

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – FIRMS SELECTION)

***COUNTRY*: Common Market for Eastern and Southern Africa (COMESA)**

***NAME OF PROJECT:* Inclusive Digitalization for Eastern and Southern Africa (IDEA)**

***Contract No.*: ZM-COMESA -458146-CS-QBS**

***Grant No.:*** **E349-3E**

**Assignment Title:** *Consultancy for Development of a Regional Digital Inclusion Action Plan and Associated Draft Regulations and Policies*

The Common Market for Eastern and Southern Africa has received a grant from the World Bank for the cost of Inclusive Digitalization for Eastern and Southern Africa (IDEA) and intends to apply part of the proceeds for consulting services.

The overall objective of the assignment is to develop a Digital Inclusion Action Plan with associated strategies and Policy and Regulatory Frameworks.

The specific objectives of the assignment are to:

i. review existing instruments related to regional Digital Inclusion activities and compare with global best practices;

ii. carryout a contextualized analysis of the current digital divide in the Region

iii. develop a Regional Digital Inclusion Strategy;

iii. develop a Regional Inclusion Action plan; and

iv. develop Model Policy and Regulatory framework for Digital Inclusion.

**1.** **SCOPE OF THE WORK FOR THE CONSULTANCY**

**1.1 Activity 1: Review existing Instruments related to Regional Digital Inclusion**

The review is expected to take stock of existing regional strategies and policies implemented to date, that may be pertinent to the digital inclusion agenda.

**1.2 Activity 2: Carryout a Situational Analysis regarding the current Digital Divide in the region**

This analysis will identify the key groups who are digitally excluded as well as the characteristics of these groups. It will then provide a contextualized analysis of barriers faced by these groups as well as detail the specific benefits to each group in gaining wider access. It should consider all nature of barriers contributing to exclusion, including structural (e.g. connectivity, infrastructure), economic, social and cultural

**1.3 Activity 3; Develop a Regional Digital Inclusion Strategy**

Based on the findings of the Situation analysis develop a Digital Inclusion Strategy.

The Digital Inclusion Strategy should be based on comprehensive, regional approach. It will build on existing initiatives and establish a strategic framework for collaborative partnerships, with the aim of increasing equitable opportunities for everyone. This means people can access, afford and engage with digital technologies, services and online resources, regardless of where they live, if they have a disability, their age, socio-economic status, race or gender identity.

**1.4 Activity 4: Develop a Regional Digital Inclusion Action Plan.**

Develop the Digital Inclusion Action Plan which shall set out a range of targeted activities and initiatives to be delivered over a specified period. The action plan will specify actions required at regional and national level in order to realise the strategic objectives.

**1.5 Activity 5: Develop model policy and regulatory frameworks for Digital Inclusion**

The consultancy firm will develop a Digital Inclusion Policy and Regulatory Document, which summarizes how this policy and regulatory frameworks supports other regional development plans, key digital inclusion challenges faced, opportunities identified, and policy commitments made, placing emphasis on marginalized groups.

**1.6 Activity 6: Stakeholder validations**

Undertake stakeholder validations of the Regional Digital Inclusion Action plan, strategies and of the Draft Policy and Regulatory Frameworks. COMESA Secretariat will be responsible for the logistical aspects of the stakeholder validation exercise, while the consultant will prepare and present all the technical materials for validation

**1.7 Activity 7; Capacity Building**

Organize a capacity building workshop to train experts within the region, to fully understand the strategy policy and opportunities and benefits of inclusive digitalization.

**2. DELIVERABLES**

The deliverables for this assignment will be the following:

1. Inception Report;
2. Situational Analysis Report;
3. Digital Inclusion Strategy;
4. Regional Action Plan;
5. Draft Policy and Regulatory Framework;
6. Validation Workshops; and
7. Capacity Building.

**3. TIMELINES**

**3.1 Commencement Date and Period of Implementation**

The assignment shall be completed within a period of Nine months approximately (270) calendar days, commencing from the date of signing the contract.

