



Republic of Ghana

**Ministry of Communication, Digital Technology
and Innovation**

Ghana Digital Acceleration Project (GDAP

(IDA 70960-GH)

Terms of Reference

For

**DIGITAL INNOVATIONS ECOSYSTEM
SPECIALIST**

Contract ID:



March 2025

TERMS OF REFERENCE

FOR

DIGITAL TECHNOLOGY AND INNOVATIONS ECOSYSTEM SPECIALIST

1 Background

The Ministry of Communication, Digital Technology and Innovation has received financing in the amount of US\$200 million (two hundred million US dollars) from the World Bank toward the cost of the Ghana Digital Acceleration Project (GDAP). The GDAP Project officially commenced after it has received both cabinet and parliamentary approval in June 2023.

The GDAP aims to expand access to broadband, enhance the efficiency and experience of selected digital public services, and strengthen the digital innovation ecosystem. To achieve this objective, the project will consist of three interlinked technical components, in addition to the Project Management and Coordination Component and a Contingent Emergency Response Component (CERC) to address the key binding constraints for the development and attainment of a digital economy. The GDAP is structured into four main components as follows.

Component 1: Ensuring Inclusive and Safe Digital Transformation

This component aims to support the government's continued efforts to build solid foundational building blocks for inclusive and safe digital transformation. The activities are designed to establish enabling regulatory and institutional frameworks for a competitive broadband market, to expand coverage of broadband networks in lagging areas; and, to strengthen cybersecurity and data governance, protection, and privacy.

Component 2: Modernizing Digital Government Services

This component aims to establish an agile, user-centric digital government model in Ghana by making investments that improve the front-end user experience of digital public services and increase the efficiency of back-end government systems. The activities are focused on building next-generation government infrastructure and delivering transactional and digital-by-design public services by supporting a shift in service delivery.

Component 3: Support for Digital Transformation of Productive Strategic Sectors

The component aims to empower digital technology entrepreneurs and firms to bring digital-driven, innovative products to emerging and frontier markets as a critical step in achieving a diverse digital economy. The project aims to strengthen the local digital entrepreneurial and innovation ecosystem and support digital start-ups and firms that can help develop data-driven digital products and services.

- The Project will be coordinated through the Ministry of Communication, Digital Technology and Innovation (MoCDTI) as the Project implementing institution. A dedicated Project Coordination Unit (PCU) is thus being set up and operationalized at

MoCDTI that will have overall responsibility for supporting project preparation and implementation.

Component 4. Project Management and Implementation Support

This component will provide support for the management and implementation of project associated activities. It will finance activities related to the recruitment of consultants in areas of project management, project coordination, fiduciary specialists (e.g., procurement, financial management), Monitoring and Evaluation (M&E), an Environment and Social Safeguards (E&S), project communication, and citizen engagement. This component will also cover modest office equipment and independent audits and learning/training for key beneficiaries (e.g., the Project Implementation Unit and the Technical Committee) up to the official closing date of the project. Moreover, special attention will be devoted to promoting equal participation of women in all decision-making bodies under the project and contributing to tackling barriers in recruitment, retention, and promotion. It is also anticipated that consultant's Terms of References (ToR) clearly stipulate knowledge transfer and hands on training to ministry staff.

Component 5: Contingent Emergency Response Component

In the context of the COVID-19 crisis, a Contingent Emergency Response Component (CERC) is added to the project structure to provide support to the Government to swiftly respond to an eligible crisis, including climate or natural disasters and public health emergencies. Including CERC at the preparation stage, albeit with zero funding, provides for flexibility for an agile response to an imminent or actual emergency (such as COVID-19) through quick disbursement of uncommitted balances from other components. The crisis response expenditures could cover, for instance, the facilitation of emergency payments to vulnerable groups of population using mobile money or ensuring business continuity of core government functions, when civil servants are required to continue home-based work. The CERC is not expected to finance civil engineering works that can induce risks and/or negative environmental and social impacts. However, CERT component is not added to finance any activities that include adverse environmental and social risks and impacts.

The project aims to actively close gender gaps between women and men across various pillars of digital development and aligned with International Development Association-19 (IDA-19) theme, the WBG's 2016–2023 Gender Strategy and the Digital Development Gender Strategy. Actions designed to close gender gaps between women and men in the digital economy are incorporated across various components of the project.

2 Objectives of the Assignment

The objective is to recruit a dynamic and results-oriented individual as a **Digital Technology and Innovations Ecosystem Specialist** to act as the primary digital innovations lead for all innovation activities, and handle all the digital innovation activities of the GDAP Project.

3 Scope of Services

The applicant is expected to undertake the following:

