

National Commission on Research, Science and Technology (NCRST)

Terms of Reference (ToR) for the Professional Consultancy to Review the Draft National Policy on Indigenous Knowledge Systems (IKS)

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1. INTRODUCTION

The National Commission on Research, Science and Technology (NCRST) is a State-Owned Enterprise established in terms Section 4 of the Research, Science and Technology Act, 2004 (Act no. 23 of 2004) with a mandate of coordinating, developing, and facilitating the promotion of Research, Science, Technology, and Innovation (RSTI) in Namibia. Furthermore, the RST Act, provides for the establishment of National Research Science and Technology Fund, as funding instrument for Research, Science, Technology, and Innovation.

Since 2006, there has been a standing resolution from Cabinet through the line ministry, to develop a national policy framework on Indigenous Knowledge System (IKS). Due to the dynamic nature of its mandate, the NCRST as the RSTI coordinating agency has been sanctioned to, *inter alia*, facilitate the national developmental agenda related to IKS in all sectors. It is for this reason that IKS has been identified as one of the key thematic priority areas outlined in the National Programme on Research Science, Technology, and Innovation (*NPRSTI 2014-2017*). Moreover, in order to realize the aspirations of a national development agenda inclusive of IKS, the NCRST co-opted to develop a Draft National Policy on IKS with the guidance of the National Indigenous Knowledge System Council (NIKSC), which was established under *section 19 (1) of the Research, Science and Technology Act, 2004 (Act No. 23 of 2004)*. The NIKSC has an overarching mandate of overseeing the development of IKS and mainstreaming it into the national system of innovation in pursuit of socio-economic development for Namibia.

Pursuant to the above, the NCRST in a bid to comprehensively develop the IKS policy embarked on various undertakings such as the benchmarking and scoping exercise in Mali and South Africa. These activities were further augmented by a rigorous stakeholder engagement covering all 14 regions in Namibia, and this was concluded by a stakeholder's workshop in Windhoek in March 2017. Subsequent to the said activities, the NCRST has recurrently been enhancing the draft policy document with the view to ensuring that key thematic areas within the IKS spectrum are appropriately infused and aligned as to counter inherent challenges in the current national policy frameworks.

The NCRST now seeks to enlist the services of a consultant/consulting firm/consortia/individuals/team of experts; with requisite skills, knowledge, and expertise in national policy formulation to revise the Draft National Policy on IKS. The systematic revision of the draft policy should be done taking into consideration the pertinent legislations, guidelines, protocols, resolutions (*best practices or any pertinent ad-hoc directives taken by the various OMAs*) at all levels (*national, regional,*

and international) as well as key changes in the IKS climate. of Namibia. As part of the skills transfer and capacity building initiative, the consultant(s)/expert(s) will be shadowed by some of the NCRST technical staff members during the period of this assignment.

2. PURPOSE

The NCRST is seeking the professional services of a reputable consultant/consulting firm/consortia/individuals/Team of experts to revise, enhance and re-align the Draft National Policy on IKS with the pertinent regulatory frameworks; (*i.e., legislations, protocols, policies, guidelines, resolutions, and best practices*) in the IKS spectrum.

The specific objectives under this consultancy are:

- To technically assess the policy content and syntax;
- To provide contextual structural alignments and artworks to the national policy development process;
- To conduct a scoping exercise of IKS related policy instruments and developments for the enhancement of the current draft policy (*Review of International and National Policy Frameworks and realignment to draft IKS Policy*);
- To profile the socio-economic orientation of policy initiatives with the national development agenda; and
- To provide capacity and knowledge exchange with selected NCRST technical team

3. SCOPE OF WORK

The bidders are required to submit a comprehensive proposal detailing the way the draft policy review process will be conducted (*Situational Analysis, workplan, implementation plan, synthesizing information from various legislations, etc.*). The proposal should indicate the organizations profile, lead consultant's qualifications and experience, methodology (*inclusive of the Model for NCRST staff to shadow the consultant*), and a summary of similar work carried out including the challenges encountered.

4. TECHNICAL REQUIREMENTS

The NCRST will do the evaluation and adjudication after proposals submission deadline.

