and upskilling opportunities and support the incubation of startups. This will be driven by centres which would be classified as Centres of Excellence, with relevant private sector players working in partnership with pre-selected Universities in Nigeria who meet the criteria and are able to host trainings in these areas.

**3. Scope of Work**

The consultancy will involve the following key activities:

- A. **Selection Criteria:** Develop a criteria and protocol for applications, verification and selection of ESOs based on relevant gap assessments, reports, studies and other programme relevant documents for the skills and enterprise component of iDICE.

- B. **Application Process:** Coordinate a process where ESOs apply and are selected based on the pre-approved criteria.
- C. **Matching Process:** Matching selected ESOs with pre-selected universities that match the specific offerings of the pre-selected Universities and have endorsed the ESO who has applied to administer the programme within the university.
- D. **On boarding of ESOs:** Execute an onboarding process for selected ESOs to assure standardization of project delivery, assign tasks and timelines.
- E. **Monitor Delivery of Project:** Monitor ESOs and their administering of the programme within the universities.
- F. **Reporting:** Prepare a comprehensive report that includes the methodology, findings, analysis, benchmark comparisons, and recommendations. The report should be well-organised, data-driven, and presented in a clear and easily understandable format.

#### 4. Deliverables

The specific tasks to be carried out are:

**Task 1:** Develop a **selection criteria** or protocol for application by prospective ESOs under the iDICE Programme.

- The criteria will be based on geographical spread and skills needs across basic, intermediate and advanced levels in the tech and creative sectors.
- The criteria will be detailed and specific enough to align with the relevant gap assessments, studies, programme documents and research addressing the skills gap in the tech or creative sector in Nigeria.
- Criteria is approved by the National Universities Commission (NUC) and the Programme Coordination Unit (PCU) of the iDICE programme.
- The ESOs are required to be endorsed by at least one participating university before they apply. This endorsement will state that the ESO and the university are willing to work together in delivering the programme, if the ESO is selected by the aggregator.

**Task 2: Application Process** based on the selection criteria established.

- Application platform set up and deployed.
- Verification of applicants.
- Selection of qualified applicants as ESOs.

**Task 3: Onboarding of ESOs, deployment of training and monitoring** of training activities.

- Onboard ESOs.
- Match ESOs with pre-selected universities.
- Monitor project activities and deliver end of project report.

<b>Task</b>	<b>Deliverable</b>	<b>Days Allocated</b>
1. Selection Criteria	Criteria for Approval	14 Days (2 Weeks)
2. Application Process	Selected ESOs	42 days (6 Weeks)
3. Onboarding of ESOs	ESOs onboarded and set for deployment	21 days (3 Weeks)
4. Centres of Excellence set up, Monitoring and Report	Completion report showing training process and outcomes	180 Days (24 Weeks)

**5. Requirements**

- Prior experience with coordinating activities of ESOs and innovation hubs across the country.
- Proven relationships with a network of ESOs and innovation hubs across the country.
- At least 5 years' experience in administering innovation hubs, enterprise support projects and tech/creative SME support labs or centres.
- At least 5 years of cognate experience in education, technology, curriculum development and training in the tech/creative Sector.
- Experience in providing quality comprehensive analytical reports.
- Proven experience working with the public sector.
- Experience working with multilateral organisations and development finance institutions preferred.

- Evidence of a strong management team with an understanding of the Nigerian technology or creative ecosystem.
- Experienced operational staff and robust middle- and back-offices.
- Proven existing relationships and network with relevant local and international industry players.
- Must possess a clear geographic understanding of the various states and regions in Nigeria.
- Must show presence across the 6 geo-political zones in Nigeria.

## 6. Reporting

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

## 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, in as much 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. Scope of Price Proposal and Schedule of Payment

Task	Payment	Deliverable
1. Inception Report	10% upon submission of inception report	An inception report with details of the institutions and gaps identified

2. Selection Criteria	25% Upon Approval of Criteria	Detailed selection criteria
3. Application and matching Process	30% upon approval of reporting documents	Selected and matched trainers
4. Project Activities	35% upon approval of report	COEs set up/completion Report