

RFQ/1/March/2021Research

ACADEMY OF SCIENCE OF SOUTH AFRICA (ASSAf)

TERMS OF REFERENCE

TO

CONDUCT A POLICY RESEARCH STUDY TO DETERMINE THE ADOPTION AND INTERGRATION OF SCIENCE, TECHNOLOGY AND INNOVATION (STI) INTO NATIONAL AND PROVINCIAL GOVERNMENT POLICIES AND PLANNING FRAMEWORKS

1. BACKGROUND

Science, Technology and Innovation (STI) is an important construct in South Africa's policy discourse as illustrated in key national planning frameworks, such as the National Development Plan (NDP) and the 2019 White Paper on Science, Technology and Innovation. The country's capacity to use STI is linked to the prospects for industrial development leading to inclusivity, social and economic growth. The adoption of STI in policy to support and help change the reality of lives in South African is therefore crucial.

The White Paper focuses in particular, on the use of STI to accelerate inclusive socio-economic growth, transformation and to respond to the global technological advancement, such as 4th industrial revolution (4IR). The Department of Science and Innovation (DSI) is committed through the establishment of the Interministerial Committee on STI, to be chaired by the Minister of Science and Innovation, to ensure that STI is integrated into the planning of relevant government departments and STI programmes. The White Paper therefore, seeks to ensure that all departments working in areas that affect STI are open to innovation uptake and that there is policy coherence across the national innovation system (NSI).

2. RATIONALE AND PURPOSE FOR THE POLICY RESEARCH STUDY

The Innovation for Inclusive Development (IID) seminar series is one of the instruments designed to inform and influence the uptake of demonstrated innovation and technologies by other sector departments. The DSI has undertaken eight (8) of IID seminars in partnership with the Academy of Science of South Africa (ASSAf) since inception in 2018, however, the integration of these technologies by various government departments in their policies and programmes is unknown. The policy research work intends to ascertain whether departments are responsive to STI.

The policy research study aims to assess how national and provincial government departments' policies are open to innovation uptake. It will further ascertain how policies and different institutional programmes have integrated STI and instilled the innovation culture within and across the departments. It is anticipated that the outcome of the study will inform the DSI on how government departments have embraced innovation, and thus enable the Department in creating enabling environments to engage with stakeholders in order to formulate policy interventions that accelerate the realisation of the value of STI in public service and society in general, in line with the 2019 White Paper on Science, Technology and Innovation.

3. OBJECTIVES OF THE POLICY RESEARCH STUDY

1. Background Research: aimed at enhancing knowledge on the integration of STI into national and provincial government policies and planning frameworks.
 - o Literature review and relevant background documentation- conventions, case studies and best practices addressing the integration of STI into government policies and planning frameworks, nationally and internationally.
2. Primary Research: involves the development of a structured research study (interviews, expert consultations, review of departmental policies and/other information gathering techniques).
 - o Identify capabilities and constraints of departments in incorporating STI in their policies;
 - o Assess the linkages and potential implementation gaps between government departments and policies to ensure that there is policy coherence across;
 - o Identify current effectiveness of current mechanisms used by government departments to track and monitor the incorporation of STI in policies and planning;
 - o Based on the findings of the research, provide concrete and practical recommendations to address the integration of STI in national and provincial government department policies and work plans (activities, programmes etc. that affect and embrace STI);
 - o Provide recommendations on ways ASSAf/DSI can monitor the uptake of STI-related activities by government departments, on an ongoing basis.

4. SCALE AND SCOPE

The research study should represent all national and provincial government departments shown in the Table below. The final report must be delivered by 16 August 2021. All field work and analysis should be completed by 12 July 2021 to allow time for verification and validation with the stakeholders.

Government Department	Government Department
Agriculture, Land Reform and Rural Development	National Treasury
Basic Education	Public Works and Infrastructure
Health	Trade, Industry and Competition
Communications and Digital Technologies	Water and Sanitation
Cooperative Governance	Mineral Resources and Energy
Human Settlements	Social Development

5. METHODOLOGY OF THE RESEARCH STUDY

In order to conduct the research on the key parameters, the following can be followed, but should not be limited to:

- o Desk review of policies and planning frameworks of national and provincial government departments in relation to the integration of STI;
- o Quantitative data collection and analysis of collected information;
- o Interviews with key stakeholders from the departments;
- o Compose a case study(ies) based on the in-depth discussions and collected data.

