



TERMS OF REFERENCE DIGITAL ARCHIVING AND RESEARCH CONSULTANCY

Introduction

Established in 1985, the Eastern and Southern African Trade and Development Bank (TDB) is a regional development finance institution with investment-grade ratings and assets totaling USD 8.4 billion. TDB serves 25 economies in its region, with the mandate to finance and foster trade, regional economic integration, and sustainable development.

TDB is part of TDB Group, which also comprises the Trade and Development Fund (TDF), Eastern and Southern African Trade Advisers Limited (ESATAL), TDB Captive Insurance Company (TCI), and the TDB Academy.

TDB has principal offices in Mauritius and Burundi, regional offices in Kenya, Zimbabwe, Ethiopia, and DR Congo.

General Objectives

The Trade and Development Bank Group (TDB) is a leading development financial institution dedicated to promoting trade, economic development, and regional integration in Africa. With a rich history dating back to its inception, TDB has played a pivotal role in shaping the economic landscape across the continent.

To preserve and document this history, TDB is seeking a qualified digital archiving consultancy to conduct comprehensive research and compile a digital archive of historical information on the bank's evolution, its impact on trade and development, and its contributions to the growth of the sector in Africa.

Objective

The specific objective of this consultancy is to develop a digital archive project for the Trade and Development Bank 40th anniversary event. The archive will specifically focus on the following deliverables:

1. **Comprehensive Historical Report:** Compile a comprehensive digital archive detailing the history of Trade and Development Bank Group from its establishment to the present day, highlighting key milestones, achievements, challenges, and notable events.
2. **Impact Assessment & Storytelling:** Evaluate and document the impact of TDB on trade, economic development, community level impact, and regional integration across Africa, emphasizing the Groups contributions to fostering growth and sustainability.
3. **Sectoral Development Report:** Investigate and document the history and development of trade, banking, and financial sector in Africa, with a focus on initiatives, partnerships, and innovations that have influenced the sector's evolution.
4. **Digital Archive:** A user-friendly, searchable, and well-organized digital archive containing historical documents, images, videos, and other relevant media.
5. **40th Anniversary Presentation Plan:** Using the gathered information and developed reports to produce a presentation strategy, curation plan, and develop relevant content for physical presentation of digital archive for 40th anniversary event. This can include physical elements, visual components, exhibition, etc.
6. **Training:** Training session with relevant team members on digital archiving system, categorisation, maintenance, and update.

Scope of Work:

1. Research and analysis:
 - Conduct in-depth research on TDB's historical documents, reports, and publications.
 - Analyze the evolution of TDB's strategies and initiatives over the years.
 - Review relevant literature, academic papers, and external sources related to TDB and its impact on trade and development sector.
2. Interviews and Stakeholder Engagement
 - Conduct interviews with key personnel, stakeholders, and partners associated with TDB.
 - Collect testimonials and anecdotes to enrich the historical narrative.
3. Digital Archiving:
 - Develop a digital archive encompassing text, images, videos, and other relevant media.
 - Cataloguing and indexing of information
 - Organize the archive in a user-friendly and accessible format.
 - Train relevant staff on system maintenance and updating.

The consultant(s) will have experience in digitization of data, as well as experience in design methods for presenting information in numerous different types of formats, included but not limited to:

- Research/report
- Photo/imagery format
- video

The consultant(s) shall:

- Abide by the TDB Group's Policies and Guidelines.
- Not distribute information, photos, or content gathered and/or taken during the TDB Group related assignments to any press, stakeholders, partners or public entities.
- Represent and warrant that he/she has not, and undertakes that he/she shall not, infringe any third-party intellectual property rights in performing any activities pursuant to the Contract. For example, any and all images/data not belonging to TDB Group will be properly copyrighted and licensed, with proof.

The TDB Communications Team shall provide:

- Strategic guidance to the consultant to enable him/her to understand the deliverables required.
- Access to TDB archives and records unit to staff for data gathering
- Access to staff/key personnel within TDB who can provide greater historical and present context
- Arranging of necessary interviews and one on one sessions with key personnel.

Estimated Timelines

The contract is for the duration of 5 month period.

Reporting and Point of Contact

Corporate Affairs & Investor Relations Department; Communications Team.

Consultant's Qualifications and Experience:

- Minimum 8 - 10 years' experience in professional archiving and digitisation.
- Minimum 8 - 10 years' experience in research and data gathering.
- Minimum of a bachelor's degree/equivalent or higher in relevant fields of study including but not limited to research, digitisation, history, communications.
- Key skills include creativity, technical skills, innovation, data presentation, graphic design skills, attention to details, and organization.
- Experience working across multiple countries in Africa with country and government level institutions for data gathering.
- Have developed networks and contacts in the industry across the region to facilitate and support research and data gathering and archiving.
- Company must be registered with proof of evidence;

- Ability to travel frequently is essential, with preference given to those based in/with presence in Africa.

*Consultant will be requested to provide their portfolio and evidence of previous experience, including assignments with relevant and similar scope, as well as proof of licenses and registration.

Proposals should comprise:

- A written proposal showcasing the Consultant(s) understanding of these Terms of Reference, equipment available, and previous experience;
- Team composition and task assignment (if applicable);
- The CVs of main consultant and team;
- Detailed reference list indicating the scope/and magnitude of similar assignments done in the last five (5) years;
- Certified registration and other statutory documents;
- Indicative quotations/pricing for different types of activities and timeframes;
- Sample works – examples of similar work, with links provided to full portfolio
- 3 corporate references with contact details;
- Company CV, certified company registration/incorporation and tax documents, operating licence, memorandum and articles of association, passport copies of shareholders/ directors, and/or equivalent documents.

Submission

Proposals should be sent before 17.00hrs. GMT+3 (EAT) on **6th February 2024** by email to procurement@tdbgroup.org with subject **Digital Archiving and Research Consultancy**