



iDICE

Investment in Digital and Creative
Enterprises Programme

Terms of Reference (TOR) for

Consultancy Services for Digitization and Automation of Process for Patent and Trademark Licensing

under the

Investment in Digital and Creative Enterprises (iDICE) Programme

Sector: Technology and Creative

Financing Agreement reference: 2000200005160

Project ID No.: P-NG-K00-009

15th September 2025



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

a) 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) 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.

The iDICE programme comprises three major components that respond to specific gaps and build on existing initiatives in Nigeria's technology and creative ecosystem. Under Component 3 of the Programme, creating an enabling environment for startups is key to the overarching objectives of the programme. The digitization and automation of the patent and trademark processes is key to improving the regulatory environment for startups by providing an efficient and streamlined process to register that trademarks and protect their intellectual property through the patent process without prolonged bureaucratic bottlenecks.

Against the above background and 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 for the Digitization and Automation of Process for Patent and Trademark Licensing**.

b) Objectives

This procurement activity will look to onboard a consultant to build a digital automation system for trademark and patent registration with the aim of reducing turnaround time from application to certification. It will also:

1. Design and create a process for automation of trademark and patent registration as two (2) separate tools.
2. Deploy the automated tools.

¹ 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>

3. Provide follow-up and maintenance services on both tools.

c) Scope of work

The consultancy will involve the following key activities:

A. Design and Create the Tools:

- i. Engage with the public sector regulator(s) overseeing trademark and patent registration processes particularly the Trademarks and Patents Office of the Federal Ministry of Industry, Trade and Investment.
- ii. Design and create the tools that automate both processes.

B. Deployment of Tools:

- i. Deploy automated tools.
- ii. Update where necessary from hosting platform as the tools are launched in real time

C. Follow-up and Maintenance of Deployed Tools:

- i. Follow-up and maintenance services on both tools for an extended period after launch.
- ii. Handover maintenance to trained staff of the public regulator(s) after the extended period of maintenance.

D. Knowledge Transfer and Capacity Building Requirements:

- i. Offer hands-on coaching and provide comprehensive training
- iii. Develop user-friendly materials

d) Minimum Qualification and Experience

- i. Have a minimum of 5 years of demonstrated professional experience in creating ICT tools for public service objectives and delivery.
- ii. Have a minimum of 5 years' experience in training public sector regulators in necessary ICT tools based on a pre-existing or specially created digital tool.
- iii. Relevant professional certification
- iv. Ability to work with a wide range of partners and manage multiple, simultaneous and shifting demands/ priorities under tight timelines.

- v. Demonstrated compliance with all safety regulations and environmental protection regulations.

e) Reporting and Deliverables

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

S/N	Activity	Deliverable	Timeline
1.	Design and Creation	Approved tools for automation	D+56 days (8 weeks)
2.	Deployment of Tool	Tools live and operational	D + 84 days (12 weeks)
3.	Follow up, Maintenance and Handover to Staff	Tool operational and public sector regulator staff trained for handover	D + 154 days (22 weeks)
4	Knowledge transfer and Capacity Building Requirements	Offer hands-on coaching and provide comprehensive training Develop user-friendly materials	D + 168 days (24 weeks)

**D = Day of Contract Execution with Consultant*

f) Duration

The specified duration of the consultancy shall be for a maximum of **Twenty-four (24) weeks**. Any need for extension should be communicated to the PCU in writing and with justifications stated.

g) Confidentiality

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

h) 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.