EAST AFRICAN COMMUNITY
East African Science and Technology Community (EASTECO)

TERMS OF REFRENCE FOR CONSULTANCY TO DEVELOP THE EAST AFRICAN REGIONAL POLICY FOR SCIENCE, TECHNOLOGY AND INNOVATION

1.0.   Background

The East African Community (EAC) is a regional inter-governmental organization comprising the Republics of Burundi, Kenya, and Rwanda, the Republic of South Sudan, the United Republic of Tanzania, and the Republic of Uganda, with the main objective of developing policies and programmes aimed at widening and deepening co-operation among the Partner States in political, economic, social and cultural fields, research and technology, defense, security and legal and judicial affairs, for their mutual benefit.

To this extent the EAC Partner States established a Customs Union since 2005, a Common Market in 2010, and a Monetary Union with an ultimate objective to establish a Political Federation.

Historical experience has shown that policies that promote science and technological learning and innovation can stimulate structural change, improve economic competitiveness and create growth. Recognizing this from developed countries, there is a growing interest among developing countries in defining the STI policies within their overall strategic development policies and priorities. The success of a number of emerging countries in technological and economic catching-up has renewed interest in science, technology and innovation. It was observed that the rapid and sustained growth of south-east Asian economies was primarily due to market-friendly economic policies, the good allocation of physical and human resources to highly productive investments, and the acquisition and mastering of technology.

The economic growth of the EAC region in the last ten years has been one of the fastest of Africa, with an average of 6.2%. The EAC however recognizes that for the Partner States to reach a status of upper middle income economies by 2050, the regional growth must accelerate to 8.5% between 2016 and 2030 and then increase further to grow at 10% per annum for the next 20 years to 2050.

The Treaty for the Establishment of the East African Community recognizes the fundamental role of science and technology for the economic development and it encapsulates, in the Chapter 16, Article 103, provisions for the Partner States to promote cooperation in the development and application of science and technology within the Community, complemented by Article 80 on industrial development.

In accordance with the above mentioned provisions of the Treaty, the 5th Extra-ordinary Summit of the EAC Heads of State held on 18th June 2007 established the East African Science and Technology Commission (EASTECO) as an institution of the EAC.

As per the Protocol establishing EASTECO, the overall objective of the Commission is *to coordinate and promote the development, management and application of Science and Technology in Partner States to support regional integration & socio-economic development*.

The specific objectives of EASTECO include among others i) cooperation in the development of regional science and technology policies, ii) the joint mobilization, utilization, management and development of resources, both material and human, for the development of science and technology in the Community, iii) cooperation in the joint research and development in. science and technology, iv) promote scientific and technological innovation and invention within the Partner States, v) the development, adoption and utilisation of information and communication technology, as well as the adoption of new and emerging technologies, and vi) cooperation with organizations with similar objectives.

As a regional body, it is imperative that EASTECO provides support mechanisms to facilitate the harnessing and application of STI at a regional level and at scale. In this regards the Commission developed a five Year Strategic Plan 2017/18-2021/22 which was approved by the EAC Council of Ministers in April 2017. This EASTECO Strategic Plan identifies 4 Priorities Areas of Intervention, with 12 strategic objectives. The First Strategic Priority as included in the EASTECO Strategic Plan is focusing on the development of regional evidence based policies for Science, Technology and Innovation, which complies with the main EAC Science, Technology and Innovation objectives.

Furthermore, the First East African Regional Stakeholder Workshop on Science, Technology and Innovation, held in Kigali, Rwanda, in August 2016, identified key priorities for regional STI policies including 5 key domains for cooperation (policy formulation and harmonization, resource mobilization, capacity building, innovation and commercialization, infrastructure facilities with centres of excellence) and 5 focus areas (agriculture, bioscience and biotechnology, energy and environment, export-oriented manufacturing, and ICT).

At Country level all the EAC Partner States have recognised the importance of STI and have enacted laws and/or developed national STI policies to support the development of research capacity, human resources and talent, develop and sustain a network of scientists, support the growth in the use of ICT, develop institutional capacity and improve linkages with the private sector. In addition to policies, the Partner States have established national commissions/councils for science, technology and innovation to undertake the promotion, regulation, assure the quality and advise the governments on matters of science, technology and innovation.

