

## **THE PASET AFRICA REGIONAL SCHOLARSHIP AND INNOVATION FUND TERMS OF REFERENCE**

### **AN INDIVIDUAL CONSULTANT TO DESIGN AND DELIVER A BUSINESS INCUBATION WORKSHOP FOR ENTREPRENEURIAL SCIENTISTS IMPLEMENTING RSIF FUNDED INNOVATION PROJECTS**

**Project Name:** The Regional Scholarship and Innovation Fund for Applied Sciences, Engineering and Technology (PASET RSIF)

**Grant No.:** D347-3A

**REF:** KE-ICIPE-236271-CS-CQS

**Expected duration:** 14 Days

**Expected start date:** July 2021

#### **A. BACKGROUND**

The Regional Scholarship and Innovation Fund (RSIF) is the flagship program of the African Government led Partnership for Skills in Applied Sciences, Engineering and Technology (PASET). It aims to train high quality PhD and post-doctoral students to address the human resource gap in the fields of applied sciences, engineering, and technology (ASET) and to contribute to improving research and innovation capacities in those fields in Sub-Saharan Africa (SSA). RSIF also supports universities in SSA to establish a high-quality training, research, and innovation and to develop their institutional capacity for the benefit of the whole region. The program is designed in three complimentary windows which supports PhD training (Window 1) and a competitive grants scheme that provides grants for research (Window 2) and innovation (Window 3).

RSIF is funded by contributions from African governments, the World Bank, and the Government of Korea; and coordinated by the International Centre of Insect Physiology and Ecology (*icipe*), Nairobi, Kenya, as the Regional Coordinating Unit (RCU).

Under Window 3 (innovation grants), RSIF provides grants to support public-private partnerships by funding cooperative research and development projects conducted jointly by researchers from selected African Host Universities, private companies, and relevant international partners to promote commercialization of research outputs. In the 1<sup>st</sup> round, RSIF has awarded two (2) innovation grants to projects, in Cote d'Ivoire and Rwanda. Please click [here](#) for more information about the projects.

*icipe* hereby intends to hire services of an individual consultant to assist the RCU in designing and delivering two (2) separate 3 to 5-day business incubation workshops involving entrepreneurial scientists from the funded innovation projects and their private sector partners in cohort 1 and 2. The aim of the workshop is to equip project teams with essential business skills and to support them to develop business models and roadmaps for commercializing their research products.

#### **B. OBJECTIVES OF THE ASSIGNMENT**

The objectives are three fold;

- i. design a business incubation workshop for entrepreneurial scientists and their partners;
- ii. deliver the business incubation workshop;
- iii. Assist project teams to develop clear business models and roadmaps for commercializing research products.

### **C. DESCRIPTION OF ASSIGNMENT**

The consultant will deliver a practical, experiential, participatory and knowledge-enhancing business incubation workshop with the entrepreneurial project teams addressing the following key areas necessary for them to transition their research products into pilot commercial products;

- i. Customer development (Customer journey mapping)
- ii. Market segmentation
- iii. Business model development
- iv. Product pricing models
- v. Product branding
- vi. Go-to-market strategy
- vii. Regulatory frameworks (Registration and certification)
- viii. Preparing for additional investment opportunities (Investor pitch decks)

The workshop will be held for 3-5 days organised by the RCU at a suitable venue in strict compliance to COVID 19 guidelines.

### **D. EXPECTED PARTICIPANTS**

In cohort 1, a total of 10 participants are expected to participate comprising of team members in the two (2) innovation projects and some staff from *icipe*/RCU and BioInnovate Africa. Three (3) innovation project teams are expected in cohort 2, which will be determined later after a competitive grant selection process, and the total number of participants are expected to be 15, in addition to some staff from *icipe*/RCU and BioInnovate Africa.

### **E. SPECIFIC TASKS**

The specific tasks for the assignment therefore are;

- i. To conduct a pre-training needs assessment through virtual engagement with the 2 project teams to gain understanding of their projects, progress in product development and plans for commercialization.
- ii. To prepare content and materials for the business incubation workshop in close liaison with the RSIF RCU;
- iii. Deliver the business incubation workshop.
- iv. Assist project teams to finalize their commercialization road maps.
- v. Prepare a workshop report (commercialization roadmaps will be annexes to this report)

### **F. QUALIFICATIONS**

- a) A postgraduate degree in business administration and/or entrepreneurship or related disciplines within technology-based innovation.
- b) Over 6 years practical experiences in innovation-based business development, business incubation and/or acceleration, or applying modern business incubation processes.
- c) Experience in supporting startup enterprises as they transition into fully fledged businesses and supporting growth of SMEs.
- d) Proven track record of having worked with International Institutions

- e) Previous experience in delivering a similar workshop.
- f) Excellent communication skills and fluency in written and spoken English.

## G. DELIVERABLES

### a. For cohort 1 projects

No	Key deliverable	Progress %	Timeline
1	Submission of an acceptable inception Report outlining key findings from the pre-training needs assessment, clear training plan, topics, and modules	10%	30 June 2021
2	a. Develop and provide all training materials required for the workshop b. Deliver a business incubation workshop	60%	23 July 2021
3	Submission of a final workshop report	30%	30 July 2021

### b. For cohort 2 projects

No	Key deliverable	Progress %	Timeline
1	Submission of an acceptable inception Report outlining key findings from the pre-training needs assessment, clear training plan, topics, and modules	10%	To be determined after competitive selection of projects.
2	a. Develop and provide all training materials required for the workshop b. Deliver a business incubation workshop	60%	To be determined after competitive selection of projects.
3	Submission of a final workshop report	30%	To be determined after competitive selection of projects.

## H. RESOURCES

The consultant shall be provided with relevant programme and/or project documentation to facilitate execution of the assignment.

## I. APPLICATION GUIDELINES

Interested applicants should submit the following documents to [rsiftenders@icipe.org](mailto:rsiftenders@icipe.org) by Wednesday 16th June 2021 at 11.00 am local time.

### A. Technical proposal

- i. Detailed cover letter expressing interest in this assignment, including full contact details (name, tel. e-mail), and physical address.
- ii. Consultant's detailed CV (The consultant may also include CVs of other individuals who may provide additional support during the assignment)
- iii. Demonstrated capacity to deliver the workshop, provide at least three references for similar work done by the consultant in the last three years.
- iv. Clear understanding of the assignment/interpretation of the TORs and methodology to be used to during the assignment.

- v. Work plan clearly indicating the maximum time and duration required for the assignment.
- vi. Email and telephone contacts of at least three relevant references.
- vii. Should be in English language.

**B. Financial proposal**

- i. Provide a competitive and detailed cost breakdown (The fee should be quoted in US\$) to perform the assignment, including all the chargeable taxes.
- ii. Terms of payment.

**J. CRITERIA FOR SELECTION OF THE BEST OFFER**

The Consultant will be selected in accordance with the criteria laid down in “Selection Based on Consultants Qualification” (CQS) method set out in the World Bank’s Procurement Regulations for IPF Borrowers July 2016, Revised November 2017 and August 2018, which can be found at the following website: [www.worldbank.org](http://www.worldbank.org)