



iDICE

Investment in Digital and Creative
Enterprises Programme

**TERMS OF REFERENCE (TOR)
FOR
SME DEVELOPMENT SPECIALIST, PARTNERSHIPS & POLICY**

INVESTMENT IN DIGITAL AND CREATIVE ENTERPRISES (IDICE) PROGRAMME

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

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BANK OF INDUSTRY
...transforming Nigeria's industrial sector.

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) Programme¹. 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 **SME Development Specialist, Partnerships and Policy** as part of the Programme Coordination Unit.

Scope of Work

The responsibilities of the SME Development Specialist will include but not be limited to:

a) Program Implementation and Monitoring

- Lead the implementation and monitoring of start-up and SME development activities aligned with iDICE objectives.
- Facilitate capacity-building initiatives for start-ups and MSMEs aligned with program goals.
- Track SME growth and report on ecosystem progress within the program.

b) Policy Development and Advocacy

- Support the development, review, and advocacy of policies and strategies relevant to startups and SME development in coordination with relevant Government Ministries, departments and agencies.
- Track and report on policy changes influenced by iDICE interventions and their impact.

c) Reporting and Documentation

- Prepare program documents, presentations, and reports to support policy and partnership activities.
- Suggest improvements to program channels and policies based on ongoing reviews.

Qualification and Experience:

1. Education: University Degree in Business Administration, Law, Public Policy, or related fields.
2. A minimum of 10 years' work experience in the Business Regulatory/SME Development Space.



3. A minimum of 3 years' experience at a senior level in a relevant public institution or working on similar public sector projects, with proven skills in management and coordination.
4. Experience managing, designing, and coordinating program activities and communication across multiple delivery partners and program donor(s).
5. Expertise in developing tools and methodologies linked to enhanced program design and delivery.
6. Excellent problem solving and analytical thinking skills.
7. Candidates are expected to have sound knowledge of contemporary issues related to the SME Development and Public Policy Making space.
8. Knowledge and Experience:
 - Experience working in the SME space with impact stories.
 - Policy Framework development skills.
 - Report writing and presentation skills.
 - Excellent communication (oral and written) and presentation skills.
 - Outstanding organizational and planning abilities.

Duration

The duration of the assignment shall be for an initial period of 1 year, renewable subject to satisfactory performance.

