



# **CALL FOR EXPRESSION OF INTEREST**

Reference: V6LFD02/2017/TG-04

For partner facilitated training and capacity building for  
NEPAD SANBio/BioFISA II Programme

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### Abbreviations

|         |   |
|---------|---|
| BioFISA | Finnish-Southern African Partnership Programme to strengthen the Southern African Network for Biosciences |
| BPU     | BioFISA Programme Management Unit   |
| CSIR    | Council for Scientific & Industrial Research  |
| NEPAD   | New Partnership for Africa Development  |
| SANBio  | Southern Africa Network for Biosciences   |

## 1. BACKGROUND INFORMATION

The Southern African Network for Biosciences (SANBio) is a NEPAD Agency Flagship for collaborative research and development, and an innovation platform aimed to address 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). The STISA envisages the accelerated transition of largely commodity-based African economies to innovation-led, knowledge-based economies. Such economies are 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 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. SANBio aims to support positive and dynamic development and increase opportunities to distribute research results and multiply practical applications throughout the Region.

The BioFISA Programme (a Finnish-Southern African Partnership Programme) is aimed at strengthening the NEPAD SANBio Network and in this second phase it focuses on boosting regional collaboration and networking. Its second phase, BioFISA II, will be implemented through three main components/result areas:

1. Functional and sustainable SANBio Network in place
2. Human capacity and infrastructure strengthened in areas of the biosciences innovation value chain that will result in more end-user impact and innovation
3. Sustainable funding structures and instruments in place to support SANBio activities

This call deals with facilitating capacity building, offered by regional stakeholders in the SANBio member states, for SMEs and other regional stakeholders in the health and nutrition sector in the region.

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<sup>1</sup> Please visit [www.nepadsanbio.org/press-room-media/document-library](http://www.nepadsanbio.org/press-room-media/document-library) to download the STISA and the SANBio Business Plan

## 2. OBJECTIVES AND PURPOSE

### 2.1 Overall objective

The objective of this call is to assist NEPAD SANBio with the support of the BioFISA II Programme in achieving the key result area: “Human capacity and infrastructure strengthened in areas of the biosciences innovation value chain that will result in more end-user impact and innovation”.

The main aim of this support is to enhance capacity among NEPAD SANBio member states and to improve capability within organisations to enhance Biosciences in the region and to promote knowledge sharing.

### 2.2 Thematic areas for training or capacity building

This call is open to regional stakeholders who **currently offer training or have the capacity to offer training to SANBio Member States stakeholders**, which will have the potential to improve recipient organisations including (but not restricted to) the following:

#### ***Technical training***

##### **a) Nutrition**

- Nutritional analysis of products developed by entrepreneurs
- Food production technologies,
- Food processing, e.g. improved handling and storage, post-harvest technologies
- Food safety
- Value addition of indigenous foods and neglected foods
- Nutrition education

##### **b) Health**

- Animal nutrition
- Animal Health (therapeutics, vaccines and diagnostics)
- Aquaculture (fish farming technologies)
- Genetic Resource Management
- Bioinformatics
- Good manufacturing practices.

#### ***Entrepreneurship training***

##### **c) Commercialisation of products and services in bioscience**

- Packaging and branding
- Intellectual property protection, licensing and contract negotiation in biosciences
- Entrepreneurship and commercialisation – particularly aimed at supporting SMMEs and startups;
- Scaling up of technologies
- Good manufacturing practices.

### **3. SCOPE OF THE WORK**

#### **3.1 General**

NEPAD SANBio with the assistance of the BioFISA II Programme will support organisations that offer training as detailed in 2.2 above, and will support training module modification (if necessary to be contextualised for regional delivery). All training content material is to be delivered in English. However, if content is available in Portuguese, this would be an advantage and considered. It is critical that the training supported will be delivered to a wide audience on a demand driven basis. A key requirement is to build up the institutions capability to deliver the training in a cost effective and sustainable manner.