Technical Advisory Support

- Act as primary technical advisor, lead and program manager for Component 3 of the project which include activities covering overall digital innovation ecosystem aspects, digital agriculture ecosystem development, and digital skills development activities.
- Provide advice on policy issues arising and affecting digital entrepreneurship and digital skills and develop policy paper(s) on key problems that require high-level attention;
- Stay abreast of emerging digital entrepreneurship/skills trends, in order to advice management and project stakeholders on new developments and emerging best practices that may positively shape project design, planning etc. including conducting ad hoc research as needed;
- Support development and review of enabling guidelines, policies, and procedures as needed, in conjunction with relevant stakeholders, ensure that corresponding standards are embedded in activity design and delivery;
- Support in developing annual plans; timely, high quality implementation of activities; budget allocation and execution, monitoring and evaluation of project implementation and deliverables;
- Support the Procurement Specialist and concerned stakeholders and beneficiaries prepare/refine/review technical terms of reference and bidding documents, and related selections for Component 3-related activities;
- Conduct detailed reviews of technical contract specifications and deliverables for the implementation of the innovation activities under the project and especially under Component 3;
- Support the update of the Project Implementation Manual (PIM) when modifications or supplements to them are needed;
- Liaise and coordinate with the Government agencies (MoCDTI, MoFA, GEA, AITI-KACE, NCPWD, Ghana Digital Center, etc.) and private stakeholders involved in the implementation of innovation activities under the project and especially under Component 3 of the Project, as delegated by the Project Coordinator;
- Participate in meetings, seminars, conferences, and other events and programs organized by the Government of Ghana, the Bank, other development partners and other organizations with respect to questions that are related to the Component 3 of the Project and the wider Bank-financed program and projects, as delegated by the Project Coordinator.
- Provide agile support with ad hoc projects

Oversight and Supervision

- Coordinate and manage all key activities related to the project especially Component 3 of the Project, including coordination of the activities of the selected consultants, vendors, and service providers to ensure their timely and effective delivery, in accordance with the PIM;
- Regularly monitor and report to the Project Coordinator and the Project on the progress and results against operating and financial objectives on the project especially Component 3;
- Monitor the execution of contracts procuring goods, works and services under the project especially Component 3;

- Liaise with parties to ensure delivery of activities against agreed timelines and technical specifications for activities under the project especially Component 3;
- Contribute to periodic update, as necessary, of the Procurement Plan (PP) and Project Procurement Strategy Document (PPSD) of the Project;
- Cooperate with respective M&E team, and support data collection and provide required inputs to M&E related work;
- Track impact regularly and prepare regular reports on progress with actionable recommendations for improvement where applicable;
- Provide inputs to the Project Coordinator on development of the reports to the Government of Ghana and the Bank;
- Support citizen engagement and communications activities on the project especially around Component 3;
- Escalate internal/external issues/concerns/risks promptly to ensure matters are addressed timely as to not impact schedules.

4 Reporting and Time Schedule

Reporting Requirement

The **Digital Innovations Ecosystem Specialist** will report to the Project Coordinator of the GDAP Project.

Duration of Assignment and Deliverables

The duration of the assignment is for a period of one year, renewable on a yearly basis, subject to satisfactory performance. The Digital Innovations Ecosystem Specialist will be stationed at the offices of the Ministry of Communication, Digital Technology and Innovation (MoCDTI) in Accra and will provide monthly, quarterly, bi-annual, and annual reports on the activities carried out under the aforementioned component, under your supervision.

5 Qualification Requirements

Academic Qualifications

- Master's Degree in Business Administration, Finance, Innovation or equivalent, with a minimum of 7 years of relevant work experience.
- Experience in management consulting, venture capital private equity, business development, tech strategy/operations function or similar preferred, and 1+ years leadership experience.

Technical competencies:

- Demonstrate a combination of consulting and operating experience;
- Must have experience working on start-up and innovation ecosystem development in mature or emerging ecosystems such as developing and implementing entrepreneurship, start-up, early-stage financing for digital start-ups;

- Experience working on large strategic initiatives from framing the problem, conducting research / analysis, building business cases and operational plans, and driving execution through to success;
- Strong understanding of concepts related to emerging market entrepreneurship, including venture capital, incubation, acceleration, and start-up access to early-stage financing;
- Strong partner mobilization working with diverse actors including government, development partners, philanthropic organization
- Understanding and knowledge of climate-smart digital agriculture solutions is regarded as a significant advantage.
- Solid understanding and knowledge of digital skills agenda is considered an advantage, including demand and supply of digital skills based on labour market demands, and developing required strategies;
- Strong understanding of digital inclusion aspects of the marginalized, in particular attention to women and persons with disabilities

General Competencies (management, leadership, communication, problem solving, monitoring, coordination, stakeholder management etc.)

- Ability to work effectively across multiple cross-functional teams to proactively resolve problems, support and engage key stakeholders; as well as work effectively across boundaries even without active guidance from the management;
- Demonstrate excellent interpersonal skills; including the ability to work independently, effectively in a team/task force as a team member or leader, and with senior staff and managers;
- Demonstrated ability to listen and integrate ideas from diverse views, create partnerships and collaborate with others, advocate and influence, resolve conflicts constructively,
- Proven ability to conduct research independently and present results effectively;
- Impeccable planning, organization and time management skill; Ability to work well under pressure and to meet tight deadlines;
- Demonstrates a high level of motivation, confidence, integrity and responsibility;
- Strong problem-solving skills with the ability to provide solutions to emerging challenges;
- Experience leading change, taking initiative, and driving results;
- Computer literacy including Microsoft packages;
- Excellent communication skills – both written and verbal, including the capacity to communicate complex and technical issues in simple terms;
- Proven ability to clearly and concisely prepare, present and discuss recommendations at senior levels and to produce deliverables such as memoranda, recommendations, requirements documents, and status reports;
- Fluency in English is essential
- Should demonstrate high degree of professionalism and integrity

6 Data, Facilities and Personnel to be provided by the Client

MoCDTI will provide relevant tools and suitable office space for this role.

MoCDTI will furnish copies of project implementation documentation and other information relevant to the assignment.