

Terms of Reference

SANBio/BioFISA II Programme

Expression of Interest for Country Coordinator for FemBioBiz Programme#2

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. The Network is comprised of 13 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, Madagascar, 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) commenced 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. SANBio with the support of the BioFISA II Programme has launched the FemBioBiz Programme to develop leadership, technological and business skills in female-owned bio-businesses in the SADC region, to support deal-making and business acceleration in the biosciences arena and create a peer to peer network among the local female bio-entrepreneurs.

The FemBioBiz Programme will be coordinated in three phases over a period between February –December 2018 (Annex 1).

2. Aim of the FemBioBiz II Programme#2

The aim of the FemBioBiz II Programme is to:

Create a network of women bio entrepreneurs in the region, provide support to entrepreneur for acceleration of her business, and by so doing, create awareness for women on the potential careers in the biosciences sector.

3. Background of the FemBioBiz I Programme

In an effort to promote the opportunities for women in the bioscience sector and to support women entrepreneurs to create a peer network, the NEPAD SANBio/ BioFISA II Programme hosted the FemBioBiz Women Bio Entrepreneur Competition through a three phased approach in SANBio Member states in 2017. The Programme worked with in-country coordinator from 5 countries (Zambia, Zimbabwe, Botswana, Malawi and Mozambique) to coordinate the first phase of the in-country competition. Over 156 applications were received and of these 105 went through the first phase workshop. Training occurred in six countries with participants from countries such as Malawi, Mozambique, Zambia and Zimbabwe and Botswana, Namibia, South Africa, Lesotho and Mauritius. These workshops focused on entrepreneurial training using the Business Model Canvas and the pitch canvas over a 2 days period and at the end of each workshop, a pitching completion was held. From the 105 trained participants, 15 women were selected, representing the nine countries and participated in a week long boot camp focusing on key aspects of business development. All finalists were invited to pitch at the SA Innovation Summit in Cape Town in September 2017 and 3 women won the first, second and third prize.

4. Scope of the FemBioBiz II Programme#2

4.1 Critical areas for engagement

For the delivery of the FemBioBiz Programme#2 (Season 2) in 2018, the emphasis will be on:

- a) Enabling country coordinators to develop and enhance the women entrepreneurship ecosystem by establishing and strengthening partners in the current national female entrepreneurship ecosystem;
- b) Encouraging country coordinators to mobilise resources for support of the women by securing co-funding and sponsorships from local funding sources and enterprise development programmes available nationally or via a multinational partner;
- c) Assisting the country coordinators in the scoping of the training programme and with the building of local trainers' expertise to deliver entrepreneurial training and pitching;
- d) Ensuring that the country coordinators are able to deliver the FemBioBiz Programme in subsequent periods, building on the support already provided and strengthening the ecosystem.

4.2 Target audience of the FemBioBiz Programme#2:

SANBio/BioFISA II Programme, the sponsors of the capacity building training suggest that country coordinators focus on the target audience with specific areas in bioscience thematics of health and nutrition:

- a. Female entrepreneurs who have developed or initiated innovations and inventions;
- b. Female entrepreneurs who are growth oriented;
- c. Female entrepreneurs who have early or mature innovations and have demonstrated social impact, these include grassroots innovators;
- d. Female postgraduate students (at MSc or PhD level) who have viable innovative and entrepreneurial projects or initiatives.

4.3 Key roles and responsibilities in execution of the FemBioBiz II Programme

In brief the programme will be carried out by the following **key implementers**:

- a. **Regional country coordinator** whose task is to liaise and support the country coordinators in developing the ecosystem, mentor and guide the trainers; responsible for delivery of the whole programme whilst working with country coordinators and local trainers; and responsible for the final reporting;
- b. The **country coordinator** who will conduct all the networking outreach, host the national training ensuring that all logistics will be carried out; market and outreach for sponsors. The country coordinator must have proof that they have been able to raise **at least R300 000** to support winners and provide the linkages to local organisations who can support the entrepreneurs;
- c. **Local trainer in each country** who will be appointed by the country coordinator. The TOR for the local trainers will be developed by the regional coordinator with input from the BioFISA II Programme Unit and the country coordinator. The local trainer will report directly to the country coordinator;
- d. **BioFISA Programme unit** will work with the regional and country coordinators to define the selection criteria for the four categories of winners, provide oversight in terms of training material selection and course format; oversee the execution of the FemBioBiz II Programme and support the country coordinators and the regional coordinator. The BPU will provide the country coordinators support to effectively raise awareness, reach target audiences and help promote the competition with media partners and focus on promotion of the finalists in each country.

