REQUEST FOR THE EXPRESSION OF INTEREST

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1.0   ABOUT AFRILABS

AfriLabs is a pan-African organization that supports over 400 Innovation Centers across 53 African countries to unlock Africa's vast potential and drive sustainable economic growth through investment, innovation, technology, and entrepreneurship.

2.0   INVITATION TO SUBMIT
2.1   Request for Independent Reviewer - Intel Community Reach Programme.

AfriLabs is requesting expressions of interest from reputable reviewers across Africa to apply and register with the organization to provide services of independent reviewers for the intel community reach programme.

AfriLabs welcomes Expression of Interest (EOIs) from interested parties for this service. EOIs must be submitted following this document and all guidelines must be followed to submit a conforming EOI.

All submissions must meet the requirements in this document to be deemed conforming under the selections category in the Expression of Interest process.

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All individuals or organizations existing or not previously registered with AfriLabs will be required to fill out the Request for Information Form attached and are welcome to submit/resubmit their Expression of Interest.

Through the expression of interest received, a prequalification session is conducted and qualified consultants will be on-boarded to the organization's database.

3.0 STANDARD CONDITIONS OF INVITATION

The following standard conditions apply to this Expression of Interest Application

3.1 General Conditions

★ All applicants acknowledge that AfriLabs retains the right to accept or reject proposals.
★ Any cost incurred by applicants for the creation of their Expression of Interest must be borne by the applicant. Hence, AfriLabs will not be responsible for any expenses whatsoever.
★ No legal or other obligations shall arise between any applicant and AfriLabs until formal documentation has been signed.

3.2 Conflict of interest.

★ Any conflicts of interest must be identified and written documentation provided explaining the conflict of interest in detail; at the time of lodgement of this EOI.
★ If the conflict of interests is not disclosed and discovered at a later date, AfriLabs retails the right to cancel the contract with the approved applicant.

4.0 THE PROCESS

1. Open Invitation to submit an Expression of Interest.
2. 2 weeks timeline for applicants to submit applications.
3. Expression of interest closes on the 9th June 2024.
4. All applicants are notified of applications received.
5. Applications assessed.
6. The shortlist will be generated for suitable applicants.
7. Unsuccessful applicants notified.
8. Successful shortlisted applicants notified.

5.0 Objective of the Review Process:

The objective of this independent review process is to assess and evaluate applications submitted for the Intel Community Reach Program. The review aims to identify projects that effectively utilize Artificial Intelligence (AI) and/or broadband connectivity to address social challenges in underserved areas within member states of the African Union, particularly

focusing on education, healthcare, agriculture, environmental services, fintech solutions, and digital skills readiness.

6.0   Scope of Work:

The scope of this review process includes evaluating the eligibility, design, feasibility, sustainability, and potential impact of project proposals submitted to the Intel Community Reach Program. Reviewers will assess each application based on predefined criteria, ensuring alignment with the program's objectives and priorities.

7.0   Shortlist and Selection Process for Applications:

The screening of applicants will involve a 5-step process with the following activities:-

- Screening Questions: A review of answers to 12 "YES" or "NO" questions that the applicants have submitted. The questions cover basic minimum requirements for an applicant to proceed to the next stage such as how legal the project is, availability of a project budget, sustainability plan, monitoring and evaluation framework, among others. Only applicants who will have answered "YES" to the screening questions will progress to the next stage.

- Evaluation Round (Top 25 Applicants): This evaluation round of the proposal will involve using a scorecard to measure and score the applications/projects submitted based on the evaluation criteria highlighted in criteria (N0.4). After evaluating all the applications/projects submitted, reviewers will select/shortlist top 25 applicants to be shared with the Intel team for further review. This process will run from 10th to 24th June 2024 (2 weeks).

- Selection of Top 10 Applicants by Intel: Intel will further review the top 25 applications shortlisted by the independent reviewers and provide feedback and recommendations. From the 25 applications, the top 10 will be selected to progress to the next stage. The review and selection process will run from 25th June to 9th July, 2024 (2 weeks).

- Feedback to 15 Unsuccessful Applicants: Thereafter, AfriLabs will also reach out to the 15 unsuccessful applicants from the pool of 25 and also share Intel's feedback on how they can improve their projects/ideas beyond the program. This process will take place from 10th July to 17th July, 2024 (1 week).

- Revised Submissions by Top 10 Applicants: Based on the feedback provided, the shortlisted 10 applicants will make relevant adjustments to their projects and then re-submit to Intel for a final review. The applicants will be given a period of 3 weeks to adjust and submit their projects (from 18th July to 8th August).

- Review and Selection from the Revised Submissions: Finally, Intel with the support of independent reviewers will review the adjustments made on the submissions of the top 10 applicants and select 3 to 5 applications that will receive further technical and financial support. This will run from 9th to 16th August 2024 (2 weeks).

