

" Telecommunication and Information Technology" in ACP funded by the European Commission.

	New Request for Services
Project Title	RECRUITMENT OF TEAM OF EXPERTS TO SUPPORT THE DEVELOPMENT OF NATIONAL RESEARCH AND EDUCATION NETWORKS THROUGH THE CARIBBEAN KNOWLEDGE AND LEARNING NETWORK
Internal number	091012
Country	ACP
Approx. Dates	03/12/2012
Eligible Nationalities	All
Deadline for submissions of CV for internal consortium voting	23/11/2012
	Profile: Business and Strategic Development Specialist (76 person
Requirements	<p>Qualification and Skills Postgraduate degree in organizational behavior and development, human resource management, business administration, education administration, telecommunications, or a related field; Superior computer skills in Microsoft Office (Excel, PowerPoint, etc) and or equivalent software programs. Excellent written and oral communication and presentationskills.</p> <p>General Professional Experience At least 10 years' professional working experience in preparation of business or strategic plans, particularly in the higher education sector. Knowledge of strategic management principles, operational planning, human resource allocation, and budgeting. Knowledge of international trends and developments with respect to higher education or research sectors.</p> <p>Specific Professional Experience Technical knowledge of and experience in ICT policy development and formulation Experience in the preparation of blueprints for Regional or National Research and Education Networks. Experience in preparing policies or strategies for RENS or NRENS. Experience in institutional and capacity development in the higher education sector of the Caribbean would be an asset.</p>
Category of expert	Senior
Duration	76 working days
	Profile: Capacity Development Specialist

” Telecommunication and Information Technology” in ACP funded by the European Commission.

Requirements	<p>Qualification and Skills Postgraduate degree in organizational behaviour and development, human resource development, education administration, or a related field; Superior computer skills in Microsoft Office (Excel, PowerPoint, etc) and or equivalent software programs. Recruitment of Team of Experts to Support the Development of National Research and Education Networks through the Caribbean Knowledge and Learning Network - ACP Connect Page 6 of 8 Excellent written and oral communication and presentation skills.</p> <p>General Professional Experience At least 10 years' professional working experience with respect to development and implementation of successful human capacity development strategies and programs at the national or regional levels. Knowledge of strategic management principles, operational planning, human resource allocation, and budgeting. Knowledge of international trends and developments with respect to higher education or research sectors.</p> <p>Specific Professional Experience Experience in the preparation and implementation of capacity building strategies for Regional or National Research and Education Networks. Experience in institutional and capacity development in the higher education sector of the Caribbean would be an asset.</p>
Category of expert	senior
Duration	76 working days
EC rules applicable to any EC assignment	<ul style="list-style-type: none"> • Working days are from Monday to Friday, if not indicated otherwise in the ToR • Per diem covers all expenses of the expert (local transport, hotel, meals, teleco, etc) and it is only paid if the expert stay overnight. • International travel: the EC only reimburse economy class flight tickets

” Telecommunication and Information Technology” in ACP funded by the European Commission.

Page 1 of 8

SPECIFIC TERMS OF REFERENCE FWC BENEFICIARIES 2009 - LOT 3 EuropeAid/127054/C/SER/multi REQUEST N° 2012/ 305809

RECRUITMENT OF TEAM OF EXPERTS TO SUPPORT THE DEVELOPMENT OF NATIONAL RESEARCH AND EDUCATION NETWORKS THROUGH THE CARIBBEAN KNOWLEDGE AND LEARNING NETWORK

ACP Connect

1. BACKGROUND

The ACP Connect programme addresses one of the Millennium Development Goals (Goal 8: Develop a Global Partnership for Development) – reducing the digital divide which is hampering the development of education and research in ACP countries¹. Access to information and exchanges with the outside world is one of most important attributes of a successful research and education system. The building and interconnection of "National Research and Education Networks" (NRENs) has proven an efficient model to increase access to connectivity for education and research networks, while reducing the price and structuring trans-national networks.

