REQUEST FOR WRITTEN PROPOSAL FOR DEVELOPMENT OF A GRANT GUIDELINES TO SUPPORT THE EXECUTION OF THE FUNCTIONS OF ZANZIBAR RESEARCH AGENDA.

Reference: DAR/SCI/2022/07

Date: 22nd August 2022

Request to submit a written proposal for a work assignment with UNESCO

UNESCO Dar es Salaam is inviting written proposals from Individual Consultants for the work assignment described in attachment A. To enable you to prepare a proposal for this assignment, please find attached the following documents:

(a) Terms of Reference (see attachment A);

Your written proposal should comprise:

(a) A Technical Proposal consisting of: an up to date curriculum vitae, and an approach and methodology for the assignment, a work plan and comments on the Terms of Reference if any (in brief).

(b) The amount to be charged for the assignment, which should be quoted in TZS. Please show any travel costs separately

Your proposal and any supporting documents must be in English

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organisation best value for money.

Your proposal should be submitted by e-mail not later than close of business (17:00) on 3rd September 2022.

The e-mail address is: dar-es-salaam@unesco.org

It is the individual’s responsibility to ensure that your proposal is received by the deadline.

Thank you for your interest in this UNESCO assignment; and we look forward to receiving your proposal.
TERMS OF REFERENCE FOR DEVELOPMENT OF THE GRANT GUIDE LINES FOR THE
ZANZIBAR RESEARCH AGENDA

1.0: Background

United Nations Education, Scientific and Cultural Organization (UNESCO) secured financial resources from Swedish International Development Agency (SIDA) to implement a project to support the six selected member states during the pilot phase to strengthen Science, Technology and Innovation Systems (STI) for Sustainable Development (STI4SDGs). The national STI system is an entity of people, governing frameworks, funding; and a mechanism for technology acquisition, development and transfer that identifies, prioritises, and transforms societal needs into products and services needs for national and human development. The inputs and throughputs in the national STI system to deliver the products and services is the research outputs, technologies, patents, and proven practices developed locally or elsewhere that are congruent with the prioritised individual and national goals. In Tanzania, which is one of the supported states is the STI4SDG initiative is fittingly called “Strengthening the Science, Technology and Innovation Systems for the United Republic of Tanzania” and its scope covers the three realms of policy and legal instruments, and stakeholder institutions in the republic. The geographical context is Tanzania mainland and Zanzibar. The project resources are allocated in quota between the two states to emphasise adapting the project support to benefit specific and differentiated needs of the STI systems and subsystems and consequent governments of the United Republic and Revolutionary Government of Zanzibar. The STI4SDG-URT chapter does not operate directly within the jurisdiction of the nation. It offers support to frontline government, parastatal, private, and non-governmental stakeholders of the STI systems meet its goal “To have a Strengthened Science Technology and Innovation Systems in Zanzibar.”

The action plan for Zanzibar has seven outcomes areas contributing to project goal. Three of these relate to this solicitation note. These are: Enhancement of the participation of universities in Science, Technology and Innovation; Building capacity and skills of using research results in policy making among stakeholders; and integrating human capital with Science, Technology and Innovation. There are two output areas that contribute to these outcomes. These are: 2.1) Support awareness and dissemination of the Zanzibar Research Agenda (ZRA) through meetings, workshops, media and dissemination materials; 2.3) Prepare Zanzibar Research and Innovation Grant Guideline.
1.

2.0: Objectives and Scope of Work

The objective of this solicitation is to contribute to the development of a framework of guidelines to support the execution of the Zanzibar Research Agenda by preparing Zanzibar Research and Innovation Grant Guideline.

Specific Objectives and Tasks:

a) Review of prevalent funding guidelines and collate best practice
b) Develop structure of document basing on literature review [2.3 a] and professional experience
c) Developing the following sections of the document: i) Preface, ii) Acknowledgment, iii) Introduction/background, iv) situational analysis (basing on the situational analysis.
d) Editorial work involving combining content developed in (b, d, and c above), peer reviewing, and proofreading
e) Design final print layout and put document in finalised professional layout
f) Submission of the completed document in PDF and summarized PPT.

3.0: Implementation Strategy, Expected Deliverables, and Dates of Delivery

The consultant is expected to apply a suitable methodology that benefits from the consultant’s profound competence, expertise, and rich experience. The consensus however shall be reached through discussions between the consultant and the focal UNESCO. It is recommended that the consultant shall include both desk research and direct engagement with the stakeholders. The assignment shall engage sampling individuals and institutions, calls with the participants, preparation for virtual and physical meetings, designing and filling questionnaires, analysis of data, and reporting.

Table 1. the expected deliverables and dates of delivery as drawn from the specific objectives and tasks in the assignment.

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<tr>
<th>S/N</th>
<th>Assignment</th>
<th>Deliverables</th>
<th>Date</th>
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<tbody>
<tr>
<td>a</td>
<td>Submission of the draft Research Guideline document, Editorial work and layout</td>
<td>Draft grants guideline document that is error-free in a professional print template</td>
<td>20th September 2022</td>
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4.0: Qualifications of a Consultant

This is an individual consultancy assignment where the Consultant should have at least

**Education:** Ph.D degree from an accredited university in a relevant field involving Basic or Engineering Sciences, Natural Sciences, Policy Research, Science Technology and Innovation (STI), or Innovation Management and Artificial Intelligence.

**Experience:** Minimum Ten (10) Years work experience with the Government of Tanzania on STI policy systems, national or sectoral priority setting, climate change, organizational strategic planning, project management academic freedom, gender equality, worker conditions, climate change or closely related-field or experience working in Development/Public Policy. Knowledge of how law and policy affects in practice in research and innovation and familiarity with the Sustainable Development Goals and Africa Agenda 2063 are an added advantage. Experience working with UNESCO and familiarity with the STI environment in Zanzibar are an asset.

**Skills:** Multi-stakeholders Facilitation Skills of the higher-level Science, Technology and Innovation policy forums and technical understanding of the Science, Technology and Innovation systems in Tanzania

**Languages:** a strong command of English and Swahili

*Women meeting these requirements are highly encouraged to apply.* Experience working with and understanding of STI monitoring tools of any kind, including national statistics, will add more credit.

5.0: Proposed Payments Schedule

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<tr>
<th>S/N</th>
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<th>Date</th>
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<tbody>
<tr>
<td>I</td>
<td>Draft grants guideline document that is error-free in a professional print template</td>
<td>20th September 2022</td>
</tr>
<tr>
<td>II</td>
<td>Final Grant Guide that is error-free and in professional print layout</td>
<td>5th October 2022</td>
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6.0 Supervisory Arrangements

This is a Senior Level individual consultancy assignment for the period of Twenty Five (25) days distributed in the months of September and October 2022. The successful candidate will report the work progress and be supervised by the UNESCO Natural Sciences Programme Officer and the National Project Consultative Group.

7.0 Facilities to be provided by UNESCO
You may indicate with justification in your financial proposal if you need other facilities from UNESCO Eg. Transport and accommodation a part from the consultancy fees.