Refer to Annex 4 for the roles and responsibilities for the various key implementers of Phase I and Phase II and elements of Phase III for the FemBioBiz Programme for each country.

5. Scope of work for Country Coordinators

5.1 Key activities for country coordinators:

For the FemBioBiz II Programme in 2018 the roles and responsibilities of the country coordinator will include but are not limited to:

- a. Draft an implementation plan including the timelines, budget and team that will execute the in-country activities to ensure the success of the FemBioBiz 2018 Programme competition Phase I and Phase II, including stakeholder workshop, entrepreneurial training and in country pitch competitions in Phase I and Phase II;
- b. Work with the regional coordinator of the FemBioBiz II Programme to actively identify and seek sponsorships for the prizes and support for national finalists, a sponsorship package will be formulated with the input of the regional coordinator. Country Coordinators will have to raise a minimum of **R300 000** for the prizes for national competition and for winners in Phase II and this has to be secured as a requirement to be eligible as the country coordinator;

- c. Market, advertise and promote the FemBioBiz II Programme to a wide range of female entrepreneurs including marketing to organisations in the national ecosystem and similar programmes (regional or multi-partner). A marketing and social media communications specialist; All digital and print media and brochures should promote the FemBioBiz II Programme;
- d. Work with the regional coordinator and the BPU to select candidates that will be shortlisted to each phase of the competition;
- e. Identify suitable local trainers to deliver the three workshops planned for Phase I (1 workshop) and Phase II (2 workshops) during the training programme in each country; Working with the regional coordinator to develop the ToR;
- f. Organise all the logistics associated with the training delivery including invitations to shortlisted applicants, stakeholder invites for a suitable venue and arrange catering for all the workshops, attendance register at the venue, equipment is arranged (projectors, tables, chairs etc.);
- g. Recruit and invite local guest speakers and arrange for their participation, there will be no reimbursement for travel and accommodation or subsistence costs;
- h. Assist with the accommodation and transport arrangements for the participants attending the training (only participants living beyond 100 km distance (single trip) from the training venue can be supported for travel and reasonable accommodation);
- i. Coordinate and deliver the stakeholder workshops in Phase I and Phase II, the country coordinator must ensure that the relevant organisations in the entrepreneurial ecosystem, including enterprise development, private and public sector viz. government ministries donors and multinational partners supporting enterprise development are invited to the event and are engaged in the FemBioBiz II programme;
- j. Together with the regional coordinator, map the local ecosystem and report on key findings at the end of each phase;
- k. Consolidate all financial invoices and submit these to the BioFISA II Programme;
- l. Capture the lessons learnt (positive and negative) and the outcomes of the training session for future reference and submit these in the final report to the BPU.

5.2 Budget allocations for Grant awarded to Country Coordinator

Country Coordinators are expected to present a budget in South African Rand (ZAR) outlining any expected costs as indicated in Table 1, but the total budget cannot exceed ZAR 300 000 and will be in the form of a capacity building grant from the SANBio/BioFISA II Programme for a defined period and in two milestone payments. The prospective country coordinator must raise at least R300 000 and this must be used towards support and incubation for the finalists after the Phase II pitching competition.