In the last three decades, there have been many steps to promote STI activities in support of the socio-economic transformation of Africa. The Lagos Plan of Action for Economic Development for example, elaborated the roles that STI would play in solving problems including energy deficiency, food insecurity, environmental degradation, disease and water scarcity as well as the need to boost industrial productivity. The Plan committed African countries to spend at least 1% of the GDP on research and development.

Subsequent decisions underscored the importance of investing in STI; these included the 1987 Kilimanjaro Declaration, the 1988 Khartoum Declaration and the 1989 Abuja Statement.

However, the implementation of national STI policies is at varying stages in the EAC Partner States. In most of the EAC Partner States the national STI policies are under a review process. Some of the key challenges hampering the development and implementation of effective STI policies in EAC Partner States are inadequate funds for the implementation of national STI policies, lack of up-to-date, reliable data and indicators on the current status of S&T, lack of indicators and support mechanisms for innovation. The National Institutions have focused on training, education, Research and Development of national STI policies, with little innovation in the national STI policies. This has resulted in weak and non-direct linkages for Science, Technology and Innovation to support societal needs and economic growth.

There is a need to develop regional STI policies in alignment with the Sustainable Development Goals, the Science, Technology and Innovation Strategy for Africa 2024 (STISA) as well as with regional EAC priorities (EAC vision 2050).

In order to ensure the achievement of the EAC Vision objectives, a Regional STI policy should provide for key long term objectives and strategies in relation EAC long term development and integration pillars, as well as the Partner States' common areas of interest as per their respective Science, Technology and Innovation policies. A well-functioning STI ecosystem needs to include, inter alia, political stability and relevant functioning institutions, an educated workforce; sound research and education infrastructure and linkages between public and private innovation actors; enterprises committed to research and development; as well as a balanced intellectual property rights (IPRs) framework. Innovation requires that S&T knowledge is translated into useful

solutions to create new value for the society and for socio-economic development. There is therefore the need to create a framework at regional level to enable the harnessing of synergies in identified priority areas to exploit endogenous resources, strengths and capacities in the EAC region recognising the society/communities as major stakeholders. The policy is expected to drive investments in science, technology and S&T-led innovation.

In this regard, the Commission plans to commission consultancy services to develop a regional Science, Technology and Innovation policy.

2.0.   Purpose and Objectives

The purpose of the consultancy services is *to develop the East African Regional Science, Technology and Innovation Policy* to support socio-economic development and regional integration.

The general objective of the policy is to create an enabling environment for increased investment in Science, Technology and Innovation in order to support sustainable regional development and socio-economic transformation. The Regional STI policy will avail opportunities for coordination between national and regional level developments which will serve to avoid unexpected risks caused by uncoordinated activities and harness available synergies. The policy with implementation plan will allow and facilitate the various stakeholders in the region to work towards a common goal albeit within the context of their particular countries.

The Specific objectives of the consultancy are to:

1. To prepare a draft Regional STI policy including key objectives, pillars and targets, with a monitoring and evaluation framework, a regional innovation system and an implementation system;

2. To carry out national STI stakeholders consultations on how STI can be managed, guided and regulated;

3. To collect and prepare regional STI baseline data and information for evidence-based policy formulation;
4. To develop effective support mechanisms for fostering S&T-led innovations.

3.0.   Tasks and duties of the Consultant

In formulating the EAC Regional Science, Technology and Innovation Policy the Consultant will undertake (but not be limited to) the following tasks:

1. Through a review existing policies, strategies and institutional arrangements in Science technology and innovation in the EAC partner states, identify gaps and

implementation challenges in the current policies and strategies, and make suggestions for improvement;

2. Conduct a baseline study aimed at identifying the main features of a regional harmonised STI platform to support regional integration and socio-economic development; the baseline shall include STI Statistics and Indicators based on the OECD Frascati Manual for R&D and the OECD Oslo Manual for Innovation Statistics and the work done under the NEPAD ASTII Programme. The proposed STI indicators must be relevant for the EAC region;

3. Carry out a stakeholder analysis and through a consultative process of soliciting input from all possible stakeholders (including but limited to relevant EAC institutions and organs, National councils/Commissions of Science and Technology, other relevant institutions in partners States, Government ministries and other stakeholders), collection of relevant data; and appropriate analyses, formulate regional STI policy objectives;

