

Terms of Reference  
for the  
Technical Committee  
on  
National Research, Science, Technology,  
and Innovation Facilities  
“NRSTIF-TC”

## Table of Contents

1. Background .....	3
2. Purpose of the Committee.....	3
3. Objectives.....	3
4. Scope of Work .....	3
4.1. Framework Development .....	3
4.2. Stakeholder Engagement .....	4
4.3. Reporting.....	4
5. Committee Composition .....	4
6. Roles and Responsibilities.....	5
6.1. Chairperson .....	5
6.2. Secretariats .....	5
7. Term of Office.....	6
8. Meetings and Quorum.....	6
9. Workplan and Timeframe.....	6
10. Resources and Budget .....	6
11. Review of Terms of Reference .....	6
12. Confidentiality .....	6
13. Impartiality .....	7
14. Approval of this Document .....	7

## **1. Background**

The National Commission on Research, Science, and Technology (NCRST) of Namibia recognises the need for a robust system to identify, designate, and govern National Research, Science, Technology, and Innovation Facilities (NRSTIF). These facilities serve as key enablers for fostering cutting-edge research, technological advancement, and collaboration between stakeholders, including academia, industry, and government. These facilities include but are not limited to Centres of Excellence advancing the frontiers of knowledge, driving innovation, and fostering high-impact research in strategic scientific and technological areas; research laboratories and centers conducting advanced scientific studies; Science Centres promoting public engagement with science and technology; and Innovation Hubs driving entrepreneurial and technological development. To ensure that NRSTIF in Namibia meet international standards and aligns with national priorities, the NCRST intends to establish a high-level Technical Committee on NRSTIF to provide technical advice on the establishment, designation, hosting and management of NRSTIF.

## **2. Purpose of the Committee**

The primary role of the Technical Committee is to provide technical advice on the establishment, designation, hosting and management of NRSTI Facilities. The Committee is expected to develop a comprehensive National Framework that will guide the process.

## **3. Objectives**

The following are the Committee's key objectives:

- 3.1 Develop a National Framework for establishment, designation, hosting, and Management of NRSTIF.
- 3.2 Develop guidelines and institutional requirements for hosting NRSTIFs, including management responsibilities, infrastructure standards, and governance expectations.
- 3.3 Develop eligibility and evaluation criteria for designating or formally declaring existing facilities as NRSTIFs, in alignment with national priorities.
- 3.4 Propose funding modalities for designated or hosted NRSTIFs to ensure operational support, and long-term financial sustainability.
- 3.5 Develop a monitoring and evaluation plan for assessing the performance, sustainability, and national impact of both hosted and designated Facilities.

## **4. Scope of Work**

The Technical Committee will perform the following tasks:

### **4.1. Framework Development**

4.1.1 Develop a comprehensive National Framework that outlines the process for establishing, designating, hosting and governing NRSTIFs, including legal, financial, and operational considerations. The framework to align with national priorities/national development plans and include the following:

- i. Guidelines for hosting and managing NRSTIF, including technical specifications, operational requirements, financial sustainability and legal compliance.

- ii. Guidelines for designating an existing research facility as NRSTIF, including eligibility criteria, application procedures, and evaluation processes.
- iii. Accessibility criteria to promote broad and equitable use by a wide range of stakeholders.
- iv. Propose a governance structure for NRSTIF, ensuring transparency, accountability, and efficient management.
- v. Propose funding modalities for NRSTIFs, including resource mobilisation strategies and a long-term financial sustainability plan to support their operations and alignment with national goals.
- vi. Monitoring and evaluation (M&E) Plan to assess the performance of NRSTIFs against the established criteria.

#### **4.2. Stakeholder Engagement**

- 4.2.1 Engage key stakeholders to ensure the framework and guidelines reflect diverse interests and needs.
- 4.2.2 Benchmark best practices with other institutions to inform the Committee recommendations.

#### **4.3. Reporting**

- 4.4.1 Submit regular progress reports to the **General Manager: Innovation, and Technology Development**, detailing advancements in the development of the Framework.
- 4.4.2 Submit and present the proposed National Framework for approval.

### **5. Committee Composition**

The Committee shall comprise of members with diverse expertise and experience in disciplines related to research, science, technology, innovation and engineering, estate planning and management and policy making.

