



Program Framework Agreement

1. Introduction: *infoDev*'s Objectives, Mandate and Activities

1. This Program Framework Agreement (Framework) describes *infoDev*'s program framework, governance and administrative principles and supersedes the Operational Guidelines, dated May 15, 1995, as amended. The Framework specifies the program's objectives and Action Plan; governance structure; program development; funding; budget; audit and program evaluation process; use of consultants; and intellectual property rights. The Framework is intended to guide *infoDev* and its donors and partners in the implementation of *infoDev* activities.

2. *infoDev* is a program that brings together like-minded donors and development partners. Its mission is to assist developing countries and their international partners to effectively use information and communication technologies (ICT) to combat poverty, promote sustainable economic growth and empower individuals and communities to participate more fully and creatively in their societies and economies.

3. *infoDev* pursues its mission through an integrated set of programs financed by its donors. *infoDev*'s approach to ICT in development is shaped by several distinctive elements:

- A strong emphasis on field-tested knowledge of "what works" when using ICT to expand economic opportunity and reduce poverty.
- An ongoing commitment to experimentation, piloting and knowledge sharing.
- An emphasis on "thinking outside the box" and serving as a test-bed for new ideas and approaches.
- A determination to make *infoDev* activities directly relevant to the core development work of international donor agencies.

4. *infoDev*'s work program is guided by three closely related themes, representing key challenges that face developing countries as they seek to harness ICT as a tool of opportunity for all:

- Mainstreaming ICT as Tools for development and poverty reduction
- Enabling Access for All
- Entrepreneurship, Innovation and Growth using ICT

Supporting these themes are monitoring and evaluation activities and a Scalability Initiative.

5. *infoDev*'s key strategic priority is to support the growth of an integrated set of knowledge resources and tools directly relevant to the needs of its donors and their interlocutors in developing countries. *infoDev* pursues its mission through an integrated

set of programs within a framework determined by its Donors' Committee. *infoDev's* programs focus on strengthening the linkages between rigorous, field-tested knowledge, donor operations and developing country policies and investments in harnessing ICT as tools of development. To this end, *infoDev* designs and commissions a rich mix of research, pilot projects, capacity building activities, scalability experiments, project design services for donors, and communities of practice around key themes in ICT for development. All *infoDev*-sponsored research is designed to enrich the knowledge base to support operational work, and all *infoDev*-sponsored field activities (pilots, scalability experiments, etc) and capacity-building exercises contribute to further strengthening this knowledge base for all donors, so as to help enhance their own impact on the ground. This "virtuous circle" linking research and action-on-the-ground is one of the key distinctive elements of *infoDev's* approach and the way that it assures that its services to donors are relevant, scalable and rooted both in global best practice and local experience. At the same time, given the fast-changing nature of the issues -- and technologies -- that are the focus of *infoDev's* work, it has a particular responsibility to help its donors test new ideas and new approaches, remain aware of technological changes and their development and policy implications, and experiment collectively in ways that it would be more difficult for each of them to do individually.

6. *infoDev's* work program focuses on the intersection of four key challenges in ICT for development:

- adapting ICT to the needs, priorities and context of developing countries, and particularly of the poor;
- promoting policy, regulatory and investment models that extend the opportunities of ICT to all;
- fostering broad-based ICT-enabled innovation in developing countries and promoting the growth of a sustainable local private sector that serves as a key engine of that innovation;
- understanding, and taking advantage of, technological change to create new opportunities for developing countries.

7. Within this general framework, the specific themes and program priorities of *infoDev's* work program will evolve to some extent from year to year in response to the priorities of donors and the international development community, the changing technological and policy landscape, the initiatives (and complementary strengths) of *infoDev's* key partners, and an assessment of where the most urgent needs and opportunities lie. The Donors' Committee (discussed in 10. below), on the basis of recommendations from the Secretariat, will set year-to-year thematic priorities.

II. Governance and Organizational Structure

8. The governance structure of *infoDev* includes:

- a Donors' Committee;
- a Program Manager;
- the *infoDev* Symposium.

9. The **Donors' Committee** approves the broad orientations and priorities of *infoDev*. Membership of the Donors' Committee is open to governments and international institutions. A minimum level of financial contribution is required for membership (see Section IV). Private sector corporations may be considered for membership upon approval by the Donor's Committee and by meeting the required financial contribution. The Donors' Committee meets annually at the time of the *infoDev* Symposium. The Committee may also meet at other times through the year, as required and facilitated by the Secretariat, either physically or virtually. The Committee is responsible for providing guidance to, and oversight of, *infoDev*'s work program and budget, and ensures compliance with all legal and other requirements. Committee members also support *infoDev* by acting as 'ambassadors' for the program either within their own organizations, or more broadly within the development community.

10. The Donors' Committee is chaired by the Vice President, Infrastructure, World Bank. Meetings are convened by the Chair. The Chair may request another member of the Donors' Committee to act on his/her behalf during the committee meeting. The Donors' Committee reaches decisions by consensus.