8.0 Evaluation Criteria for Applications:

Reviewers will evaluate applications based on the following criteria, each with a total score of 25%:

- Project Design: The project design must provide a clear and detailed description, outlining the project parameters and intended impact. This includes defining the problem statement with consideration for the local context, ensuring the project is SMART (Specific, Measurable, Achievable, Realistic, Time-bound), and demonstrating a replicable grassroots approach to overcoming connectivity barriers within the community. Additionally, the design should establish parameters for meaningful community engagement, incorporating elements such as social impact descriptions and community support letters.

- Project Impact: The project impact assessment should focus on the reception of the project within the targeted community, evaluating its potential for sustained impact. This involves quantifying the number of individuals affected by the solution, categorized as low, mid, or high impact. Additionally, the assessment should identify broader outcomes such as job creation, digital skills enhancement, or educational advancements. A robust monitoring and evaluation framework must be established to track progress, identify challenges, and measure success metrics effectively.

- Project Sustainability: The project must have a robust funding model with diverse sources like grants and partnerships, ensuring long-term financial sustainability. If it addresses a governmental policy challenge, it should align with policy goals to enhance credibility and funding opportunities.

- Project Feasibility: To ensure project feasibility, the organization must demonstrate that it has the necessary technical and human resources, supported by a solid organizational structure and relevant experience. The solution should effectively remove or overcome barriers to connectivity, proving operational feasibility. A detailed budget must be provided, along with established internal accounting structures. Additionally, the organization should show a strong track record of efficiently using existing and previous resources, including funding and materials.

9.0 Confidentiality and Conflict of Interest:

Reviewers will be required to maintain confidentiality throughout the review process and disclose any potential conflicts of interest. Measures will be in place to ensure impartiality and fairness in the evaluation of applications.

10.0   Communication Protocol:

Communication among independent reviewers, Intel, AfriLabs and the applicants will be through emails and team meetings through formal platforms such as Google Meet, Zoom and MS Teams, among others. In certain cases where necessary, AfriLabs will act as an intermediary between Intel and the independent reviewers.

Routines for communication among the program stakeholders will be established after the initial meeting with the independent reviewers.

11.0   Quality Assurance:

Quality assurance measures, including peer review of evaluations and calibration sessions, will be implemented to maintain consistency and reliability in the review process.

12.0   Budget and Compensation:

A dedicated budget has been designated to compensate individuals or organizations looking to apply as independent reviewers. Those looking to apply should indicate their budget as this is an open bidding process.

13.0   Evaluation and Selection Criteria for Reviewers:

The evaluation and selection criteria for reviewers will cover the the following areas:-

- Professional Experience and Expertise: Reviewers should have relevant experience in AI/Deep Tech, broadband connectivity, social impact projects (education, healthcare, agriculture), project management, and business development, along with prior evaluation experience.
- Understanding of African context: A deep understanding of challenges in Africa and experience of working with the countries on the continent to implement similar programs.
- Proposed Approach and Methodology: A clear, structured approach to reviewing applications, including methods for objectivity and quality assurance.
- Budget and Pricing: Competitive, transparent pricing with justification with a detailed budget proposal.

14.0   Required Information/Documents for Submission:

Individuals and organizations looking to submit in their application for the opportunity should submit their documents with the information below:-
- A profile highlighting your relevant experience and expertise. This should also include case studies or examples of previous evaluations conducted.

- Detailed proposal outlining the approach and methodology for reviewing applications and examples of tools or frameworks previously used in evaluations.
- Detailed budget for the activity (reviewing applications) within the duration provided.

15.0   APPLICATION/SUBMISSION REQUIREMENTS

Interested vendors and/or consultants are required to submit the following documents where applicable:

I.   Filled Request for Information Form.
II.   CV/Resume, Portfolio, or Profile (alongside a LinkedIn account link) where applicable.
III.   Company Certificate (If the applicant is a company).
IV.   Company Registration Documents (C02 and C07) (If the applicant is a company).
V.   Tax Identification Number.
VI.   Showcase previous projects and clients in relevant sectors.
VII.   Submit CV and Information of qualified technical staff (where applicable).
VIII.   Means of Identification (International Passport or Driver's license)
IX.   References: Contact information for at least three professional references from NGO & government organizations.

16.0   SUBMISSION INSTRUCTIONS

- Interested consultants should download the Request for Information Form, fill, sign stamped and submit together with other documents.
- All expressions of interest should be submitted via email to procurement@afrilabs.com by the specified deadline **9th June, 2024** with the **Subject: Intel Community Reach Program: Independent Reviewer Application**.

Request for Information form for Nigerians
Request for Information form for Non-Nigerians

Note: Late submissions will not be considered.Also, incase you are unable to download the form, kindly send an email to procurement@afrilabs.com to request for it.

We appreciate your interest in working with AfriLabs, and we look forward to reviewing your submissions.