Request for Expression of Interest

Building Local Capacity for ICT Policy and Regulatory Research, Training, Expert Assistance and Advocacy in Africa, the Caribbean and Pacific

A needs assessment and gap analysis

Country: International

Notice/Contract Number: Grant #1278

Publication Date: June 30, 2006

Deadline: July 17, 2006

Funding Agency: infoDev

Implementing Organization: infoDev

Eligibility of Bidders: Consultants are expected to be a team of experienced professionals with the ability to deliver a complex project within a relatively short period of time. The team should include experts with at least 5-8 years in policy and regulatory capacity building/research, including expertise in, and strong networks of relations in, all three regions (Africa, Caribbean and Pacific). The team should have sufficient capacity to conduct all three regional elements of the Scope of Work in parallel while assuring uniformity in approach and presentation. Strong preference will be given to consultant teams that include experts from regionally-based ICT policy and regulation research or capacity-building institutions in Africa and at least one other region.

Expression of Interest (EOI):
infoDev invites eligible consultants to indicate their interest in providing expert services as detailed in the attached Terms of Reference for "Building Local Capacity for ICT Policy and Regulatory Research, Training, Expert Assistance and Advocacy in Africa, the Caribbean and Pacific: A needs assessment and gap analysis"

The overall objective of this activity is to develop a needs assessment, gap analysis and needs assessment, in both paper and web formats, on the supply of, and demand for, sustainable capacity-building programs for ICT policy and regulation in Africa, the Caribbean and the Pacific. The work involved in this assignment is scheduled to be completed within approximately 7 months from the date of signing the contract agreement within an available lump-sum budget of $190,000, which includes all fees, travel, and additional related expenses, including an independent audit performed at the conclusion of the assignment.
Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

Selection will be based on the “Selection under a Fixed Budget” (FBS) method of procurement and Consultants will be selected in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers May 2004. Electronic submission of the Expression of Interest is preferred. The EOI should be submitted as a single file and as either a Microsoft Word or PDF file.

Interested consultants may obtain further information at the address below between 10 a.m. and 5 p.m. Eastern Daylight Time.

**Please send your email submission to** kmcnamara1@worldbank.org **copying msantiago2@worldbank.org** by July 17, 2006 before 23.30h Eastern Daylight Time (EDT).

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Terms of Reference

Building Local Capacity for ICT Policy and Regulatory Research, Training, Expert Assistance and Advocacy in Africa, the Caribbean and Pacific
A needs assessment and gap analysis

Main Question:

How can sustainable capacity be built in local and regional institutions in Africa, the Caribbean and the Pacific to develop effective ICT policies and regulations, to adapt global practice to local conditions, and to promote mutual learning, support and peering on these issues sub-regionally and regionally? What are the most pressing needs in this area? What are the current initiatives and institutions, both regionally-based and international, involved in these efforts, and what are the major gaps that still remain? What specific initiatives and interventions would most effectively and sustainably fill those gaps?

Background:

Policy-making and regulation for the ICT sector in developing counties are complex and difficult challenges, for several reasons. The issues are complex and rapidly changing as technologies and business models change. The political economy of ICT sector reform is highly sensitive, both because of vested interests and because of labor and revenue implications of restructuring, privatization and competition. And policy and regulation are by their nature incremental, contextual processes shaped by local context and constraints.

While considerable global experience and "good practice" is available for guidance, much of it is only partially relevant and helpful for the needs of developing-country policy makers and regulators, given their unique circumstances and constraints. Furthermore, given the step-by-step and contextual nature of most policy and regulation, "one-off" training and capacity building for policy makers and regulators does not adequately equip them to make the sequential, complex and locally-contextualized decisions necessary to guide a long and complicated process of sector reform.

For this reason, enhancing local and regional capacity to analyze policy and regulatory issues, adapt global experience to local realities, and advise policy makers and regulators on concrete options and decisions is crucial to creating appropriate enabling environments for expanding affordable access to ICT in developing countries.

