

Terms of Reference (ToR)

Project Title: Research to Market: Driving innovation through university - industry partnerships

Assignment title: TOT research commercialization training program

Expected Starting Date: 20/3/2023

Duration 3 Months

I. Background

An-Najah National University (ANNU) with the collaboration of the Ministry of Higher Education and Scientific Research (MOHE) has received a grant from the UNDP with funding from the Swiss Agency for Development and Cooperation (SDC), for the project entitled: “University – Led Innovation and Entrepreneurship”. The project “University – Led Innovation and Entrepreneurship” ”overarching vision is to contribute to the creation of new employment and economic empowerment opportunities for skilled youth and women by enhancing support to Palestinian startups and emerging entrepreneurs, as well as by fostering increased cohesion and collaboration among the innovation ecosystem actors - facilitating linkages and integration, particularly between academia, the private sector, and entrepreneurship support organizations (ESOs). Innovation hubs, incubators, and acceleration programs are examples of ESOs. The project objectives are:

- Supporting universities and their affiliated innovation hubs to transform research originating from Higher Education Institutions (HEIs) into viable commercial initiatives (including solutions to social and/or environmental demands and challenges);
- Facilitating linkages and cooperation amongst Ministry of Higher Education (MoHE), HEIs, ESOs including incubators/accelerators, and private sector to enrich the pipeline of incubated and investable start-ups (including social impact start-ups);
- Fostering improved access to comprehensive entrepreneurship-relevant information and data. Accordingly, ANNU intends to apply part of this grant for the selection and employment of a highly qualified consultant/ expert.

II. Assignment objectives

This consultancy assignment is part of the **Research to Market project (R2M)** which aims to connect academic experts with business personnel from important economic sectors in order to form multidisciplinary research teams to carry out the research projects. The R2M project will help the research teams identify market opportunities, develop feasible research priorities, and develop research and



development partnership models. With this approach, research findings will be put into marketable products in order to commercialize them.

ANNU is now considering the selection of a professional and qualified expert consultant to be part of the consultation team responsible for activities related to designing and putting together a TOT research commercialization training program consisting of 10 workshops to improve the technical knowledge and awareness of R&D teams. The training will be given in multidisciplinary research team environments.

III. Scope of work

The consultant shall carry out the following tasks:

The trainer/training team will:

1. Prepare training materials: including developing a methodological framework that outlines the overall training process including:
 - o Review and adapt training materials, in coordination with the R2M project staff in ANNU and in close collaboration with relevant local private sector, and ESOs.
 - o Prepare presentations and handouts.
 - o Prepare the final agenda of the training of trainers (ToT).
 - o Prepare pre and post assessment knowledge survey and training evaluation.
2. Support in selecting the participants for the training. This will include providing comments on the criteria that will be used to select participants as well as an entry form that will capture among others, information on the participant's experience and knowledge of cooperative development approaches and tools.
3. The project will promote the ToT and encourage trainers from ANNU research team and local private sector partners who meet the criteria to participate in the training.
4. Provide the necessary information regarding the training requirements and logistics at least four weeks prior to the training session.
5. Conduct 10-day TOT workshops on the ANNU campus covering topics like research governance, grant management, team science, research product development and commercialization, research fundraising, cultivating students' entrepreneurial skills, integrating the private sector in university teaching, embedding critical thinking and research skills in the curriculum, promoting the success of women in research, and the collective impact process for developing a research plan.

There will be provision for 2 days for preparations and 2 days for reporting. Total contract days will be 40 days.

IV. Location of Work

The scope under the assignment shall cover the West Bank.

V. Work Arrangement

The selected consultant will undertake this assignment under the overall guidance of the assigned Project Manager and the direct supervision of the Project Coordinator of the R2M project. The selected consultant



shall work closely with the R2M project team and partners to efficiently complete the deliverables stated in the below section.

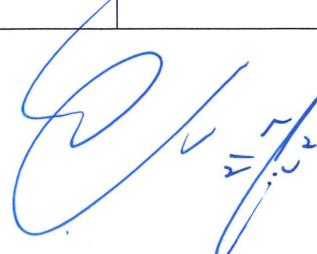
VI. Duration and Timing

The selected consultant is expected to conduct the assignment in the duration of **3 months** starting from 1/3/2023.

VII. Key deliverables, main tasks and responsibilities and level of efforts:

The consultant will be expected to create and deliver a 10-day TOT training program on research commercialization and innovation value chain. The TOT training will be utilized to increase the capacity of 15 faculty researchers from ANNU to serve as the core team of trainers who will expand the hub's community.