Country Coordinators are encouraged to keep cost effectiveness in mind to minimise any wastage of resources and unnecessary expenditure. The country coordinators will be provided with Partner Activity Guidelines to ensure that all expenditure is in line with those stipulated in the guidelines. The following costs can be budgeted for under the BioFISA II Grant

Table 1: Eligible costs for Phase I and Phase II Training Workshops and Country Coordination

Item number	Category	Expense description/Budget item in ZAR
Preparation, coordination and liaison costs		
1.	Local trainer costs	Trainer costs – fees for course delivery, contextualising training course material for phase I and phase II and for the face to face support for participants in phase II and preparation of finalists for phase III
2.	Marketing and Advertising	In country marketing including digital, print and social media and costs related to liaison with the marketing and social media specialist
3.	Stakeholder workshop	Hosting 3 hour stakeholder workshop for key stakeholders in country, venue and conferencing costs.
4.	Phase I Workshops	
4.1	Workshop expenses	Venue (if unable to access from country coordinator in house)
4.2.	Workshop expenses	Catering - mid morning tea/coffee+ lunch and one soft drink per person + mid afternoon tea/coffee for 3 days
4.3	Workshop expenses	Audio visual equipment, microphones, projector, WiFi access is essential for training
4.4	Gratuity for judging panel	Judging panel may not be paid a stipend but a gift not exceeding R350 may be purchased as a gratuity
4.5	Pitching competition	Costs associated with the pitching competition for Phase I and Phase II
4.6	Road transport for non-local participants	Travel costs (reimbursement of fuel receipt, bus or rail ticket for participants residing more than 100 km from training venue (single trip)
5.	Phase II Workshops	
5.1	Workshop expenses	Venue (if unable to access from country coordinator in house)
5.2	Workshop expenses	Catering - mid morning tea/coffee+ lunch and one soft drink per person + mid afternoon tea/coffee for 3 days for two workshops
5.3	Workshop expenses	Audio visual equipment, microphones, projector, WiFi access is essential for training
5.4	Gratuity for judging panel	Judging panel may not be paid a stipend but a gift not exceeding R350 may be purchased as a gratuity
5.5	Pitching competition	Costs associated with the pitching competition for Phase I and Phase II
5.6	Road transport for non-local participants	Travel costs (reimbursement of fuel receipt, bus or rail ticket for participants residing more than 100 km from training venue (single trip)
5.7	Accommodation for non-local participants	Accommodation costs for max of 3 nights in minimum 3 star accommodation, on bed and breakfast basis, participants to take care of any other additional expenses, only applicable participants residing more than 100 km from training venue (single trip)
6.1	Preparation of National Finalists for Phase III	Preparation of finalists from Phase II pitching competition for participation in Phase III
6.2	Phase III Participation at the Regional Event for all national finalists	Travel and accommodation costs for national finalists and country coordinator (possibly regional flights and three days accommodation for winners)

5.3 Milestones and Deliverables

Table 2: Milestone, Deliverable and Payment Schedule

Milestones	Deliverable	Commencement Date	Completion Date
Milestone 1: Phase I	<ol style="list-style-type: none"> 1. Secured sponsorship of R300 000 from funder/s 2. Advertising and recruitment of local trainer 3. Advertisement and selection of participants for Phase I 4. Approved plan for Phase I training produced with input of local trainer 5. Delivery of Phase I training workshops including pitching competition and selection of finalists for Phase II training 6. Delivery of first stakeholder workshop, selected participants 7. Brief report for Phase I 	Mid-February 2018	May 2018
Milestone 2: Phase II and Phase III Preparation	<ol style="list-style-type: none"> 1. Approved plan for Phase II training produced with input of local trainer 2. Delivery of Phase II training workshops including pitching competition and selection of national finalists 3. Preparation of national finalists for Phase III regional event 4. Coordination and payment for travel arrangements for national finalists and country coordinator representative to regional event 5. Brief report on Phase II 	June 2018	Mid-August 2018
Milestone 3: Final reporting	<ol style="list-style-type: none"> 1. Hosting of final stakeholder workshop to communicate results from the programme and ecosystem development 2. Participation at the regional event for Phase III 3. Consolidated financial report for the use of the FemBioBiz Grant 4. Plan for use of sponsorships including support for entrepreneurs and national finalists 5. Plan for subsequent delivery of FemBioBiz Season 3 and recommendations 6. Final report with: <ul style="list-style-type: none"> -Mapped local ecosystem and support mechanisms, -Lessons learnt from implementation (positive and negative) -Tangible outcomes of the training session/s 	August 2018	September 2018