- Institutions offering training are encouraged to promote the participation of women (at least 50 %) in the training courses to promote equity across the SADC region. A phased approach to the training to build long term capability and build on previous training with intervals where participants could implement their skills;

#### **3.2 Requirements of trainers/course presenters**

The trainers or course presenters must fulfil the following requirements:

- hold at least a Master's university degree in the areas mentioned in point 2.2 or equivalent
- have at least five years acquired in one of the topics mentioned in point 2.2
- able to demonstrate or have a proven track record of delivery of training in the topics mentioned in 2.2 above (provide references and evaluations and reports for verification)
- Excellent reporting and presentation skills (in English)
- Excellent multi-cultural skills
- Excellent training and facilitation skills
- Ability to work within a tight time frame and meet deadlines
- It would be preferable if teams of presenters were available as opposed to a sole presenter

#### **3.3 Specific Activities**

The institution/trainer/course presenter must be able to offer the following:

- Design a well-structured training programme which covers a holistic curriculum in one or more of the thematics highlighted in 2.2 above
- If the potential partner already has an existing training programme, then tailoring it for the needs of SANBio partner countries would also be a necessary requirement
- Delivery of the training course via modules and successive periods to ensure long term learning and opportunities for implementation in SANBio member states. Institutional capacity to conduct the logistics for training including venue, sourcing suitable participants both locally and from the region (at least 50 % participants from other countries should attend the training)
- Work with the BioFISA II Programme to coordinate logistics in respect of travel, accommodation and hosting of participants from other countries in the SADC region

- The institution will be expected to conduct a pre-engagement survey for potential participants and follow up evaluation of the training delivered and provide evidence of uptake of training and implementation by participants by conducting a follow up survey 3 months after the training has been delivered
- If a modular approach is being used, then the trainer will have to detail how the modules build on each other, and what type of activities participants will complete between training sessions
- It is essential that at least 50 % of the participants attending the training have to be from other countries in the SADC region (regional participants) and aim for a 50 % female participation

## **4. DELIVERABLES AND REPORTING**

### **4.1 Deliverables**

The Institution/ Trainer/ Course Presenter will provide the following:

- a) Proposal which includes:
  - Motivation as to why the particular training course is important and its potential to strengthen Bioscience expertise in SANBio Member states
  - Details of the training course that has been delivered previously
  - Description of the training including course content, mode of delivery, type of support offered to participants post training, intended benefits of the training for participants
  - Identification of potential target audience and the prospective number of participants or institutions in the region– this is critical in estimating demand in the region and future sustainability of the training intervention
  - Implementation plan for the training including timelines for course development and manuals, specific practical activities
  - Options for multimedia (if available), e.g. delivery online, self-paced learning
  - Pre-engagement questionnaire, course presentation evaluation questionnaire, and follow up evaluation to assess the implementation of skills by participants
  - Plans for sourcing participants in the region, methodology for participant screening, and plan for delivery
  - Detailed budget including trainer costs for course development or modification of content including manuals and presentations, cost of trainers for delivery of course, costs of online delivery (if applicable), costs for delivery face to face, costs for evaluation and reporting, costs for logistic and administration support,
  - Estimated costs for participants travel and accommodation (depending on where the course will be delivered), note these arrangements will be made by BioFISA II Programme Unit
  
- b) If the institution/ trainer/ course presenter is successful, then they would be expected to deliver the following after discussion with the BioFISA Programme Unit:
  - Final implementation plan for training with timelines

- Copies of the training manuals and course content four weeks before delivery of the course
- Lists of participants and institutions to whom training will be offered for review by BPU, training can be offered nationally or regionally – this depends on the course content/ facilities/ and demand
- A final report with an analysis of pre-engagement questionnaire feedback, and an analysis of the participant feedback survey within two weeks of training intervention and a report on the training results and suggestions to improve training and delivery for the future

## 4.2 Reporting

The team will work in close cooperation with the BPU and report to the Chief Technical Advisor Marja-Reetta Paaso ([MPaaso@csir.co.za](mailto:MPaaso@csir.co.za)) and the Programme Manager Zvi Tangawamira ([ZTangawamira@csir.co.za](mailto:ZTangawamira@csir.co.za)).