NRENs are organisations associating institutions from the research and education sector (universities, academic institutions, research centres) in a country, to commonly ensure digital connection for their students and researchers in sufficient capacity and on affordable terms. Universities and research centres being financed from public budgets often lack resources for arranging sufficient internet connectivity and capacity. Research projects often require much higher capacity and quality of internet connection than is normally provided on commercial markets. Grouping together these institutions into NRENs increase the negotiating power vis-à-vis the private internet providers, as well as the governmental ministries. This enables them to obtain the necessary resources and ensure connectivity at more advantageous terms.

ACP States are at different stages in the establishment of regional research and education networks and none of the regions are currently connected to the GEANT network. The EU is supporting through ACP Connect the creation or the strengthening of regional networks. The purpose of this programme is to facilitate the creation, development, and use of regional education and research communication networks and internet connectivity in view of having a more inclusive information society at ACP national and regional levels.

Similar approaches have been successfully used in different parts of the world to support the building up of regional networks and connecting them to the European GEANT²: the ALICE/RedClara network in Latin America, the EUMEDCONNECT in the Mediterranean countries, the TEIN and ORIENT projects in South and East Asia and Australia, CAREN in Central Asia, HP-SEE in the South Caucasus and the recently launched AFRICACONNECT in the Sub-Saharan region (through ACP Connect).

¹ The target 8f is: In cooperation with the private sector, make available the benefits of new technologies, especially information and communications. The indicators for this target are: Telephone lines per 100 population, Cellular subscribers per 100 population and Internet users per 100 population.

² **GEANT** is the high-bandwidth, academic Internet serving Europe's research and education community. Connecting over 30 million researchers with a multi-domain topology spanning 32 European countries and links to a number of other world regions, GEANT is at the heart of global research networking. GEANT³ is cofunded by the European Commission and Europe's national research and education networks.

Recruitment of Team of Experts to Support the Development of National Research and Education Networks through the Caribbean Knowledge and Learning Network - ACP Connect

Page 2 of 8

In the Caribbean region, the Caribbean Knowledge and Learning Network (CKLN) is a multilateral project that was launched by the Caribbean Community (CARICOM) and the Organization of Eastern

” Telecommunication and Information Technology” in ACP funded by the European Commission.

Caribbean States (OECS) in 2004. Since its inception, the CKLN has been supported by the European Union, other members of the donor community, and regional governments. The CKLN is a collective response by CARICOM nations to the development challenges and opportunities posed by trade liberalization and globalization policies, the emergence of a knowledge based economy, and what has been characterized as major deficiencies within the region’s human resource base and the limited capacity of the tertiary institutions to effect appropriate responses.

The overall goal, to which the project contributes, is the enhancement of competitiveness of Caribbean countries by upgrading and diversifying the skills and knowledge of human resources in the region through greater collaboration and connectivity. CKLN's stated purpose is to support improved relevance of tertiary education in the region, by enabling growth in the number of relevant accredited programmes.

In terms of strategy, CKLN seeks to improve the technical environment and institutional capacity of tertiary education institutions to deliver cost effective training that is driven by information and communication technology. Therefore, while the beneficiaries of CKLN are the people within the CARICOM region, the initiative focuses on capacity building within the tertiary learning institutions and support for activities that strengthen coalitions and foster a culture of collaboration.

The EU undertook to continue its support of CARIFORM with the implementation of the *Capacity Building and Institutional Support of CKLN Project (CKLN II)* through a Financing Agreement a Euro 10 million dated December 20, 2007. EU financing is managed by the World Bank through a Contribution Agreement that, after an extension of the operational implementation phase signed in June 2013 to support further strengthening and sustainability of CKLN, will end in February 2014. The main accomplishments to date under CKLN II may be summarised as follows:

- Institutional strengthening of select institutions to enable adoption of Information and Communication Technology (ICT) enabled programmes (development of strategic plans, training on Open and Distance Learning etc.).
 - Capacity building in beneficiary countries for the implementation of National Research and Education Network (NREN) development strategy.
 - Establishment of a C@ribNET Assembly of NRENs.
 - Establishment of CKLN as a non-governmental organization with the technical capability to operate and manage C@ribNET.
 - Successful implementation of a model project at the T.A. Marryshow Community College that demonstrates how ICT may be used to expand reach and enhance programme delivery through improved connectivity.
 - Completion of a high capacity broadband regional research and education network, C@ribNET, with linkage to the global community of RENS.
 - Extension of connectivity to 13 beneficiary countries.
 - Connection to C@ribNET of over 30 regional tertiary education institutions.
 - Collaboration with operators of the *RedCLARA* and *DANTE* networks.
- Accomplishments of other related outputs with assistance from other donors:
- Strengthened capacities in open and distance learning.
 - Assistance to TEIs in area of strategic planning.

Recruitment of Team of Experts to Support the Development of National Research and Education Networks through the Caribbean Knowledge and Learning Network - ACP Connect

Page 3 of 8

- Development of eight country-specific blueprints for NRENs.
- Development of a model business plan and a strategy for sustainability of C@ribNET.

2. DESCRIPTION OF THE ASSIGNMENT

2.1 Global objective

The overall objective of the project of which this contract will be a part is to contribute to poverty reduction by harnessing the potential of information and communication technologies for sustainable development in the ACP region.

2.2 Specific objectives

The specific objectives of this consultancy are (i) the development of a sustainable business plans and

” Telecommunication and Information Technology” in ACP funded by the European Commission.

(ii) the strengthening of the technical capacity building within NRENs in the Caribbean and (iii) the development of communities of interest to work on themes of common interest among NRENs/institutions. The strategic approach must be guided by the unique characteristics of the NREN community and the context in which C@ribNET is being developed.

2.3 Requested services, including suggested methodology

The consultants will be expected to use a participatory approach to fulfil the following services in support of the specific objectives of the assignment:

i. Provision of technical expertise for the development of strategic business and operational plans for NRENs in several Caribbean territories based on the existing models for NRENs in other Caribbean territories and international best practice.

- a. Develop a sustainable business and operational plans for the NREN in Belize
- b. Develop a sustainable business and operational plans for the NREN in the Bahamas
- c. Develop a sustainable business and operational plans for the NREN in Barbados
- d. Develop a sustainable business and operational plans for the NREN in Haiti
- e. Develop a sustainable business and operational plans for the NREN in Jamaica
- f. Develop a sustainable business and operational plans for the NREN in Suriname

ii. Provision of capacity building in support of NREN development in several Caribbean territories, through strategic planning and training workshops.

The workshops will focus on implementation of the operational plans. Specific outputs will be a detailed two year work plan with human and financial resource needs and monitoring protocols; administrative procedures for NREN operations and engagement of member institutions, other NRENs and suppliers of technical services and a formula for funding with proposals for membership fees and charge models for services rendered. The first series of workshops will have duration of **two days** and will focus on developing an appropriate strategy and way forward.

The second series workshops will ratify the outputs of the first and will be convened after preparation and circulation of the necessary documents. It will provide capacity strengthening for adoption and implementation. These workshops will each have duration of two days.

Recruitment of Team of Experts to Support the Development of National Research and Education Networks through the Caribbean Knowledge and Learning Network - ACP Connect

Page 4 of 8

CKLN will take responsibility for organizing the workshops and will provide all the necessary resources. The consultants will serve as the technical resource persons/facilitators.

- a. Conduct and support two workshops in Jamaica
- b. Conduct and support two workshops in Trinidad and Tobago
- c. Conduct and support two workshops in Barbados
- d. Conduct and support two workshops in the OECS.
- e. Conduct and support two workshops in Belize
- f. Conduct and support two workshops in Suriname
- g. Conduct and support two workshops in the Bahamas
- h. Conduct and support two workshops in Guyana
- i. Conduct and support two workshops in Haiti
- j. Provision of post-workshop scaffolding and mentoring support to NRENs

iii. Provision of support to develop communities of interest among NRENs and other relevant organisations on themes of common interest and based on national and regional priorities.