6. Operational Procedures and Requirements

6.1 Timeframe

The FemBioBiz II Programme will be phased in three phases with Phase I and Phase II being conducted in country. The regional winners will also be supported in country after the final competition in Phase III. Annex 1 indicates the full timeline of the FemBioBiz II Programme. It is anticipated that the country coordinator will commence activities from end of February and their activities will continue until December 2018 as indicated in the milestone and deliverable schedule in Table 2 (Section 5.3).

6.2 Grant procedure

The support provided for the execution and coordination of the FemBioBiz II programme in each country will be a capacity building grant from SANBio/BioFISA II Programme. A grant agreement will be completed with the appointed country coordinator. The grant payment will be done on the budget provided, which will be disbursed in three tranches as follows: Tranche 1 for execution of Phase I; Tranche 2 for execution of Phase II and Phase III, and Tranche 3 will be paid after receipt of the final report from the country coordinator.

The country coordinator will submit brief reports after milestone I and 2 and a final report for the grant after phase III has been completed. The final report will include the execution of the in country activities for Phase I and Phase II, the securing of sponsorship and possible partners for extending the programme, building up of ecosystem and the follow on support proposed for women entrepreneurs in bioscience. A key output will be establishing the linkages and mechanisms for supporting the ecosystem including the role of the key institutions, their activities carried out in supporting women entrepreneurs and possible linkages to deepen and link the FemBioBiz II Programme in country to other complementary initiatives.

The support provided to the winning finalists in each category will also have to be indicated in the final report from the country coordinators and details on how the country coordinator intends to utilise the sponsorship for supporting these entrepreneurs must be included. A key output will be the steps to be implemented by the country coordinator to monitor and track progress of these entrepreneurs. Assistance to develop a monitoring and evaluation system will be provided by the BPU and the regional coordinator. The country coordinator will also work with the regional coordinator to arrange a final stakeholder workshop to present the results from the FemBioBiz II Programme and ecosystem development in each country.

6.3 Sponsorships

It is a pre-requirement for the successful country coordinator to secure sponsorship/s and the country coordinator should:

- a) Secure commitment of the R300 000 during submission of the expression of interest and also indicate how the funds will be used.
- b) Record and complete agreements with sponsors from whom they receive pledges for sponsorships (if applicable) before the first tranche of the payment for the grant.

6.4 Reporting

The country coordinator will work with the FemBioBiz Regional Coordinator and in close cooperation with the BPU and report to the Programme Manager Zvi Tangawamira (ZTangawamira@csir.co.za) and to the Chief Technical Advisor Marja-Reetta Paaso (MPaaso@csir.co.za).

7. Documents to be submitted

7.1 Expression of interest and budget

The expression of interest (maximum 3 pages) should include:

1. How the institution envisages the FemBioBiz programme in their countries and the possible contribution of the programme and alignment with other enterprise development initiatives.
2. Expectations from the institution on what the FemBioBiz II Programme will achieve in their country and how they expect to sustain any future activities.
3. How the institution proposes to build their existing ecosystem, providing details of current partnerships and any other existing supporting networks that can be leveraged for the benefit of female Bioentrepreneurs.
4. How does the institution aim to access sponsorships and any possible existing linkages to sponsors/ entrepreneur development programmes it has in place. The institution should also provide the nature of sponsorship (cash or in kind) and a plan for how the sponsorship would be used to support the entrepreneurs and national winners of the FemBioBiz II Programme.
5. Indicate the level of support that may be required from the BioFISA II Programme for the rollout of Phase I, II and III.
6. Provide details of prior experience in terms of delivering training programmes with brief supporting evidence and references and any additional information in annexures. Indicate if the institution has access to trainers either externally or in house.

