



**Moses Kotane Institute**  
INNOVATION. THE FUTURE

**EXPRESSION OF INTEREST  
RESEARCH QUALITY ASSURANCE AND REVIEW (RQAR) PANEL  
CLOSING DATE: 21 NOVEMBER 2018 AT 16:30**

**1. BACKGROUND**

The Moses Kotane Institute (MKI) is an entity of the KwaZulu-Natal Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA). Its mandate is to provide internationally recognised quality research driving the economic development and innovation in the province. It does this by providing timely and accurate research to support the attainment of radically transformed, inclusive and sustainable economic growth for the province in partnerships with public and private sector. It is also funded mainly by EDTEA and other stakeholders.

**2. PURPOSE**

MKI requires individuals, academics, experts who hold PhDs or post-doctoral status, and who are knowledgeable in the following sectors: Maritime, Oceans economy, Manufacturing (with specific focus on automotive, electronics, chemical, leather/footwear, clothing & textile, renewable energy, agri-processing & food subsectors), Information and communication technology, Artificial Intelligence (AI), Agriculture, Tourism, Environment, Rural economy and Township economy, to be part of Research Quality Assurance and Review Panel.

**3. SCOPE**

You will be requested to contribute and provide input on terms of reference for research projects, as well evaluate research reports by reviewing and providing quality assurance to ensure that the reports are of high-quality international standard. This Quality Assurance and Review Panel has an advisory role to Moses Kotane Institute in as far as research agenda and projects are concerned. For each research, you will be required to submit an evaluation and quality assurance report based on your evaluation.

**4. REPORTING**

The RQAR will report to and facilitated by General Manager: Research and Skills Development. The panel may be expected to meet at the Institute quarterly or as deemed necessary by the Institute.

## 5. TERMS OF PANEL MEMBERSHIP WITH MKI

Members will be appointed for a period of 2 years (24 months), and this can be extended for a period not exceeding one year (12 months). Membership performance will be reviewed annually or as deemed necessary by the General Manager in order to maintain and retain high performing individuals to the panel.

## 6. PANEL FUNDING

The Moses Kotane Institute will be funding the activities of the panel through research department.

## 7. DISCLAIMER

MKI (a) reserves its right not to appoint, (b) to negotiate price with the relevant panel member in due course, and (c) to terminate membership should pre-existing conflict of interest be determined with either individuals at any stage of the panel membership period.

## 8. SUBMISSION

All proposals and copies required on all 10 items below must be submitted via e-mail to Sinenhlanhla Ngqulunga at [Sinenhlanhla.ngqulunga@moseskotane.com](mailto:Sinenhlanhla.ngqulunga@moseskotane.com). Hand deliveries will NOT be accepted. Submissions after the closing date will be not be considered. **The closing date for submission is 21 November 2018 at 16:30.**

## 9. REQUIREMENTS

Your proposal must contain and answer questions on all 10 items listed below:

#	Question
1	Are you a <b>doctor, or Professor</b> ? Submit copies of all qualifications (SAQA evaluated if foreign).
2	Are you prepared to <b>travel</b> around KwaZulu-Natal Province?
3	Are you <b>registered</b> for VAT or Provisional Tax? If yes, submit proof. Non-registered candidates may not be considered.
4	Do you have <b>5 years minimum experience</b> in any of these sectors: <ul style="list-style-type: none"><li>• Maritime</li><li>• Oceans economy</li><li>• Manufacturing (with specific focus on automotive, electronics, chemical, leather/footwear, clothing &amp; textile, renewable energy, agri-processing &amp; food subsectors)</li><li>• Information and communication technology</li><li>• Artificial intelligence</li><li>• Agriculture</li><li>• Tourism</li></ul>

	<ul style="list-style-type: none"> <li>• Environment</li> <li>• Rural economy</li> <li>• Township economy</li> </ul> <p><b>Detail</b> sectors you are experienced in including <b>research</b> you have conducted relating to these sectors.</p>
5	Submit your <b>CV</b> (one CV) detailing your experience on point 4 above.
6	<b>How long will it take</b> you to evaluate each research report on the above sectors (on point 4 above), e.g. specify number days or weeks.
7	Submit a <b>project management plan</b> that will detail framework and methodology which you will use to review and provide quality assurance for each research project (not exceeding 2000 words).
8	Submit your <b>financial proposal</b> . This should specify how much you will be charging for each research project, including disbursements. This could be an hourly rate or a lumpsum rate per project, which should be linked to point 6 above.
9	Submit a <b>certified copy of an ID</b> of a person stated on point 1 above.
10	Submit references information: 2 contactable references 'names, titles, email addresses, and contact numbers.

For more information about the Institute, visit [www.moseskotane.com](http://www.moseskotane.com)