## 4.3 Timeframe

It is anticipated that training will be delivered from March 2018 and post implementation survey completed in June 2018.

| Activity and Deliverables   | Start date              | End date               |
|---|-------------------------|------------------------|
| Proposal and budget with activity outline as indicated in 4.1.a above   | 22 September 2017       | 3 November 2017        |
| Review of proposals by BioFISA Programme Unit   | 6 November 2017         | 17 November 2017       |
| Interviews with institutions who have applied for the call  | 20 November 2017        | 21 November 2017       |
| Selection decision by BioFISA II Programme Unit   | 21 November 2017        | 22 November 2017       |
| Communication with successful trainers and institutions   | 23 November 2017        | 11 December 2017       |
| Contracting with BioFISA II Programme   | 20 November 2017        | 11 December 2017       |
| Advertising to secure local and regional participants   | 5 December 2017         | 1 January 2018         |
| <b>Preparation and submission of final implementation plan (Deliverable)</b>  | <b>11 December 2017</b> | <b>13 January 2018</b> |
| Review of applicants and selection of participants to attend training and inform successful applicants                      | 14 January 2018         | 19 January 2018        |
| Pre-engagement survey by participants completed   | 19 January 2018         | 26 January 2018        |
| Preparation of travel and accommodation logistics for region participants by BPU  | 20 January 2018         | 18 February 2018       |
| <b>Preparation of first draft of training programme course content and submission to BioFISA II Programme (Deliverable)</b> | <b>12 December 2018</b> | <b>29 January 2018</b> |
| Review of course content by BioFISA II  | 29 January 2018         | 7 February 2018        |

|   |                        |                         |
|---|------------------------|-------------------------|
| Programme   |                        |                         |
| <b>Modification of training course content and submission of revisions by trainers (Deliverable)</b>  | <b>8 February 2018</b> | <b>16 February 2018</b> |
| Final review and approval of training course modules by BioFISA II Programme  | 19 February 2018       | 26 February 2018        |
| Preparations for training course by institution, printing of material, final confirmation of guest speakers, venue preparation etc.   | 1 March 2018           | 6 March 2018            |
| <b>Delivery of training by selected trainer/s and issuing of assignments to participants (Deliverable)</b>  | <b>12 March 2018</b>   | <b>16 March 2018</b>    |
| Analysis of participant feedback by trainer   | 20 March 2018          | 23 March 2018           |
| <b>Preparation and submission of report for training delivery including results from pre-engagement survey, training feedback and post intervention follow up (Deliverable)</b> | <b>20 March 2018</b>   | <b>9 April 2018</b>     |
| Follow up by trainer on participant assignments and evidence of implementation  | 27 April 2018          | 4 May 2018              |
| Post intervention evaluation three months after training has been conducted   | 16 June 2017           | 22 June 2018            |
| <b>Preparation of brief report on post implementation survey and follow up (Deliverable)</b>  | <b>22 June 2018</b>    | <b>2 July 2018</b>      |
| Review of report by BioFISA II Programme  | 5 July 2018            | 12 July 2018            |

## 5. OPERATIONAL PROCEDURES AND REQUIREMENTS

### 5.1 Location of trainer/course presenter

The trainer/course presenters will be based at his/her/their official (permanent) address. The trainers/ course presenters are expected to engage and interact with the BioFISA II Programme Unit to agreed timelines during the course of the course preparation, delivery and reporting phases of the assignment.

### 5.2 Start date and period of implementation

It is expected that course preparation will take place from November 2017 and the training will be delivered in March 2018. The post intervention evaluation will take place after three months of the delivery of training in June 2018.



### 5.3 Facilities

The trainer/course presenter is expected to provide facilities for training if the course is to be hosted at their institution.