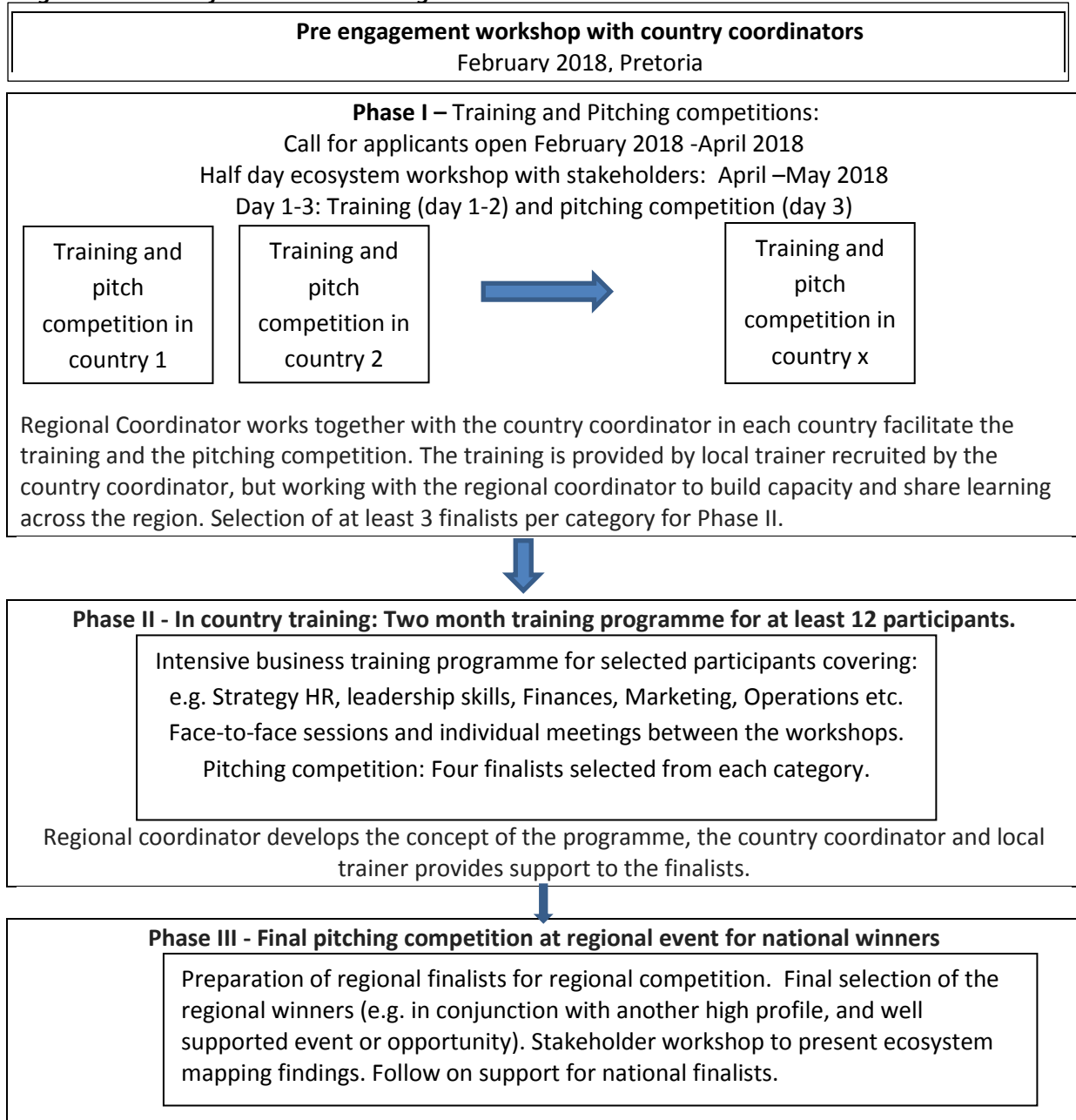
The financial budget should include all the costs indicated in Table 1 (Section 5.2). Annex 3 must be used to capture the budget. (Refer to separate attachment).

