

Terms of reference

Advisory Committee for the design and implementation of the National School of Community Networks at Nigeria

0. Background

The work of this Advisory Committee is being conducted within the framework of the project "Connecting the unconnected: Supporting Community-Led Approaches to Addressing the Digital Divide¹" which is being implemented between 2020 – 2023 in five countries: South Africa, Brazil, Indonesia, Kenya and Nigeria. The key objectives of the project are to strengthen the relationships between community networks, public policy advocacy, technology development and appropriation, and the participation of women and other genders in local connectivity projects. This is articulated through work packages that aim to achieve specific objectives in each of these areas. In particular, the Advisory Committee is framed within the actions of Work Package 2 (WP2) - Training and Mentoring.

The project is coordinated globally by the Association for Progressive Communications (APC) and Rhizomatica Communications, with the financial support of the United Kingdom government's Digital Access Programme. In Nigeria, the project is implemented by CITAD.

The objective of the Advisory Committee is to design and support the development of a capacity building (or training) programme for the creation, maintenance, operation and consolidation of community networks in Nigeria.

Specifically, the goal of this work package in the project will be the training of at least three members of at least seven micro-organisations selected by [CITAD] (a total of 21 people per country), in a period from the beginning of the training programme until March 2023. Included the training are technical, social, economic and other topics that are defined as important for the development of community networks in Nigeria.

The methodology used for this process is based on Participatory Action Research (PAR) phases, where the starting point is the communities' context to which the training is directed: the ways of sharing knowledge and experiences, and the social, economic,

cultural, and political characteristics, etc.²

The activities of the advisory committee will be divided into two phases from now until March 2022, each one with a different deliverable:

- Programme design period
 - From March 28, 2021 to SIX MONTHS AFTER THE FIRST MEETING
 - Deliverable 1: Training programme protocol/collective work plan.
 - Responsible for the coordination of the deliverable: Convener.

- Programme implementation advisory period
 - From March 28, 2021 to March 2022.
 - Deliverable 2: Activity Summary Report of the School, with recommendations for improvement for future editions, developed from the beginning of the training programme until March 2022.
 - Responsible for the coordination of the deliverable: School Coordinator.

The Advisory Committee will be composed of up to 20 representatives from the micro-organisations, or communities, to which the support will be directed. It will also include specialists in social, economic, technological, training, political and cultural fields, directly linked to community networks or media, or to the context in which the training will take place. This is to enable understanding of the challenges, needs and opportunities from diverse perspectives, and to shape a training programme that is relevant and valuable.

1. Role and purpose of the Advisory Committee for the design and implementation of the National School of Community Networks

The Advisory Committee has primarily a consultative role, with the main objective of guiding CITAD in certain issues around the design and implementation of the National School of Community Networks in Nigeria. The Advisory Committee will ensure cohesiveness, provide direct inputs and advice on specific topics or expertise to the training programme.

2. Term

These Terms of Reference are effective for the period from the March 28, 2021 to March 2022, as stated in the letter of commitment.

3. Membership

The advisory committee will comprise of one institutional representative from each of the following organisations and individuals from other organizations (on their personal capacities):

1-Seyi Johnson From Kafanchan Community networks,

2-Engineer Salisu Kaka From National Information Technology and Development Agency NITDA (personal capacity)

3-Dr Suwaiba Yakubu Jibrin from Action Aid (personal capacity)

4-Dr Zaheed Mahmud Network Infrastructure Administrator from NCC (personal capacity)

5-Mrs. Edith Udeagu From NIRA Nigeria (personal capacity)

6- Engineer Rabi Haruna Former regional Engineering Lead, MTN (personal capacity)

7-Danlamin Modu Publisher, Newsdairy online, Abuja Journalist (personal capacity)

8-Nana Hauwa Sule From Daily Trust (personal capacity)

9-Mrs. Mary Uduma Chair, West African IGF, former Director at NCC Gender, (personal capacity)

10-Dr Amina Salihu From Mark Arthur Foundation (personal capacity)

11-Said Babawuro From Jama'are Community

12-Comrade Yusuf Sani Ustaz From Itas Community

13-Sani Yakubu From Bwari Psepa Community

14- Aisha Sarkin Muhammad From Zobada Women Cooperative Society Leleyi

15-Alhaji Idi from Jama'are Community

16-Ahmed Isah Jama'are from Jama'are Micro organization

17-Isah Adamu From Jama'are Micro organization

18-Mr Shuaibu Sawode From NCC
(personal capacity)

