



ITU-EC Project

Harmonized ICT Policies in the ACP countries

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Support for Harmonization of the ICT Policies in Sub-Sahara Africa

Call for application n° HIPSSA/G-5.1 (s) [WA]

Title:	Senior Expert on Cost Modelling P-5 (Regional)
Country:	Work at home
Type of contract:	Special Service Agreement (SSA) for a lump sum
Starting date:	<u>As soon as possible</u>
Ending date:	<u>25 July 2011</u>
Duration of appointment:	Approximately 55 working days
Payment:	Lump sum of 18'700 USD

*The remuneration offered cannot be higher than **340 USD** per working day for an International P-5. Both base salary adjustment and DSA are based on location and subject to variation. For detailed information, please refer to conditions of employment for ITU technical assistance project personnel.*

Description of duties:

Introduction

This ITU-EC joint project for “Harmonisation of ICT Policies in Sub-Sahara Africa” (HIPSSA) is building on the experienced gained with a pilot project funded by European Commission (EC) and ITU that led to the adoption of Additional Acts for telecommunications to the ECOWAS Treaty. It aims at developing and promoting harmonized policies and regulatory guidelines for the ICT market as well as building human and institutional capacity in the field of ICT through a range of targeted training, education and knowledge sharing measures. This project will result in the creation of harmonized regional and national policy, legal and regulatory frameworks conducive to significant investments in the ICT infrastructures and services.

Steering mechanism of the mission and distribution of duties across the experts' team

The regional expert will work under the supervision of a senior international expert (cf. JD HIPSSA/G-5.6 (s) [PM]). The regional expert will also liaise as needed with the Regulatory and Market Environment (RME) division of BDT, the ITU Regional Office for Africa (RO-AFR) including the ITU Area Office for **West Africa (AO-WA)** and the ITU-EC HIPSSA Project Team.

The regional expert will also consult the stakeholders such as the **Commission of the Economic Community of West African States (ECOWAS)**, the **Commission of the West African Economic and Monetary Union (UEMOA¹)**, the two Regional Integration Organisations (RIO) of the sub-region, the **Secretariat of the West African Telecommunication Regulators' Assembly (WATRA)**, the **Regional Regulators' Association (RRA)** and the **West African Telecommunication Conference (CTOA²)**, the **Regional Operators' Association (ROA)** among others.

The regional expert will be part of a team including three (3) other regional experts (cf. **JD HIPSSA/G-5.2s**, **JD HIPSSA/G-5.3 s** and **JD HIPSSA/G-5.4 s**), one (1) international expert (cf. JD HIPSSA G-5.5 (s) [INT]) and one (1) senior international expert (cf. JD HIPSSA/G-5.6 (s) [PM]) who will assume the coordination of

¹ Union économique et monétaire ouest-africaine

² Conference des telecommunications ouest-africaine

the team. The team is responsible for conducting a regional assessment study on regulatory auditing and cost modelling of electronic communications services with price control in Sub Sahara Africa (West, Central, East and Southern Africa).

The regional expert will mainly be responsible for conducting the assessment study in one of the four (4) sub-region of Sub Sahara Africa namely **West Africa**. This assessment study will be developed using as references ITU publications, cost models publicly available (ITU, WB, EU, etc.), ICT Regulation Toolkit, training material, and past experience on cost modelling and regulatory auditing. The data collection will be implemented throughout surveys and interviews (based on templates proposed by and agreed on with the international expert) and the analysis of the responses received. .

The other regional experts (see JD HIPSSA/G-5.2 s, JD HIPSSA/G-5.3 s and JD HIPSSA/G-5.4 s) will be each of them responsible for one of the remaining sub-region in Africa.

The *Senior International Expert* will be in charge of (i) the overall coordination and quality insurance of the assignments of all the Regional Experts within the team, (ii) ensure liaison with the AU Commission, Regional Economic Communities (REC) and regional regulators' associations (RRA) and as required with the African Telecommunication Union (ATU), (iii) consult the stakeholders such as regional associations of operators among others, (iv) develop the working methodology and an appropriate schedule for the implementation of the whole project, (v) review, discuss and provide written comments on the draft and final documents developed during this project as described in the HIPSSA/G-5.6 (s) [PM] for the assessment study.

The International Expert (see HIPSSA/G-5.5 (s) [INT]) will be responsible for (i) providing a briefing note on the assessment study objectives and methodology for auditing and costing, (ii) providing the regional experts with a common questionnaire for the survey and a common template of table of content for the study to facilitate the comparative analysis, (iii) consolidating the sub-regional assessments, and (iv) conducting a gap analysis to identify needs across the sub-regions related to regulatory auditing and the application of cost models for different services.

