



Information for Development Program

Terms of Reference Short-term Consultant Assignment

Regional Facilitator: Africa

Background

infoDev (www.infodev.org) is a research, capacity building and advisory service organization that seeks to help developing countries and their international partners use information and communication broadly and effectively as tools of poverty reduction and sustainable economic growth. *infoDev* is a partnership of public international development organizations and other partners, facilitated by a secretariat at the Global Information and Communication Technologies (GICT) Department of the World Bank, which is a founder of and major donor to *infoDev*.

infoDev's Innovation and Entrepreneurship Program aims to enable the start-up and growth of small ICT-enabled enterprises in developing countries. To that end, the Initiative supports a growing number of business incubators in Africa, Asia, Latin America, the Caribbean, Eastern Europe and the Middle East.

infoDev supports these business incubators in a variety of ways, including with financing (grants), capacity building, and facilitation of opportunities for cross-border networking and partnerships. Cross-border learning and partnerships happen primarily through the Global Network – which now reaches more than 130 business incubators in 70 developing countries – , the respective Regional Networks, and iDisc - an online networking and knowledge-sharing community for institutions promoting ICT-enabled entrepreneurship in the developing world (www.idisc.net)

In Africa *infoDev* has supported the start-up and strengthening of business incubators in Angola, Ghana, Kenya, Mauritius, Rwanda, Senegal and Uganda. *infoDev* also initiated the first ever pan-African business incubation network, designed to enable peer-to-peer learning amongst organizations seeking to promote ICT-enabled entrepreneurship in the region. Please see www.idisc.net/africa for further information on the African Incubation Network.

infoDev is currently scaling up its involvement in Africa. This will include new initiatives to start new incubators, provision of training seminars for business incubation managers and increased emphasis on facilitation of peer-to-peer learning.

Against this background, *infoDev* is seeking a Consultant with a strong background in business incubation and/or SME development in Africa and extensive experience facilitating dialogue and joint action between a diverse set of stakeholders.

Scope of Work

The Consultant will work closely with the current Regional Facilitator for Africa who is based in South Africa. S/he will be a core member of *infoDev*'s Innovation and Entrepreneurship team, and will report to the Operations Officer.

The Consultant will:

- Support the strengthening of the Africa regional network (www.idisc.net/africa). This entails working in close collaboration with the regional network Secretariat based in South Africa to increase reach, particularly in Central and West Africa, support the network in the implementation of their annual action plan, and the creation of their long term strategy, and facilitate increased communication and knowledge sharing among network members

- Assess the trends in business incubation in the region, and identify promising business incubation models, methodologies and success stories for further exploration. Work closely with infoDev's Knowledge Management Analyst to ensure that this content is properly featured on iDisc (www.idisc.net)
- Provide one-on-one technical assistance to existing business incubators in select African countries, particularly in Central and West Africa, identified by infoDev for targeted financing and capacity building. The technical assistance provided should aim to increase the sustainability and effectiveness of the business incubator.
- Organize awareness raising workshops and participate in conducting feasibility assessments for the establishment of new business incubators in select African countries, particularly in Central and West Africa, identified by infoDev
- Provide advisory support services to infoDev's Global Incubator Initiative

Consultant Qualifications

The consultant(s) should have the following qualifications:

- Substantial practical experience with business incubation, SME development, business support services, and related issues of private sector development/entrepreneurship development, with at least 8 years of experience working on these issues in developing countries, preferably in Africa
- Extensive experience with creating and facilitating networks, communities of practice, and/or associations of peers
- Strong client orientation, pro-active relationship management skills, good track record in capacity building and client relationship management, particularly in the African context.
- Previous work experience in facilitating workshops and training sessions
- Excellent communication and networking skills
- Ability to think and act strategically, and a proven ability to develop business approaches that both set out and meet the desired objectives
- Demonstrated ability to take initiative and work independently with limited supervision
- Excellent proficiency in English and French

Expected Scope and Duration of Assignment

The consultant will be hired for an initial period of 50 days during the period September 1, 2008 – March 1, 2009, with possibilities for extension.

The position will involve extensive travel, and will be based in a central location in Africa (i.e. Dakar, Lagos, Accra) to facilitate ease of travel to client countries. The exact location will be negotiated upon identification on a suitable candidate for the position.

TO APPLY:

Please send a cover letter and CV to infoDev@worldbank.org with the following subject line: "STC-Incubation Africa."

Application Deadline: August 1, 2008