



Terms of Reference for Recruitment of Regional Coordinator - SADA - Francophone Western and Central Africa - DTfA/ WARDIP SOP-1

- *Position:* **Regional Coordinator - SADA -Francophone Western and Central Africa - DTfA/ WARDIP SOP-1**
 - *Position level:* **Associate Project Manager**
 - *Reports to:* **Project Manager Smart Africa Digital Academy - DTfA/ WARDIP SOP-1**
 - *Duration:* **Fixed Term, renewable**
 - *Duty station:* **Kigali, Rwanda**
 - *Deadline:* **24th November 2025 at 5:00 PM Kigali (GMT+2) time**
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I. Context and Background

Africa is reshaping its narrative from one of poverty to progress, showcasing impressive economic growth, technological innovation, and a young population. Nevertheless, digital transformation faces obstacles such as limited access, insufficient investments, and a digital divide, which also offer opportunities for growth through better accessibility, efficiency, and job creation

The Smart Africa Alliance, established through the Smart Africa Manifesto, is a collaborative effort among African nations, the African Union, the Economic Commission for Africa, the African Development Bank, the World Bank, the International Telecommunications Union, the private sector, and academic and research institutions. This initiative, driven by African Heads of State and Government, aims to propel sustainable socio-economic development across the continent by leveraging Information and Communications Technologies (ICT) to transition Africa into a knowledge-based economy. Originally endorsed by African leaders in 2014, the Smart Africa Manifesto has since garnered the support of 39 African countries, representing over one billion population, with the goal of placing ICT at the core of both national and continental socio-economic development efforts. This involves increasing ICT access, enhancing transparency, efficiency, and openness through ICT adoption, fostering advanced telecommunication technologies, empowering the private sector, and utilizing ICT for sustainable development.

The Alliance promotes digital transformation by building digital infrastructure, supporting entrepreneurship, fostering innovation, developing human capital, driving digitization, and advocating the development of policies and regulations that support the growth of the digital economy and digital technologies. Recognizing the need for strong capacity building efforts to achieve AU's goals for digital transformation, the Alliance established the Smart Africa Digital Academy (SADA), adopted during the Smart Africa Alliance ninth Board Meeting Resolution 5, as a vehicle to implement its capacity building and skills development activities across member states, through the establishment of national digital academies.

SADA ensures that policymakers, business leaders, and the wider African population develop the digital skills and knowledge necessary to participate in the digital economy and take advantage of new opportunities. SADA recognized the importance of strong policies and regulations and the need to equip policymakers and regulators to design and implement effective digital policies and

regulations. Through collaborative efforts with the World Bank and GIZ, SADA has, in its phase 1, trained over 8000 beneficiaries, out of which over 5000 are Africa's Policy and Decision makers. SADA has also implemented National Digital Academies across 12 African countries.

Visit <https://sada.smartafrica.org/> for more information about the Smart Africa Digital Academy

II. Digital Transformation for Africa/ Western Africa Regional Digital Integration Program (DTfA/ WARDIP) SOP-1

The DTfA/ WARDIP SOP-1 is a regional project with financing from the International Development Association (IDA) covering two continental entities, AU and Smart Africa, one REC, ECOWAS and four countries, The Gambia, Guinea, Guinea-Bissau and Mauritania. The DTfA/ WARDIP SOP-1 aims to increase broadband access and usage in participating countries and to advance the integration of digital markets in Western Africa.

The project is designed around the three distinct but interconnected layers of the SDM framework. The three market layers are (i) a single connectivity market, removing barriers to regional telecom infrastructure and services deployment; (ii) a single data market, enabling the secure exchange and processing of data across borders; and (iii) a single online market, allowing the access and delivery of public and private services online and digital trade across borders.

At the continental level the project will support AU's strategic vision of creating an SDM in Africa by 2030 through the development of appropriate policies and regulations for coordinated digital transformation in Africa. A key element will be a comprehensive training program open to policy and decision makers as well as regulators from all countries in Africa to be implemented by Smart Africa through its Smart Africa Digital Academy (SADA). The training will ensure that participants are updated on digitalization and address the new policies and regulations underpinning single digital markets, with focus on agile regulation, data economy and green digital. This will also foster common knowledge, competencies, and peer-learning to design and implement digital policies and regulations.