11. The Donors' Committee:

- reviews *infoDev*'s performance and financial situation during the previous fiscal year;
- approves *infoDev*'s annual Work Plan, including individual activities with costs exceeding US \$500,000;
- provides policy and program guidance to the Program Manager;
- approves the creation of technical advisory committees as needed, and the selection of technical experts to serve on such committees;
- reviews *infoDev* partnership arrangements and governance frameworks, including any proposed financial and in-kind contributions, and approves any modifications necessary;
- approves the agenda of the annual *infoDev* Symposium, including date and location, and issues formal invitations to Symposium partners, participants and observers;
- commissions independent evaluations of the program.

12. After consultation with members of the Donors' Committee, the Program Manager is appointed by the Chair of the Committee. The Program Manager heads the *infoDev* expert Secretariat and is responsible for executing the Work Plan and mobilizing the necessary resources—including human resources -- to support it. The Program Manager is responsible for providing support to the Donors' Committee to ensure effective decision-making. He/She may also propose advisory committees as necessary to implement the Work Plan.

13. The **Program Manager** is responsible for the transparent and effective delivery of the *infoDev* strategy. He/she is responsible for:

- preparing medium to long-term strategies for *infoDev*, including related annual work programs and financial plans;

- overseeing the implementation of the approved work program, including timely and relevant services to *infoDev* donors, partners and other key stakeholders;
- recommending to the Donors' Committee for approval, specific advisory committees and their membership.
- ensuring compliance with the approved budget;
- ensuring that a highly qualified team is in place to deliver on the approved work program;
- preparing an Annual Report for approval by the Donors' Committee;
- preparing the annual *infoDev* Symposium,
- on behalf of its donors, representing *infoDev* in appropriate forums on ICT and development.

14. The ***infoDev* Symposium** comprises all donors and invited partners. The Symposium is organized once a year (usually at the time of the Donors' Committee meeting) around issues of direct relevance to *infoDev*'s strategy and work plan and provides an opportunity for the broader *infoDev* partner community to have an input to the development of *infoDev*'s future direction and activities. The Symposium is also used as a forum to share knowledge and experience among donors and partners, on ICT and development.

III. Funding

15. The funding of activities supported by *infoDev* is secured through financial agreements between bilateral donors, international institutions, developing country governments, and the International Bank for Reconstruction and Development on behalf of *infoDev*. Donors providing a minimum of US\$250,000 a year to finance the *infoDev* work program will be members of the Donors' Committee, which approves that work program.

16. In addition to providing funds for the *infoDev* work program, donors are also encouraged to provide funding for specific *infoDev* activities under the work program. However, those donors providing funds only for specific activities will not be members of the Donors' Committee.

17. Private sector organizations are also eligible to provide financial support to *infoDev*. Such a proposal of support, whether for the *infoDev* work program, or for specific activities within the work program, will be considered and approved by the Donors' Committee. If the approved contribution is allocated to finance the *infoDev* work program, this would result in membership on the Donors' Committee.

18. Developing country governments may provide either US\$ 100,000 to the *infoDev* work program, or an in-kind contribution of equivalent value which has been agreed with the Secretariat. In-kind contributions will be accepted by *infoDev* after ensuring that the contributions correspond to *infoDev*'s objectives and do not result in any conflict of interest, or in the perception of a conflict of interest, as per World Bank Policy on Conflicts of Interest. Such approved contributions will result in membership on the Donors' Committee. Developing country governments are also encouraged to support

individual *infoDev* activities, either through financial or in-kind contributions. If in-kind, these will be considered by the Secretariat before submitting to the Donors' Committee for approval.

19. All *infoDev* donors, irrespective of the size of their contributions, are recognized in the *infoDev* Annual Report and in other appropriate public information material, according to the nature of their contribution.

20. All funds received will be administered in accordance with the policies and procedures applied by the World Bank for administering of trust funds.

V. Budget Principles

21. *infoDev*'s provisional budget is prepared and implemented in compliance with World Bank accounting principles and forms part of a financial plan submitted to the annual meeting of the Donors' Committee.

22. The Program Manager establishes the financial envelope within which *infoDev* operates during the current fiscal year, as part of a multi-year rolling financial plan and strategy. On a regular basis, the Program Manager analyzes expenditures, estimates the pace at which funds received can be spent in project implementation, and gauges the need for future donor funding.

23. *infoDev*'s fiscal year runs from July 1 to June 30 to coincide with the Bank's fiscal year.

VI. Use of Resources

24. The disbursement of *infoDev* funds to implement activities is made in accordance with the policies, procedures and accounting principles of the World Bank. All procurement is in accordance with the World Bank's Guidelines on the "Use of Consultants by World Bank Borrowers and by The World Bank as Executing Agency" and on "Procurement under IBRD Loans and IDA Credits".

VII. Reporting, Auditing and Program Evaluation

25. *infoDev* provides its donors with:

- a quarterly progress report on program disbursements and activities;
- an Annual Report on *infoDev* activities;
- reports on use of Trust Funds as stipulated in the Trust Fund Agreements

26. External reviews and financial audits of *infoDev* accounts are performed as required respectively by the Donors' Committee, individual donors with respect to the trust funds to which they contribute, and the management of the World Bank.

VIII. Dissemination and Intellectual Property

27. The Program Manager organizes through appropriate means, the broad dissemination of *infoDev* research and knowledge products. Intellectual property in any product developed with the assistance of funding from *infoDev* will be retained by the World Bank. Consistent with *infoDev*'s objectives, the World Bank will ensure that such intellectual property rights are made available and disseminated on as broad a basis as possible.