**3.3 Table of Deliverables**

The timing of the deliverables for the assignment are as indicated in the table below.

|  |  |
| --- | --- |
| **Deliverables** | **Timeline** |
| Contract Signature – T0 | T0 |
| Inception Report including Detailed Work Plan – T1 | T0 + 20 Calendar days  |
| Draft Situational Analysis, Strategy and Action plan – T2 | T1 + 70 Calendar days |
| Validation Workshop -T3 | T2 + 30 Calender days |
| Final Situational Analysis, Strategy and Action plan Final Report of Study – T4 | T3 + 30 Calendar days |
| Draft Final Report for Policy and Regulatory Frameworks – T5 | T4 + 50 Calendar days |
| Validation Workshop T6 | T5 + 30 Calendar days |
|  Final Report for Policy and Regulatory Frameworks – T7 | T6 + 30 calendar days |
| Capacity Building -T8 | T7+ 40 Calendar days |

**4. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT**

COMESA is seeking applications from a firm. The selected firm is expected to demonstrate a track-record of successfully carrying-out similar assignments, including:

i) Experience of supporting regional and or national policy development and planning in the ICT sector

ii) Experience of working on the digital inclusion agenda.

iii) Experience of conducting field research and supporting stakeholder engagement.

The successful firm should have a team with the following minimum qualifications and experience:

| **SN.** | **Expert** | **Minimum Qualification** | **Relevant Minimum Experience** |
| --- | --- | --- | --- |
| 1 | Lead Consultant/AI Expert | Master’s degree in Economics, Engineering, MBA or related field; | 15 years in the ICT Industry |
| 2 | Digital Inclusion Expert | Master’s degree level in public administration, Engineering Economics, Sociology, Anthropology or another relevant topicAt least  | 8 years of experience in managing development projects focused on digital inclusion |
| 3 | M& E Expert | Master’s degree in Economics, Statistics, Finance, Demography or related field  | Minimum of 10 years in the ICT industry |
| 4 | Legal Expert | Master’s degree in law; | 10 years’ experience in administrative law, policy, and regulatory environment in the digital sector, with prior experience in the area of digital inclusion; |

**5. PLACE OF ASSIGNMENT**

This is a home-based assignment, enabled by electronic communications services such as email and videoconferencing.

**6. SUPERVISION AND REPORTING**

The consultant will report to the COMESA IDEA Project Coordinator and the Digital Expert as part of the COMESA IDEA Project Coordination Unit.

**7. DURATION**

The tasks will be carried out within 10 months calendar days from date of signing the contract.

The Expected start date of the project is 15 July 2025

The detailed Terms of Reference (TOR) are below this Request for Expressions of Interest (REoI).

The Common Market for Eastern and Southern Africa now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | a | b | c | d | e |
| **Name of Firm/Consortium** | **Eligible?**  | **Core business?**  | **Technical and managerial capability** | **Relevant experience**  | **If more than 8 firms are qualified, re-evaluate by weighting c and d** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

The Qualifications and Experience of Key Experts shall not be included in the shortlisting criteria. Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Quality and Cost Based Selection method set out in the Procurement Regulations.

The COMESA Secretariat have the right to cancel an award without liability to the bidder or offeror, except the return of any deposit, guarantee or other security, at any time before a contract has been fully executed by all parties.

Further information can be obtained at the address below during office hours from 09:00 to 17:00 (GMT+2 time) hours.

Expressions of interest must be delivered in a written form by e-mail to the address below by 25 March 2025.

Mr Silver Mwesigwa

Head of Procurement

Attn: Daniel Maimbo

COMESA Centre

Ben Bella Road

P.O Box 30051

LUSAKA 10101

Zambia

Telephone: +260 211 2297226/29; Web: <http://www.comesa.int> Facsimile: +260 211 227318;

E-mails: DMaimbo@comesa.int; procurement@comesa.int; S.Mwesigwa@comesa.int



**INCLUSIVE DIGITALISATION OF EASTERN AND SOUTHERN AFRICA**

**TERMS OF REFERENCE FOR CONSULTANCY FOR DEVELOPENT OF A REGIONAL DIGITAL INCLUSION ACTION PLAN AND ASSOCIATED DRAFT REGULATIONS AND POLICIES**

**1. PROJECT BACKGROUND**

Inclusive Digitalization for Eastern & Southern Africa (IDEA) is a regional Multiphase Programmatic Approach (MPA) for Eastern and Southern Africa (AFE) programme, which includes three focus areas: (i) building the foundations for affordable and quality broadband connectivity, data hosting capability, which can give citizens, firms, governments access to digital technology; enabling digital services including (ii) interoperable and safe data platforms and trusted online transactions at national and regional level; (iii) advancing high-impact digitally-enabled applications in priority sectors (with an initial focus on social protection and financial services), digital skills and competencies to increase productive digital usage and enhance economic and social activities. The IDEA Program will consist of parallel and sequential phases including Fragile and Conflict-Affected States (FCV) and Lower Middle-Income Countries (LMICs) countries at different stages of development and regional entities in Eastern and Southern Africa.