#### **5.1. Membership**

The Committee shall consist of seven (7) members, and at any time no less than five (5) members, appointed by the CEO, and or following the nomination by their affiliation institutions. The Committee shall be grouped into two tiers, being the:

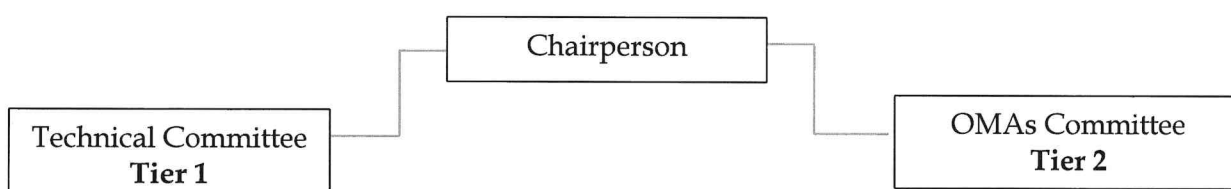
**Tier 1: Technical committee composed** of two (2) academics, one (1) expert from the private sector, one (1) development finance and investments expert, one (1) International Advisor, one (1) Independent technical expert and one (1) NCRST representative

- 5.1.1 **Academic Experts:** leading researchers and academia from universities and research institutions with a track record of excellence in scientific research.
- 5.1.2 **Private Sector Representative:** individuals from private industry with significant R&D investment, such as mining, agriculture, health, and energy and so forth.



- 5.1.3 **International Advisor:** experts from international organisations or institutions with experience in managing research, science, technology and innovation facilities.
  - 5.1.4 **Development finance and Investments Expert:** Professionals with expertise in development finance and investment.
  - 5.1.5 **Independent Technical Expert:** specialists in facility management, technology infrastructure, scientific equipment, safety, and oversight.
  - 5.1.6 **NCRST Representative**
- i. **Tier 2:** composed of the relevant Government (Organisations, Ministries and Agencies (OMAS)) representatives.

## 5.2. Committee Hierarchy



## 5.3. Disqualification

A person is not eligible to serve as a member of the NRSTIF-TC, and is subject to disqualification if he or she:

- 5.2.1 is an unrehabilitated insolvent
- 5.2.2 has been convicted of an offence and sentenced to a period of not less than six (6) months imprisonment without the option of a fine, during a period of ten (10) years prior to the date of proposed appointment and/or
- 5.2.3 as a result of improper conduct, has been removed from any office of trust
- 5.2.4 is a member of the National Assembly of Namibia or a Regional Committee established under section 2 of the Regional Committees Act, 1992 (Act No. 22 of 1992).

## 6. Roles and Responsibilities

### 6.1. Chairperson

The CEO shall appoint a Chairperson to lead and facilitate Committee meetings ensuring that all deliverables are completed within the designated timeframe. The NRSTIF-TC shall elect the Vice Chairperson. The CEO has the authority to remove members on reasonable grounds or dissolve the committee if it becomes dysfunctional.

### 6.2. Secretariats

The Secretariat will be appointed by the NCRST to provide administrative and technical support to the committee, ensuring the smooth functioning of meetings and the timely production of reports and documentation.

### **6.3 Members**

Committee members to actively contribute to the development of the framework, guidelines, and criteria by providing technical experts and insights from their respective fields and participate in stakeholder engagements and benchmarking activities.

### **7. Term of Office**

- 7.1 The term of office for members of the Technical Committee is three years, subject to NCRST discretion to terminate the term of a member within the committee, or to dissolve the Committee.
- 7.2 The committee's composition shall be reviewed annually or when necessary to ensure that the required expertise is represented.

### **8. Meetings and Quorum**

- 8.1 The committee shall meet quarterly, or more frequently if required, to meet its objectives.
- 8.2 A quorum for meetings will be a simple majority of members.
- 8.3 Decisions will be made by consensus, or by majority vote if consensus cannot be reached.

### **9. Workplan and Timeframe**

- 9.1. A detailed work plan and timeline will be developed at the committee's inception to guide its activities.
- 9.2. The NCRST shall conduct the mid-term review to determine committee's progress.

### **10. Resources and Budget**

The NCRST shall allocate the necessary financial and logistical resources to support the committee's activities, including administrative and secretarial support, travel and accommodation for members as required and approved, access to relevant data and reports, stakeholder engagement activities such as benchmarking, surveys, workshops, and other consultation platforms.

### **11. Review of Terms of Reference**

These Terms of Reference shall be reviewed periodically, with any necessary amendments made in consultation with the CEO to ensure alignment with national priorities and emerging challenges.