Many donors and other international organizations (including, notably, the ITU) are involved in a wide range of capacity-building initiatives related to ICT policy and regulation in developing countries, ranging from one-off formal training to efforts to build the capacity of local and regional institutions (e.g. NetTel and Research ICT Africa). Yet there is increasing sentiment among donors and developing country stakeholders that these efforts are not well-coordinated, often-overlapping, and in many cases fail to create sustainable and credible local and regional
capacity that attracts the support of local policy makers and regulators, and that has tangible positive impact on policy and regulatory decision-making.

At a recent multi-donor consultation on ICT policy and regulatory capacity-building in Ottawa hosted by IDRC, several infoDev donors requested that infoDev commission a survey of the current supply of ICT policy and regulatory capacity-building programs in, or directed towards, Africa, and an assessment of their adequacy to the local and regional demand for policy and regulatory advice and support. They emphasized that the study should focus in particular on the need for local and regional research capacity that can support locally-relevant policy and regulation. Subsequently, in consultation with the European Commission, in the context of our ongoing advice to them about their ICT work in the ACP regions, it was requested that this analysis be extended to the Caribbean and Pacific regions as well, so as to serve as a guide for the programming of the Caribbean's ICT/ACP project funds (while also undoubtedly being of interest to several of the same donors and international organizations active on these issues in Africa.)

Scope of Work

This project will have three major components, closely related, each of which will have distinct deliverables:

1. Inventory of Current Initiatives: Through desk research and extensive electronic and face-to-face consultations, the consultants will inventory the current initiatives and programs, both short-term and sustained, designed to provide training and capacity-building for ICT policy and regulation in Africa, the Caribbean and the Pacific. This inventory will be prepared in both print and online (database) format so that it can become an easily-updateable tool for continued use by infoDev, its partners and others as a mechanism for more effective coordination.

2. Needs/Demand Assessment: Through extensive electronic and face-to-face consultations with a widely-representative sample of policy makers, regulators, other key decision-makers, and other key stakeholders and partners (civil society and advocacy groups in the regions, donors and other international institutions, representatives of capacity-building institutions and initiatives), the consultants will identify priority needs and local demand for research, analytical and advisory capacity-building on ICT policy and regulation in Africa, the Caribbean and the Pacific, with a particular focus on the demand and need for local, and locally-contextualized, research, analysis and advice. The consultants will particularly explore the sustainability, capacity and credibility/local relevance of both local/regional and international capacity-building institutions and initiatives (including those, for example, of regional/sub-regional regulatory associations.) It will also explore the extent to which these institutions and initiatives have tangible positive impact on policy and regulatory decision-making and outcomes, through their capacity to deliver best practice customized for local conditions into the policy agenda and decision-making processes of governments and regulatory agencies. This assessment of needs/demand, and the prior assessment of existing capacity, should also distinguish among several different kinds of institutions and initiatives that do or might provide such capacity, such as university research departments, policy institutes, advocacy organizations, technical bodies, etc.
3. Gap Analysis and Recommendations: On the basis of 1 and 2 above, the consultants will prepare a detailed analysis of the major gaps in capacity-building, with a particular focus on how existing regional/subregional institutions and initiatives could be reinforced in a sustainable fashion and how their research, analytical and advisory programs and services, and those of donors and other partners, could be enhanced to promote the growth of local and regional capacity to adapt global experience to local context. They should also make recommendations about where, and under what circumstances, new institutions or initiatives might be necessary or preferable in order to meet certain needs identified in the above analysis. Finally, they should provide guidance on how the private sector, both local/regional and global, could be a more effective partner in policy and regulatory dialogue and capacity building in ways that preserve the independence and neutrality of policy and regulatory processes and decisions.