Phase 1 of the IDEA Program will include four operations, including a US$10m regional IDA grant to COMESA to set-up the IDEA MPA’s regional program coordination unit (PCU) and oversee the implementation of the MPA throughout the eight years of project implementation.

The Project Development Objective (PDO) for the COMESA operation is to enhance enabling environment for increasing access to and inclusive usage of the Internet and digitally enabled services in Eastern and Southern Africa. This operation will monitor progress toward the overall Program Development Objective (PrDO) indicators.

Project Components under the operation with COMESA include**:**

**Component 1: Regional Harmonization and Planning Platform:** This component aims to enhance the enabling environment for regional digital market development and integration and create a platform to inform and mobilize investments for regional digital infrastructure;

**Component 2: Regional Knowledge and Capacity Building:** This component aims to support holistic knowledge transfer throughout the program cycle, to build capacity and support institutional strengthening for participating countries in a sustainable manner and to increase the efficiency and impact of the program activities by leveraging regional synergies between countries; and

**Component 3: Regional Project Coordination and Management:** This component will set up the IDEA’s regional Program Coordination Unit (PCU) to (i) coordinate with participating countries; (ii) validate and report on the Program's results framework; and (iii) oversee the implementation of the regional grant to COMESA, including fiduciary, E&S and other functions.

**2. RATIONALE OF THE ASSIGNMENT**

Digital inclusion is where everyone has equitable opportunities to participate in society using digital technologies.[[1]](#footnote-1) While access to the internet is important digital inclusion is just not about making sure everyone has a digital device and is connected to the internet, but include other aspects such skills, affordability and safety. Digital exclusion is multi-faceted and can affect different people in different ways thus, making achieving full digital inclusion a complex task.

Digitally included person or community has convenient, reliable access to affordable, accessible digital devices and an internet connection, and can confidently use them in their day-to-day life. According to the UN[[2]](#footnote-2) , digital inclusion refers to the "equitable, meaningful, and safe access to use, lead, and design of digital technologies, services, and associated opportunities for everyone, everywhere. Digital inclusion is enabled by human rights-based, intersectional, and whole-of-society policies and multi-stakeholder approaches and actions, that take into account the various barriers individuals face when accessing and experiencing digital technologies.

The framework used internationally to describe digital inclusion uses five interdependent elements which are needed for a person to be digitally included. These include Connectivity; Affordability Data and Devices; Digital Literacy and Skills; Relevant Content and Services; as well as Online Safety and Security.

Digital exclusion affects many people in the region. Many people are not able to access the internet because they do not have a reliable and affordable Internet connection, affordable device and data; digital skills, awareness or incentives in terms of relevant content to get online. This digital divide is undermining efforts to improve, economic growth and socio-economic inclusion. This challenge is more pronounced for the most vulnerable people in society who include women, youth, people with disabilities, refugees and the elderly. Identified barriers to digital inclusion include the following:[[3]](#footnote-3)

i) access barriers, such as limited access to affordable and reliable Internet connectivity, electricity and digital devices due to availability or affordability constraints, can prevent many people from connecting to internet;

ii) low digital literacy, and insufficient inclusive, accessible, and affordable training options;

iii) lack of relevant content and digital services, including in local languages;

iv) lack of assistive tools especially for persons with disabilities;

v) lack of regulations, laws, and policies that explicitly address the requirements and barriers to digital inclusion; and

vi) lack of trustworthy and safe online environment

To address these challenges, several strategies can be implemented which include:

i) Policy and Programmatic Interventions: Governments and organizations can create policies aimed at making technology more accessible and affordable. This might include subsidies for internet access, supporting consumer financing programs for devices, or providing public spaces with free Wi-Fi and digital devices.

ii) Community-Based Programs: Local initiatives can play a pivotal role in teaching digital skills. Libraries, community centres, and schools can offer workshops and training sessions.

iii) Partnerships with Stakeholders: Collaborations between the public sector, private companies, and non-profit organizations can lead to innovative solutions. For example, tech companies can donate devices and provide employment/income-generating opportunities while educational institutions provide training, or governments can provide training spaces and other infrastructure or subsidized device schemes, where appropriate.

iv) Inclusive Design: Digital services should be designed with inclusivity in mind and adapted for the population of interest. For example, when working to support persons with disabilities, ensuring that physical infrastructure as well as websites and web applications, ICT products and services are designed in line with accessibility standards in mind is key (For example, following [W3C Web Content Accessibility Guidelines](https://www.w3.org/TR/WCAG21/)). When working to support excluded women, considering elements such as safe transportation, care responsibilities, and flexibility can help boost participation and retention in training programs).

v) Awareness Campaigns and Engaging Local Communities: Raising awareness about the importance of digital inclusion can change public perception, alleviate technophobia, and encourage more people to get involved in bridging the digital divide.

