WORLD BANK DIGITAL TRANSFORMATION FOR AFRICA /WESTERN AFRICA REGIONAL DIGITAL INTEGRATION PROGRAM (DTfA/WARDIP) SOP1
Terms of Reference for a Project Assistant of the Regional Project Implementation Unit (PIU)

1. Background

The World Bank is financing the implementation of the Digital Transformation for Africa /Western Africa Regional Digital Integration Program (DTfA/WARDIP SOP1). The objective of this program is to increase broadband access and usage and strengthen the foundations for the establishment of a single digital market in West Africa.

The first Series of Projects under this grant (DTfA/WARDIP-SOP1) has The Gambia, Guinea, Guinea-Bissau, Mauritania, ECOWAS, African Union and the Smart Africa Alliance as beneficiaries. At the ECOWAS level, the goal of the project's activities is to create an integrated regional digital market and to foster cross-country collaboration and support the development and security of digital transformation in Western Africa. Funding for the project is USD 10.5 million over a five (5) year period from 2024 – 2028. The components of the project which will be executed by ECOWAS include the following:

a. **Connectivity Market Development and Integration**: This component aims to develop and integrate the regional connectivity market in a way that encourages private sector competition and investments. Market failures in the telecom sector will be addressed by (i) strengthening the policy and regulatory framework to foster a leveled playing field, (ii) harmonizing digital market environment and sector policies to ensure cross-border interconnection of networks and services, (iii) providing catalytic public funding to connectivity infrastructure PPP projects to increase the resilience of international and core backbone connectivity, and (iv) coordinating between stakeholders to stimulate private investment appetite. This component is also designed to establish a framework for energy-efficient and climate-resilient digital infrastructure-related investments in the region.

b. **Data Market Development and Integration:** This component aims to build trust in online transactions and strengthen the security and resilience of digital infrastructure and systems as a prerequisite for a functioning SDM. It will support reforms to enable secure cross-border data exchange, storage, and processing to support regional deployment and access to data-driven services, innovation,

and infrastructure. It will support the development of a harmonized data and cybersecurity enabling environment, incentivizing public and private deployment of data-driven services.

c. **Online Market Development and Integration:** This component aims to promote creation, access and delivery of digital goods and services seamlessly and freely across the region. This component aims to harmonize infrastructure and regulatory frameworks, remove barriers to cross-border access and delivery of digital goods and services, and support the creation of new digital services. The component will foster digital entrepreneurship ecosystems, harmonize technologies and legal frameworks for Digital Financial Services (DFS) aligned with international standards and achieve integration as a precursor for enabling e-commerce transactions. It will also emphasize initiatives to increase service uptake by enhancing digital literacy and skills and expanding the availability, effectiveness, and quality of key public online services for regional integration to acquaint people with use of e-services.

d. **Project Management and Implementation Support:** This component will finance support to the recipients' project management and implementation of project-associated activities, including procurement, financial management (FM), monitoring and evaluation (M&E), project communication, environmental and social safeguards, and citizen engagement.

As part of the implementation arrangement of the project, a Project Implementation Unit (PIU) is to be established within the ECOWAS Commission which will be responsible for the day-to-day management of the project activities, as well as the preparation of annual operational, procurement, and financial plans, the drafting of contract documents, and the preparation of a consolidated implementation report.

In line with the above, the ECOWAS Commission in relation with the World Bank, plans to recruit a **Project Assistant** for the Regional PIU of WARDIP.

2. Objectives of the assignment

The Project Assistant will assist the project coordinator in the execution of day-to-day operations of the project's activities and any other managerial function as may be assigned by the Project Coordinator.

3. Scope of services

The activities to be performed by the Project Assistant include the following:

a) Provide administrative support on implementation of the project;
b) Assist in project financial management, Human Resources Management, efficient procurement and logistical services;
c) Support the elaboration of Terms of Reference related to project activities;
d) Coordinate with the project coordinator to ensure that deadlines are met and tasks are completed on time;
e) Organize documents pertaining to projects, such as proposals, contracts, and reports;
f) Provide logistics support to the PIU by setting up meetings, making travel arrangements, etc.
g) Prepare press releases and other related communications tasks related to project activities;
h) Maintain up-to-date files and records of project documentation, classifying documents appropriately
i) Perform any other task assigned by the project coordinator.

The Project Assistant will work under and report directly to the Project Coordinator of the WARDIP project.

4. Qualifications and experience

(i)   A bachelor's degree in Economics, Project Management, Social Science or similar qualifications in line with the requirements of the position.
(ii)   At least three (3) years post qualification experience;
(iii)   Experience in a Multilateral Donor Funded Project will be an added advantage.
(iv)   Proficiency in the use of computers including Word and Excel processing, presentation, and spreadsheet applications
(v)   Appropriate involvement and/or experience in similar projects in developing countries including least developed countries is essential
(vi)   Ability to find and communicate accurate information concerning processes, policies and procedures to project stakeholders
(vii)   Excellent written and verbal communication, and presentation skills.

5. Duration

The Project Assistant will be appointed for a period of two (2) years, renewable based on budget and satisfactory performance.

Interested eligible candidates must provide information indicating that they are qualified to perform the services and are invited to submit their CV (Curriculum Vitae), including employment records, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.