

ACADEMY OF SCIENCE OF SOUTH AFRICA (ASSAf)

TERMS OF REFERENCE (ToR)

TO

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

1. BACKGROUND

Science, Technology and Innovation (STI) is an important construct in South Africa's policy discourse as illustrated in key national planning programmes, such as the National Development Plan (NDP). The country's capacity to use STI to innovate 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 livelihoods of South Africans is therefore crucial.

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

2. RATIONALE AND PURPOSE FOR THE POLICY SURVEY

The DST commissioned the Academy of Science of South Africa (ASSAf) to conduct a series of Innovation for Inclusive Development (IID) learning seminars as a pilot project in 2017/2018, which were completed in February 2019. ASSAf proposed to the DST to conduct a survey as part of the learning interventions for the 2019/2020 IID seminar series to assess how departmental policies are open to uptake of innovation; have integrated STI in these policies and programmes; and, instilled the culture of innovation within and across the departments. It is anticipated that the outcome of the survey will inform the DST and the draft White Paper on Science and Technology on how government departments have embraced innovation and subsequently create an enabling environment to engage with stakeholders to formulate policy interventions to accelerate the realisation of the value of STI in the public service and society in general.

3. OBJECTIVES OF THE POLICY SURVEY

1. Background Research: aimed at enhancing knowledge on the integration of STI into national government policies and planning.
 - o Literature review and relevant background documentation- international conventions, case studies, best practices addressing the integration of STI into national government policies and planning;
 - o Case studies: nationally and internationally.
2. Primary Research: this will involve the development of a structured survey (interviews, expert consultations, review of departmental policies and/other information gathering techniques).

- Identify capabilities and constraints of government departments in incorporating STI in their policies;
- Assess the linkages and potential implementation gaps between government departments and policies to ensure that there is policy coherence across;
- Identify effectiveness of current mechanisms used by government departments to track and monitor the incorporation of STI in policies and planning;
- Based on the findings of the survey, provide concrete and practical recommendations to address the integration of STI in national government department policies and planning.

4. SCALE AND SCOPE

The survey should represent all national government departments, their key policies and work plan activities/programmes that affect and embrace STI. The final report must be delivered by 12 August 2019. All field work and analysis should be completed by 12 July 2019 to allow time for verification and validation with the stakeholders. The following national government departments will be included in the survey:

Government Department	Government Department
Agriculture, Forestry and Fisheries	Military Veterans
Arts and Culture	Mineral Resources
Basic Education	National Planning Commission
Communications	National School of Government
Cooperate Governance and Traditional Affairs	National Treasury
Correctional Services	Police (Civilian Secretariat for Police)
Defence	Planning Monitoring and Evaluation
Economic Development	Public Enterprises
Energy	Public Service and Administration
Environmental Affairs	Public Works
Finance	Rural Development and Land Reform
Government Communication and Information System	Small Business Development
Government Pensions Administration Agency	Social Development
Government Printing Works	Sport and Recreation
Health	State Security
Higher Education and Training	Telecommunications and Postal Services
Home Affairs	Tourism
Human Settlements	Trade and Industry
Independent Police Investigative Directorate	Traditional Affairs
International Relations and Cooperation	Transport
Justice and Constitutional Development	Water and Sanitation
Labour	Women in the Presidency

5. METHODOLOGY OF THE SURVEY

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

- Desktop review of policies of national government departments in relation to the integration of STI;
- Quantitative data collection and analysis of collected information;
- Interviews with key stakeholders from the departments;
- 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	05 April 2019	Contract Signed
Review of the survey methodology, questionnaires, survey and question guides	12 April 2019	Feedback from ASSAf & DST before finalisation
Presentation of the survey methodology, questionnaires, survey etc.	19 April 2019	Feedback from ASSAf & DST before finalisation
Background research	28 June 2019	Progress report submitted to ASSAf
Data collection complete	05 July 2019	Progress report submitted to ASSAf
Data analysis complete	12 July 2019	Draft survey submitted to ASSAf
First draft report submitted to ASSAf	26 July 2019	Draft report for review by ASSAf and DST & other key departments
Presentation to finalise findings and recommendations	02 August 2019	Presentation to ASSAf, DST & key departments
Final report submitted to ASSAf	12 August 2019	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
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Criteria	Weight
1. Technical approach and methodology	30
2. Past relevant experience	30
3. Proposed data management and analysis plan	20
4. Work plan	10
5. Detailed CV of the principal staff member(s), including proof of valid/certified qualifications	10
Total Score	100

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

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

The following supporting documentation are mandatory:

- B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE;
- Must be tax compliant;
- Proof of SCD registration;
- Quotations must reflect the cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a Non-VAT Vendor it must be indicate so;
- Three (3) references past and present clients on similar assignments;
- 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:

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

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 **29 March 2019, 12:00pm**.