**3. OBJECTIVES OF THE ASSIGNMENT**

The overall objective of the assignment is to develop a Digital Inclusion Action Plan with associated strategies and Policy and Regulatory Frameworks.

The specific objectives of the assignment are to:

i) review existing instruments related to regional Digital Inclusion activities and compare with global best practices;

ii) carry out a contextualized analysis of the current digital divide in the Region;

iii) develop a Regional Digital Inclusion Strategy;

v) develop a Regional Inclusion Action plan; and

vi) develop Model Policy and Regulatory framework for Digital Inclusion.

**4. SCOPE OF THE WORK FOR THE CONSULTANCY**

**4.1 Activity 1: Review existing Instruments related to Regional Digital Inclusion**

The review is expected to take stock of existing regional strategies and policies implemented to date, that may be pertinent to the digital inclusion agenda.

**Task 1**: Review existing relevant literature, instruments and other documentation on digital inclusion from the COMESA region, including those from African Union, other African Regional Economic Communities (REC), Tripartite Area, Regional ICT Associations (RICTA) from other Global jurisdictions. Explore documents related to the gender digital divide, persons with disabilities, the elderly, youth, displaced populations, among other priority populations.

**Task2**: Analyze documentations obtained from COMESA region and identify gaps and compare with global best practices with a deep dive for each population group of interest.

**4.2 Activity 2: Carryout a Situational Analysis regarding the current Digital Divide in the region**

This analysis will identify the key groups who are digitally excluded as well as the characteristics of these groups. It will then provide a contextualized analysis of barriers faced by these groups as well as detail the specific benefits to each group in gaining wider access. It should consider all nature of barriers contributing to exclusion, including structural (e.g. connectivity, infrastructure), economic, social and cultural

**Task 2:** For each selected countries (10 maximum) within the Region, as appropriate. (Base year is 2023) obtain and analyse the following:

i) social and economic data (i.e., population, percentage urban population, GDP, GNI, Human Development Index (HDI));

ii) ICT sector market structure; and

iii) national policies and laws regarding Digital Inclusion.

**Task 3:** Through a literature review, the Consulting Firm is expected to build the analysis from a global evidence base, also leveraging relevant regional literature, The review shall provide a better understanding of:

i) identification of gaps regarding, among others, policy and infrastructure requirements, sustainability, and management of ICT sector;

ii) the level and quality of services within the region e.g. internet speed, service availability and reliability;

iii) barriers that prevent people from accessing and benefiting from online services and digital channels;

iv) potential measures to address the gaps/problems identified, and assumptions underlying the proposed intervention;

v) groups and areas that are most at risk of digital exclusion; and

vi) existing digital inclusion activity (and gaps) across the region including need assessment for required interventions.

**Task 4;** Carryout stakeholder engagement: using mixed method research (e.g. two or more of the following: focus group discussions, interviews, surveys) to provide analysis for the region, including nationally representative measures for each country. The analysis should be grounded in both quantitative and qualitative data. The firm will be expected to map and contact relevant stakeholders to identify the nature and scope of existing information resources available, so that gaps can be more readily be identified, and to inform the proposed research methodology. The firm should use this exercise to fill gaps where secondary data are unavailable at the country and regional levels. For each group of interest, explore primary data collection on key indicators such as Internet access and usage, mobile phone ownership, basic digital literacy by select tasks, perceptions and experiences related to online safety, and relevant digital services that support digital inclusion.

**Task 5;** Prepare a Situational Analysis report; The analysis should result in a report, with evidence-based and recommendations that can inform policy development.

**4.3 Activity 3: Develop a Regional Digital Inclusion Strategy.**

**Task 6;** Based on the findings of the Situation analysis develop a Digital Inclusion Strategy.

The Digital Inclusion Strategy should be based on comprehensive, regional approach. It will build on existing initiatives and establish a strategic framework for collaborative partnerships, with the aim of increasing equitable opportunities for everyone. This means people can access, afford and engage with digital technologies, services and online resources, regardless of where they live, if they have a disability, their age, socio-economic status, race or gender identity.

