East African Internet Governance Forum

Opening the internet governance debate in East Africa:
Thinking Globally, Acting Locally

TERMS OF REFERENCE (TORs) - Logistics

Objectives of the Consultancy

The objective of this consultancy is to secure the services of a consultant who will work with the national consultants to organise and facilitate a three-day internet governance forum for East Africa in Nairobi, Kenya. The aim of the EAIGF is to mobilise stakeholders in the region to discuss key issues around IG with the aim of identifying priority areas for the region that will feed into the global process.

The consultant will be expected to assist the regional working group to carefully plan the logistics of the Forum including meeting facilitation, venue preparation, equipment hire, travel coordination, among other tasks that will assist with meeting the objectives of this initiative.

Scope of the Consultancy

The consultant as described in this ToR will provide services to the East African ICT4D Network through its host KICTANet under the CECEWA framework and ensure that the meeting objectives are achieved.

The consultant is expected to plan, deliver and facilitate the Regional IGF on 10th – 12th November **2008.** For the purpose of communication and information exchange, the consultant is expected to report on the progress to the Regional working group.

4. Tasks & responsibilities: The tasks and responsibilities of the consultant under these Terms of Reference include:

i)   Organise the workshop and all logistical arrangements associated with this task, which include but not limited to: booking the venue, publicity of the event, sending invitations, coordinate travel and ensuring that key internet governance stakeholders attend.

ii)   In collaboration with the regional working group develop an agenda and programme for the 3 day forum

iii)   Assist the national level consultants in Kenya, Uganda, Rwanda and Tanzania to produce their national IG meeting reports highlighting the key IG issues, capacity needs, and recommendations to the regional and global IGF

iv)   Organising and participating in all EAIGF planning meetings

v)   Providing weekly updates on progress

5. Expected results and deliverables

The results to be delivered by the consultancy:

- Coordinating National Level IG meeting reports (ensure reports cover key issues, recommendations and capacity needs)
- Organising the East African Internet Governance Forum scheduled to take place on 10-13 November 2008 in Nairobi, Kenya.
- Ensuring that there is stakeholder (private sector, civil society, government, international partners, academia) participation in the regional IG forum
- Ensuring key speakers are contacted on time
- Ensuring media coverage of the event
- A report of the EAIGF meeting highlighting key recommendations to be submitted to the global IGF and to be taken up by the regional scholar programme

Completion of tasks assigned against the TORs and deliverables mentioned above will be the primary measure by which the contractor will be deemed to have executed their responsibilities under this contract

Reporting

You will work closely with the EAICT4D network coordinator, Harry Hare and shall report to the KICTANet coordinator Alice Munyua or any other person appointed by KICTANet to play the role of providing guidance and support.

TIMELINE AND CONTRACT DURATION

The contract will be in effect from 1st October – 30th November 2008