

CABO VERDE TECHNOLOGY PARK – PHASE II

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TERMS OF REFERENCE**RECRUITMENT OF A TRAINING AND PROGRAMMING MANAGER FOR
TECHPARK****1. INTRODUCTION**

The Government of Cabo Verde has received from the African Development Bank (hereafter named “the Bank”), the Loan 2000200005602 for the amount of US\$ 14 million, towards the implementation of the Cabo Verde Technology Park Project – Phase II, aiming at transforming the Republic of Cabo Verde into a digital and innovation hub by operationalizing a technology park, equipped with modern infrastructure and workspaces with an innovative ambience that will house emerging start-ups to established multinational technology companies.

The Project consists of the following components and sub-components:

Component A - Operationalization of the Climate Resilient Technology Park infrastructure

- Equip data centers with the required software and hardware;
- Implement a PPP structure to manage Data Center II;
- Deploy green, climate-friendly and smart infrastructure in the park.

Component B – Business development and capacity building

- Digital and soft skills training (coding for employment);
- Incubation / Entrepreneurship (Salto Cabo Verde).

Component C - Project Management and Institutional Strengthening.

- Strengthen the operational and technical capacities of the Cabo Verde Park Agency (TECHPARK);
- Support the operations of the Project implementation unit.

The Government intends to apply part of the amount of said loan for: recruitment of a Training and Programming expert for TECHPARK with the following profile:

2. RESPONSABILITY

The Training and Programming Manager will manage all event coordination logistics for training and events hosted by clients, outside organizations, or TechPark CV. Trainings and events include revenue-generating events, collaborative programming between TechPark CV and a program/organizer that enhances the TechPark CV community, and creating TechPark CV event programming to promote high-quality capacity building, community building, organizational culture, the overall innovation ecosystem, and attracting the target market.

3. TASKS AND ATRIBUTIONS

- Provide necessary support to the Board of Directors in the preparation of the annual TechPark CV Programming and Training portfolio;
- Develop and maintain standard procedures for efficient management of clients and space;
- Promote necessary actions to ensure compliance with the policies, procedures, and regulations of the Park;
- Develop and maintain the park's offerings in terms of events and trainings to ensure sustainability and support for the TechPark CV Community and the broader innovation ecosystem;
- Identify and negotiate with implementation partners and clients.
- Efficiently respond to event requests, tour potential event hosts and collaborators, handle contracts, and market events to the greater TechPark CV community;
- Train and manage the team to support training and event coordination activities

4. QUALIFICATION AND EXPERIENCE

The Training and Programming Manager of the Cabo Verde Technology Park will be a highly rated professional with proven experience in conceiving, implementing, and coordinating relevant training, events, and research programs for the community and

target audience. The manager will be capable of identifying and assessing the technical needs for implementing relevant training and research programs to enhance the academic portfolio of the Park.

The Training and Programming Manager should have:

- 5+ years of proven experience as a Training and Programming Manager or an equivalent position in a relevant organization;
- Strong experience in the design, implementation, and coordination of relevant training programs and events in organizations in the technology and innovation fields, including the development of tailored diagnostic and impact assessment methodologies and procedures;
- Solid experience in the design, implementation, and coordination of relevant trainings, events, and research programs, including a proven ability to determine research priorities and develop effective research roadmaps;
- MSc/MA in education, public relations, communication, business, or any other relevant area;
- Trainings and certifications in innovation, entrepreneurship, and technology are an added value;
- Fluency in English;
- Good knowledge of French and other languages is an added value.

5. CONTRACT DURATION

From the date of contract signing until December 2024, subject to annual renewal based on satisfactory performance evaluation, but not exceeding the project end date.