### **12. Confidentiality**

- 12.1 No person attending a Committee meeting shall disclose any information obtained, whether by that person or by any other person, who is or was involved the administration or implementation of any provision of the RST Act and these Terms of Reference, to any other person, information acquired in the performance of any function whether before, during or after his or her involvement in the affairs of the Committee, except for the purposes of the performance of his or her functions in terms of the RST Act or these Terms of Reference, or when required to do so by any other law or a court

of law.

12.2 All members of the Committee or any staff member or invited individual shall be required to sign a "*Disclosure of Interest and Confidentiality Statement*" to indicate a conflict of interest, if any, and adherence to a non-disclosure commitment of all matters tabled and deliberated on at any meeting of the Committee.

12.3 The secretary shall record full details of all declarations by members in the minutes.

### **13. Impartiality**

The Committee members shall act impartially in the performance of their respective functions in terms of the Research, Science & Technology Act, 23 of 2004, the Public Enterprises Governance Act, 1 of 2019, National Policies and other applicable legislation, regulation and directives, enhancing their performance by making use of their knowledge, skills and qualifications in that field.

### **14. Approval of this Document**

This Document was approved by the EMC and CEO on **19 June 2025** by Resolution number: **R3.1/NCRST/EMC/01/2025/2026** in terms of Section 19 of the Research, Science and Technology Act, 2004 (Act No. 23 of 2004). These Terms of Reference may be reviewed annually or when deemed necessary

### **Chairperson of the Technical Committee on National RSTI Facilities**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Chief Executive Officer**

Signed: \_\_\_\_\_

Date: 29/07/2025

## ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURE

### CALL TO SERVE ON THE TECHNICAL COMMITTEE ON NATIONAL RESEARCH, SCIENCE, TECHNOLOGY AND INNOVATION FACILITIES

The National Commission on Research, Science and Technology (NCRST) was established in terms of Section 4 of the Research, Science and Technology Act, 2004 (Act No. 23 of 2004) (RST Act) with a primary role of promoting, coordinating, monitoring and developing Research, Science and Technology in Namibia. The NCRST is a public enterprise established in terms of the Public Enterprises Governance Act, 2019 (Act No. 1 of 2019). The institution is guided by the Revised National Science, Technology and Innovation Policy (2020-2030) and other Science, Technology, and Innovation (STI) legal frameworks, as well as the Integrated Strategic Business Plan FY2021/22 – FY2025/26.

The Revised National Science, Technology and Innovation Policy (2020–2030) calls for the development and improvement of research and innovation facilities provision. The policy further calls for the development and implementation of the Science, Technology and Innovation Infrastructure Strategy. Against this background, the NCRST is in the process of establishing a Technical Committee to provide technical advice on the establishment, designation, hosting and management of the National Research, Science, Technology and Innovation Facilities.

#### THE TECHNICAL COMMITTEE OVERALL MANDATE

To provide technical advice on the establishment, designation, hosting and management of NRSTI Facilities, the Committee is expected to develop a comprehensive national framework that will guide the process.

#### Skills and Expertise Required

- **Academic Experts:** leading researchers and academia from universities and research institutions with a track record of excellence in scientific research.
- **Private Sector Representative:** individuals from private industry with significant R&D investment, such as mining, agriculture, health, energy and so forth.



- **International Advisor:** experts from international organisations or institutions with experience in managing research, science, technology and innovation facilities.
- **Development Finance and Investments Expert:** Professionals with expertise in development finance and investment.
- **Independent Technical Expert:** specialists in facility management, technology infrastructure, scientific equipment, safety, and oversight.

In addition, applicants are expected to have a sound background and understanding of Namibia's legal frameworks, especially in the field of science, technology and innovation.

In line with the above, the NCRST hereby invites interested persons to submit their applications, which must include a one-page motivation outlining their suitability for the appointment, a comprehensive CV, certified copies of qualifications (including academic transcripts), reference letters and any other relevant supporting documents.

**All applications, enclosed in a properly sealed envelope, must be submitted either by hand delivery or via email, to reach us no later than 29 August 2025, addressed to:**

The Chief Executive Officer,  
National Commission on Research, Science and Technology  
Private Bag 13253  
Cnr Louis Raymond & Grant Webster Street  
Olympia Windhoek, Namibia

**For e-application email**

[bmudumbi@ncrst.na](mailto:bmudumbi@ncrst.na)

**For inquiry contact:**

Ms. Hilya Shikongo or Mr. Brian Mudumbi on 061- 4317000 or email: [hshikongo@ncrst.na](mailto:hshikongo@ncrst.na) or [bmudumbi@ncrst.na](mailto:bmudumbi@ncrst.na)