The strategy will address five key pillars:

i) connectivity;

ii) digital Skills;

iii) Affordability;

iv) accessibility (digital services, products and relevant content); and

v) digital trust and safety.

**4.4 Activity 4: Develop a Regional Digital Inclusion Action Plan.**

The Digital Inclusion Action Plan shall set out a range of targeted activities and initiatives to be delivered over a specified period. The action plan will specify actions required at regional and national level to realise the strategic objectives.

Task7: Develop a Regional Digital Inclusion Action Plan, based on analysis of the potential barriers to implementation and priority measures, resources and tools needed to support successful implementation. This plan should ideally detail delivery timelines for key actions, relevant high-level champions needed, key resources, millstones and costing needed to facilitate delivery, including phasing, designation of key roles and responsibility, as well as intermediary key performance indicators (KPIs), which can be used to track progress during the implementation period, including proposals for how to support related data collection. More specifically, the implementation roadmap is expected also to address the following:

i) financial implications taking into account existing regional and national level commitments;

ii) human resource implications;

iii) vulnerable groups implications;

iv) quality and human rights implications;

v) implications on climate change; and

vi risks and mitigations.

**4.5 Activity 5: Develop model policy and regulatory frameworks for Digital Inclusion**

The consultancy firm will develop a Digital Inclusion Policy and Regulatory Document, which summarizes how this policy and regulatory frameworks supports other regional development plans, key digital inclusion challenges faced, opportunities identified, and policy commitments made, placing emphasis on marginalized groups.

**Task 8**: Develop a model policy framework taking into account the results of the situational analysis and strategy and action plan. The proposed outline is as follows

i) overview and scope;

ii) background, challenges and opportunities;

iii) goal & policy objectives;

iv) trategies for achieving policy objectives;

v) policy and legislative principles; and

vi) conclusions.

**Task 9:** Develop appropriate model regulatory frameworks. The format for the regulations shall be on standard legal format to be agreed upon.

**4.6 Activity 6: Stakeholder validations**

**Task 10:** Undertake stakeholder validations of the Regional Digital Inclusion Action plan, strategies and of the Draft Policy and Regulatory Frameworks. COMESA Secretariat will be responsible for the logistical aspects of the stakeholder validation exercise, while the consultant will prepare and present all the technical materials for validation**.**

**4.7 Activity 7: Capacity Building**

**Task 11**: Organize a capacity building workshop to train experts within the region, to fully understand the strategy policy and opportunities and benefits of inclusive digitalization.

 **5. DELIVERABLES**

The deliverables for this assignment will be the following:

i) inception report;

ii) situational analysis report;

iii) Digital Inclusion Strategy;

iv) Regional Action Plan;

v) draft Policy and Regulatory Framework.

vi) validation workshops; and

vii) capacity building.

**5.1 Inception Report**

The consultant will be expected to prepare an inception report outlining the approach and methodology and work plan to fulfil the Terms of Reference for the assignment 20 days after contract signature. These will include a detailed breakdown of work, timelines, and risks with mitigation measures.

**5.2 Situational Analysis Report, Digital Inclusion Strategy and Action Plan**

The consultants shall submit draft documents within sixty (70) days after inception report which should include:

i) draft Situational Analysis Report; and

ii) draft Digital Inclusion Strategy and Region Action Plan.

The consultants shall submit within thirty (30) days the final validated reports after the validation workshop after incorporating the feedback and suggestions from the Stakeholders from the validation workshop.

The consultants will be expected to share their draft documents with COMESA in an agreed format for preliminary review and approval. Before submitting any report COMESA has to approve the outline and format of the report.

**5.3 Policy and Regulatory Framework**

The consultants shall submit draft documents One hundred and Thirty (170) days after inception report.

The consultants shall submit within thirty (30) days the final validated reports after the validation workshop after incorporating the feedback and suggestions from the Stakeholders from the validation workshop.

**5.4 Stakeholder validations**

The consultant will conduct two validation workshops. The First Validation workshop will be for Situation analysis Report, Strategy and Action Plan. The Second validation workshop will be for Policy and Regulatory frameworks, COMESA Secretariat will be responsible for the logistical aspects of the stakeholder validation exercise, while the consultant will prepare and present all the technical materials for validation

**5.5 Capacity Building**

The consultant will Organize a capacity building workshop to train experts within the region, to fully understand the strategy policy and opportunities and benefits of inclusive digitalization

**6. TIMELINES**

**6.1 Commencement Date and Period of Implementation**

The assignment shall be completed within a period of Nine months approximately (270) calendar days, commencing from the date of signing the contract.