The following are expected to be addressed in the proposal (*consisting of the Technical & Financial aspects*):

- a. One-page letter of introduction identifying the bidder and signed by the person(s) authorized to bind the bidder to statements made in the proposal.
- b. All bidders are required to clearly state the name of the Primary Party with whom the NCRST will enter into an Agreement. In the event of a consortium, or group of companies jointly delivering a response, full details are required of each of the legal entities involved. A legally binding agreement must be in effect between the parties and a copy must be submitted with the proposal. (*Attach a copy of the partnership / consortium agreement*).
- c. The bidder is expected to submit along with its bidding proposal containing an implementation schedule, a clear proposal describing the project approach and methodology as well as financial aspects (budget).
- d. The proposal should demonstrate technical and professional competency in policy development.
- e. The bidder must be able to demonstrate the capability to produce work of the highest quality through the submission of past work and at **least two** references from previous or current clients.
- f. Description of the role or element of the proposal to be fulfilled by any third party and the full contact details of any third parties involved in the proposal (*if applicable*).
- g. The Technical Proposal should clearly and specifically cover but not necessarily be limited to:

Criterion	Percentage
Interpretation of the Terms of Reference: Demonstrations of the understanding of the work to be done, a proposed work approach and methodology.	25%
Modalities: A proposed plan on how the process will be handled to ensure that it is concluded successfully.	30%
Capacity: Copies of CVs for the key staff in the proposal should be attached to the application. This will include scrutiny of submission for overall compliance to the ToRs and advert requirements.	20%
A detailed work plan with clear deliverables, which must include clear timetable/ schedule of the work activities that will be performed.	25%

In order to be considered for this consultancy, the overall threshold for this bid must at least attain **60%** based on the criteria (*proficiencies, competencies, and approach*) as outlined above.

5. REQUIRED DOCUMENTATION

Based on the nature and structural capacity of the submission by individual consultant(s)/Expert(s), Team or consulting firm, the following conditions will be applicable accordingly:

5.1 Proposal (*technical and financial*):

- Detailed project narrative and budget
- Detailed Company Profile
- Detailed profiles of the Consultant/Expert/Team Members
- Qualifications, Trainings, and related Certifications of the Consultant/Expert/Team Members/Consulting Firm
- Organizational Chart or reporting structure that is responsive to the consultancy
- Comprehensive Resumes/ Curriculum Vitae (CVs) of all members involved in the consultancy
- At least two Reference letters from similar projects (*preferably from any OMAs or international organizations/Agencies*)
- Presentation of Past work (*list of organizations and specific task with outputs/outcomes etc.*)

5.2 A valid company Registration Certificate / Founding statement (*certified*)

5.3 A valid good Standing Tax Certificate (*original*)

5.4 A valid good Standing Social Security Commission Certificate (*original*)

5.5 A valid certified copy of Affirmative Action Compliance Certificate

*** Non- Compliance to the above will render the submission invalid and therefore disqualified.**

6. SUBMISSION TERMS AND CONDITIONS

6.1 Proposals shall include all relevant information about the bidder as indicated above and elsewhere in this document, as this will enable the NCRST to assess the service provider's competence comprehensively. The overall quality assessment entails the below aspects and key metrics for a comprehensive submission:

- a) Technical proposal (technically sound)
- b) Financial proposal (inclusive of all administration costs including overheads, printing, posting, copying, presentation etc.) strictly in Namibian Dollars (N\$)
- c) Statement of relevant experience i.e., similar assignments executed in/under execution in the last five years
- d) Measurable goals, objectives, and methodology

- e) Appendix: Documentation such as CVs, Certified qualifications (All foreign qualifications must be evaluated by the Namibia Qualification Authority)
- f) Indication of availability to carry out the Consultancy during the implementation

period

6.3 GENERAL INFORMATION

- i. Bidders are solely responsible for their costs in preparing the tender.
- ii. Payments for all products and services (professional fees and reimbursements) covered by this project shall be made within 30 (thirty) days subject to receipt of appropriate invoices, the satisfactory completion of work, and adherence to the NCRST's policies.
- iii. The NCRST shall not be liable for any losses, damages, costs, charges, or expenses caused by defects or damage to the service provider's equipment and supplies including any damages or injuries suffered during official missions of the consultancy.
- iv. The NCRST may decide to reserve the right to add, modify or omit certain portions of the proposal.

6.4 ELIGIBILITY AND DECLARATION OF INTEREST

This consultancy is strictly open to qualified Namibian citizens as the Lead consultant/Team Leader/expert supported by team members including Namibian based and / or international partners (*subject experts, resourceful persons, specialist etc.*). Former employees; members of the National IKS Council (NIKSC); as well as resourceful persons of the NCRST previously or directly involved in the development of the draft IKS policy are ineligible for this consultancy.