4. Ensure STI priority policy objectives and targets are in line with socio-economic development policies of the EAC Partner States and identify areas for alignment with international frameworks;

5. Identify and propose regional collaborative linkages among STI agents in EAC Region including the private sector, academia, financing institutions, R&D institutions i.a.;

6. Propose policy support measures aimed at fostering innovation & entrepreneurship in order to promote economic competitiveness through fostering innovation, value addition, industrial development and entrepreneurship;

7. Identify and recommend stakeholders, processes and mechanisms(including entry points and incentives) for adequate implementation of the policy and mainstreaming it into National and regional decision making systems (policies, regulations, strategies and programs);

8. Identify and review the current best practices of methodologies used in technologically advanced countries, emerging and developing countries and international organizations for collecting, aggregating and analysing science, technology and innovation data with the aim of developing a monitoring and evaluation system and plan for the policy with a database of initial collected data and information;

9. Prepare a proposal on the best approach on sustainable STI human resource development;

10. Develop the communication and outreach plan for the policy;

11. Identify any challenges, risks and opportunities that may affect implementation of the policy and propose solutions or mitigation measures;

12. Present the draft Regional STI policy to a regional STI stakeholder workshop for review and improvement of the draft Regional STI policy; Based on the input and consultation from this workshop, prepare the revised and final draft Regional STI Policy.

4.0.   The Approach and Methodology

The Consultant shall develop and propose the methodology to be used. The Consultant will be expected to employ the most effective methodology and standards to achieve results with optimum stakeholder involvement. The methodology will outline the analysis and tools to be used and how these tools will enable the Regional STI policy development. The Consultant's methodology and approach will be further reviewed and validated after receipt of the inception report. The final methodology will be finalized in consultation with the client.

The Consultant shall interact with National ST commissions in Partner States at the data collection and analysis stage as well as during the stakeholder consultations. In this regard, the Consultant shall carry out, but not be limited to, the following;

- Engage with the national STI institutions (National Commissions/Councils for STI) in the methodologies to collect national science, technology and innovation data, through physical and online interaction and feedback;

- Engage with the National ST commissions in Partner States, in collecting and analysing national data required for evidence-based Science, Technology and Innovation Policy formulation, as well as in identifying regional STI priority policy objectives and targets;

- Engage with the Ministries responsible for EAC Affairs, Science and Technology, ICT, Planning, Education and Higher Education, Trade and Industry, ICT and other relevant ministries for stakeholder consultations;

- Engage with Partner States' Private Sector Federations/Associations in collecting relevant expectations from the business and manufacturing sector.

5.0.   Deliverables

5.1.   List of Reports and Schedule of Deliveries

Time	Deliverable	Submission
0	Contract/Letter of appointment of the Consultant	
Day 7	**Inception Report** which shall contain: - The understanding of assignment, comments on the ToR, a refined approach & methodology, the updated work plan, issues identified for Client's attention, the proposed content and structure of the various reports (interim, draft and final) - an initial document review including review of existing policies, strategies and institutional arrangements in Science technology and innovation in the EAC partner states, identify gaps and implementation challenges in the current policies and strategies, and make suggestions for improvement - Initial stakeholder analysis - Meeting with client will be held 3 days after submission to discuss the report. The consultant will present the inception report to team of experts for validation and approval.	The report shall be submitted electronically.
Day 25	**Interim Report** containing: - Baseline study/situational analysis with initial STI database and comprehensive stakeholder analysis; - The main features of a regional harmonised STI platform to support regional integration and socio-economic development - results from stakeholder consultations, data and information analyses, - proposed Regional STI policy objectives	The report shall be submitted electronically
Day 50	**Draft report** containing: - Regional collaborative linkages among STI agents in EAC Region. - Recommendations for stakeholders, processes and mechanisms for adequate implementation of the policy and mainstreaming it into National and regional decision making systems. - Proposal on the best approach on sustainable STI human resource development, technological learning and innovation; - Policy support measures for fostering S&T-led innovations - EAC regional STI policy with a monitoring and evaluation framework and an implementation system. - Communication and outreach plan for the policy. - Challenges, risks and opportunities that may affect implementation of the policy and propose solutions or mitigation measures.	6 hard copies and electronic submission
	A **validation workshop** will be organized after submission of the draft report. The regional STI stakeholder workshop will review and improve the draft Regional STI policy. The Validation workshop will be organised by the client. At the workshop, the consultant will make PowerPoint Presentation and	

