

**Terms of Reference  
SANBio/BioFISA II Programme  
Short Term Consultant  
Proposal (Business Plan) Writing Training**

## **1 Programme Background**

Southern Africa Network for Biosciences (SANBio) is a NEPAD Agency Flagship for collaborative research, development and innovation platform aimed at addressing Southern Africa's challenges in health and nutrition. It is one of the five Networks under the Consolidated Plan of Action for Science and Technology (African Biosciences Initiative) and was officially launched in August 2005. The SANBio Network was reconfigured in response to the 4 Pillars and 6 Priority Areas of the Science, Technology and Innovation Strategy for Africa (STISA 2024) - a 10-year strategy which is part of the long-term African Union Agenda 2063. STISA - 2024 envisages the accelerated transition of largely commodity-based African economies to innovation-led, knowledge-based economies. Such economies should be underpinned by robust science, technology and innovation (STI) systems<sup>1</sup>.

In line with STISA 2024, the SANBio Flagship and its supporting programmes are implemented on a regional multi-country basis outlined in the SANBio Business Plan. The Network is comprised of 12 of the Southern Africa Development Community (SADC) Member States and operates on a Regional Hub (The CSIR in South Africa) and Country Nodes model. The current SANBio Member States are Angola, Botswana, Malawi, Mauritius, Mozambique, Namibia, Lesotho, South Africa, Seychelles, Swaziland, Zambia and Zimbabwe.

The BioFISA Programme, a Finnish-Southern African Partnership Programme, is meant to strengthen the NEPAD/SANBio Network. The second phase of the Programme (BioFISA II) started in April 2015 and will be implemented until February 2019. Funding under BioFISA II is aimed to support and strengthen biosciences research, development and innovation in the SANBio Members States in Southern Africa. BioFISA II supports SANBio in the impact areas of health and nutrition by:

- creating an effective and dynamic regional research network, including the establishment of sustainable funding structures for collaboration;
- enhancing human capacity in the region including the development of entrepreneurial skills; and
- funding the development of innovative products.

The overall goal of the Programme is to strengthen regional collaborative biosciences research and innovation activities in Southern Africa.

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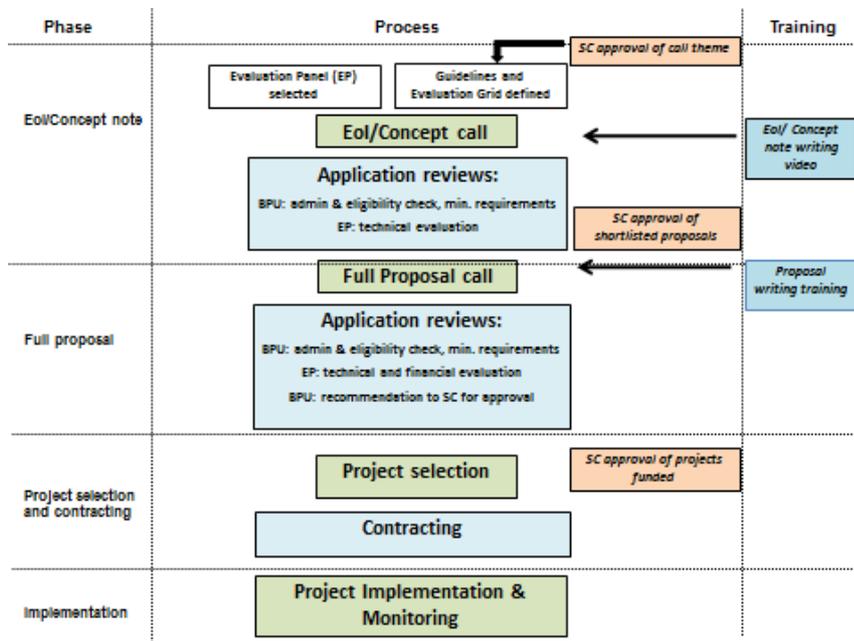
<sup>1</sup> Please visit <http://www.nepadsanbio.org/resources.html> to download STISA-2024 and the SANBio Business Plan

## 2 Objectives and the scope of the work

### 2.1 Assignment outline

BioFISA II offers funding to projects particularly focusing on taking bioscience research from proof of concept stage to commercialisation. Seed projects engage two or more countries in the SANBio member states, are of maximum of 12-month duration and will offer a grant of maximum R 1 million per project. The target audience for the seed grants are public sector research institutions, universities, non-profit organisation and private companies.

Applications for seed grants follow a two phased process. The first stage of the seed grant call is for an Expression of Interest (EoI) followed by the call for full proposals. Submitted applications will be evaluated by an evaluation panel for the business, innovation and science, in relation to the thematic areas and objectives of the call for applications. The diagram below illustrates the process that will be followed from the initial call for grant applications to the selection of projects for funding.



BioFISA II emphasizes the importance of projects, which are focused on delivering products, and services that benefit the end users.

As such, to improve the quality of the proposals and implementation success, BioFISA II will provide training to the applicants who are shortlisted to develop full proposals. In addition as BioFISA II is focused on addressing the gap between research and commercialisation, the aim of the proposal writing training is to sensitise and improve capability amongst potential grantees around these critical issues and enhance their proposals to be more market and commercialisation oriented. During this training, strong emphasis must be placed on the development of products and services and commercialisation of these in order for these to get to the end user. Therefore, the full proposal training should be tailor made into the development of business plans and business models (preferably using business model canvas and the lean entrepreneur approach) rather than traditional research proposals. Emphasis should also be placed on results and how the agile approach can be used during the commercialisation process.

