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## TERMS OF REFERENCE

### SADC RESEARCH AND INNOVATION MANAGEMENT DATABASE DEVELOPMENT

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The Southern African Research and Innovation Management Association (SARIMA) is inviting applications from Service Providers for the development of a database of Research and Innovation (R&I) Managers in the SADC region.

#### **TERMS OF REFERENCE**

##### **Background**

The SADC SRIM Initiative is funded by the Department of Science and Technology, South Africa, implemented in partnership with SARIMA, the SADC Secretariat and SADC Member States. This initiative is endorsed by the SADC Ministers responsible for Science and Technology. SADC SRIM aims to strengthen R&I Management in the following ways:

- Promoting R&I management as an institutional, national and regional priority.
- Developing capacity and skills of R&I managers in the SADC region.
- Promoting networking, collaboration and cooperation between R&I managers and institutions in the SADC region.

In the context of this initiative R&I management includes the development and maintenance of an environment that facilitates effective, efficient and responsible knowledge production on the one hand and the generation, acquisition and application of knowledge to advance economic and social goals on the other. R&I management therefore forms an important link in the R&I value chain.

One of the project activities supporting the overall aim of networking, collaboration and cooperation in the SADC region involves the development of a database of R&I Managers across the SADC region. It is envisaged that the database will be hosted on the official SADC website (<http://www.sadc.int/sadc-secretariat>). Through the SADC SRIM Initiative a Focal Point has been appointed for each of the Member States. These individuals act as an interface between R&I managers in their respective countries and the project.

### Scope of work

- Liaise with the project partners and the SADC Focal Points to finalise the specifications of and most appropriate platform for the database.
- Liaise with SADC website developers on website database interface.
- Develop relevant templates to collect data considering the ethical principles involved in the protection of personal data and legislation that may exist on the use of personal data in the various countries.
- It is expected that the system will capture the following details of these individuals:
  - Name:
  - Gender:
  - Qualification (e.g. Diploma, Bachelors, Masters, Phd)
  - Position (Closed question)
  - Job description (multiple choice items including areas of responsibilities of RM)<sup>1</sup>
  - Area of specialisation/expertise in R&I Management
  - Detailed Contact Information [Physical Address, Postal Address, Email, Phone number, Skype Account details]
  - Areas of Interest (e.g. Technology Transfer, R&I management, others etc)
  - Country/institution
  - Languages (multiple choice: English, Portuguese, French)
- It is envisaged that the database will host a list of public research institutions in each SADC country, a short description on the research focus of each institution and the individuals involved in R&I management at the institution. The system should allow to classify the institutions on record according to:
  - Name

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<sup>1</sup> The full list of the items will be provided to the service provider, subsequently the award of the contract)

- Type of Institution (Public, NGO, Private, Quasi Government)
  - Detailed Contact information
  - R&D involvement (Eg Nuclear Research, Agriculture, Biotechnology, Forestry, Ecology, etc).
- Allowing to classify individual and institutional details by Field of Science and Technology (Eg. Astrophysics, Astronomy, Medicine, Forestry, Ecology, Biodiversity management, Engineering). These classification schemes are important as they will provide for systematic and easier way to search, sort and report.
  - Develop a database with a website interface.
  - The website and database must allow for easy editing and maintenance by a systems administrator.
  - The database must be able to generate reports and allow for searching and matching of data.
  - The database must warrantee data protection and security at several levels.
  - The database will be tested with a sample data provided by the Focal Points. Output queries provided by the system will be evaluated by the Task Team of SADC Focal Points and, if needed, improved to satisfy its requirement.
  - The database will be populated in-putting the data provided by the Focal Points. These will be collected via on-line form and soft copy of the form. The form needs to be developed in English, French and Portuguese

### **Applicant requirements**

The service provider must:

- Be appropriately qualified with sufficient knowledge of and experience in database development.
- Demonstrate strong organizational and project management skills
- Provide evidence of having conducted similar work in the past
- Be in a position to assume the work immediately after the awarding of contract.

### **Guidelines for the submission of proposals**

Service providers must submit to SARIMA a proposal outlining the following:

- Experience in database development and involvement in similar projects in the past.
- Project plan, including milestones and timelines and budget
- CV of project leader/team
- The approach that will be taken, for example, case study, presentation, etc.

- o Name and contact details

Proposals should be submitted electronically to Corline Kriel at sarima@sarima.co.za. Any related queries should also be directed to Corline at +27 (0)12 8413329.

The deadline for submission of proposals is midnight on 14<sup>th</sup> January 2016. No late proposals will be considered. The successful applicants will be contacted by telephone by no later than 20<sup>th</sup> January 2016.

**Criteria for the evaluation of proposals**

Proposals will be evaluated by a reference group convened by the project partners according to the following criteria:

<b>Criteria</b>	<b>Weight</b>
Relevant expertise, experience and track record of service provider(s)	<b>40</b>
Service provider(s)' capacity to deliver within available resources	<b>30</b>
Budget	<b>30</b>
<b>TOTAL</b>	<b>100</b>

**Time frames**

Publish Call for Proposals	9 <sup>th</sup> December 2015
Closing date for submission of proposals	20 <sup>th</sup> January 2016
Appointment of Service Provider	31 <sup>th</sup> January 2016
Deliver progress report to SARIMA	Weekly until completion of the service