- a. Facilitate a one day workshop in Jamaica for regional stakeholders on the development of and operation of communities of interest within a the network of NRENs.
- b. Based on the outputs of the workshop (a) and the use of other resources prepare proposals on digital, physical, and human resources and related approaches for addressing priority areas.
- c. Facilitate networking opportunities between NRENs, global counterparts, and the private sector.

” Telecommunication and Information Technology” in ACP funded by the European Commission.

2.4 Required outputs

The Required Outputs of this Consultancy will comprise the following:

1. **Inception Report** that outlines the methodology and work plan for the Consultancy.
2. **Draft Final Report** that provides a summary of the key findings from the assignment.
3. **Final Report** that incorporates the comments from the relevant stakeholders on the Draft Final Report including any revisions requested.

Details of the content and timing of these outputs is provided in Section 5.

3. EXPERTS PROFILE

³ A community of interest is a community of people who share a common interest, exchange ideas, create and exchange knowledge among themselves.

Recruitment of Team of Experts to Support the Development of National Research and Education Networks through the Caribbean Knowledge and Learning Network - ACP Connect

Page 5 of 8

3.1 Number of requested experts per category and number of man-days per expert

The consultancy envisions the recruitment of two Senior Experts for the duration of the consultancy.

Two (2) senior experts for 76 working days each (over a total duration of 6 months).

3.2 Profile required

Senior Expert 1: Business and Strategic Development Specialist (76 person days over a total duration of 6 months).

Qualification and Skills

- Postgraduate degree in organisational behaviour and development, human resource management, business administration, education administration, telecommunications, or a related field;
- Superior computer skills in Microsoft Office (Excel, PowerPoint, etc) and or equivalent software programmes.
- Excellent written and oral communication and presentation skills.

General Professional Experience

- At least 10 years' professional working experience in preparation of business or strategic plans, particularly in the higher education sector.
- Knowledge of strategic management principles, operational planning, human resource allocation, and budgeting.
- Knowledge of international trends and developments with respect to higher education or research sectors.

Specific Professional Experience

- Technical knowledge of and experience in ICT policy development and formulation
- Experience in the preparation of blueprints for Regional or National Research and Education Networks.
- Experience in preparing policies or strategies for RENS or NRENS.
- Experience in institutional and capacity development in the higher education sector of the Caribbean would be an asset.

Senior Expert 2: Capacity Development Specialist (76 person days over a total duration of 6 months).

Qualification and Skills

- Postgraduate degree in organisational behaviour and development, human resource development, education administration, or a related field;
- Superior computer skills in Microsoft Office (Excel, PowerPoint, etc) and or equivalent software programmes.

Recruitment of Team of Experts to Support the Development of National Research and Education Networks through the Caribbean Knowledge and Learning Network - ACP Connect

Page 6 of 8

- Excellent written and oral communication and presentation skills.

General Professional Experience

- At least 10 years' professional working experience with respect to development and implementation of successful human capacity development strategies and programmes at the national or regional

” Telecommunication and Information Technology” in ACP funded by the European Commission.

levels.

- Knowledge of strategic management principles, operational planning, human resource allocation, and budgeting.
- Knowledge of international trends and developments with respect to higher education or research sectors.

Specific Professional Experience

- Experience in the preparation and implementation of capacity building strategies for Regional or National Research and Education Networks.
- Experience in institutional and capacity development in the higher education sector of the Caribbean would be an asset.

3.3 Working language(s)

The working language shall be English.

4. LOCATION AND DURATION

4.1 Starting period

This consultancy is expected to commence by December 2012.

4.2 Foreseen finishing period or duration

The overall duration of the assignment is six (6) months.

4.3 Location(s) of assignment

The assignment will take place throughout the Caribbean, with specific interventions in the Bahamas Barbados, Belize, Guyana, Haiti, Jamaica, OECS, Suriname and the Trinidad and Tobago⁴.

