



COUNTRY: KENYA
PROJECT: KENYA DIGITAL ECONOMY ACCELERATION PROJECT (KDEAP)
IMPLEMENTING AGENCY: Information and Communications Technology Authority (ICTA)
PROJECT ID: P170941; Credit Numbers 7289-KE and 7290-KE

TERMS OF REFERENCE FOR:

**Broadband Access Gap Study for the Unserved and Under Served Population
(Consultancy Firm)**

Contract No: KE-ICTA-396381-CS-QCBS

Transmission Date: 6th March 2024

Closing Date: 27th March 2024

Time: 10:00AM EAT

Client:

The Chief Executive Officer,
ICT Authority
Telposta Towers 12th Floor, Kenyatta Ave
PO Box 27150 - 00100 Nairobi Kenya
Tel: +254 20 2089061/ 2211960 Fax: +254 20 2211960
Email: procurement@ict.go.ke , info@icta.go.ke
Website: www.icta.go.ke

Broadband Access Gap Study for the Unserved and Underserved Population (Consulting Firm)

1.0 Background

The Government of the Republic of Kenya (GoK) has received financing in the amount equivalent to US\$390 Million equivalent from the World Bank towards the cost of the first phase of the Kenya Digital Economy Acceleration Project and it intends to apply part of the proceeds to payments for goods, works, non-consulting services and consulting services to be procured under this project.

The project will include the following components.

1.1 Component 1: Digital Infrastructure and Services-The aim of this component is to increase access to high-speed internet for individuals, industry, and government—the ‘foundation of the foundations’ of a digital economy and strengthen Kenya’s role as regional digital leader—while leveraging investments from the private sector

1.2 Component 2. Digital Government and Services- This component will invest in the foundational digital services, platforms, architectures, and policies needed to transform the way the Government communicates and conducts its internal operations.

1.3 Component 3. Digital Skills and Markets- This component aims to equip young Kenyans with digital skills and strengthen their abilities to access and compete in domestic and regional markets through supporting skills development, to study mechanisms to improve access to affordable devices and through enhancing the enabling environment for e-commerce to support Kenya’s role as a regional digital hub.

1.4 Component 4. Project Management- This component will support project implementation, coordination, for the Project Implementation Unit (PIU) within ICTA and capacity building.

1.5 Component 5: Contingent Emergency Response Components-This component will be activated in the event of an emergency.

The Gok intends to apply a portion of the proceeds of the Credit to cover activities under sub-component 1.4 (Strengthening the Digital Enabling Environment) for a study of the role that Community Networks may play in extending universal access in Kenya.

The project aims to accelerate digital transformation at the regional level focusing on critical digital enablers that ‘future-proof’ economic growth and leveraging Kenya’s leadership role in the region to facilitate the adoption and implementation of regionally harmonized frameworks for digital integration.

2.0 OBJECTIVE(S) OF THE ASSIGNMENT

The objective of this consultancy is to define a model for Community Network (CNs), including their establishment and operation, and to identify areas of the country that would potentially require support to establish Community Networks to facilitate access to high-quality and affordable broadband services.

3.0 SCOPE OF THE CONSULTING SERVICES AND SPECIFIC TASKS

3.1 General Scope

The scope of services covers the following counties:

- | | |
|--------------------|------------------|
| 1. Turkana | 12. Tana River |
| 2. West Pokot | 13. Lamu |
| 3. Baringo | 14. Kilifi |
| 4. Elgeyo-Marakwet | 15. Kwale |
| 5. Samburu | 16. Kitui |
| 6. Marsabit | 17. Makueni |
| 7. Laikipia | 18. Kajiado |
| 8. Isiolo | 19. Narok |
| 9. Garissa | 20. Nairobi City |
| 10. Wajir | 21. Mombasa City |
| 11. Mandera | 22. Kisumu City |
| | 23. Nakuru City |

3.2 General Specific Tasks

- 1) Undertake a feasibility study on the case for Community Networks (CNs) in bridging the connectivity divide in Kenya.

The consultant will be required to formulate tailored and sustainable models for CNs to develop in unserved and underserved regions. This is to be achieved through a comprehensive assessment of existing entities, both licensed and unlicensed, analyzing establishment, innovation, sustainability, and operating models, and benchmarking these against successful global, regional, and local case studies. The study should also include the unique challenges and opportunities for these models in the country and recommendations on support areas for the Universal Service Fund (USF).

- 2) Design a Capacity building programme

The consultant will be required to design and develop effective capacity-building initiatives specifically tailored to meet the unique needs of CNs, and the communities and entities that host them, with a primary focus on creating comprehensive programs to strengthen their technical, operational, governance, and sustainability capabilities. The aim will be to equip them with the necessary skills, knowledge, and resources to enhance their operational efficiency, foster community engagement and innovation, and ensure sustainable growth and development.