## 2.2 Scope of assignment

The SANBio/BioFISA II Programme together with the National Commission on Research, and Technology (NCRST in Namibia) has issued a call for Eols for seed project grants with an emphasis on commercialisation of products and services at the end of the innovation value chain. It is envisioned that the training for the full proposal development phase will take place in May 2017 after the shortlisted candidates have been selected. Training will run over a five day period, the last day being a half day as illustrated in the table below. The participants arrive on Sunday, when there is also a welcoming dinner. The course itself starts on Monday morning.

Day 1	Day 2	Day 3	Day 4	Day 5
Arrival of participants previous day. Introductions and course overview.	Course - to be designed by the Consultant	Course	Course	Course/Dragon Dens
				Summary
Lunch				
Course	Course	Course	Course	Departure of participants
Dinner				

During the training, applicants (consortium partners) will work together on their own proposals. Therefore, the training given should be customised to the needs of each applicant but covering all the aspects of the development of a proposal writing/business plan. The training should also cover all the issues outlined in the guidelines provided for full proposals. It is expected that after the training the proposals have:

- results oriented project plan leading to commercialization of a product or service, including a beneficiary and market analysis;
- realistic budgets;
- realistic time schedule;
- project management plan including monitoring and reporting;
- dissemination plan for the results.

The BioFISA II Programme therefore seeks the consultancy services from a well experienced consultant to train shortlisted candidates from the joint call with NCRST. The selected consultant is expected to provide the content of the course and the schedule to BioFISA Programme Unit before training commences.

BioFISA reserves the right to invite the selected consultant to provide training for other calls for full proposals for future seed project grants.

## 2.3 Task requirements of assignment

The Consultant is expected to work closely with the BioFISA II Programme Unit (BPU). The specific tasks of the Consultant are to:

1. Familiarize with the shortlisted Eols

2. Develop a proposal writing training content based on full-project proposal guidelines
3. Provide hands-on training on proposal/business plan writing, giving participants individual feedback on their proposals
4. Collect and analyse feedback and submit to the BioFISA II Programme Unit (BPU)
5. Analyse training results and provide a brief report on this to the BPU

Training will take place in Windhoek, Namibia, and the consultant is expected to travel to the venue to administer training. Travel and accommodation costs (if necessary) will be covered by the BPU and should be excluded from the budget for this assignment.

### 3 Deliverables and Reporting

#### 3.1 Deliverables

The Consultant will provide the following:

- A short narrative on the implementation plan for the training;
- Training material two weeks before the start of the training;
- An analysis of the participant feedback survey; (Feedback template provided by the BPU); and
- A short report on training results and feedback and suggestions to improve training for the future.

#### 3.2 Reporting

The Consultant will work in close cooperation with the BPU and report to the Chief Technical Advisor and the Programme Manager.

#### 3.3 Timeframe

The training for the seed project call shortlisted candidates will take place in early May (tentatively **8.5-12.5.2017**)-. A maximum of 10<sup>2</sup> days are allocated for this assignment over a one month period, please see table below for an indicative timeline.

<b>Deliverable</b>	<b>Tentative timeline</b>
Implementation plan and initial draft of the course content (brief summary of the key topics to be covered)	13 April 2017
Training material to BPU	28 April 2017
Training execution	8- 12 May 2017
Analysis of participant feedback	18 May 2017
Report on training results	22 May 2017

Should BioFISA II use the option to invite the Consultant to provide training for the future seed project calls for full proposals, the timing will be informed in due course.

<sup>2</sup> Maximum 10 working days includes the travel time.

## 4 Selection of the Consultant

Consultant for this assignment must meet the following minimum requirements and experience:

### 1) Minimum requirements for the Consultant:

- Minimum BSc degree in project management, business or any relevant discipline
- Experience in proposal writing/business plan training (at least three references during the last five years)
- Experience in training with Business Canvas Model and the Lean Startup approach would be a strong advantage

### 2) Additional attributes and experience required:

- Excellent reporting and presentation skills (in English)
- Excellent multi-cultural skills
- Excellent training and group facilitation skills
- Ability to work within a tight time frame and meet deadlines

As part of the selection process, the Consultant should submit the following documents:

- Curriculum Vitae, highlighting the key experience relevant to this assignment;
- A budget for the assignment indicated as a fee rate per working day (in EUR); and estimated travel, accommodation and other costs<sup>3</sup>
- Initial draft of the course content (brief summary of the key topics to be covered) as well as the consultant's draft implementation plan indicating how he/she will carry out the assignment.
- Deadline to submit the proposal is **April 13, 2017, 12h00 (CAT)**
- Submissions to be made to [biofisa@nepadsanbio.org](mailto:biofisa@nepadsanbio.org)

The Consultant will be selected based both on technical merits (CV, experience relevant to the assignment, and draft of the course content and implementation plan) and the fee (fee per working day).

## 5 Documents to be consulted

The Consultant should familiarize him/herself with the following BioFISA II related core documentation:

1. BioFISA II Programme Document
2. BioFISA II Results Framework
3. SANBio Business Plan 2013/2018
4. Guidelines for the NCRST/BioFISA II joint call

The documents 1, 2 are available on request by sending an email to [biofisa@nepadsanbio.org](mailto:biofisa@nepadsanbio.org) and document 3 on <http://www.nepadsanbio.org/press-room-media/document-library> and document 4 can be downloaded from <http://www.nepadsanbio.org/opportunities-funding/funding/innovative-solutions-nutrition>

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<sup>3</sup> The following expenses will be covered by the Programme; per diems, travels, local travel, visa costs, accommodation and telecommunication.