



**iDICE**

Investment in Digital and Creative  
Enterprises Programme

## **Terms of Reference (TOR)**

**For**

**GAP Assessment for Training in Market Ready  
Creative Skills and Aggregation of Trainers to  
Deliver Training**

**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**

**19<sup>th</sup> of May 2025**



## 1. Background

The Federal Government of Nigeria (FGN) 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.

As part of implementation arrangements, the iDICE Programme Coordination Unit (PCU) within the Bank of Industry (BOI) – the Executing Agency for the Programme appointed by the FGN – is seeking to engage the services of a **consultant to conduct a GAP Assessment for Training in Market Ready Creative Sector Skills and Aggregation of Trainers to Deliver Training**.

Under Component 1 of the iDICE programme, training in creative skills is a major pillar of the interventions the programme seeks to implement. This is key to the outcomes of job creation and will require a clear and purposeful plan of action to map market ready skills at the basic, intermediate and advanced stages for implementation. This GAP assessment will enable the programme to identify the needed skills that form the basis of the training approach in creative sector skills for the iDICE programme and aggregate trainers to deliver the training activity to beneficiaries.

## 2. Objectives

The objective of this programme is to conduct a comprehensive GAP assessment to identify skills gaps in the creative sector and deliver a detailed report with a plan of action. This plan will recommend the appropriate skills for training programmes to effectively address these gaps. This will encompass the below listed:

- a) Research on the available skills in the current market space and investigate what the market needs to maximize its potential with reference to the currently available skills in the job market.
- b) Surveys and studies on the skills gaps and needs in creative space, with a focus on market ready skills and the needs of employers across Nigeria as well as the global jobs market.

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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>

- c) A GAP assessment report outlining the skills needed for the creative ecosystem in Nigeria that feeds into the global marketplace and are future proof while making training beneficiaries globally competitive. The report would also provide details on existing training opportunities, trainers, and training capacity.
- d) Based on the report, skills need and research, conduct a process to on-board trainers to deliver training to beneficiaries.

### **3. Scope of work**

The consultancy will involve the following key activities:

- a) Conduct research to identify the skills, skill levels, and skill gaps currently present in the Nigerian creative ecosystem.
- b) Report on the link between current skills and current startup activity, including potential trainers, training infrastructure, and training capacity.
- c) Identify the needed skills at the basic, intermediate and advanced level that can be linked directly to local and international jobs which are also future proof and certifiable.
- d) The trainer should demonstrate availability of existing infrastructure and skilled personnel to deliver the training, and certification and resources available.
- e) Develop a comprehensive report detailing the findings, including identified gaps, root causes, and potential training areas for beneficiaries.
- f) Aggregate trainers to deliver training to beneficiaries.
- g) The training is to target youth (between ages of 15-35) who are at the basic, intermediate and advanced level of creative skills.
- h) The trainers will provide reports on all training activities carried out and submit to all Monitoring and Evaluation protocols of the programme.
- i)

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

Key qualifications and experience required for this Consultancy include:

- a) Minimum of 5 years of demonstrated professional experience in research, assessments, industry-wide studies, economic analysis and consulting support, particularly in the Creative sector.
- b) Proof of the availability of experienced technical and operational staff with requisite certifications.
- c) Ability to work with a wide range of partners and manage multiple, simultaneous and shifting demands/ priorities under tight timelines.

- d) Demonstrated compliance with all safety regulations and environmental protection regulations.
- e) Familiarity with skills training in the Creative ecosystem.

## **5. Duration**

The estimated duration of the assignment shall be for a maximum of fifty-two (52) weeks. Any need for extension should be communicated to the PCU in writing and with justifications stated.

## **6. Eligibility Criteria**

The following requirements are applicable to companies/firms that are bidding either as a single firm or a consortium of firms from Nigeria. For a consortium of firms in single firms domiciled in Nigeria, the lead member **MUST** meet the requirements / provide the documents stipulated.

### **6.1. Legal and Compliance Requirements**

- a) Company / organizational Profile; registered address(s), official/functional emails, telephone numbers and point of contact for the company / organization
- b) Evidence of legal registration with the Corporate Affairs Commission (CAC).
- c) Memorandum and Articles from CAC07 (i.e. Particulars of Board of Directors) and Form CAC02 (i.e. Particulars of Shareholders).
- d) Evidence of relevant operating licence(s).
- e) Evidence of registration with professional organizations and regulatory bodies.
- f) Evidence of possession of experience for the assignment.
- g) Provide reference letters from at least three (3) reputable organizations, attesting to active or past business relationship and level of performance (the letters or lists must have relevant addresses, contact persons, telephone numbers and emails) for due diligence confirmation.
- h) Clearance Certificate from National Pension Commission as evidence of compliance with the Pension Reform Act, 2014.
- i) Clearance Certificate from the Industrial Training Fund (ITF) as evidence of compliance with Industrial Training Fund Amendment Act, 2011.
- j) Evidence of Registration with BPP National Database of Contractors, Consultants and service providers.
- k) Sworn affidavit indicating that all documents submitted are genuine and verifiable.

## **6.2. Financial and Tax Requirements**

- a) Audited Financial Statement for the last three (3) years
- b) Tax Clearance Certificate for the last three (3) years
- c) Evidence of VAT registration

**Firms that are registered outside Nigeria shall submit relevant legal and compliance documents as applicable to their countries of jurisdiction.**

## **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. Criteria for Beneficiaries**

The training programme must note the following

1. Onsite learning is required through the centers of excellence and digital labs/digital entrepreneurship). Access to a virtual learning platform is also required.

2. Age: Nigerian (national identity) aged 15-35 years' old.

3. Gender: 50% female and 50% male beneficiaries for all skills development programmes.
4. Education: educational background should match minimum requirement for enrollment in basic, intermediate, and advanced ICT skills.
5. Socio-economic vulnerability: Access granted to youth who may be disadvantaged to formally enroll in training institutions
6. Current employment situation: No previous experience (basic training and entrepreneurship) or Unemployed and Unemployed or seeking alternative paths to productive employment.
7. Has not participated in a similar programme or training sessions
8. Willingness and available to be trained
9. Demonstrate commitment along with a positive attitude towards learning and work,
10. Must have a registered mobile phone number or other verifiable and unique identifier.
11. The training activity will be carried out in digital and creative hubs across universities and polytechnics selected under the iDICE programme.