

Terms of Reference (TOR)



Investment in Digital and Creative
Enterprises Programme

Consultancy Services

for

**Design and Implementation of (General and
Female Focused) Technology Hackathons and
Innovative Challenges (Manage Competition,
Implementation, Seed Capital and Follow up)**

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

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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) 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) – the Executing Agency for the Programme appointed by the FGN – is seeking to engage the services of a **consultant to design, organize, and implement (general and female focused) Tech Hackathons and Innovative Challenges (Manage Competition, Implementation, Seed Capital and Follow up)** under the Investment in Digital and Creative Enterprises (iDICE) Programme.

2. Objectives

The primary objective of this consultancy is to design, organize, and implement a minimum of 12 series of **(general and female focused)** tech hackathons and innovative competitions across the six (6) geo-political regions. Each region shall run two parallel streams:

- **Stream A – General Innovation Challenges:** Technology hackathons and competitions targeting all eligible innovators and start-ups.
- **Stream B – Female Focused Challenges:** Targeted hackathons and innovation competitions focused on discovering and nurturing female-led start-ups in the technology sector.

Of the 12 series of (general and female focused) events, a minimum of 5% start-ups shall be start-ups from vulnerable and marginalized groups “such as At Risk Youth, PWDS, Displaced Persons, Youth Not in Employment, Education or Training (NEET Youths)”.

The specific goals are:

- a) Identify and nurture high-potential technology startups through competitive hackathons and innovation challenges.

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>

- b) Foster innovation and problem-solving by encouraging technology and digital solutions to pressing socio-economic and industry challenges using technology.
- c) Provide seed capital and structured post-event support to enable selected startups to scale and become investment ready.
- d) Create visibility and networking opportunities for emerging tech entrepreneurs by connecting them with investors, mentors, and industry stakeholders.
- e) Strengthen the tech ecosystem by promoting collaboration among hubs, accelerators, universities, and private sector actors.
- f) Discover and nurture female-led startups through targeted hackathons, ensuring equitable access to resources, networks, and funding.
- g) Promote gender equality in entrepreneurship and innovation by addressing socio-economic and industry barriers faced by women.
- h) Strengthen the gender-inclusive tech and creative ecosystem by promoting collaboration among women-focused ESOs, accelerators, universities, and private sector actors.
- i) Document success stories and lessons learned to inform future gender-focused innovation programmes.

3. Scope of Work

The Consultant will be required to carry out the following activities:

A. Program Design

- a) Develop the framework for a minimum of 12 hackathons and competitions, including:
 - i. Focus areas and themes aligned with the technology and digital economy's needs
 - ii. Female led technology startups
 - iii. Competition formats and participation criteria.
 - iv. Evaluation criteria and judging processes.
- b) Outline strategies to engage key stakeholders, including industry leaders, ESOs, and relevant government agencies.
- c) Establish guidelines for awards and post-event support for winning teams.
- d) Prepare a plan outlining measures to mitigate potential environmental and social impact, including social safeguards, monitoring and reporting requirements.
- e) Embed zero-tolerance SEA-H safeguards in all programme activities. Develop a Social Impact & Safeguarding Plan addressing prevention, safe reporting channels, response protocols, and accountability mechanisms.

B. Thematic Areas

1. Digital skills, employability and jobs- exploring skills matching platforms, freelancing and remote work, AI-powered learning and certification;
2. Agritech; financial inclusion and SME support;
3. Climate and clean energy;
4. Digital economy etc.

Selected startups should have 40% focused on ideation and problem solving; 60% focused on proof of concept.

C. Event Planning and Coordination

- a) Plan and organize a series of tech hackathons and innovative competitions in the 6 Nigerian geo-political zones. These may involve either a general theme, or a specific problem to address as the event's central focus.
- b) Recruit participants through targeted outreach campaigns leveraging ESOs, educational institutions, technology hubs, and other information and media pipelines.
- c) Secure partnerships with mentors, industry experts, and sponsors.
- d) Establish monitoring and evaluation (M&E) frameworks to track progress and program impact.
- e) Setup and prepare logistical arrangements concerning venue selection, technology requirements, event materials, transportation, media and publicity, judging and review pipeline and infrastructure.
- f) Incorporate gender-safe venue protocols, accessible facilities, and safe reporting mechanisms in all logistical arrangements.

D. Implementation and Facilitation

- a. Execute hackathons and challenges according to the designed framework. A total of 12 tech Hackathon event and innovative competitions across the six (6) geo-political regions. **Of the 12 series of (general and female focused) events, a minimum of 5% start-ups shall be start-ups from vulnerable and marginalized groups “such as At Risk Youth, PWDS, Displaced Persons, Youth Not in Employment, Education or Training (NEET Youths)”.** Each region shall have a **minimum of two (2) events.**
- b. 36 Participating start-ups progressing to incubation and investment stages
- c. Provide facilitation support, including mentor pairing, team formation, and problem-solving workshops.
- d. Coordinate judging panels and ensure transparent evaluation processes.