### 5.4 Costs to be supported

**a) BioFISA Programme will support the following costs:**

- Trainer(s) costs for course development or modification of content (recommendation maximum of 12 days for course manual preparation)
- Trainer costs for preparation (recommendation of 6 days for practical component) and delivery of the course (recommendation maximum of three trainers, maximum of 8 days)
- Preparation, editing and printing of manuals and presentations (3 days)
- Costs of online delivery (if applicable) – in this instance, it would be preferable if an existing online course is available and BioFISA could subsidise the costs for access or registration of participants. BioFISA Programme does not have the resources for producing a course “from scratch” and will not support the development of a course or testing,
- Costs for delivery face to face including venue and other facilities required if the course is not offered in the host’s facilities (refer to 5.4b)
- Travel in respect of regional flights (economy class ticket, most economical and direct routing) and accommodation (bed and breakfast, at maximum of R1100 pppn) will be booked and paid for by the BioFISA II Programme <sup>2</sup>, and
- Costs for pre-engagement survey, course feedback, evaluation of implementation by participants and reporting (recommendation of maximum 5 days).

**b) Costs to be borne by the course presenter/trainer and institution:**

- Costs for administration support or logistics to deliver the course should be borne by the applicant’s institution,
- If the course is being delivered at the course presenter’s host institution, they should be able to bear the costs of venue etc. and provide facilities of an adequate standard for the training,
- Costs for running of pilot plant and laboratories (in kind cost),
- Overhead costs and contribution for external grants (in kind cost).

**c) Costs to be borne by prospective participants on the training course:**

- It is expected that a nominal fee should be charged for course participants, and this can be partially subsidised by the host institution of the participants. This is to ensure that future course delivery is sustainable and viable,
- Costs associated with per diems and subsistence allowance for participants should also be covered by the participants’ institutions, and dinners for participant during the duration of the training course,

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<sup>2</sup> BioFISA has guidelines for accommodation and travel which will be provided to successful applicants.

- Any insurance associated with travel, hospital, and medical that participants may need while participating in the attendance of the training must be borne by participants or their institution, and
- Visa application costs associated with regional travel (if applicable) must be borne by the participant,
- Shuttle costs both in participant's home country and the country where the training will be delivered should be covered by the participant. This includes airport shuttles on arrival and departure, and shuttles between accommodation and training venue during the duration of the training.

### **5.5 Contractual capacity**

Successful applicants will be expected to sign a grant agreement with the CSIR, acting as the legal entity for the SANBio BioFISA II Programme. The scope of the grant agreement will only cover the expected obligations outlined in the current Expression of Interest and the Proposal to be submitted by applicants.

### **5.6 Course Branding**

It is expected that the courses will be branded with the SANBio BioFISA II logo and funding support in all communications regarding the training by SANBio BioFISA II Programme will be acknowledged. In addition the distribution of SANBio BioFISA II marketing material and display of SANBio BioFISA II marketing banners will be encouraged at all training events.

## **6. SELECTION CRITERIA FOR PARTNER FACILITATED TRAINING COURSES TO BE SUPPORTED BY BIOFISA PROGRAMME**

### **6.1 Selection criteria for the selection of the proposals**

The following evaluation criteria will be used to assess expressions of interest and proposals for training. 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 70.

Only proposals that have scored on 80 % or above on the following criteria will be considered for possible implementation.

#### **Technical Proposal**

The maximum score is 70. Only proposals that have scored 80% (56 points) or above on the following criteria will be considered for possible implementation.

