

Federal Government of Somalia

Ministry of Communications and Technology

The Eastern Africa Regional Digital Integration operation (EA-RDIP) (2023-2028)

Terms of Reference (TOR) for and Individual
Project Administrative Assistant

Background

Through World Bank's support, 'The Eastern Africa Regional Digital Integration operation (EA-RDIP) (2023-2028) is being prepared to address connectivity needs for countries in the Horn of Africa region. The proposed program aims to advance the regional integration of digital markets Eastern Africa through supporting cross-border connectivity, harmonization of data and e-commerce regulations and policies, and removal of trade barriers, with the vision of establishing a Single Digital Market (SDM). Regional efforts to move towards an SDM is envisioned to have economic and welfare gains to all participating economies and will be especially beneficial for smaller economies to tap larger regional markets for economic expansion. It is proposed for the project components to follow the SDM framework and for participating countries (Ethiopia, Somalia, South Sudan in phase 1) to tailor each component for its investment and technical assistance needs.

Specifically in Somalia, EA-RDIP (\$80 million) will support the Government of the Federal Republic of Somalia to establish digital connectivity and integrate with the regional digital market. EA-RDIP aims to increase access to broadband and digital services through the development and integration of digital markets in the Eastern Africa region. The proposed interventions will provide investment financing to address connectivity infrastructure gaps and technical assistance to ensure regional harmonization of regulations and standards towards the development of the regional digital market for the countries in the Horn of Africa region.

The project has four components, as briefly described below.

- Component 1. Connectivity Market Development and Integration. This component will provide support to develop terrestrial cross-border connectivity and expand backbone and last-mile connectivity to rural and remote communities.
- Component 2. Data Market Development and Integration. This component will provide support to the integration and development of the data market, to enable secure exchange, storage, and processing of data across borders, including strengthening the environment for cybersecurity.
- Component 3. Online Market Development and Integration. This component will provide support to the integration and development of the online market, through targeted support for e-service enablers and digital skills.
- Component 4. Project Management and implementation. This component will provide technical assistance and capacity support for project preparation and implementation.

EA-RDIP in Somalia will be implemented by the Ministry of Information, Communication Technology (MoCT). A Project Implementation Unit (PIU) will be set up at the MoCT which will be responsible for overall implementation, fiduciary, Environment and Social Framework (ESF) compliance for the project. The PIU will be supported with technical committees (TCs) bringing together key MDAs in the country, and also representation from federal member states (FMS). The PIU at MoCT together with the TCs are expected to report to a project steering committee (PSC) which will be established in the country. The PIU will also coordinate with the regional level PIUs at EAC, IGAD during implementation.

A. OBJECTIVE

The Federal Ministry of Communications and Technology (MoCT) will house the Project Implementation Unit (PIU) for EA-RDIP and is looking to hire an individual consultant in the capacity of an Administrative Officer who will work within the Ministry's PIU set-up, report to the Ministry leadership and be responsible for

B. Tasks and Responsibilities:

Under the general direction of the Project Coordinator, the Administrative Officer will be responsible for the following:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Supervise project drivers.
- Assist the Financial Management Specialist in processing payments.
- Support project components to ensure all supporting documents are attached when initiating processes to undertake their activities.
- Assist the PIU in preparation of budget, transaction data input, releases, warrants, commitments, expenditure, and revenue journals for all project funds.
- Assist in producing pre-defined and ad-hoc reports using standard tools.
- Assist in contract monitoring including following up of payment documents to suppliers, consultants, and contractors.
- Carrying out any other functions related to the project as requested by the Project Coordinator.

C. QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- Degree in business administration, information technology or finance, or a related discipline. Minimum of three years of professional experience in donor funded projects including familiarity with donors' operational procedures.
- Familiarity with Federal Government of Somalia administrative and bureaucratic procedures. Proven skills in use of computer software applications including spread sheets, accounting packages and word-processing.
- Knowledge in the use of the SFMIS will be an added advantage.
- Excellent reporting and formal writing skills in English and Somali.

Excellent interpersonal and administrative skills.

D. REPORTING REQUIREMENTS

The Administrative Assistant shall report to the Project Coordinator. He/she will be expected to technically work in close coordination with the FGS and FMS.

E. DURATION OF THE ENGAGEMENT.

The Administrative Officer will be engaged for a period of twelve (12) months subject to renewal on an annual basis based on satisfactory performance certified by MoCT. The contract is expected to start in April 2023.

F. SERVICES AND FACILITIES TO BE PROVIDED BY CLIENT.

The Management of PIU in consultation with MoCT will provide Office space, computer, internet facilities and local transport while on official duties and any other facilities that will enable the consultant to perform the required duties with ease.