

Terms of Reference



iDICE

Investment in Digital and Creative Enterprises Programme

Consultancy Services for Conducting Gap Assessment for the Establishment of Six (6) NITDA Technology Centres of Excellence

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 for **conducting gap assessment for the establishment of six (6) technology Centers of Excellence (TCoE) in artificial intelligence (AI), robotics, blockchain, additive manufacturing, internet of things (IoT), and unmanned aerial vehicle (UAVs) in six tertiary institutions** in collaboration the National Information Technology Development Agency (NITDA).

2. Objectives

- I. Identify the six most suitable universities for the focus areas of emerging technology in the geo-political zones.
- II. Conduct site readiness assessment in technology infrastructure, research capabilities, and expertise of the universities in the six focus areas of emerging technologies.
- III. Provide recommendations for bridging the identified gaps.

3. Scope of Work

The consultancy will involve the following key activities:

- I. Identification of prospective universities.
- II. Development and circulation of TCoE Call for Interest and applications from suitably qualified universities for the six emerging technologies.
- III. Development of a comprehensive University selection criteria.
- IV. Selection of six universities, one from each geopolitical zone.
- V. Conduct a comprehensive review of each university's capabilities through data collection, site visits, interviews, and analysis of existing infrastructure.
- VI. Development of comprehensive technical and infrastructure specifications, and skill requirements for each of the six emerging technology focus areas.
- VII. Develop a gap assessment report for selected universities based on the established technical specifications and requirements of the respective TCoEs.
- VIII. Provide mapping of each university against each focus area of the emerging technologies;
- IX. Provide to-be designs of the six TCoE spaces; and
- X. Development and submission of a comprehensive gap assessment report.

4. Deliverables

The specific tasks to be carried out are:

- I. Identify six selected universities, one in each of the six geo-political zones, based on the developed selection criteria.
- II. Define technical specifications and infrastructural requirements for each TCoE.

- III. Comprehensive assessment report outlining the findings of the gap assessment (including SWOT Analysis of each selected university with a strategic view of their readiness and potential challenges) and areas for improvement.
- IV. Preliminary budget estimates for addressing the gaps and establishing each TCoE, covering cost of equipment, infrastructural remodelling and operational costs.

S/N	Task	Deliverable	Days Allocated
1.	Develop selection criteria for universities across the six (6) geopolitical regions including technical specifications and infrastructural requirements.	<ul style="list-style-type: none"> • Technical specifications and infrastructural requirements for each Technology Center of Excellence (TCoE) • Improved understanding and preparedness of each university to host a TCoE. • Six selected universities one each in the geopolitical region of the country. 	2 weeks
2.	Provide a comprehensive GAP assessment report.	<ul style="list-style-type: none"> • Comprehensive assessment report outlining the findings of the gap assessment (including SWOT Analysis of each selected University with a strategic view of their readiness and potential challenges) and areas for improvement. • Empirical data for planning and decision-making for the establishment of Technical Centers of Excellence (TCoE). 	4 weeks
3.	Provide a preliminary budget estimate.	<ul style="list-style-type: none"> • Preliminary budget estimates for addressing the gaps and establishing each TCoE, covering cost of equipment, infrastructural remodelling and operational costs. 	1 week

5. Requirements

- I. Have a minimum of 10 years of demonstrated professional experience in conducting and coordinating IT assessment and other technology-related projects, Technical specifications, policy formulation and design, modelling and architecture of emerging technologies.
- II. Adequate 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. Possess necessary licensing and comply with the local regulations and standards of the Nigerian Communications Commission (NCC) and other relevant authorities.
- V. Demonstrated compliance with all safety regulations and environmental protection regulations
- VI. Familiarity with national cybersecurity laws and data protection regulations.

6. Reporting

The Consultant shall prepare a comprehensive report for 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. Duration

The specified duration of the consultancy shall be for a maximum of eight (8) weeks, any need for extension should be communicated to the PCU in writing and with justifications stated.

8. Confidentiality

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

9. 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.

10. Scope of Price Proposal and Schedule of Payment

S/N	Task	Payment	Deliverable
1	Develop selection criteria for universities across the six (6) geopolitical regions including technical specifications and infrastructural requirements.	10%	<ul style="list-style-type: none"> • Technical specifications and infrastructural requirements for each Technology Center of Excellence (TCoE) • Improved understanding and preparedness of each university to host a TCoE. • Six selected universities one each in the geopolitical region of the country.

2	Provide a comprehensive GAP assessment report.	40%	<ul style="list-style-type: none"> ● Comprehensive assessment report outlining the findings of the gap assessment (including SWOT Analysis of each selected University with a strategic view of their readiness and potential challenges) and areas for improvement. ● Empirical data for planning and decision-making for the establishment of Technical Centers of Excellence (TCoE).
3	Provide a preliminary budget estimate.	50%	<ul style="list-style-type: none"> ● Preliminary budget estimates for addressing the gaps and establishing each TCoE, covering cost of equipment, infrastructural remodelling and operational costs.