

**Digital Access - Kenya in-country “Expert and Facilitator” consultant role
to support diagnostic, scoping and engagement work on catalysing digital inclusion**

Department for International Development, UK Government Prosperity Fund

August 2018

Summary

Background

The UK Government Prosperity Fund is undertaking diagnostic and scoping work related to catalysing digital inclusion in Kenya. This work is being led by the Department for International Development, in close collaboration with the Foreign and Commonwealth Office and the Department for Digital, Culture, Media and Sport. It will focus on:

- Sustainable models for the expansion of affordable internet access for the poor and excluded
- Enablers of digital inclusion such as regulatory reform, digital skills, and support to locally-relevant content for development
- Trust and resilience of digital systems and services
- Development of sustainable digital ecosystems.

Working closely with DFID, FCO, DIT (Department for International Trade), the UK High Commission in Kenya and other UK Government stakeholders in the country, this assignment will inform potential future digital inclusion programming, and investigate opportunities for partnerships to promote digital inclusion. The outputs of this work led by DFID will be a diagnostic report, and in-depth mapping of stakeholders and value chains relevant to sustainable expansion of affordable internet access for underserved or excluded populations in urban or rural contexts.

Expert and Facilitator Consultant Role

To support (i) the Prosperity team in the UK High Commission in Kenya and across the HMG network in Kenya and (ii) the UK-based DFID digital access and inclusion team (working in collaboration with FCO and DCMS), DFID’s Emerging Policy, Innovation and Capability (EPIC) Department is seeking a Kenya-based Expert and Facilitator Consultant to provide expert advice and facilitation in the diagnostic, scoping and engagement work set out above.

The Expert and Facilitator Consultant role will involve:

- ii) In close collaboration with the relevant UK government teams, identifying relevant digital access and inclusion stakeholders in Kenya, and leading the arrangement, coordination and delivery of relevant stakeholder meetings and events, including the delivery and management of a two-week in country visit by UK-based HMG (UK government) staff (planned for of the second half of September 2018). This will involve identifying relevant stakeholders, overseeing visit itinerary and ensuring local transport and other logistical aspects are arranged and delivered accurately and timely, joining meetings and consultations with identified stakeholders, and keeping accurate minutes and noting follow-ups, as well as supporting with relationship management.

- i) Collating, assessing and analysing evidence on digital inclusion in Kenya, with a particular focus on sustainable expansion of affordable internet access for the urban and rural poor and excluded. This support will take the form of both desk research and providing inputs to support stakeholder engagement by the HMG team.

The Expert and Facilitator consultant will be required to deliver up to 50 days support. This will include being available for full-time support from end of August, with availability to begin work w/c 27th August to support the in-country visit of UK-based staff planned for the second half of September. Ongoing support of approximately one day per week, with flexibility around surge periods such as key meetings and events, will be required thereafter until March 2019.

Objective

To provide support to (i) the Prosperity team in the UK High Commission in Kenya and the HMG network in Kenya, (ii) UK-based DFID Digital Access and Inclusion team (working in collaboration with FCO and DCMS) undertaking the diagnostic and scoping work set out in the background.

Recipient

The recipient will be DFID Emerging Policy, Innovation and Capability Department (Digital Access and Inclusion team), in close collaboration with the Prosperity team in the UK High Commission in Kenya. The outputs may be subject to peer-review by other HMG staff and sector specialists.

Requirements for Expert and Facilitator Consultant

Essential

- Based in Kenya, with particular knowledge of the digital, ICT, or telecoms sectors, and a robust knowledge of the economic, social and institutional context.
- Strong facilitation and coordination skills, including ability to manage multiple stakeholders and visit logistics simultaneously, and coordinate activities across different regions.
- Strong analytical and writing skills, and ability to contribute to the preparation of high-quality presentations and diagnostic reports.
- 5+ years relevant experience, plus relevant post-graduate degree (or equivalent experience in addition to undergraduate degree), working in digital, ICT or telecoms sectors, or related areas.
- Proactive, flexible and able to work at pace to deliver against multiple deadlines.
- Good communication skills and ability to interact with a variety of stakeholders in both the private and public sectors.
- Able to work flexibly to meet HMG requirements over a 6-8 month period (until March 2019), including working with international partners and availability for meetings in UK time zones.
- Willing to travel within Kenya.

Desirable

- Knowledge/experience of using digital for development (in particular affordable connectivity models, digital skills development, provision of locally-relevant digital content, and/or relevant policy, legal and regulatory frameworks).
- Able to mobilise network of contacts in the tech or digital sectors.

Scope

The Expert and Facilitator Consultant must be available to begin work from w/c 27th August and be available to support in-country engagement through a two-week diagnostic visit planned for the second half of September.