6. KEY TASKS AND DELIVERABLES

Key task/Deliverable	Due Date	Outputs
Awarding of contract by ASSAf	09 April 2021	Contract Signed
Submission of the detailed research study methodology	16 April 2021	Review by and Feedback from ASSAf & DSI before finalisation
Presentation of the detailed research study methodology	23 April 2021	Presentation to ASSAf & DSI before finalisation
Submission of the background research	21 May 2021	Progress report for review by ASSAf
Data collection complete and submitted	18 June 2021	Progress report for review by ASSAf
Data analysis complete and submitted	02 July 2021	Progress report for review by ASSAf
First draft report submitted to ASSAf	23 July 2021	Draft report for review by ASSAf, DSI and other key departments
Presentation to finalise findings and recommendations	06 August 2021	Presentation to ASSAf, DSI and key departments
Final report submitted to ASSAf	13 August 2021	Sign off the report

7. EVALUATION CRITERIA

The evaluation criteria for assessment of proposals will be based on functionality (Table below). The service providers that score points which exceed the minimum threshold provided on functionality will further be evaluated on price and the 80/20 B-BBEE status level. All service providers who score less than 70 out of 100 points on functionality will not be considered for further evaluation. Shortlisted service providers may be invited to do a presentation on their proposal at their own cost.

Rating Scale:

0 = non-compliance	1 = poor	2 = fair	3 = good	4 = very good	5 = excellent
---------------------------	-----------------	-----------------	-----------------	----------------------	----------------------

Criteria	Weight
1. Technical approach and methodology	30
2. Work plan	30
3. Proposed data management and analysis plan	20
4. Detailed CV of the principal staff member(s), including proof of valid/certified qualifications	10
5. Past relevant experience- least 3 years relevant experience	5
6. At least 2 samples of relevant work	5
Total Score	100

In addition, the evaluation and selection of the entity/candidate will also take the following requirements into consideration:

- o Experience in conducting research in the field of social sciences, including large scale quantitative and qualitative research in various fields;
- o Experience with statistical data analysis and demonstrated competency in analysis using statistical software;
- o Strong record of quality data collection, report writing and project management;
- o Strong verbal and written communication skills, particularly English;
- o Demonstrated ability to network within national and provincial government departments;
- o Prior work experience within the public sector will be an advantage.

The following supporting documentation are mandatory:

- o B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE;
- o Must be tax compliant;
- o Proof of SCD registration;
- o Quotations must reflect a cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a Non-VAT Vendor please indicate so;
- o Minimum of three (3) references past and present clients on similar assignments;
- o All Standard Bidding Documents (SBD forms) must be fully completed and signed.

8. MANDATORY REQUIREMENTS

Interested local service providers should submit a detailed proposal with a cover letter, outlining the methodology, tools and analysis plan. The proposal should include technical and financial deliverables.

The technical submission will contain the following:

- o Summary of proposed methodology;
- o Suggested workplan and time frame, including dates of submission of first draft and final report (which should align with ASSAf's proposed due dates);
- o Detailed CV of the principal staff member (s) containing experience and/or the profile of the entity (in case of entity);
- o Samples of relevant work.

The financial submission will describe the estimated costs for the consultancy in detail, including daily rates and the proposed number of days for each key task, all taxes included.

NOTE:

- Bidders who fail to comply with the mandatory requirements will be disqualified and not considered for any further evaluation.
- Bids received late will not be considered.
- ASSAf has the right to withdraw any quotation at any time within the validity of the quotation.
- The successful service provider should be prepared to engage in price negotiation.

For supply chain management (SCM) queries, kindly contact Ms Lebo Makgae at lebo@assaf.org.za. For technical queries, contact Dr Tebogo Mabothe at tebogo@assaf.org.za. Closing date for submission is **15 March 2021, 12:00pm**.