Participants with any other direct professional linkages to the NCRST independent of those above should disclose and explain their current relationship with the Commission, duly signed by the authorized signatory of for the bidder.

Failure to comply with the above eligibility and declaration condition will warrant automatic disqualification from the bidding process.

7. DURATION, TIMELINES, OUTPUTS/DELIVERABLES AND SCHEDULE OF PAYMENT

The duration of the project will be for a period of four (4) months, from the date of accepting the offer. The proposed contract term is four (4) months. Below is a timeline, deliverables, and schedule of payments (*all subject to NCRST internal policies and procedures*), which will be finalized after the inception meeting.

The payment schedule is defined in this document but are all subject to satisfactory completion of the pertinent task at hand supported by the internal policies and procedures (*i.e., best governance practices*) of the NCRST.

The consultant will undertake to deliver as per the table below:

N°	Deliverables	Duration	Deadline	Schedule of payments
1	Inception Report and Action Plan to include inter alia the detailed proposed methodology and a Work Implementation Plan	2 weeks	TBD	20%
2	First Progress Report to include: <ul style="list-style-type: none"> ▪ Review of current draft Policy ▪ Initial Findings, Issues and proposed actions ▪ Targeted Technical stakeholder engagements/Consultations (OMAs) ▪ Engagement with NCRST & MHETI technical Staff 	6 weeks	TBD	30%
3	Draft NIKS Policy to include: <ul style="list-style-type: none"> ▪ Recommended changes: inputs from various OMAs incorporated and presented to technical staff, and/or Committee. 	4 weeks	TBD	45%
4	Workshop of the Final Policy document from the Consultant - to technical staff, selected experts and focus groups (OMAs). <ul style="list-style-type: none"> ▪ Validation of inputs from stakeholders 	2 weeks	TBD	

	and technical staff; Committee etc.			
	<ul style="list-style-type: none"> ▪ Presentation of revised Policy to NCRST & MHETI/NPC Technical Working Group (possibility of inviting experts/former NIKSC members) ▪ Submit Revised Draft NIKS Policy to NCRST 	2 weeks	30th March 2022	The remaining 5% will be released upon satisfactory scrutiny of the final document to the NCRST standards.

This section is subject to further discussion with the successful bidder prior to further contractual agreements governing this consultancy.

8. QUALIFICATIONS

The lead consultant shall be in possession of at least the relevant master's degree or higher in either Social Sciences; Project Management; Information Management, Development Studies, Natural Resources Economics or any other related sciences discipline/field.

Since the goal of the policy centres around recognition of IKS, value-addition on products and services, and possible commercialization, additional qualifications in fields such as Law (*background and understanding of the Access and Benefit Sharing and related IKS related legislations*) and Intellectual Property (IP) related exposure from the consultant or Team members will be an added advantage.

Experience and Proficiencies

The consultant is expected to possess the following competencies:

- Experience in Project management
- Exposure to policy development/ formulation, reviews, and analysis
- Good understanding of pertinent legal frameworks and Intellectual Property laws
- Sound knowledge of the Namibia Science, Technology and Innovation (STI) regulatory framework
- Familiar with the national policy guidelines and frameworks from the National Planning Commission (NPC)
- Understanding of the national development agenda (*NDPs, HPP etc.*) as well as the regional and international agenda

9. VALIDITY OF PROPOSAL

The cost estimates (quotation) contained in the financial proposal shall remain valid for a period of 90 days from the submission date stipulated in this document.

10. SIGNING OF DOCUMENTS

1.1 All submitted documents must be certified.

1.2 All pages of the bidding document/proposal must be numbered properly, initialized, and signed at the designated spaces.

1.3 Written proposal should be submitted before or on **8th October 2021** by 12h00 to the NCRST at the following address:

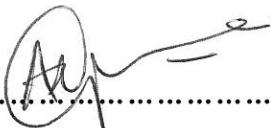
National Commission on Research Science and Technology (NCRST), 1021 Corner of Grant Webster & Louis Raymond Street, Olympia, Windhoek.

Documents must be hand delivered at NCRST Head Office bidding box at the reception area. Please ensure that you sign a register of submissions.

11. APPROVAL OF THIS DOCUMENT

This document was approved by the Accounting Officer (CEO) on recommendation of the Procurement Management Unit and Procurement Committee.

Signed at WINDHOEK on this 22 day of SEPTEMBER 2021



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Ms Albertina Ngurare
Acting Chief Executive Officer