7.2 Closing date for submission

The closing date for submissions is **23 January 2018** at 16h00 (GMT +2) to be sent to biofisa@nepadsanbio.org. Contact information for enquiries: biofisa@nepadsanbio.org before *17 January 2018*. Submissions will be evaluated on the EOI and proposed budget as per criteria in Annex 2.

Annex 1: The schematic in Figure 1 describes the different phases of the FemBioBiz II Programme.

Figure 1: Phases of the FemBioBiz Programme#2.



Annex 2: Evaluation criteria for selection of Expressions of Interest for FemBioBiz country coordinator

The following evaluation criteria will be used to assess expressions of interest. Each criterion will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = satisfactory; 4 = good; 5 = very good. The maximum score is 100.

Expression of Interest /Technical Submission

The maximum score is 100. Submissions that have scored 80% (80 points) or above on the following criteria will be considered for interviews and possible selection.

Scores

EVALUATION CRITERIA FOR EXPRESSION OF INTEREST FOR FEMBIOBIZ COUNTRY COORDINATOR		100
1. Ability to secure sponsorship of prizes for local FemBioBiz Competition	Maximum score	40
1.1 Securing of at least ZAR 300,000 for the prizes to be awarded in the national competitions. (If external sponsor, provide copy of communication, and agreement signed before payment of Milestone I; If self-funded by applicant institution provide letter of commitment.)	40	
2. Track record of the institution and ability to deliver	Maximum score	40
2.1 Has the institution delivered entrepreneurial and pitch training previously? (Adequate documentary evidence needs to be submitted with the proposal- brief description of activity, target audience and demographic, outcomes and impact).	10	
2.2 Does the institution have the operational system and support to ensure adequate delivery of all the elements of the programme including advertising and marketing, recruitment of applicants, delivery of Phase I and Phase II workshops and preparation of national participants for Phase III regional event?	5	
2.3. Does the institution have the adequate skills/ marketing channels/social media channels for the advertising and recruitment of suitable quality applicants for the FemBioBiz II Programme? (As demonstrated by stats of current network, social media presence, etc.)	5	
2.4 Does the institution have programmes in place in the institution or access to activities that can support the entrepreneurs.(Provide current programme and if available externally, details of existing partnerships).	5	
2.5 Does the institution have key networks to access the target audience of female Bioentrepreneurs in the health and nutrition sectors during recruitment phase of applications. (Provide contacts if there are existing female entrepreneur or technical entrepreneur networks or start-ups, university enterprise development programmes and incubators with which the institution has engaged with previously).	15	
3. Stakeholder and ecosystem development	Maximum score	20
3.1 Does the institution have a strong presence in the entrepreneurial space to engage with and mobilise key stakeholders– e.g. incubators, funders, enterprise development, public and private sector funders, technical and advisory services for	20	

startups, university incubators and university enterprise development programmes, university bioscience faculties. (Demonstrate by listing the key institutions and a plan for the stakeholder workshop)		
---	--	--

TOTAL SCORE **100**

Financial Budget

TOTAL SCORE **100**

The maximum score is 100. Only submissions that have scored 70% (70 points), based on the budget indicated in Table 1 in Section 5.2 above and meeting the following criteria will be considered for possible selection.

	Maximum score	100
1. Financial criteria		
1.1 Budget is within the threshold of ZAR 300,000 of the FemBioBiz Grant	30	
1.2 In kind contribution costs by the institution have to be clarified and costed in ZAR.	10	
1.3 Local trainer fee should be within market related rates (not more than ZAR 6,000 per 8 hr day or ZAR 750 per hour).	30	
1.4 Coordination and logistics cost for the country coordinator should not exceed 10 % of the total grant.	10	
1.5 Catering and venue costs should be reasonable and minimum of 3 star.	10	
1.6 Budget for media personnel and advertising should indicate reasonable return in terms of coverage, scope and the target number of applicants required	10	

Annex 3: Budget for the FemBioBiz Grant

Please refer to attachment in excel.

Annex 4: Allocation of Roles and Responsibilities for FemBioBiz Programme Execution in country

Please refer to attachment in PDF.