	provide concise reports for discussion to a cross section of stakeholders. Based on the input and consultation from this workshop, the consultant will prepare the revised and final draft Regional STI Policy.	
Day 60	**Final report** on the EAC Regional Science, Technology and Innovation Policy, with an executive summary and incorporating comments from the stakeholder workshop. In addition to the final report, the consultant will prepare a summarized version of the Policy, the main purpose of which will be to provide decision-makers with an easy to grasp understanding of the relevance and role of the Policy. The summary should not exceed 10pages.	6 hard copies, 6 memory sticks and electronic submission
Monthly report	**1st week of every month** This report (2-4 pg max) comprising a narrative and other graphic presentation, showing details of the Consultant's progress, changes in the assignment schedule, impediments and proposed remedies will be submitted on a monthly basis.	Email to EASTECO Secretariat

A stakeholder validation workshop will be organized after submission of the draft report, the costs of holding the workshop itself (costs of venue, participants' expenses such as transport and accommodation, materials etc.) will be met by the client and should not be included in the consultant's financial proposal. The costs of all other consultations, meetings etc. required by the consultant to adequately complete the assignment must be included in the financial proposal.

The consultancy is expected to take approximately 60 man days.

6.0. Qualifications, skills and competences of the Consultant

Applications are hereby invited from suitably qualified citizens of the EAC Partner States, with the following profile:

- <u>Academic Qualification:</u> Masters' Degree in in areas related to planning, policy making with proven experience in development of Science, Technology and Innovation policies; A PhD will be an added advantage.
- Extensive knowledge of all aspects of science, technology and innovation (STI) development and application; Regional and National development agendas of the EAC Partner States;
- <u>Professional experience</u>: 10 years in Research, policy development and Planning, technology commercialization and innovation at a senior level; Detailed list of

similar consultancies previously done in the past seven (7) years; evidence of at least three (3) previous copies of contracts/orders of similar assignments; the candidates should demonstrate success in developing STI policies and experience in handling multinational/regional programs/projects; Demonstrated experience in working with international partners and other stakeholders in public sector development programs especially in the area of Science, Technology and Innovation;

- Knowledge of EAC System and procedures;
- Leadership and team management qualities;
- Good communication and computer skills;
- Excellent writing and analytical skills;
- Sound work ethics, including commitment to time and meeting deadlines, as well as maintaining courtesy and trustworthiness;
- Tax compliance certificates in case of firms.
- Fluent in English language
- Have worked in the EAC region.

Individual Consultants may constitute "associations" to enhance their chances of qualification.

Payment terms and conditions

The EASTECO secretariat will pay the consultant following the below schedule

- 5% upon submission of an acceptable Inception Report
- 10% upon submission of an acceptable Interim Report
- 35% upon submission of an acceptable Draft report
- 50% upon submission and acceptance of the Final Report

7.0. Application

All eligible and interested candidates should submit an application, complying to the provisions of the Request for Proposal (RFP), with sealed bids clearly marked "*Application for Provision of Consultancy Services to Develop EAC Regional Science, Technology and Innovation Policy*", mentioning the applicant's address on the outer envelope, and containing the following:

i)   An envelope containing the technical proposal, with the following components:
   o A letter of expression of interest;
   o The description of the profile of the candidate, with an outline of recent activities on similar work;
   o The proposed methodology/approach, the work plan and the related timeline;
   o The detailed CVs/resumes
   o 3 References
ii) An envelope containing the financial proposal presented in US Dollars, with:
   o Daily rate of professional fees

- Any other costs to be incurred during the assignment

The application should be delivered or sent to the following address:

The Executive Secretary,
East African Science and Technology Commission (EASTECO),
2nd Floor, Wing C, TELECOM HOUSE, Bld de l'Umuganda, Kacyiru,
Kigali, Rwanda.

8.0. Contacts:

For more information or clarification, please contact us through the email below:

easteco@eachq.org **with CC to:** *obateta@eachq.org*

with mention of "*Consultancy Services to Develop EAC Regional Science, Technology and Innovation Policy*" in the subject line.

Application deadline is 20th November 2017 at 5:00 PM Kigali time (6:00 PM EAST).