



TERMS OF REFERENCE TO APPOINT THREE EXPERT COMMITTEE MEMBERS TO DEVELOP A FEASIBILITY STUDY FOR THE ESTABLISHMENT OF MKI ACADEMY OF INNOVATION AND MARITIME.

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.

1. Background

MKI intends to establish an Academy of Innovation and Maritime to give a new and creative alternative to the existing instructional and mainstream learning practises. The academy aims to excel in academic performance and cutting edge learning to meet the future challenges in the Science, Technology, Engineering and Mathematics (STEM), Information and Communication Technology (ICT) and Maritime fields. Moreover, to promote and enhance the economy of KwaZulu-Natal (KZN) through innovation and research.

2. Objectives

MKI wishes to solicit quotations and proposals from reputable academics/experts with traceable experience in conducting feasibility studies. The expert committee will examine and evaluate the potential impact of the proposed Academy of Innovation and Maritime in KZN.

3. Scope of Work

- 3.1 To conduct a feasibility study for the establishment of MKI's Academy of Innovation and Maritime
- 3.2 To develop an ICT and Innovation faculty
- 3.3 Identify current cutting edge ICT technology that may be used at the academy. For example, e-learning.
- 3.4 The experts will have to investigate and determine factors that may enhance teaching and learning in the classroom, such as technical support.
- 3.5 Develop financial proposal on ICT
- 3.6 Identify technical support to operationalise the academy
- 3.7 To assess factors that constrain and facilitate the development of the ICT curriculum
- 3.8 To review and analyse the ICT Policy Development and Strategy, the National Integrated ICT policy, the Strategy for ICT and Education, Disability and ICT Strategy as represented by the Department of Communications.

- 3.9 How the current school of maritime will be integrated into MKI's Academy of Innovation and Maritime.
- 3.10 Recommend suitable location for the proposed academy in KZN
- 3.11 Assess the current nature of the existing School of Maritime and Provincial School of Academy, provide recommendations on how they can be integrated into the MKI Academy of Innovation and Maritime.
- 3.12 Determine the funding model for the development of the physical structure for the Proposed school.
- 3.13 The experts will be expected to assess and examine the funding model of Russia and China's school of innovation. Thereafter, provide recommendations on how the findings can be incorporated into MKI's Academy of Innovation and Maritime based on the identification of needs.
- 3.14 Outline and describe specific professional development framework that will be used to prepare faculty and staff for the proposed innovation.
- 3.15 To ensure ICT infrastructure is accessible, robust, reliable and affordable to support a multiplicity of applications and services
- 3.16 In your outline, explain how the professional development plan will increase the level of success in student learning and innovation.
- 3.17 Monitor progress towards performance targets and objectives
- 3.18 Devise leadership structure of the Academy
- 3.19 Make recommendations about how best to deliver the curricula including; recommendations about the most effective training strategies, methodologies and tools
- 3.20 To develop an all-inclusive global information society while prioritizing KZN's development
- 3.21 Develop or determine a normal or post-school curriculum offering (should include international benchmarking-what comprises an academy of innovation). Determine whether it should be an academy based curriculum or post-school curriculum:
- FET phase
 - Post-school phase
- 3.22 The experts will be expected to outline how the curriculum can assist on unlocking potential of ICT SMME's within MKI's academy of innovation and maritime.
- 3.23 Present the feasibility study to the institute and relevant stakeholders
- 3.24 Submit a close-out report a week after final submission.

4. Membership of expert committee

The committee will comprise of three (3) experts or academics from the ICT and Innovation, Maritime and Skills Development disciplines. These experts will be appointed by MKI. The committee may be augmented by individual experts with experience in curriculum development in Maritime, Skills Development, and ICT and innovation. Appointees must demonstrate a capacity to work in a collegiate manner to achieve innovation. The skills set sought for the committee includes expertise in teaching and learning, research, development and innovation related activities.

5. Terms of committee membership

Appointment will be for a period of 6 months can be extended for a period not exceeding 1 month based on performance.

6. Project fees

The service for the feasibility study will be funded by MKI. Service providers are requested to attach a brief profile detailing, in years, their previous experience in conducting feasibility studies. The profile must also include the project workplan and implementation plan (including total costs for the study). The costs will be an all-inclusive (including disbursements). Service providers will not receive remuneration for participating in teleconferences.

