

SPECIFIC TERMS OF REFERENCE
Implementation support for the @CP-ICT programme

FWC BENEFICIARIES 2009 - LOT 3 :
Telecommunications and information technologies
EuropeAid/127054/C/SER/multi

1. BACKGROUND

Administrative framework

A € 20,000,000.00 "ACP-Information and Communication Technologies [@CP-ICT] Programme" was approved by the Commission and the ACP Group of States in October 2007. The project will be financed in its totality by the European Development Fund. Out of those € 20 million, € 9.5 million have been earmarked to support programmes responding to a call for proposals. Technical Assistance to the ACP secretariat was provided by FWC BENE/2007/145510 the assessment, evaluation and selection of the application received.

The present request FWC BENE/2010/ 241342 seeks to provide the necessary technical and administrative assistance to the ACP Secretariat for the monitoring of the projects supported by the programme with regard to project implementation, reporting payments, etc.

Strategic framework

On 1st March 2002, the ACP Group of States requested the European Commission to prepare, in collaboration with the ACP Secretariat, an intra-ACP ICT development dossier for support under EDF resources.

On November 22, 2005 a Joint Statement by the Council and the Representatives of the Governments of the Member States meeting within the Council, the European Parliament and the Commission on European Union Development Policy has been issued which is called the "The European Consensus". One of the action themes of this European Consensus is Economic Growth in which ICTs are prominently figuring. It is also said that increased usage should be made of ICTs in development aid more specifically in mainstreaming to reach the MDGs.

In the same vein, the Commission's 2001 Communication on ICTs and Development (COM(2001)770) placed the role of information and communication technologies (ICT) within this broad development approach, recognizing that ICTs can provide an important tool for more efficient and effective aid delivery, and that they can have a significant impact on social and economic development.

The European Commission recently took the decision to finance a €20 million programme named "ACP-Information and Communication Technologies [@CP-ICT]". The objective of this program is to further these goals by enhancing the capacity of ACP countries to make informed choices about how to harness ICT as a driver of development, and to help them imbed ICT in a strategic and cost-effective way in their sectoral programs that may be subject to support under the 10th EDF.

2. DESCRIPTION OF THE ASSIGNMENT

Ø Global objective

Background

Part of the @CP-ICT programme is implemented by means of the Call for Proposals EuropeAid/127057/D/ACT/Multi. The award of contracts followed the rules mentioned in the Practical Guide to Contract Procedures for EC External Actions.

The activities to be supported following the call for proposal address intra-ACP needs, in accordance to the project purpose. Activities will be carried out by regional, sub-regional or national-level institutions (where appropriate) that provide locally-appropriate capacity for ICT strategy, policy and regulation. Within this intra-ACP context, initiatives will be supported

- a) Focusing on research, knowledge-management, knowledge-sharing and learning networks or
- b) Involving the ACP Parliamentary Assembly, ACP Parliaments, ACP regional Parliamentary institutions/bodies, ACP Parliamentarians and ACP local government organisations, at initiatives relating to the ICT sector; such initiatives are to be supported by no less than €3.0 million.
- c) With specific highly-targeted expert interventions by international experts, or international institutions, designed to address specific, complex policy and regulatory issues of urgent importance to one or more countries.

The specific objectives of the programme will address one or more of the following targets:

- i. to develop effective linkages of the ICT sector to national or regional Poverty-reduction Strategy Programmes (PRSPs)
- ii. to increase stakeholders awareness for ICT to build sustainable capacity within regional and sub-regional institutions in ACP regions
- iii. to involve the ACP Parliamentary Assembly, the ACP Parliaments, ACP regional Parliamentary institutions/bodies, ACP Parliamentarians and ACP local government organisations, at initiatives relating to the ICT sector;
- iv. to promote research, knowledge-management, knowledge-sharing and learning networks on ICT
- v. to address specific, complex policy and regulatory issues of urgent importance to one or more countries

Proposals have been evaluated by an Evaluation Committee appointed by the Contracting Authority according to the Practical Guide to Contract Procedures for EC External Actions.

Ø Specific objective(s)

Twelve (12) proposals were selected of which 11 have been contracted via grant or contribution agreements by the ACP Secretariat (see Annex 1). Following these agreements the beneficiary will have obligations in terms of reporting on implementation progress and expenditures, and work-plans including budgeting. On the part of the contracting authority requests for payments will have to be processed and submitted to the European Commission for payment. Regular reporting on the implementation progress and achievements of results of the programme is required.