Consultants should also include a briefing and debriefing session (one day each session).with the EU Delegation in Barbados.

5. REPORTING

5.1 Content

1. **Inception Report** (maximum 10 pages) that outlines the methodology and work plan for the Consultancy. The Report should provide a clear understanding as to how the assignment will be operationalised, including an outline of the approach and methodology to be applied, and a brief summary of issues to be addressed. The report will contain a concise table of all

⁴ The other countries within the region already have fledgling NRENs; therefore the focus is on those territories where significant work on NREN development is required.

Recruitment of Team of Experts to Support the Development of National Research and Education Networks through the Caribbean Knowledge and Learning Network - ACP Connect

Page 7 of 8

deliverables, reports, and other supporting documents necessary for the execution of the contract. The programme manager will validate within 5 working days.

2. **Draft Final Report** (of maximum 30 pages, main text, excluding annexes) that provides a summary of the key findings from the assignment and outcomes of the respective workshops.

This report will include an analysis of the background information gathered and the description of the methodology used and an inclusion of the following as stand-alone annexes:

- a. Detailed **Business and Operational Plans** for each NREN listed in §2.3 (i)
- b. Respective **Reports on Capacity Building Workshops** listed in §2.3 (ii)
- c. **Report on Development of Communities of Interest within Caribbean NRENs** including list of priority themes, interested individual/institutions, and plans of action for each priority theme.

3. **Final Report** that incorporates the comments from the relevant stakeholders on the Draft Final Report including any revisions requested and it will be validated within 10 working days.

The specific content of the report shall be agreed to between the consultants, the beneficiary of this contract (CKLN), the ACP Secretariat and the EC. The experts will liaise with DEVCO E5 which will act as the Contracting Authority for and on behalf of the ACP Secretariat.

5.2 Language

All reports prepared and other documents prepared under the assignment should be in English.

5.3 Submission/comments timing

” Telecommunication and Information Technology” in ACP funded by the European Commission.

Report Time of Submission

Inception Report Two weeks after the start of the assignment

Draft Final Report

To be submitted by 30 days after the workshop in Jamaica.

Final Report

To be submitted by 30 days from the submission of the draft.

5.4 Number of report(s) copies

The consultant shall submit four (4) hard copies and four (4) electronic copies of the final report within 14 working days of the date of validation of the final report. All electronic copies shall be submitted on optical media.

6. ADMINISTRATIVE INFORMATION

6.1 Interviews

Phone interviews of potential candidates might be conducted in order to evaluate candidates' expertise.

6.2 Language of the specific contract

The language of the specific contract is English.

Recruitment of Team of Experts to Support the Development of National Research and Education Networks through the Caribbean Knowledge and Learning Network - ACP Connect

Page 8 of 8

6.3 Other authorized items to foresee under 'Reimbursable'

Only the travels (economy class tickets) and per diem costs can be included in the consultant's financial offer as reimbursable costs and are the only reimbursable costs. No other fees will be reimbursed.

6.3 Tax and VAT arrangements

On the grounds of the Specific Council Regulations governing the EC External Aid programme, VAT and other taxes and duties are excluded from this contract.

6.4 Other

The present contract is a global price contract.

The Caribbean Knowledge and Learning Network will make available to the consultant all relevant documents that are in its possession and the contact information on potential interviewees.

The Contractor will make available appropriate management and backstopping mechanisms, quality control systems, secretariat, and any other support staff (editors, proof readers etc.) that it considers necessary in order to implement the Contract. The support team will provide all necessary logistical support both prior and during the assignment to allow experts to concentrate on their primary responsibilities.

Regarding the specific assignment, secretariat/office renting costs both in Headquarters and during field missions, which may include rental, communications (fax, phone, mail, internet, courier etc.), report production, and secretarial services both in the Contractor's home office and during field missions are considered an overhead included within the fee rates of experts.

Experts shall be fully equipped with portable computers, necessary software, and portable printer including paper necessary for printing reports and other documentation.