- 3) Define a model Community Network and selection criteria for support

Seek to understand the cost drivers for CNs in unserved and underserved communities, and propose sustainable business models. Develop comprehensive and well-defined criteria for the selection of communities eligible to receive assistance and financial support for establishing and sustaining CNs. This should look at various factors that impact internet connectivity, job creation, promoting equity and equality and accessibility. Identify, in order of priority, areas of the country (in both rural and deprived urban areas) that would require support to establish Community Networks.

4.0 DURATION AND LOCATION OF THE ASSIGNMENT

The duration of the assignment shall be up to 13 months from contract signature date.

5.0 REPORTING REQUIREMENTS, TIMELINES FOR EXPECTED DELIVERABLES AND PAYMENT SCHEDULE

The consultant shall submit the reports as detailed in Table 1 below.

Table 1: Reporting requirements and timelines for deliverables/outputs

Outputs	Description of output	Timeline for submission of output after contract commencement	Number and Format of reports presentation
Inception Report	Detailed plan with approach for carrying out the tasks outlined, including work-plan.	Within 1 month of contract commencement date	4 hard copies and a digital copy
Report on a Model Community Network and stakeholder workshop	<ul style="list-style-type: none"> i. Undertake assessment of existing CNs in Kenya, looking at their establishment, business models, operating model and challenges. ii. Undertake benchmarking with successfully identified global, regional and local models. iii. Design a sustainable Community Network model. iv. Facilitate a workshop with relevant stakeholders to provide input to the report. 	Within 6 months of contract commencement date	4 hard copies and a digital copy
Capacity building	Design capacity building initiatives to both existing	Within 6 months of contract	4 hard copies and a digital copy

framework for Community Networks	and new CNs in order to support sustainable establishment and growth of Community Networks	commencement date	
Report on priority areas to be supported to establish Community Networks and stakeholder consultation workshop	<ul style="list-style-type: none"> i. Identify broadband access gaps within the identified scope ii. Define selection criteria for beneficiary communities and undertake programme design to support establishment of Community Networks. iii. Facilitate a second workshop with relevant stakeholders to provide input on the report. 	Within 13 months of contract commencement date	4 hard copies and a digital copy

All draft and final reports (in specified formats and copies) shall be submitted in the prescribed format to:

The Chief Executive Officer,
ICT Authority
Telposta Towers 12th Floor, Kenyatta Ave
PO Box 27150 – 00100
Nairobi Kenya
Tel: +254 20 2089061/ 2211960 Fax: +254 20 2211960
Email: procurement@ict.go.ke , info@icta.go.ke
Website: www.icta.go.ke

Attention:
The Project Coordinator
KDEAP

And additional four (4) hard copies and a digital copy of each required deliverable to the address below:

Director General

Communications Authority of Kenya
CA Centre, along Waiyaki Way
P. O. Box 14448
Nairobi 00800, Kenya
Email: dg@ca.go.ke
Tel: 0703 042 000

Upon submission of every report, the consultant is expected to make a presentation of the submitted report to the Client in a scheduled meeting. The acceptance of the report shall be recorded in the minutes of the meeting.

6.0 PAYMENT SCHEDULE

The proposed payment schedules based on satisfactory performance of the contract which will be negotiated with the successful consultant will be as presented in Table 2 below.

Table 2: Proposed payment schedule

S/No.	Deliverables	Timelines after contract commencement	Percentage of the contract amount
1.	Submission and Acceptance of Inception report	1 month	10%
2.	Submission and Acceptance of Report on a Model Community Network and stakeholder workshop	6 months	30%
3.	Submission and Acceptance of Capacity building framework for Community Networks	6 months	20%
4.	Submission and Acceptance of Report on priority areas to be supported to establish Community Networks and stakeholder consultation workshop	13 months	40%

Upon submission of every report, the consultant is expected to make a presentation of the submitted report to the Client in a scheduled meeting. The acceptance of the report shall be recorded in the minutes of the meeting.

7.0 MINIMUM REQUIREMENTS FOR CONSULTANT'S QUALIFICATIONS AND EXPERIENCE

The minimum requirements for the Consultant's qualifications and experience is as follows:

- 1) **Core business and years in business:** The firm shall be registered/incorporated as a consulting firm with core business in on Telecoms, Digital Access Advisory and Research projects for a period of at least five (5) years.
- 2) **Relevant experience:** The firm shall demonstrate having successfully executed at least two (2) assignments of similar nature and complexity in the last five (5) years. Details of the assignments (-Name and address of the client, scope, value, and period) should be provided
- 3) **Technical and managerial capability of the firm:** The firm shall demonstrate as having the requisite technical capacity and managerial capacity to undertake the assignment in the submitted company profile(s).