III. The Smart Africa Digital Academy for Policy and Decision makers (SADA-CBDM) – A Subcomponent of the WARDIP-SOP 1

The subcomponent of the WARDIP-SOP1 project to be implemented by Smart Africa aims at a rapid-scaling of the Smart Africa Digital Academy (SADA) program at both regional and continental levels by leveraging on the existing SADA -CBDM implementation, AReg4DT program, and developing a replicable implementation model that caters for the specific needs and the regional context. The overall aim is to establish a new generation of policymakers and regulators across Africa, who are individually knowledgeable on how to harness the potential of green and inclusive digital transformation through new approaches to policy and regulation, and who collectively contribute to the establishment of a Single Digital Market in Africa. With this aim, the scale-up will reach 30,000 unique policymakers and decision makers from all countries in Africa, with a core group of 5,000 being trained in person towards creating a safe, inclusive and sustainable single digital market for Africa, with a participation level of females at 40%. The use of self-paced learning and train-the-trainer approaches are both aimed at further enhancing the reach of the program to propagate new knowledge and new practices across the entire ecosystem including the private sector, academia and in some cases the general public.

In line with the vision of Smart Africa, the program aims to provide foundational knowledge and

competencies for the current and future digital policy makers to design, draft and implement digital policies and regulations required to promote a vibrant (i.e, competitive), safe, inclusive and sustainable (i.e., affordable and green) digital transformation that will, in turn, foster the creation of a secured Single Digital Market in Africa with focus on Agile regulation, the data economy and green digital.

SADA invites suitably qualified candidates to indicate their interest in the implementation of the SADA component of the WARDIP-SOP1, as Regional Coordinator supporting the component's implementation within the French speaking Western and Central regions of Africa.

IV. Duties and Responsibilities

The Regional Coordinator holds the responsibility of leading, coordinating and implementing specified activities related to the SADA - DTfA/ WARDIP SOP-1 Project component in the assigned region. This role involves ensuring that the implementation aligns effectively with the overarching continental project goals and expectations.

Additionally, the regional coordinator will be responsible for the overall Capacity Building for Decision Makers Module of SADA with a focus on francophone Africa.

Reporting directly to the Project Manager, Smart Africa Digital Academy - DTfA/ WARDIP SOP-1, and collaborating with the established Project Implementation Unit and program execution team, the Regional Coordinator will focus on the following areas of responsibilities:

- **The Smart Africa Digital Academy – Capacity Building for Decision Makers Module**
 - Coordinate with other SADA team members and regional coordinators to ensure implementation of the CBDM Module is in alignment with the overall plan and objectives set within the WARDIP-SOP 1 project.
 - Support content design and development experts by providing updated needs and feedback, ensuring the alignment of content with relevant needs.
- **Project planning, coordination and implementation**
 - Develop a regional implementation plan based on the overall project strategy, outlining clear timelines and execution mechanisms required to achieve targeted goals
 - Coordinate with relevant national and regional stakeholders to ensure alignment with project objectives and oversee the execution of planned activities.
 - Support the execution of project activities, including needs assessment studies, stakeholder consultations, content design, and Community of Practice development and engagement.
 - Monitor regional progress against project plans, identify potential risks, and implement mitigation strategies.
 - Coordinate with relevant service providers for the effective implementation of training and project scale-up activities at the regional level.
 - Ensure optimal utilization of project resources in alignment with goals to achieve a meaningful impact within reasonable budgets and time.
 - Provide technical input to training plans and schedules, overseeing the execution of work plans at the regional level with relevant stakeholders.
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 - Develop and expand the database of beneficiaries in line with the project's objectives