The objective of this assignment is to recruit specialised technical assistance (TA) to assist the ACP Secretariat in the implementation, monitoring and reporting of the @CP-ICT programme in ACP Countries. The TA will provide technical and administrative support to the contracting authority to assure an effective and efficient implementation of the programme. The TA will operate under the direct supervision of the ACP Secretariat. Supervision will be ensured, among other mechanisms, by regular discussion sessions to be held between the TA, the ACP Secretariat, and the EC.

Ø Requested services and outputs

The consultant, working under the supervision of the ACP Secretariat, will be required to:

1. Elaborate and submit an Inception Report which contains, inter alia, full details of:
 - A programme monitoring tool, including at minimum, six-monthly Programme Progress Reports detailing achievements for all activities of the programme and levels of execution. The Monitoring tool will incorporate the indicators to be used in monitoring the programme results as set out in the Logical Framework (Annex 2),
 - Activities to be launched, the resources for their implementation, and execution calendar.
2. Construct a “projects database” which contains summary information on each ongoing project, partner details, budget and timetables, status of execution.
3. Regularly update the information on each project, partner details, budget and timetables, riders to the grant contracts and implementation status of each project. The information contained in the projects database and the use of the monitoring tool will serve the expert for two different purposes. On one hand, it will facilitate the administrative management of projects, allowing keeping track of deadlines and on the other hand it will allow monitoring of the project in terms of objectives, activities and results.
4. Assisting the ACP Secretariat to check conformity of the payment requests sent by the contract beneficiary, before their submission by the Contracting Authority to the European Commission for payment.
5. Assisting the ACP Secretariat to check conformity of rider requests or any other contractual changes requests sent by the contract beneficiary, before their submission by the Contracting Authority to the European Commission for endorsement.
6. Answering on behalf of and under the responsibility of the ACP Secretariat to queries from the beneficiaries in regard to contractual or implementation issues.
7. According to the rules in force, project beneficiaries will submit to the contracting authority detailed interim narrative and financial reports explaining the activities implemented, the state of execution of the budget and results achieved. The consultant will assist the ACP Secretariat in the assessment, obtaining clarifications on and approval of submitted progress reports (narrative and financial) by the beneficiaries.
8. The Call for Proposals projects have a maximum implementation period of 24 months after which a final report needs to be submitted by the beneficiary detailing achievements against objects and a consolidated and audited project expenditure report will be attached to the final report. The consultant will assist the ACP Secretariat to elaborate a final

assessment and report on the implementation, achievement of the objectives, conclusion and lessons learned of each project and for the programme as a whole.

9. Assist the ACP Secretariat to maintain a complete archive of correspondence and documents related to the programme.
10. Upon request by the ACP Secretariat assist in the programming and implementation of remaining funds under the 9th EDF @CP-ICT programme and possible allocated funds from the 10th EDF.
11. Assist the ACP Secretariat in preparing and conducting meetings and documentation related to this programme.
12. Assist the ACP Secretariat in preparing and conducting presentations on and publishing of interim and final results of the programme.
13. Any other tasks that the ACP Secretariat may request related to the tasks above.

3. EXPERTS PROFILE or EXPERTISE REQUIRED

Ø Number of requested experts per category and number of man-days per expert or per category

One expert category I is required. The expert will be responsible for carrying out requested tasks under this assignment as described under requested services.

Administrative support is required to be supplied by the consultant to assist the expert in administrative tasks under the assignment.

Ø Profiles required

The expert category I

- Ø Shall have extensive knowledge of and experience in the ICT sector in developing countries and a relevant advanced university degree with a minimum of five years of experience in financial and administrative management and planning.
- Ø Knowledge of EU Development Policy is essential.
- Ø Very good knowledge and practice of financial and contractual EDF Regulations and Procedures (9th EDF), is essential.
- Ø Prior participation in assessment/evaluation/monitoring of EC funded proposals would be an advantage.
- Ø Prior participation in the formulation of Calls for Proposals of EC funded projects would be an advantage
- Ø Ability to work in a multi-cultural environment.
- Ø Experiences in ACP regions countries would be an advantage.
- Ø Ability to lead a team and organise and oversee administrative and logistic support.
- Ø A working knowledge, including ability in writing, of English and French are essential.

Administrative support

- Ø No specific profile is required

4. LOCATION AND DURATION

Ø Duration of the assignment

The assignment is expected to start around 01/06/2010, and last for 24 months.

Based on the number of contracts to be monitored, the amount of person/days required is estimated as follows:

	Input days
Expert 1	120
Administrative support	190

Ø Location(s) of assignment

The expert and administrative assistance will be available to be in Brussels when required over the whole duration of the assignment.

It is expected that there might be periods where tasks to be performed will be concentrated, notably after one year of the projects implementation period, when interim reporting is due and requests for payment, and towards the end of the contract implementation period.