19-Musa Bashir From kilankwa Micro organization

20- Sani Mu'az from BUK
(personal capacity)

21-Yusuf Shuaibu From Leleyi II Community

4. Roles and responsibilities of the Advisory Committee

Based on the experience, knowledge and expertise of each member, the Committee will be responsible for:

- Providing guidance and direction to the project in general through participation in meetings and direct advice to the team who will coordinate the training programme,

- [NAME OF MESO ORGANISATION] during project implementation.
- To build from ongoing dialogue the answers to the questions and concerns that the project will raise during its execution.
 - Define the principles and values that guide and sustain the project.
 - Develop the general proposal for the National School of Community Networks (i.e. graduate profile, curricular design, methodology, contents, evaluation, etc.).
 - Seek the necessary alliances to carry out the project.
 - Meet periodically, in accordance with the agreed upon schedule or the decision taken at the first meeting, for making collective decisions and defining strategies to be followed.
 - Monitor the development of the project and the periodic evaluation of the activities being carried out.
 - If necessary, participate in the mentoring programme, through the delivery of workshops or in other activities for the implementation of the programme (in these cases, extra economic support will be assigned, depending on the type of task to be performed).
 - Support in other activities not mentioned in these ToRs, but that are defined by the committee itself for the successful design and implementation of the programme.

The actions of the Advisory Committee mentioned above will be aimed at producing Deliverable 1, namely, DEVELOPING A PROTOCOL OR WORK PLAN, which describes the operational aspects of the training programme. It is based on the analysis of the specific context of each country or region in which the programme will be implemented.

The Work Plan will include the following:

- Training needs linked to community networks in the communities targeted by the project.
- Pedagogical methodology that is the basis for the programme.
- Characteristics of the desired profile of the graduate at the end of the programme.
- The contents (syllabus) of the programme and their organisation in modules or courses.
- Definitions of whether the programme will be carried out face-to-face, virtual or hybrid.
- Basis of the call and selection process of participants.
- Selection and/or creation of necessary training materials.
- The forms and mechanisms for the evaluation of programme participants.
- Spaces and times in which the first edition of the training programme will be developed.
- Workshop facilitators who will teach each of the modules in the first edition of the programme.

What the project envisages is that the advisory committee and Convener have collective responsibility and oversight over the advisory committee contributions to the deliverables.

5. Persons to support and coordinate the work of the Advisory Committee

The convener, designated by CITAD, will be the person responsible for convening each meeting of the Committee, as well as presenting to all members reports and progress reports, and prepare a first draft and make any necessary corrections subsequent to the Protocol/work plan for the implementation of the programme. The convener of this advisory group will be [NAME OF THE CONVENER].

The School Coordinator, designated by CITAD with the approval of the Advisory Committee, will be the person who coordinates the implementation of the training programme based on the protocol/work plan designed by the Committee. His/Her functions will include: convening training participants, trainers and Advisory Committee members in the meetings, to conduct the modules or courses for which they are required, coordinate the logistics and academic development of each of the modules or courses, prepare the reports of the activities carried out and complete the final evaluation report together with the Committee. Their functions will begin once the first deliverable, the protocol/work plan is presented to the Coordinator, and will end when the first edition of the training programme has been developed and the second deliverable, the Evaluation Report is submitted and approved.

6. Meetings

To support the above roles and responsibilities, the advisory committee will meet online (and, if possible, in person), at least once a month for the duration of the project, according to the time and modality collectively decided at the first committee meeting.

7. Privacy, publications and media:

Committee members' input will be treated with respect and they will acknowledge people's privacy preferences. Any publications, photograph, recording or media regarding this Committee, whether developed by [CITAD], or anyone else, will first be shared with Committee members and will require consent before it is shared publicly.

8. Remuneration and expenses

Each member in the advisory committee will receive a fixed contribution that will cover for participation in the committee in the amount of **USD 500** for the project duration. Payment will be made twice, upon presentation of each of the two collective deliverables (60% payment on the first deliverable and 40% on the second deliverable).

9. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Convenor and Advisory Committee members.

Advisory Committee coordination:

For any queries regarding the Committee contact:

- Harira Wakili (harira@citad.org, 07031225148) and Suhail Sani (suhail@citad.org and 08065392359)