- Provide a monthly report to the Project Implementation Unit on regional progress against predefined targets.
- Oversee face-to-face training activities delivered to beneficiaries within the region.
- Oversee the online delivery of training at the national and regional levels to meet the desired committed results.
- funding and establishing partnerships to support the expansion and sustainability of the CBDM program at both country and regional levels.
- **Stakeholder engagement**
 - Employ suggested and relevant mechanisms outlined in the Project's Stakeholder Engagement Plan, in collaboration with the SEP specialist, to regularly update regional project stakeholders on project goals and progress.
- **Monitoring and Evaluation**
 - In line with the project M&E framework, use available monitoring and evaluation mechanisms and tools to collect and update regional data on progress and evaluate implementation effectiveness.
- **Reporting, evaluation and impact assessment**
 - Prepare and submit monthly reports detailing project status, achievements, challenges, and recommendations.
 - Collaborate with the Project Implementation Unit when conducting periodic evaluations and impact assessments at the regional level.
- **Other**
 - Working to motivate teams within the framework of the team conversion process in accordance with the defined conversion guide.
 - Perform other duties as assigned by supervisors.

IV. Position requirements

A. Experience

- At least six (6) years' experience in implementing projects
- Clear understanding of the Smart Africa Alliance vision of attaining a Single Digital Market on the continent by 2030, and how SADA contributes to this ambitious goal.
- Proven experience in managing digital skills development project implementation
- Experience collaborating with international organizations, including the World Bank and GIZ, with a proven track record of successfully cultivating effective partnerships.
- Good interpersonal skills and experience in stakeholder engagement at different levels
- Familiarity with digital transformation strategies and approaches at national, regional, and continental levels.
- Competence in using software productivity and collaborative tools (Microsoft office, Teams, Zoom, Webex, etc.), and eLearning platforms (SADA, WB's OLC, atingi, Coursera, etc)

B. Education and Training

- Educational Background: Minimum Master's degree in a relevant field such as International Development, Public Policy, Digital Transformation, or a related discipline.
- Training Expertise: Certification or training in project management, digital skills training, or related fields would be beneficial.

C. Key Attributes

- Demonstrated ability to develop and execute a strategic vision, aligning project objectives with broader regional and continental goals. Also have ability to work as a team leader and oriented results
- Excellent communication skills, both written and verbal, with the ability to engage and negotiate effectively with stakeholders at various levels.
- Innovative and creative thinker with the ability to propose and implement new approaches to policy, regulation, and digital skills development. And Willingness for change, improvement and continuous learning
- Sensitivity to and understanding of diverse cultural contexts within Africa, ensuring inclusivity in program design and implementation.
- Ability to provide strong leadership and guidance to a diverse team, fostering a collaborative and motivated working environment.
- Organization and planning skills

D. Languages

Proficiency in French and English, both written and oral communication.

E. Other requirements

- Ability to travel within the region as needed for project coordination and stakeholder engagement.
- Understanding and commitment to achieving gender balance in program participation, with a focus on increasing female representation.
- Previous experience with initiatives that have resulted in tangible positive outcomes, ideally in the context of digital skills development or policy implementation.
- Ability to navigate and adapt to evolving project dynamics and effectively address challenges in a dynamic environment.

F. Duration of the Assignment

The initial contract will be for a period of three (3) years, renewable, subject to satisfactory performance, professional conduct, relevance of the position and availability of funding.

G. Reporting

The Regional Coordinator will report to the Project Manager Smart Africa Digital Academy - DTfA/ WARDIP SOP-1

H. Location

Kigali, Rwanda.

I. Application Instructions

Interested candidates should send their application documents to the following email address: hr@smartafrica.org, and copy robert.gatsinzi@smartafrica.org with mention of ***“Regional Coordinator- Francophone WCA -SADA - DTfA/ WARDIP SOP-1”*** in the subject line:

- A detailed CV

- A one-page cover letter with a motivation statement in relation to the responsibilities and requirements for this position.
- Copies of academic and professional qualification certificates

The deadline for submitting applications is **24th November 2025 at 5:00 PM Kigali (GMT+2)** time.

Only selected candidates for interview will be contacted.

Any late application will be automatically rejected.

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