WORLD BANK DIGITAL TRANSFORMATION FOR AFRICA / WESTERN AFRICA REGIONAL DIGITAL INTEGRATION PROGRAM (DTfA/ WARDIP) SOP-1
Terms of Reference for a Project Coordinator of the Regional Project Implementation Unit (PIU)

Background

1. The World Bank is financing the implementation of the Digital Transformation for Africa/ Western Africa Regional Digital Integration Program (DTfA/ WARDIP) SOP-1. The objective of this program is to increase broadband access and usage in participating countries and to advance integration of digital markets in Western Africa.

2. 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.

3. 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.

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

Objectives of the assignment

5. The objective of this consultancy is to provide the necessary project management and technical assistance required to support the entities and stakeholders involved in implementation of the Project to ensure effective delivery. The Project Coordinator (PC) will be accountable for ensuring that all project activities are conducted in accordance with the guidelines and procedures of the World Bank and the ECOWAS Commission in an efficient and accountable manner.

Scope of services

6. Activities to be performed by the Project Coordinator include but are not limited to the following:
    a. In consultation with all concerned stakeholders plan, implement, monitor and evaluate project activities to ensure consistency and alignment with the strategic objectives of the project.

b. Ensure the timely and effective implementation of project components by working closely with stakeholders involved in specific project components and taking necessary action;

c. Jointly with the Procurement Team of the PIU and stakeholders, plan procurement activities and update the Procurement Plan (in the agreed format for the Project), monitor the procurement process to ensure timely delivery, monitor and update performance indicators, and prepare and propose updates where necessary to the Project Operational Manual;

d. Jointly with the Financial Management Team of the PIU, prepare annual budgets and funds allocation requests for proposed project activities in line with the Procurement Plan and Project Implementation Plan;

e. Managing and directing PIU staff on all aspects of project implementation and monitoring the performance of staff;

f. Carry out independent supervision of all activities under the Project to ensure that they are executed within time, within the estimated budget and within the acceptable standards;

g. With support from the Environmental and Social Specialists, ensure that all Social and Environmental Safeguard issues are adhered to, in accordance with World Bank Safeguards policies;

h. Informing the Director of Digital Economy and Post on management issues which require timely intervention;

i. Overseeing the preparation of quarterly, bi-annually and annual progress reports;

j. Periodically liaise with the heads of the country level PIUs in the DTfA/ WARDIP SOP1 participating countries to ensure coordination and alignment of project activities;

k. With support from the Environmental and Social Specialists, collaborate and liaise with concerned stakeholders in accordance with the Stakeholder Engagement Plan and ensure that information requests, feedback and grievances related to the project are addressed within stipulated timelines.

l. Participate in tender evaluations and consultant selections, when requested by the PIU, and assist in the preparation of evaluation reports including recommendations for awards, and in negotiating contracts.

m. Work with the technical specialists of relevant departments and agencies to coordinate inputs for preparation of tender documents for goods and works, in particular, the technical specifications section, and requests for proposals for consultants, in particular the Terms of Reference.

n. Undertake any additional assignments given by the supervising authority.

7. The Project Coordinator will work under the guidance of and report directly to the Director for Digital Economy and Post at the ECOWAS Commission.

Qualifications and skills

(i) A Masters Degree in Engineering, Project Management, Management Information Systems, Computer Technology or similar qualifications in line with the requirements of the position

(ii)   Program or project management certification will be an advantage.

(iii)   Strong leadership capabilities and a demonstrated record of successful leadership of multi-disciplinary teams

(iv)   Strong report writing and analytical skills, with a demonstrable record of delivery on time.

(v)   Ability to handle stakeholders tactfully, courteously, and diplomatically.

(vi)   Must be of high integrity, transparent, and accountable.

Experience

(i)   Have a minimum of ten years of experience including at least 5 years' experience working in management and administration of projects or programs funded by International Financing Institutions.

(ii)   Experience / Knowledge of digital transformation, its stakeholders, initiatives and agenda within the ECOWAS regional context.

(iii)   Relevant experience in project monitoring and evaluation

(iv)   Knowledge of World Bank procurement guidelines and reporting requirements.

(v)   Working Knowledge of the public and private sector; preferably, direct working experience with government or private sector or international organizations

(vi)   Experience in preparing ICT technical specifications, request for proposals and terms of reference.

(vii)   Experience in recruiting, managing, motivating, and monitoring staff members and consultants.

(viii) Experience in supervising external suppliers and contractors.

Duration

The role will be for initial two years renewable for another two-year term, with a subsequent one-year term, subject to availability of budget, approval, successful appraisal and performance at the end of each term. Intermediary performance evaluations will be conducted on a bi-annual basis.

Expected Outcomes

The PC will be monitored to ensure continuous commitment in meeting the objectives of the assignment as indicated above (Scope of Services). The following instruments will be used for monitoring purposes:

- Efficiency and Quality of Reports
- Timely Submission of Reports
- Effectiveness of Advice given
- Timely implementation of planned activities

To ensure impartiality, the Project Coordinator must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods or services to the Project.

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.