**6.2 Table of Deliverables**

The timing of the deliverables for the assignment are as indicated in the table below.

|  |  |
| --- | --- |
| **Deliverables** | **Timeline** |
| Contract Signature – T0 | T0 |
| Inception Report including Detailed Work Plan – T1 | T0 + 20 Calendar days  |
| Draft Situational Analysis, Strategy and Action plan – T2 | T1 + 70 Calendar days |
| Validation Workshop -T3 | T2 + 30 Calender days |
| Final Situational Analysis, Strategy and Action plan Final Report of Study – T4 | T3 + 30 Calendar days |
| Draft Final Report for Policy and Regulatory Frameworks – T5 | T4 + 50 Calendar days |
| Validation Workshop T6 | T5 + 30 Calendar days |
|  Final Report for Policy and Regulatory Frameworks – T7 | T6 + 30 calendar days |
| Capacity Building -T8 | T7+ 40 Calendar days |

**6.3 QUALIFICATION AND EXPERIENCE OF THE CONSULTANT**

COMESA is seeking applications from a firm. The selected firm is expected to demonstrate a track-record of successfully carrying-out similar assignments, including:

i) experience of supporting regional and national policy development and planning in the ICT sector;

ii) experience of working on the digital inclusion agenda; and

iii) experience of conducting field research and supporting stakeholder engagement.

The successful firm should have a team with the following minimum qualifications and experience:

* 1. **Lead Consultant**

i) A minimum of a master’s degree in Economics, Engineering, MBA or related field;

ii) minimum of 15 years in the ICT Industry;

iii) proven working knowledge in international/regional ICT development policy, regulatory and/or legislative reforms and their implementation;

iv) experience working with governments in one or more similar projects;

v) ability to project manage remote consultations, as well as stakeholders across geographies and time zones;

vi) African Experience – having worked on similar projects on the continent;

vii) has a proven track record of leading multi – disciplinary teams; and

viii) excellent communication and report writing skills.

* 1. **Digital Inclusion Expert**

i) degree at master’s level in public administration, Engineering Economics, Sociology, Anthropology or another relevant topic;

ii) at least 8 years of experience in managing development projects focused on digital inclusion;

iii) proven track record developing policy around digital technologies in the context of developing countries; and

iv) excellent writing and communications skills in English

* 1. **M& E Expert**

i) a minimum of a master’s degree in Economics, Statistics, Finance, Demography or related field;

ii) minimum of 10 years in the ICT industry;

iii) proven working knowledge in international/regional ICT policy and regulatory frameworks;

iv) strong knowledge and understanding of monitoring and evaluation concepts with the ability to explain them with clarity; and

v) regional experience – having worked on similar assignment in Africa; and Knowledge and experience in Programme Planning and Development.

* 1. **Legal Expert**

i) a minimum of a Master’s degree in law;

ii) at least 10 years’ experience in administrative law, policy, and regulatory environment in the digital sector, with prior experience in the area of digital inclusion;

iii) regional experience – having worked on similar assignment in Africa; and

iv) excellent verbal communication and report writing skills.

**7. PLACE OF ASSIGNMENT**

This is a home-based assignment, enabled by electronic communications services such as email and videoconferencing. There will be a travel mission to Lusaka, Zambia, and another travel mission for the stakeholder validation workshop. Missions may also be undertaken to selected/Partner States and other locations of interest and relevance to the study.

**8. SUPERVISION AND REPORTING**

The consultant will report to the COMESA IDEA Project Coordinator and the Digital Expert as part of the COMESA IDEA Project Coordination Unit. It is expected that the consultant will work in very close coordination with the COMESA Secretariat, providing regular updates, and responding promptly and flexibly to the needs and demands of COMESA and the corresponding timelines All reports shall be in electronic format in MS Word, Excel, or PowerPoint as required.

**9. DURATION**

The tasks will be carried out within 10 months calendar days from date of signing the contract.

1. Digital Inclusion Research Group, 2017 [↑](#footnote-ref-1)
2. United Nations Digital Inclusion [↑](#footnote-ref-2)
3. World Bank Digital Inclusion Resources [↑](#footnote-ref-3)