

**FEDERAL REPUBLIC OF NIGERIA**  
**NIGERIA DIGITAL IDENTIFICATION FOR DEVELOPMENT PROJECT**  
**TERMS OF REFERENCE**  
**PROJECT IMPLEMENTATION UNIT COORDINATOR**

**1. BACKGROUND**

Of the 187 million living in Africa’s most populous country, only about 30% have had their births registered - this figure drops to 19% in rural areas and to 7% within the poorest quintile of the population. Less than 50% of residents have any form of ID card, whilst only 9% of individuals have a national ID number (NIN). Based on the Global index Survey<sup>1</sup> results of 2018, 33% of those who do not have ID cite that it is too difficult to obtain, whilst approximately 20% cite a lack of supporting documentation.

Nigeria hosts a fragmented ID landscape which incurs significant costs on the Federal Government (FGN). Over 13 government agencies (National Identity Management Commission, National Population Commission, Central Bank of Nigeria, Independent National Electoral Commission, Nigerian Communications Commission and others) and at least 3 state agencies offer ID services in Nigeria. Many of these agencies, capture biometrics and issue ID cards independently without data links with other systems, resulting in duplication and sub-optimal utilization of scarce resources.

The FGN has indicated a strong desire to harmonize the existing identification ecosystem towards developing a foundational identification platform which can be leveraged to improve service delivery. Based on completion of an initial identification ecosystem diagnostic in July 2016, the Vice President convened a workshop of all identification stakeholders in December 2016 which confirmed the need to develop a Strategic Roadmap<sup>2</sup> charting the way forward. The Strategic Roadmap was then prepared with the support of the World Bank Group, and highlighted the need for a minimalist, foundational, and eco-system-based approach to identification in the country. The Roadmap was endorsed by the Harmonization Committee at a second Vice Presidential Level Workshop attended by over 200+ identification stakeholders on January 31, 2018; the group moved to submit the Roadmap to the Federal Executive Council for final government endorsement.

Consequently, the FGN applied for a credit from the World Bank and intends to apply part of the proceeds of the credit to increase the number of persons in Nigeria who have government-recognized proof of unique identity that enables them to access services. The project will be implemented by the Presidency through a dedicated Project Implementation Unit in the National Identity Management Commission (NIMC) based in Abuja, Nigeria.

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<sup>1</sup> World Bank Global Financial Inclusion (Global Findex) Database

<sup>2</sup> A Strategic Roadmap for Developing Digital Identification in Nigeria: Draft Report for Review, June 2017

NIMC, supported by its dedicated internal PIU created and staffed to implement the Project, will be responsible for day-to-day management of ID4D project implementation and the implementation of Component 2: Establishing a robust and reliable foundational ID system, Component 3: Enabling access to services through IDs, and Component 4: Project management.

A Coordinator for the PIU is one of the key position to be competitively recruited.

## **2. OBJECTIVES OF THE ASSIGNMENT**

The objective of the Coordinator is to manage the Project Implementation Unit (PIU) and coordinate all teams involved in the duties of the PIU as well as relate to other stakeholders in the ID4D Project in accordance with the regulations of the FGN, its policies and guidelines as agreed with the World Bank and other partners.

The Coordinator will be accountable and report directly to the DG NIMC and to the Steering Committee, cooperating with other PIU and SU members, implementing agencies, and relevant stakeholders.

## **3. SCOPE OF SERVICES**

The main scope of work for the PIU Coordinator shall be to:

- a) Manage the PIU and provide effective support in the development and implementation of the project with regards to establishing a robust and reliable foundational ID system; enabling access to services through IDs; and project management of the ID4D project;
- b) Ensure project implementation is aligned with FGN policies and guidelines as agreed by the Steering Committee and the agreement with funding partners;
- c) Monitor project implementation activities and update the Project Plan when necessary to ensure project implementation activities timeline are met, documentations properly articulated, reviewed and signed-off, stakeholder's involvement and participation sought at all stages.
- d) Participate, coordinate and manage the setup and running of project implementation unit in NIMC under the Ecosystem Institutional and governance arrangement.
- e) Oversee and facilitate the implementation of all procurement activities as contained in the procurement plan.
- f) Oversee and coordinate the procurement proceeds in relation to ensuring all guidelines and regulations are adhered and complied with; and obtaining World Bank's No Objection.
- g) Liaise with the relevant members of the PIU to ensure timely delivery of all tasks and assignments and to ensuring all set targets and timelines are met.
- h) Ensuring accurate and timely submission of quarterly and annual activity progress reports, financial reports and forms to the ID4D Steering Committee and WB;
- i) Ensure collection of data and conduct of monitoring and evaluation activities with participation of partners of ID4D Ecosystems;

- j) Monitoring project funds, approving project disbursements according to the Workplan (WP) and liaise with partners of Identity Ecosystem on budgetary changes if required;
- k) Establishing operating arrangements for financial management and accountability, including ensuring all supporting documents are maintained and an orderly filing system is in place regarding partners of the Identity Ecosystems;
- l) Leading the preparation of the Annual Review Meeting of the WP with support and participation of MOF;
- m) Ensuring operational and financial closure of the WP according to agreed procedures at year end;
- n) Carry out any other task/duties that may be assigned by the DG NIMC, and the Steering Committee, considered relevant for the delivery of all project preparation activities.

#### **4. REPORTING, LOCATION AND TIME SCHEDULES**

The PIU Coordinator will report to the DG NIMC in Abuja.

The commencement of the services shall come into force and effect on the date (the “Effective Date”) of the Client’s notice instructing the Coordinator to begin carrying out the services.

#### **5. QUALIFICATIONS**

The PIU Coordinator shall have the following minimum educational qualifications and experience:

- a) Master’s degree in Engineering, Computer Sciences, Social Sciences, Business Admin or related field (e.g. Project Management, Policy Development, Monitoring and Evaluation, Statistics, and Economics,);
- b) At least 12 years of professional experience in Program Management;
- c) At least 5 years of experience in working for any international donor-funded program;
- d) Demonstrated experience in designing and managing systems with similar projects involving multiple partner institutions;
- e) Demonstrated experience in training or building capacity of implementing institutions;
- f) Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills;
- g) Good analytical skills and use of computer.

#### **6. FACILITIES AND INFORMATION TO BE PROVIDED BY THE PROJECT**

Adequate office space, with furniture and internet facilities, shall be assigned to the Coordinator. For all field related assignments, the project shall provide a vehicle for local transportation.

#### **7. ESTIMATED EFFORT LEVEL AND DURATION OF THE ASSIGNMENT**

The duration of the assignment is initially for 12 months but will renewed subsequently on an annual basis subject to satisfactory performance. The contract type is Time Based.