A maximum of 10 return trips (+DSA) to Brussels can be reimbursed for Expert 1.

A maximum number of 8 return trips (+DSA) for project support missions can be reimbursed for Expert 1.

The establishment of adequate office facilities in Brussels where the consultants will be able to carry out their work will be the responsibility of the consultant.

5. REPORTING

Ø Content

Early in the mission, the consultant will provide the Contracting Authority with:

- a) A comprehensive planning of time frame and experts' inputs in an Inception Report clearly indicating the time-line of the assignment.
- b) A programme monitoring tool, including at minimum, six-monthly Programme Progress Reports detailing achievements for all activities of the programme and levels of execution.

The Consultant is also expected to provide:

- c) A (minimum) six monthly Programme Progress report
- d) A final programme implementation report detailing achievements for all activities.
- e) (Assistance for) Other reports, publications, presentations etc. upon request.

Ø Language

Reporting will standard be in the English language but can be requested in French as well. Contacts and correspondence with the contract beneficiaries will be in the language of the contract.

Ø Number of report(s) copies

3 hard copies and a digital copy shall be submitted of reports produced under point 5 A+B+C+D.

6. ADMINISTRATIVE INFORMATION

- Ø No interviews are necessary for incumbent experts/position
- Ø There is no subcontracting under this contract
- Ø The language of the specific contract will be in English

The maximum budget for this assignment is €199,000.00.

Annex 1

REF	Applicant's Name	Title of the proposal	Country	Sector lot	Partner Countries	Language	Requested Contribution €	% of total eligible cost	Duration (months)	Expected type of contract
81	Government to you (GOV2U)	Africa4All	Greece	2	Kenya, Namibia-, Tanzania, Uganda, Lesotho,	EN	413,234.00	85.00	24	Grant contract
64	UN Department of Economic and Social Affairs	Support to ICT Strategic Planning in the SADC Parliaments	International organisation	2	Namibia	EN	935,000.00	85.00	24	Contribution agreement
65	UN Department of Economic and Social Affairs	Support to ICT Strategic Planning in the Caribbean Parliaments	International organisation	2	Barbados	EN	935,000.00	85.00	24	Contribution agreement
43	Secretariat of the Pacific Islands Geoscience Commission (SOPAC)	ICT Access for the Poor: Improving access to ICT by informing and engaging Pacific ACP Legislators	Fiji	2	NA	EN	510,000.00	85.00	24	4 pillar assessment done / Contribution agreement?
11 *	Region Anosy, Madagascar *	Amelioration du cadre de gouvernance dans la region Anosy a travers la mise en place d'un mecanisme d'access au TIC	Madagascar	2	Madagascar	FR	950,000.00	75.52	18	grant contract
36	Instituto Piaget, Cooperativa para o Desenvolvimento Humano, Integrale Ecologico, CRL	Tic -Through Innovative Contributions	Portugal	1	Mozambique, Cape Verde,	EN	784,152.09	85.00	24	grant contract
31	FUNDP	eb@le_sante_le_reseau_congolais_d'expertise_medicale	Republique Democratique du Congo	1	2Belgium, 5Congo,	FR	726,963.90	84.63	24	grant contract

53	Diplo Foundation (Diplo)	Capacity Building Programme and Community Development in Internet Governance and ICT Policy for Intra-ACP regional and sub-regional institutions	Malta	1	Congo, Burundi, Botswana, Kenya, Haiti, Jamaica, Saint Lucia	EN	961,302.00	85.00	24	grant contract
16	International HIV/AIDS Alliance	Tackling AIDS/TB through Communication and Information Technologies TACIT	United Kingdom	1	Thailand, UK, Tanzania Zimbabwe-Namibia, Kenya, Zimbabwe,	EN	979,496.00	84.90	24	grant contract
5	Ministre des Postes et des Technologies de L'Information et de la Communication du Burkina Faso	Promotion de l'utilisation de l'information et du savoir pour concretiser les objectifs de reduction de la pauvrete	Burkina Faso	1	Burkina Faso	FR	1,000,000.00	73.29	24	grant contract
56	RONGEAD (Réseau d'ONG Européennes sur le commerce, l'agroalimentaire, l'environnement et le développement)	Création d'un réseau NTIC proactif de partage des connaissances du marché mondial de la noix de cajou, pour valoriser la filière en Côte d'Ivoire	France	1	Cote d'Ivoire	FR	500,925.00	85.00	24	grant contract
84	Instituto Superior de Estatística e Gestao de Informacao da Universidade Nova de Lisboa	ExTTI - Excellence in ICT use for learning purposes - developing competences and establishing best practices	Portugal	1	Mozambique	EN	520,951.00	85.00	24	grant contract

* No 11 has not been contracted yet