



## CONSULTING SERVICES

### TERMS OF REFERENCE

#### **Development of STI Strategic Rationalisation of the Science Technology and Innovation (STI) Infrastructure in the Jamaican Public Sector**

##### **Background**

The Jamaican government recognizes the invaluable and pivotal role of Science, Technology and Innovation (STI) in creating a knowledge-based society, increasing global competitiveness and propelling the country to sustained social and economic development. There has also been a keen awareness that one of the greatest challenges facing Jamaica in this era of accelerated globalization is how to build and sustain its capacity in modern science and technology (S&T) and to jointly mobilize and direct its own capacity to address critical sustainable development issues. These include food security, climate change, natural and man-made hazards, management of wastes, finding sustainable alternative sources of energy and meeting international obligations such as the Millennium Development Goals.

Presently the country spends less than 1 per cent of its Gross Domestic Product (GDP) on research and development (R&D) and overall investments in STI are quite low. The country has developed a long term STI Sector Plan under its Vision 2030 Jamaica: National Development Plan which emphasizes the development of STI capacity for social and economic development. Achievement of the goals of the national development plan will require an effective and efficient STI infrastructure that spurs innovation. Presently, the STI and R&D structure or framework is fragmentary with inadequate synergies among the various STI related entities in the Public Sector. Since, the Government of Jamaica is the main funder for R&D in the country, it is imperative that an efficient infrastructure is in place that will maximize spending on STI in terms of return on investment. It is also important for the country to devise a set of strategies and actions that will rapidly advance STI within a term timeframe.

In pursuit of building the STI capacity in Jamaica, the Government of Jamaica is therefore facilitating the development of a STI Strategic Roadmap which will include a framework for the consolidation of Public Sector STI entities and establishment of the National Research and Development Institute (NRDI) as outlined in the recommendations of the *“Public Sector Master Rationalization Plan. Recommendations for the Restructuring of Ministries, Departments and Agencies”* published in May 2010.

##### **Assignment Objective**

To develop a comprehensive STI Strategic Roadmap to include the establishment of the NRDI. In this assignment it is also expected that a streamlined, synergistic and enabling framework will be developed for the effective advancement of STI in Jamaica.

## **Scope of Work**

This assignment will require the services of a consultant or a team of consultants. In performing the assignment the consultant will be required to make a critical and comprehensive assessment of the STI system in Jamaica, especially as it relates to the Public Sector and develop an enabling framework for the development of Sector's STI capacity so as to lead the country forward. Upon review of a body of literature related to STI use and development in Jamaica and consultations with a wide cross-section of stakeholders, the consultant will be required to formulate a STI Strategic Roadmap to be implemented by the NRD and the wider stakeholders.

Specifically, the Consultant will undertake the following tasks:

### ***Systematic review***

- i) Review & comment on current best practices for the research priorities and the national STI goals of the country (for at least the next five years)
- ii) Evaluate the current STI infrastructure.
- iii) Conduct a thorough literature review of documents related to the development and use of STI in Jamaica. These will include but not limited to policies legislations ( Draft ICT Policy, Draft Biotechnology Policy, Draft S&T Policy, National Energy Policy 2009-2030, SRC Act, NCST Act etc.), studies, proposals, development plans (Vision 2030 Jamaica). A full set of documents to be reviewed will be given to the consultant.
- iv) Conduct consultations with a wide variety of stakeholders in the Public and Private Sectors and Civil Society to determine the most suitable approach for the development of STI.
- v) Recommend the most sustainable type of STI infrastructure for the country to realize its STI goals as outlined in Vision 2030 Jamaica: National Development Plan and meet the priorities articulated in the R&D priorities.

### ***Institutional Review***

- i) Conduct an institutional assessment of all Public Sector entities involved in R&D and STI related activities. This should include but not limited to an assessment of the status/capacity of main STI entities in terms of mandate, structure, deliverables, staffing (number and qualifications of researchers and technical staff), current programmes, problems, patent applications, available technology, published and unpublished scientific work and STI budget. This will be done in order to facilitate the most appropriate approach for the consolidation of entities. A list of institutions will be provided.
- ii) Develop a cost-effective, efficient and enabling framework for the consolidation of Public Sector STI entities and the establishment of the NRD to include the functions and organizational structure of the new entity and a projected budget for the implementation of the recommended framework.
- iii) Recommend a suite of international best practices that will enable the NRD to provide first-class STI services to the wider society and economy.

- iv) Present findings and draft plan at a national stakeholder workshop

In addition, the consultant is expected to attend periodic meetings with the Steering Committee set up to guide the consultancy and review outputs/deliverables and make a presentation to the SRC/PSTU highlighting the findings of the assignment.

### **Deliverables**

- i) Work Plan detailing methodology and timeframe for deliverables submitted for approval within one week of signing the contract.
- ii) Interim Report incorporating findings from the literature review by Month 4 of the project
- iii) Draft Strategic Roadmap which should include proposed framework for merging public STI entities and a projected implementation budget for the establishment of the NRDI (1st Draft by April 2012; 2nd Draft by May 2012)
- iv) Final and approved Report including all the relevant elements of (i) to (iii) above and reflecting comments pertaining to previous drafts by June 2012.

### **Duration**

The consultancy will be carried out over a period of seven (7) months beginning December 2011. The consultant is expected to be on the Island for the initial stakeholder interviews/workshops and the commencement of the literature review. See Deliverables 1 & 2 in Appendix 1. The consultant will return to the Island for the discussion of stakeholders' feedback to the 1st Draft Report (deliverable 4 in Appendix 1) before submitting the Final Report.

### **Location**

The consultant will be based at the Scientific Research Council (SRC), Hope Gardens, Kingston, but is required to conduct the assignment in relevant areas outside the office location as required.

### **Qualification and Experience**

The assignment requires a specialist with:

- a) A minimum of a Master of Science degree in Natural Sciences with Social Sciences, or Development Economics.
- b) A proven track record in developing STI Plans for developing countries.
- c) Extensive knowledge of research methods and statistical analysis.
- d) A good understanding of organizational development and management.

### **Reporting**

The consultant will report to Chief Executive Officer, PSTU and the Executive Director SRC through the formal presentation of progress reports (as stipulated in the contract). Notwithstanding this the consultant will work closely with the established Steering Committee and the assigned officers from the SRC and PSTU.

## Appendix 1 – Timetable/On-island Work Plan

<b>Deliverable</b>	<b>Evidence of Delivery</b>	<b>Timeframe</b>
1. Contract services of overseas consultant	Signed Contract by both parties	By December 2011
2. Initial stakeholder consultation workshop/interviews	Report on background information and stakeholder comments/feedback	By January 2012
3. Literature research and consultations completed	Preliminary draft identifying projected implementation requirements	By February 2012
	1 <sup>st</sup> Draft of 5yr Strategic Roadmap	By April 2012
4. Consultations completed (including stakeholder consultations and workshop feedback on 1 <sup>st</sup> Draft)	2 <sup>nd</sup> Draft Strategic Roadmap	By May 2012
5. Approved Strategic Roadmap presented to decision makers	Approved Strategic Roadmap	By June 2012