The Regional Experts (see HIPSSA/ G-5.1 s, G-5.2 s, G-5.3 s and G5.4 s) will be responsible for conducting the regional assessment study in their respective geographical region (West, Central, East and Southern Africa). This assessment will include performing data collection and analysis of the costing and auditing methodologies applied in each region as well as the cost models applied for the different services by using a survey and interviews (based on templates proposed by and agreed on with the International Expert).

Tasks to be completed

The mission for the development of the regional assessment study on regulatory auditing and cost modelling for electronic communication services with price control will be conducted in three stages and the duties of the regional expert will be:

Common template for survey and comparative analysis

- 1.1. The regional expert shall provide written comments on the draft template of the table of content for the comparative analysis and the questionnaire for the survey and interviews both provided by the international expert.

2. Sub-regional survey and comparative analysis

- 2.1. The regional expert shall perform the following tasks:

- 2.1.1. Contact regional organizations among others Regional Integration Organisations (RIO), Regional Regulators' Association (RRA) and the Regional Operators' Associations (ROA) to receive their answers and comments on the above questionnaire and draft a regional report. This will include a list of the contact's persons from each organization.
- 2.1.2. Establish a list of persons of contact within each national regulatory authority and national operators in charge of tariff policies and costing issues in the sub-region which he/she was assigned to.
- 2.1.3. Have the above questionnaires filled out and draft the corresponding national report for each country. This will include the list of electronic communications services with price control in the country. The subjects to be treated, among others, are described in the Concept Note of

the project attached to this JD.

- 2.1.4. Collect the information of the existing regulatory auditing and cost modelling strategies applied by the regulators for the different electronic communications services with price control in the country, as determined in point 2.1.3, and summarize them in order to present the results of his/her analysis in summary tables.
- 2.1.5. Collect the various cost models and data, if available, from the different countries and elaborate a detailed description including the data collection methods applied.

All the above survey and interviews should be done mandatorily by phone and additionally email exchange and data collection.

- 2.2. The regional expert shall consolidate the regional report (2.1.1), the national reports (2.1.23), the above mentioned summary tables (2.1.4), a complete description of the cost models and data applied by each country (2.1.5) and as annexes the list of national contacts (2.1.2) into a draft consolidated regional report.
- 2.3. The regional expert shall submit the consolidated regional report for comments to the international expert and the senior international expert.
- 2.4. The regional expert shall amend the consolidated regional report taking into account the comments of the international expert and the senior international expert.

3. Finalisation of the study

- 3.1. The senior regional expert shall review, discuss and provide written comments on the draft final report provided by the international expert.

Concrete deliverables:

1. Written comments on the questionnaire for the survey and the template for the comparative analysis
2. Report of phone interviews with NRAs, operators, RIOs, RRAs and ROAs providing an overview of regional state-of-the-art and priorities in terms of regulatory auditing and cost modelling of electronic communications services with price control.
3. Reports of phone interviews with each national regulatory agency and operators country by country based on the questionnaire for Benin, Burkina Faso, Cape Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo.
4. List of contact persons within the national governmental agency in charge of frequency allocation and management in each of the countries of listed above, with all contact details.
5. Summary tables of the comparative analysis and overview of the situation in the region.
6. Draft consolidated regional report including all previous elements and the amendments done by of the international expert and the senior international expert.
7. Written comments to the draft final report of the Sub-Saharan African Countries proposed by the international expert.

Deliverables shall be drafted in English with the document template provided by the HIPSSA Project Team and shall include mandatorily the ITU and EC logos including in all slides presentations.

(Note: The copyright of all documents produced under the project shall be vested with ITU, RECs, RRAs and AU Commission.)

Qualifications and experience:

1. Advanced university degree in law, economics, finance, public policy, engineering or science or relevant field such as telecommunications, accounting and industrial economics etc., OR education in a reputed college of advanced education with a diploma of equivalent standard to that of an advanced university degree in one of the above-mentioned fields.

2. At least 10 years of progressively responsible experience in the field relevant to the post. In-depth knowledge and understanding of interconnection, tariffs and cost modelling. Experience in developing cost models. Knowledge of regulatory issues such as interconnection, tariffs, USO etc.
3. Gathered work experience in more than one country in the targeted sub-region.
4. Familiarity with ITU-T recommendations, regulations, as well as operational and administrative procedures.

Languages:

Excellent knowledge of English and French. Outstanding written communications skills.

Knowledge of another ECOWAS official language (Portuguese) is an advantage.

Please address applications, quoting above reference , to:

Mr. Sandro BAZZANELLA

ITU-EC Project Manager

International Telecommunication Union

Place des Nations, CH-1211 GENEVA 20, SWITZERLAND

with your Personal History File (PHF) and a short written proposal to the following email address:

hipssa@itu.int