8.0 TEAM COMPOSITION AND MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS FOR THE KEY EXPERTS

The Consultants shall be well qualified and experienced professionals as required and appropriate for completion of the exercise. They should possess necessary resources to undertake services of such nature including equipment and software required to execute the assignment. The key professionals/expert shall personally carry out (with assistance of other non-key experts and staff deemed appropriate) the services as described in this TOR. The key experts to be provided by the Consultants for this assignment are as follows: -

a. Team Leader

- i. At least a master's degree in telecommunications/ electrical/ electronics/ social sciences, or a related discipline, from a recognized university. Attach a copy of Academic Certificate;
- ii. Minimum ten (10) years of demonstrable experience providing advisory/consultancy services on Telecoms, Digital Access Advisory and

Research projects.

- iii. Specific five (5) years experience in undertaking studies and delivering capacity building programmes within the ICT space in Kenya. Provide a signed Curriculum Vita indicating the name of the client and contact person where the assignment on ICT studies and digital skilling was undertaken.

b. Legal, Policy and Regulatory Expert

- i. A Law degree from a recognized University.
- ii. At least eight (8) years demonstrable experience providing advisory/consultancy services on Telecoms, Digital Access Advisory and Research projects.

c. Economics /Business expert

- i. An Economics/Commerce/related business degree from a recognized University.
- ii. At least eight (8) years demonstrable experience providing advisory/consultancy services on Telecoms, Digital Access Advisory and Research projects. Attach copy of academic certificate and duly signed Curriculum Vitae).
- iii. Specific three (3) experience developing cost models. Provide signed Curriculum Vitae indicating the name of the client and contact person where the assignment was undertaken.

d. Community Network Expert/ Telecommunications Expert

- i. A degree in Electrical/Telecommunications /Computer Science degree from a recognized University.
- ii. Atleast six (6) years providing advisory/consultancy services on Telecoms, Network Design, Digital Access Advisory and Research projects. Provide a signed Curriculum Vitae
- iii. Five (5) years demonstrable experience in the design, establishment and supporting community networks in Africa.

e. Digital Skills and Innovation expert

- i. A Degree in Education / Engineering / Social Sciences/ Finance, or a related field, from a recognized University.
- ii. At least eight (8) years demonstrable experience delivering digital skilling programmes in Kenya within the ICT/education sector.

f. Digital Mapping Expert

- i. A Degree in Geography / Cartography / GIS, or a related field, from a recognized university
- ii. Five (5) years experience developing and managing Geographical information Systems with a degree Provide signed Curriculum Vitae indicating the name of the client and contact person where the assignment was undertaken.

9.0 ESTIMATED TIME INPUTS FOR KEY EXPERTS

The number of key experts and the estimated time input for each key expert for the assignment are presented in Table 3.

Table 3: Estimated Time Inputs for Key Experts

S/No	Key and support Staff	No	Estimated Time Input (staff-months)
1)	Team leader	1	13
2)	Legal, Policy and Regulatory expert	1	7
3)	Economics /Business Expert	1	8
4)	Community Network Expert/ Telecommunications Expert	1	13
5)	Digital Skills/Innovation Expert	1	8
6)	Digital mapping expert	1	7
Total		6	56

10.0 RESPONSIBILITIES OF THE CLIENT

The consultant shall be contracted by the ICT Authority on behalf of the Communications Authority of Kenya. The consultant must ensure that the tasks identified above are performed in a result-oriented manner with the sole objective of achieving outputs and outcomes expected from the assignment as has been described in the details above. The consultancy is encouraged to utilize local expertise as appropriate.

CA shall provide the following to the best of its ability:

- 1) Available data, studies and literature considered relevant for accomplishing identified tasks;

- 2) Access to key officials within the relevant Ministries, agencies and relevant industry key players including operators, regulators and/or any others as applicable;
- 3) Help convene key stakeholders and support cooperation with the Government of Kenya and other organizations whose activities and programs may be considered relevant to this project, to enable the consultants to have access to the information necessary to carry out their work program;
- 4) Provide timely feedback on deliverables.

11.0 RESPONSIBILITIES OF THE CONSULTANT

The Consultant shall be responsible for the provision of all the necessary resources to carry out the services such as international travel, project transportation for visits in counties, subsistence allowances, accommodation, information technology, and means for communications, reporting materials, insurance and any other required resources. The consultant is expected to undertake activities that will ensure that outputs are consistent with the professional and legal requirements. All outputs will be presented using modern techniques/technology, including provision of digital maps. It is also required that the report and its recommendations are generated through a consultative process that guarantees authenticity and ownership.