E. Post-Event Follow-Up

- a) Further engage with winners and high-performing participants providing a list of promising startups for further incubation and funding opportunities under iDICE programme.
- b) Compile and disseminate lessons learned and success stories. Leveraging media pipelines to increase visibility in the technology and digital economy, giving further reach to future competitions and events.
- c) Specifically document female-led startup success stories and gender inclusion outcomes. Include SEA-H compliance record and any incidents/responses in the End-of-Programme Report. The Consultant shall design and implement a structured post-hackathon pipeline, including incubation and acceleration support, with defined milestones for start-up development, investment readiness, and scaling.
- d) Create mechanisms for continued tracking of supported start-ups beyond the consultancy period (e.g., tracer studies or follow-up reporting)
- e) Create an End-of-Program report highlighting the logistical implementation of the hackathons. The report must showcase quantitative data points collected throughout the course of the events such as attendance number, media reach, social media impressions, as well as a qualitative review of the impact the events have created and further recommendations for future events. **Reporting shall disaggregate participation data by gender and vulnerable status.**

4. Minimum Qualification and Experience

Key qualifications and experience required for this consultancy include:

- a) Minimum of 7 years' experience in technology consulting, innovation program management, or event organization.
- b) Proven experience in organizing hackathons, competitions, or innovation challenges
- c) Strong technical understanding of emerging technologies (AI, IoT, Cloud, Blockchain).
- d) Proof of the availability of experienced technical and operational staff with requisite certifications
- e) Strong event planning and coordination skills, including outreach and logistics.
- f) Demonstrate Financial management skills for handling seed capital and budgeting.
- g) Expertise in stakeholder engagement, including industry and government partnerships

- h) Demonstrated ability to track and evaluate program impact.

5. Gender, Safeguarding, and SEA-H Requirements

Gender expertise and safeguarding provisions are core requirements of this assignment. The Consultant firm must:

- a) Demonstrate proven experience in developing and implementing gender-sensitive strategies and safeguarding plans.
- b) Designate a qualified Gender and Safeguarding Officer responsible for overseeing implementation of gender commitments and SEA-H provisions across all events. **(Preferably female)**
- c) Develop and operationalise a SEA-H Prevention and Response Protocol, including:
 - Clear definitions and zero-tolerance policy statements.
 - Mandatory training for all programme staff, mentors, judges, and volunteers.
 - Confidential and accessible safe reporting channels for participants.
 - Documented response and referral procedures for any reported incidents.
- d) Accountability and reporting obligations to the PCU.
- e) Ensure all event venues, materials, and facilitation approaches are gender-responsive and accessible.
- f) Collect and report gender-disaggregated data throughout the programme, covering participation, outcomes, and prize disbursements.
- g) Integrate gender inclusion metrics into all M&E frameworks and reporting.

6. Reporting and Deliverables

The Consultant shall prepare comprehensive reports that are well-organized, data-driven, and presented in a clear and easily understandable format for the iDICE programme, to be submitted to the Programme Coordination Unit (PCU). The Consultant shall submit the following deliverables:

S/N	Deliverable	Description	Timeline*
1.	Detailed Framework	Deliver a detailed framework for a minimum of 10 hackathons and technology and digital competitions, including themes, formats, and evaluation criteria.	D+30 days (1 month)
2.	Outreach & Marketing Materials	Develop promotional materials and campaign plans to attract participants and partners.	D+60 days (2 month)

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S/N	Deliverable	Description	Timeline*
3.	Event Plans	Develop event plans for each hackathon/competition, including schedules, logistics, and team responsibilities.	D+60 days (2 months)
4.	Event Execution	Organize and facilitate hackathons and challenges across selected locations. Conduct mentorship services, problem-solving and team-building sessions, and judging. Document event outcomes and feedback. Disburse prize money of \$30,000 prize money for each competition	D+90-240 days (3-8 months)
5.	Reports on Event Outcomes	Document outcomes of each event, including winning ideas, participant feedback, and evaluation results.	D+270 days (9 months)
6.	Post-Event List of Winners	Provide list of winners and high-performing participants for follow-up and incubation.	D+270 days (9 months)
7.	Comprehensive End-of-Program Report	Compile and submit a comprehensive End-of-Program Report summarizing achievements, challenges, and recommendations for future initiatives. Create mechanisms for continued tracking of supported start-ups beyond the consultancy period (e.g., tracer studies or follow-up reporting) Reporting shall disaggregate participation data by gender and vulnerable status.	D+270 days (9 months)

**D = Day of Contract Execution with Consultant. Timelines are subject to adjustment during negotiations, so consultants should propose realistic and efficient timeframes for each deliverable*

7. Duration

The estimated duration of the consultancy shall be for a maximum of **ten (10) months**. 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. Gender and Inclusion

The iDICE Programme is committed to promoting gender equity and social inclusion in all aspects of its operations. The programme aims to ensure equal opportunities for men, women, and marginalized groups, and to promote inclusive and equitable access to digital and creative enterprise development. All partners, contractors, and stakeholders are expected to adhere to this commitment, ensuring that all activities and services are designed and delivered in a way that is fair, respectful, non-discriminatory and inclusive regardless of gender, disability, ethnicity, religion,

10. 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.