| <b>EVALUATION CRITERIA FOR ASSESSMENT OF TRAINING &amp; CAPACITY BUILDING PROPOSALS</b>   |               |           |
|---|---------------|-----------|
| <b>1. Relevance of the training in meeting BioFISA Key Result area 2</b>  | Maximum score | <b>25</b> |
| 1.1 How <b>relevant</b> is the content/ thematic area in the proposal to the objectives and priorities of capacity building in Biosciences in the region (refer to 2.2)?  | 5             |           |
| 1.2 Are the <b>benefits</b> of the training to potential participants <b>clearly articulated</b> in the proposal?   | 5             |           |
| 1.3 Has the proposal clearly defined the <b>target audience</b> and is there a proposed plan for targeting and selection?   | 5             |           |
| <b>1.4 Has the proposal assessed the demand</b> for this training intervention in the SANBio Member States with the emphasis <b>on regional participation</b> ?   | 5             |           |
| 1.5 Does the proposal include selection criteria target at least <b>50 % women participants</b>   | 5             |           |
| <b>2. Track record of the institution and ability to deliver</b>  | Maximum score | <b>15</b> |
| 2.1 Has the trainer/ course presenter/institution <b>delivered this course successfully previously</b> ? (Adequate documentary evidence needs to be submitted with the proposal)  | 5             |           |
| 2.2 Does the institution consist of a <b>qualified team</b> with five years' experience to ensure adequate delivery? (Qualifications and experience verified by CVs and references)   | 5             |           |
| 2.3 Does the institution have the <b>capacity</b> to deliver all the <b>logistic support</b> needed to deliver the training? (Evidence to be given in team composition and details of organisational support in the institution). | 5             |           |
| <b>3. Design of the training intervention</b>   | Maximum score | <b>30</b> |
| 3.1 Is the course content and training plan sound, has there been <b>acceptable coverage</b> of all content related to the thematic area being proposed by the organisation.  | 5             |           |
| 3.2 Does the modality of training include a <b>face to face</b> intervention with practical action oriented training, and is there possibility of supplementing with <b>online support</b> ?                                      | 10            |           |
| 3.3 Has the proposal included <b>follow up support</b> and further capacity building, and assignments for participants to implement skills acquired and mentoring support?  | 5             |           |
| 3.4 Does the proposal include a monitoring plan for participants post training? (Indications of post intervention support to include assessment of implementation of training).   | 5             |           |
| 3.5 Has the proposal included pre-engagement survey, post evaluation and follow-up evaluation to assess implementation?   | 5             |           |
| <b>TOTAL SCORE</b>  |               | <b>70</b> |

### **Financial Proposal**

The maximum score is 50. Only proposals that have scored 80% (40 points) or above on the following criteria will be considered for possible implementation.

| <b>4. Cost of the training intervention</b>   | Maximum score | <b>50</b> |
|---|---------------|-----------|
| 4.1 Is the trainer/s <b>individual cost</b> in line with their experience and qualifications?   | 10            |           |
| 4.2 Does the institution have some of its own financing or can provide <b>own support</b> for course delivery through in kind contribution? | 20            |           |
| 4.3 Is the course <b>cost per participant</b> reasonable? (Within rates for similar courses on the market?)                                 | 20            |           |

## **7. DOCUMENTS TO BE SUBMITTED FOR THE PROPOSAL**

### **7.1 Proposal submission**

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

- a) Technical proposal in the attached format (refer to Annex 1) with the requirements stipulated in Section 4.1 of this TOR,
- b) Financial proposal with full cost details as outlined in Sections 4.1 and 5.4 with institution contributions (refer to Annex 2),
- c) Draft implementation plan in GANTT chart format,
- d) Draft course programme,
- e) Curriculum vitae of trainers/course presenters or teams,
- f) Three references with contact details related to the training intervention/s previously delivered by the trainer/ course presenter/institution, and
- g) Reports verifying previous delivery with course evaluation and participant feedback.

### **7.2 Due date for submission**

The due date for submission of proposals is **3 November 2017** to be submitted to [biofisa@nepadsanbio.org](mailto:biofisa@nepadsanbio.org). Enquiries or request for clarifications can also be submitted to [biofisa@nepadsanbio.org](mailto:biofisa@nepadsanbio.org) before 27 October 2017.

### **7.3 Documents to be consulted for the assignment**

The trainer/course presenter/ institution should familiarize him/herself/themselves with the following BioFISA II related core documentation:

SANBio Business Plan 2013/2018 – <http://www.nepadsanbio.org/press-room-media/document-library>

***Annex 1: Capacity Building Technical Proposal Template***

***Annex 2: Capacity Building Financial Proposal Template***