The African IXP Association

Expression of Interest (EoI) for Establishment of Secretariat

Overview

The Africa Internet Exchange Point Association (AFIX), in partnership with the Internet Society (ISOC), is inviting individuals or entities based in Africa to submit an Expression of Interest (EoI) for the provision of secretariat and administrative services for AFIX.

Background

AFIX is a group of Internet exchange point (IXP) operators from across Africa, brought together by a shared need to coordinate and exchange knowledge. More information about AFIX and its objectives can be found at our website: http://www.af-ix.net

In 2017, ISOC and AFIX jointly agreed to transition ISOC's network interconnection related events and development work in Africa to AFIX over the course of a three year period. In this regard, the AFIX leadership team is looking for a suitable individual or entity based in Africa to provide the secretariat and administrative functions necessary to support this transition and the organization in general.

Scope of Work

The scope of work for the secretariat and administrative functions will include:

- Serve as the central administrative point of contact for AFIX
- Develop and formalize the governance structure in collaboration with the membership
- Provide administrative support services (e.g. financial management)
- Support the transition of network interconnection related events and regional development work from ISOC to AFIX
- Coordinate and manage future AfPIF events starting in 2018
- Coordinate workshops, trainings, technical support, and equipment donations
- Serve as secretariat for the AfPIF Program Committee (PC)
- Develop and implement a financial sustainability plan for the secretariat
- Arrange office space for the secretariat as necessary on a rental or donation basis
- Provide support to the A.R.D.A system open source community
- Develop content, publications, and press releases
- Coordinate AFIX marketing and fundraising activities both regionally and internationally

Eligibility Requirements

Successful applicants will meet following minimum criteria:

- Five years of active involvement in the peering and network interconnection ecosystem
- In good standing with the local and regional Internet community
- Experience establishing and/or managing a not-for-profit organization
- Experience managing and coordinating events
- Ability to communicate in at least two regional languages (e.g. English, French, Arabic)

Process and Timelines

The overall process will follow this schedule:

- Deadline for Submissions: October 5th, 2018
- Notification of Selection: October 19th, 2018
- Negotiations with AFIX leadership team: October 26th, 2018
- Signing and commencement: November 16th, 2018

All submissions should be sent by e-mail to: **secretariat@af-ix.net**

The AFIX leadership team will shortlist qualifying EoIs for further review and engagement which may include requests for additional detailed information.