7. Responsibilities

- 7.1 Present inception report before the commencement of the project for input and approval.
- 7.2 Produce a research paper that will be presented to the institute and relevant stakeholders.
- 7.3 Must submit close out phase report after one (1) week of project completion.

8. Key qualifying requirements of registered service providers

- 8.1 Valid tax certificate
- 8.2 Submit a letter from the responsible Head of Dean or Head of the Institution confirming person(s) association with the institute
- 8.3 Submit profile detailing, in years, one's experience in conducting feasibility studies or strategic planning. The profile must also include total costs for the project and workplan (must include timeframe) for the execution of the project. Profile must be attached to CV.
- 8.4 CVs of the person (s) proposed to handle the project
- 8.5 CV must have three recent contactable references where the bidder has conducted similar services
- 8.6 Certified copies of Identify Documents and qualifications (certification must not be older than 3 months)

9. Mandatory requirements

- 9.1 Doctors and Professors in any of the following fields: Maritime, ICT and Innovation, and Skills Development particularly, in STEM.
- 9.2 Candidates must be practising academia.
- 9.3 Be prepared to travel to KZN
- 9.4 A minimum of 5 years' experience in curriculum development in either Maritime, ICT and Innovation, and Skills Development.
- 9.5 Submit profile detailing one's experience (in years) in conducting feasibility studies. The profile must also include workplan including financial plan and timeframe for the execution of the project. Profile must be attached to CV.
- 9.6 CV must have two contactable references with their email addresses and contact numbers.
- 9.7 Submit certified copies of ID and qualifications. (Certification must not be older than 3 months).

NB: Failure to comply with the above mandatory requirements will lead to disqualification.

10. Disclaimer

- 10.1 The TORs are subject to amendments or extension as the need arises during the course of work.
- 10.2 MKI reserves its right not to appoint
- 10.3 MKI reserves its rights to appoint more than one service provider (i.e. one service provider for each case
- 10.4 MKI reserves its rights to negotiate the price with the relevant expert/academic in due course
- 10.5 MKI reserves the right to terminate the mandate should a pre-existing conflict of interest on the part of the firm and or assigned human resource (s) be found at any stage of the panel period.
- 10.6 Original documents will be requested from the qualifying applicant panel members.

ANNEXURE A
EVALUATION GRID

1. This is a two-stage evaluation bid. The first stage is the administrative compliance, the second is the technical evaluation.
2. Bidders who meet the administrative requirements compliance shall be evaluated for technical requirements.
3. Bidders need to score the minimum required technical points of 60% of 100 or 60 points.
4. Prospective bidders will be invited to an inception meeting.

STAGE 1

INDIVIDUAL'S NAME	
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ADMINISTRATIVE COMPLIANCE FOR INSTITUTION/COMPANY GRID (Y=Yes / N=No)					
#	Document	Submitted	Compliant	Non-Compliant	Not Submitted
1	Valid tax clearance				
2	A letter from the responsible Head of Dean or Head of Institution confirming one's association with the institute				
3	Submit 3 published peer reviewed research papers in the last 3 years				
4	CVs of the person (s) proposed to handle the project				
5	CV must have three recent contactable references where the bidder has conducted similar services				
6	Certified copies of IDs (certificate must not be older than 3 months).				

STAGE 2
Technical Evaluation Grid

	Score	Evaluator's score
1. Qualifications	15	
Project manager holds a PHD	15	
No PHD	0	

2. Candidates must be practising academia	10	
Yes	10	
No	0	
3. Prepared to travel to/within KZN (must be reflected in the proposal)	5	
Yes	5	
No	0	
4. A minimum of 5 years' experience in curriculum develop in any of the following: Maritime, ICT and Innovation and Skills Development.	15	
10 years and above	15	
5 to 9 years	10	
Below 5 years	0	
5. Submitted profile detailing one's experience in conducting feasibility studies	10	
Yes	10	
No	0	
6. Profile has clear project plan	10	
Yes	10	
No	0	
7. Profile has clear methodology	10	
Yes	10	
No	0	
8. Profile has detailed total costs for project	10	
Yes	10	
No	0	
9. Profile has clear time frame	10	
Yes	10	
No	0	
10. CV must have two contactable references with their email addresses and contact numbers	5	
Yes	5	
No	0	
Total	100	

1. Minimum technical threshold to qualify for inclusion on panel: 60%of 100 or 60 points

Evaluators Comments on Strengths and Weaknesses
