



Terms of Reference for Recruitment Training Facilitator - Partnerships and Virtual Engagements, Smart Africa Digital Academy – DTfA / WARDIP SOP – 1

- *Position:* **Training Facilitator -Partnerships and Virtual Engagements, SADA – DTfA / WARDIP SOP – 1**
 - *Position level:* **Officer**
 - *Reports to:* **Project Manager Smart Africa Digital Academy - DTfA/ WARDIP SOP-1**
 - *Duration:* **Fixed Term, renewable**
 - *Duty station:* **Kigali, Rwanda**
 - *Deadline:* **21st 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 40 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.

To achieve these goals, Smart Africa invites qualified candidates to apply for the role of the Training Facilitator – Partnerships and Virtual Engagements, who will play a pivotal role in ensuring sustainable engagement with diverse partners and target groups both during and beyond the project timeline.

IV. Duties and Responsibilities

The Training Facilitator - Partnerships and Virtual Engagements is responsible for supporting the implementation of the activities defined under the SADA WARDIP SOP 1 project, ensuring impactful partnerships and effective virtual engagement strategies to reach beneficiaries in both traditional and non-traditional sectors. The Training facilitator - Partnership and Virtual Engagement will work closely with the Training Facilitator - Online Delivery focusing particularly on building and managing relationships with stakeholders, organizing virtual events, and gathering post-intervention feedback to assess impact.

Reporting to the SADA Project Manager and working closely with the Project Implementation Unit, the Training Facilitator will ensure alignment with Smart Africa's core objectives and activities.

Specifically, this position will cover the following areas of work:

- **Virtual Engagement:**
 - Design and implement robust strategies for engaging partners, beneficiaries, and stakeholders through virtual platforms.
 - Organize and manage virtual workshops, webinars, and stakeholder meetings to ensure sustained communication and knowledge sharing.
 - Leverage tools such as the SADA Engagement Platform and other digital solutions to enhance interaction with stakeholders across diverse sectors.
 - Facilitate interactive sessions, ensuring active participation from beneficiaries to address their sector-specific needs and challenges. Provide timely and responsive virtual support to partners, ensuring smooth coordination of activities across regions.
- **Post-intervention Tracking and Stakeholder follow-Up**
 - Develop and maintain a beneficiary database to monitor engagement and track participation metrics post-intervention.
 - Establish mechanisms for regular follow-ups with trained beneficiaries to assess the impact of interventions and identify further needs.
 - Create feedback loops, such as surveys and evaluation tools, to measure how knowledge gained is applied in policymaking and sectoral practices.
 - Identify opportunities for ongoing collaboration with stakeholders to ensure sustainable partnerships and long-term impact. Produce insights and recommendations based on post-intervention tracking to improve future programs and engagement strategies.
- **Partnership Management:**
 - Build and sustain relationships with educational institutions, government bodies, private sector entities, and other stakeholders.

- Maintain a comprehensive database of partners and monitor their contributions to project goals.
- Foster collaboration across traditional and non-traditional sectors, ensuring alignment with the program's objectives. Provide regular updates to partners on project progress and opportunities for further involvement.
- **Support to the Community of Practice implementation:**
 - Provide administrative and logistical assistance to enhance the functionality and reach of the Community of Practice
 - Provide support to the Community of Practice Engagement through facilitating the working groups and CoP meetings, gathering feedback from Community members to help improve program delivery
 - Support the planning, execution, and documentation of engagements to promote knowledge exchange within the communities.
- **Monitoring and Impact tracking :**
 - Support the implementation of the program's Monitoring and Evaluation (M&E) framework to track progress and measure outcomes effectively.
 - Monitor the impact of virtual engagements and post-intervention activities by collecting and analyzing data on beneficiary participation and application of acquired knowledge.
 - Contribute insights to improve program delivery and ensure alignment with long-term project objectives
- **Other**
 - Perform other tasks as assigned by the Supervisors to support the successful implementation of the project.

IV. Position requirements

A. Experience

- At least five (5) years' experience designing and managing virtual engagement strategies, establishing, tracking and managing partnerships, leveraging databases and reporting tools.
- Experience in planning, organizing, and executing virtual events, webinars, and online workshops.
- Familiarity with virtual engagement tools and platforms, and an understanding of best practices for fostering active and meaningful participation in virtual settings.
- Experience in developing, managing, and maintaining partnerships with various stakeholders, including governments, private sector companies, educational institutions, and international organizations.
- Experience in tracking post-intervention impacts, including the use of databases and CRM systems to monitor and evaluate stakeholder and beneficiary engagement.
- Experience in developing marketing and outreach strategies for partnership initiatives, including content creation and social media engagement
- Experience in using CRM systems to track and manage partnership engagements is an advantage.
- Experience supporting the implementation of monitoring and evaluation frameworks for large-scale projects,
- Experience in using software productivity tools (Microsoft office, etc.)

- Experience of working with non-governmental organizations and project-funded activities

B. Education and Training

- Educational Background: Minimum Masters degree in a relevant field such as Business Administration, International Development, Digital marketing, Information technology, or a related discipline.
- A project Management certificate will be an added value

C. Key Attributes

- Strategic Vision: 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 results oriented.
- Communication Skills: Excellent communication skills, both written and verbal, with the ability to engage and negotiate effectively with stakeholders at various levels.
- Innovative Thinking: 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
- Cross-Cultural Competence: Sensitivity to and understanding of diverse cultural contexts within Africa, ensuring inclusivity in program design and implementation.
- Leadership Skills: Ability to provide strong leadership and guidance to a diverse team, fostering a collaborative and motivated working environment. Also organization and planning skills

D. Language requirements

- Proficiency in English and French, both written and oral communication, is required, with Portuguese as a plus.
 - Proficiency in using digital tools and platforms for project coordination, virtual engagement, and impact tracking.
 - Experience with e-learning platforms and community engagement tools is advantageous.

E. Other requirements

- Ability to travel within the region as needed for project coordination and stakeholder engagement.
- Prior experience collaborating with international organizations and international donors, would be advantageous.
- Ability to identify challenges, propose solutions, and navigate potential obstacles during project implementation.
- Ability to navigate and adapt to evolving project dynamics and effectively address challenges in a dynamic environment.

E. 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.

F. Reporting

The Training Facilitator - Partnerships and Virtual Engagements will report to the Project Manager, Smart Africa Digital Academy - DTfA/ WARDIP SOP-1

G. Location

Kigali, Rwanda.

H. Application Instructions

Interested candidates should send their application documents to the following email address: hr@smartafrica.org, with mention of ***“Training Facilitator - Partnerships and Virtual Engagements - 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 **21st 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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