Deliverables

1. Inventory of Current Initiatives: On the basis of the work detailed in Scope of Work item #1 above, Consultants will deliver, in both print and electronic forms, a comprehensive inventory of existing ICT policy and regulatory capacity building initiatives and institutions in Africa, the Caribbean and the Pacific, in two parts:
   - A searchable database of relevant initiatives by region and theme, with detail on the scope, focus, target audiences, duration, sponsors, and other relevant information;
   - An accompanying narrative report that synthesizes the information in the database and provides an overview of the major initiatives, institutions, sponsoring organizations, and areas of focus of current and ongoing capacity-building efforts for ICT policy and regulation, organized by region.

2. Needs/Demand Assessment: On the basis of the work detailed in Scope of Work item #2 above, and building on the inventory of existing initiatives discussed above, Consultants will deliver, in both print and electronic forms, a detailed report, by region and topic, of the priority needs and demands identified for further support of policy and regulatory capacity-building initiatives and institutions. This assessment should focus both on common elements of need/demand identified across several regions/sub-regions and particular needs/demands within the context of each region/subregion.

3. Gap Analysis and Recommendations: On the basis of the work detailed in Scope of Work item #3, and building on the inventory and needs/demand assessment, Consultants should identify the key gaps in capacity support both by region and theme/issue area and make concrete recommendations about how these gaps can be addressed in a sustainable and effective fashion, through a combination of support for/enhancement of existing institutions and initiatives and, where appropriate, support for new institutions or initiatives. The recommendations should focus in particular on how to enhance a) a diversity of views, approaches and voices in the policy and regulatory debate and b) linkages between policy advice/capacity building and actual policy and regulatory decision-making outcomes.

Other required deliverables will include:
• A draft workplan shortly after grant award;
• First drafts for infoDev review of all 3 main deliverables identified above
• Revised drafts for review based on infoDev comments;
• Summary presentation materials (including a Power Point presentation) outlining the main findings and recommendations, for use both by the consultants and by infoDev at briefings/review meetings related to the project.

The scope of work will include on-site visits to several countries in Africa, the Caribbean and the Pacific to consult with key organizations and stakeholders, and attendance at a review workshop in Washington or another location as determined by infoDev, to present the findings. The final list and number of countries to be visited will be determined in consultation with infoDev.

Consultant Qualifications

Consultants are expected to be a team of experienced professionals with the ability to deliver a complex project within a relatively short period of time. The team should include experts with at least 5-8 years in policy and regulatory capacity building/research, including expertise in, and strong networks of relations in, all three regions (Africa, Caribbean and Pacific). The team should have sufficient capacity to conduct all three regional elements of the Scope of Work in parallel while assuring uniformity in approach and presentation. Strong preference will be given to consultant teams that include experts from regionally-based ICT policy and regulation research or capacity-building institutions in Africa and at least one other region.

Preferred Timeline

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>June 30, 2006</td>
<td>Request for Expressions of Interest (EOIs) published</td>
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<tr>
<td>July 17, 2006</td>
<td>Closing date for submission of EOIs</td>
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<tr>
<td>July 24, 2006</td>
<td>infoDev invites selected consultant team to submit full technical and financial proposal</td>
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<tr>
<td>August 7, 2006</td>
<td>Target date for conclusion of grant negotiations with selected team</td>
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<tr>
<td>August 14, 2006</td>
<td>Draft work plan submitted to infoDev</td>
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<tr>
<td>September 15, 2006</td>
<td>First draft of Deliverable 1 (inventory)</td>
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<tr>
<td>October 30, 2006</td>
<td>First draft of Deliverable 2 (Needs/Demand Assessment)</td>
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<tr>
<td>November 30, 2006</td>
<td>First draft of Deliverable 3 (Gap analysis and recommendations)</td>
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<tr>
<td>Early December 2006</td>
<td>Review workshop in location to be determined</td>
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<tr>
<td>January 15, 2007</td>
<td>Final draft of all deliverables</td>
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Budget

The available lump-sum budget for this assignment, including consulting fees, travel, audit and all related expenses, is $190,000.

About infoDev
infoDev (the Information for Development Program) is an international partnership of bilateral and multilateral development agencies housed at the World Bank in the Global Information and Communications Technologies Group (GICT). 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. (http://www.infodev.org/).