The Expert and Facilitator Consultant will be required to deliver on the following tasks:

- i) Coordinate meetings, manage logistics and deliver itinerary for successful in-country visit by UK-based HMG team, in addition to further meetings and engagements.
- ii) Research, analysis and support to HMG on the following areas:
 - o Internet and digital access context
 - o The wider digital landscape of Kenya
 - o Researching and engaging with key stakeholders, including private sector

All of the above will be carried out under the supervision and guidance of the relevant HMG teams.

Timeframe

Contract will run August 2018 - March 2019.

Delivery and Milestones

Deliverables

Specific deliverables will be set out in a further schedule included as an addendum to this ToR. The following six categories of deliverable are required:

1. Delivery of programme itinerary, including identification of contacts, scheduling of meetings, arrangement and oversight of smooth running of local transport and on-the-ground logistics. As part of this, accurate and timely coordination of meetings with identified stakeholders in Kenya.
2. Attendance at key meetings and consultations; accurate and detailed minutes or meeting summaries; contribution to pre-meeting preparation and post-meeting de-briefings.
3. Support to relationship management with key stakeholders and other follow-ups as needed.
4. Identification and analysis of relevant literature and data sources (including relevant reports, media sources, grey and academic literature).
5. Written summaries of research and analysis, to contribute to final diagnostic report.
6. Support to preparation of presentations on the digital sector for delivery by UK government team.

Milestones

The table below sets out an indicative timetable of key milestones from project inception. Interim deadlines will be agreed for rapid review of work by the relevant HMG teams.

Milestone	Stage of work delivery
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w/c 27 th August	Mobilisation and consultant induction
w/c 27 th August – 17 th September	Delivery of programme itinerary including identification of contacts, scheduling of meetings arrangement and oversight of smooth running of local transport and on-the-ground logistics. Rapid desk review and analytical support.
w/c 17 th September w/c 24 th September <i>(provisional)</i> <i>In-country visit by UK-based HMG team</i>	Oversee itinerary and on-the-ground logistics. Attend key meetings and consultations as required; production of meeting minutes and summaries. Support to organisation and delivery of meetings and events.
w/c 15 th October	Contributions to diagnostic report submitted to HMG for QA.
w/c 22 nd October	Report inputs finalised in response to HMG feedback.
October - March 2019	Support for ongoing analysis, support for preparation of presentations, attendance at relevant stakeholder meetings, support relationship management with key stakeholders.

The consultant will be required initially to be available to work full-time for delivery of initial milestones until October. Thereafter, the consultant will be required on a part-time basis of approximately one day per week, increasing around key periods such as delivery of meetings and events.

The consultant will report on specific milestones and tasks to named contacts set out below both the UK Prosperity Team in Kenya, and UK-based DFID digital access and inclusion team.

- UK-based DFID Digital Access and Inclusion team – Charlotte Smart and Joe Dawson, Digital Access Programme Managers
- UK High Commission Prosperity Team – John Hamilton, Head of Prosperity Team

Invoicing and payment

The consultant will be paid on the basis of days utilised, on provision of completed timesheets.

Travel

It is envisaged the consultant will be based in Kenya, and international travel will not be required. Consultant must be available for travel for selected key meetings in Kenya, including in Nairobi and potential field visits in different regions of the country.

All travel requirements will be agreed in advance with the UK-based DFID Digital Access and Inclusion team. Reimbursement for travel and associated subsistence costs will be made based on actuals, with a maximum daily cap (details will be specified in the contract). The UK High Commission in Kenya may be able to provide support with local transport logistics - where required and feasible.

Performance

The individual must be able to provide quality deliverables for the requirement areas set out within the timeline. The individual will be a good communicator and maintain an open, flexible and collaborative relationship with HMG teams throughout.

Conflict of Interest

Suppliers which are selected to complete this piece of work will not be barred from undertaking downstream work relating to any future HMG programme delivery in this area. Suppliers will be required to make all analysis and inputting work publically available, including available to other suppliers, as required. Outputs may be subject to a peer-review within HMG and by sector specialists, to ensure that they are robust and balanced.

Transparency

DFID has transformed its approach to transparency, reshaping our own working practices and pressuring others across the world to do the same. DFID requires Suppliers receiving and managing funds, to release open data on how this money is spent, in a common, standard, re-usable format and to require this level of information from immediate sub-contractors, sub-agencies and partners.

It is a contractual requirement for all Suppliers to comply with this, and to ensure they have the appropriate tools to enable routine financial reporting, publishing of accurate data and providing evidence of this DFID – further IATI information is available from;

<http://www.aidtransparency.net/>

Duty of Care

The Supplier is responsible for all acts and omissions of the Supplier's Personnel and for the health, safety and security of such persons and their property. The provision of information by DFID shall not in any respect relieve the Supplier from responsibility for its obligations under this Contract. Positive evaluation of proposals and award of this Contract (or any future Contract Amendments) is not an endorsement by DFID of the Supplier's security arrangements.

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