Task	Deliverables	Quantity	Hours
Desk review of relevant materials, propose key contents of the TOT materials; Develop of detail outlines; Develop the work plan with detailed timetable for each activity	Work plan and outlines approved by project management team	1 workplan	6
Undertake desk research and analyze all the necessary documents/training modules, training materials for training university researchers and industry partners.	One Training Needs Assessment workshop completed and report submitted, the report should include desk review, situation report, stakeholders and gap analysis.	1	18
Based on assessment, develop TOT materials that includes trainees' handbook and trainers' guide	Comprehensive training module, with a 10 days training curriculum for a) university professors and b) industry partners	10 workshop modules with support learning material. 1 trainers handbook guidelines and best practices	150
Prepare and deliver presentation on the key points of the drafts at a one-day technical meeting to collect comments	Presentation delivered	1	6
Prepare and deliver a 10- days series of training workshops	10 workshops	10	60
Final Report	TOT Training reports submitted, including post-training evaluation and impact assessment.	1 final report	12

VIII. Reporting

In addition to the abovementioned deliverables, the consultant is requested to submit comprehensive monthly progress reports to the R2M team including the status, strengths, weaknesses, challenges, and recommendations, and raise any potential issues faced in accomplishing the assignment in line with the agreed work plan. All reports are in English.

IX. Payment Terms

Lump sum contracts:

The financial proposal shall specify a total lump sum amount (including a breakdown of costs for fee, travel, and number of working days). Payments will be made in installments based upon key outputs, i.e. upon delivery of the services specified in the TOR.

- **20%** on signing the contract and submission of a blueprint including work-plan and methodology for the assignment (in English).
- **40%** on submission of a comprehensive training manual including a two/three days training curriculum (in English).
- **40%** on completion of ToT training and submission of final report (in English).

X. Qualifications and skills

- At least a master 's degree in business, engineering, science or a related field is preferred.
- At least four years of experience in technology or product development commercialization or three years of experience operating, managing, or owning a small business is required.
- Experience in market development for research-based technology and/or product commercialization is preferred.
- Experience in working with private sector and faculty entrepreneurs is preferred; experience applying and transferring university research-based knowledge to entrepreneurs and business owners for market development and technology and/or product commercialization is preferred.
- At least 5 years' practical experience in designing and implementing training programs.
- Excellent training, communication and facilitation skills.
- Wide relationships with the private sector.
- Knowledge of Palestinian universities' and international standards of technology commercialization work requirements.

XI. Proposal Evaluation

- This call is open only for national consultants (individuals or companies/institutions).
- Interested applicants are kindly asked to submit the following:
 - Technical Proposal clarifying the proposed methodology with a demonstration that the consultant understands all tasks and deliverables, in addition to a description of the previous work done in this area and a portfolio of previous work indicating relevant assignments including description of list of clients, and contract scope.
 - CV of the consultant. The applicant shall indicate the workload and time commitment.



- Timeline for completing all deliverables.
- Financial offer related to the level of efforts and deliverables.
 - Financial offer should be submitted in the form of hourly rates that includes all administrative costs.
 - The whole activities will be considered as ONE LOT.
 - Offers must remain valid for not less than ninety (90) calendar days after the application deadline.
 - Offers should be in USD.
 - Payment shall be made in USD.
 - The financial offer **should be filled** in the following format:

Name of the Consultant	
Name of the Company (If any)	
Contact Info	Telephone :
	Mobile :
	Email :
Date of Submission	
Signature and Stamp (If any)	

Deliverables	Hour	Unit Cost	Total Cost
Work plan and outlines approved by project management team			
One Training Needs Assessment workshop completed and report submitted, the report should include desk review, situation report, stakeholders and gap analysis.			
Comprehensive training module, with a 10 days training curriculum for a) university professors and b) industry partners			
Presentation delivered			
10 workshops			
TOT Training reports submitted, including post-training evaluation and impact assessment.			
Total			




XII. Selection Process

Criteria	Points
Technical (70 points)	
Demonstrated knowledge on university industry linkages issues, higher education, entrepreneurship and research commercialization mechanisms/instruments	15
Experience and skills in conducting gap skills analysis, training need assessment, in the field of technology transfer and innovation.	15
Demonstrate experience in developing training module/curriculum, drafting report, facilitation/training and dissemination skills among relevant stakeholders	20
Methodology, activities, work plan, experience and skills etc.	20
Financial Offer (30 points)	
Financial offer	30
Total	100

Offer Submission

Interested consultants/ researchers must submit their CV or resume along with relevant competencies, comprehensive experience record through sending an email to **procurement@najah.edu** by 2:00 pm- March 15, 2023. The assignment is expected to start on 20/3/2023