

ITT VOLUME 2 - TERMS OF REFERENCE (TORS)**SCOPING STUDY AND MAPPING OF INNOVATION ECOSYSTEM DEVELOPMENT AND SUPPORT INITIATIVES IN SOUTHERN AND WEST AFRICA**

Updated: 10 December 2020

1. OBJECTIVE AND EXPECTED AREAS OF FOCUS**1.1 Overall Objective:**

The overall objective is to provide a synthesis of innovation ecosystem development and support initiatives in up to 10 African countries (e.g. South Africa, Angola, Botswana, Namibia, Malawi, Zambia and Zimbabwe in Southern Africa; and, Nigeria, Ghana and Cameroon in West Africa) and a clear plan about how to improve ecosystem facilitation efforts across multiple national and regional stakeholders. The work will take a wide approach to innovation ecosystems, (as defined in paragraph 7 below), and include work beyond digital and financial sectors and innovations. Ultimately the aim is to identify ways to achieve better-connected ecosystems that deliver improved uptake of innovations and outcomes for its stakeholders and best practice approaches to strengthening networks to facilitating cross-border innovation partnerships across the region.

1.2 Specific objectives:

The objective of this work is to better understand the range of existing innovation ecosystem support interventions/programmes (e.g. facilitation and networking) in Southern and West Africa. This is with a view to identify best practice, gaps and opportunities for the design of potential interventions to improve ecosystem facilitation methodologies, as well as, new collaboration and partnership opportunities for a wide range of national, regional and global development partners and stakeholders across the region.

There are two distinct outputs, for this work:

- 1) Development of a clear, robust report synthesising existing innovation ecosystem support and development initiatives in Southern and West Africa in identified countries, highlighting areas of existing expertise including best practice and further collaboration opportunities to enable the pooling of resources, building on successes and minimising unnecessary duplication.
- 2) Development of a report with recommendations for the design of potential future support to innovation ecosystem facilitation methodologies by providing an analysis of current gaps, and recommendations for ways to build on existing strengths and address challenges and blockages.

1.3 Beneficiaries:

The primary recipients of the work will be the FCDO's Research and Evidence Department, represented by its Africa Research and Innovation Hubs in West and Southern Africa in support of the design, implementation and review of innovation support programming across the regions. Other beneficiaries are UK Government staff, other donors, researchers, business organisations, private sector and other commercial entities engaged in different aspects of innovation development to enable these to identify new areas of support and collaboration partnerships.

2. CONSTRAINTS**2.1 Timing**

The project will start in January 2021 and be completed by March 2021.

A draft of the report for Output 1 to be provided by Feb 22nd 2021, with a meeting/call with the team to discuss feedback in the week of 1st March, so that the report can be finalised by 23rd March.

A draft of the report for Output 2 to be provided by 16th March 2021, with a meeting/call with the team in the week of 22nd March, so that the report can be finalised by 30th March.

2.2 Outputs

- 1) The first output will be a detailed synthesis report, together with a presentation to aid communication of the results.
- 2) The second output will be a report containing recommendations for ways to support innovation ecosystem facilitation, addressing gaps, challenges and blockages building on existing strengths, together with a presentation to aid communication of the results.
- 3) A blog covering both reports, which will be published on an FCDO blog platform (e.g. Medium).
- 4) All data should be provided in an accessible, open-source format which can be made available to others.

It is anticipated that the team may wish to publish the report, or a version of the findings, once agreed with the Foreign Commonwealth and Development Office (FCDO) team. Any publication must contain appropriate branding and acknowledgement of the funding source, with a standard disclaimer. The details of branding and the disclaimer to be agreed with the FCDO team.

2.3 Stakeholders

The supplier will determine relevant stakeholders operating in different aspects of the innovation ecosystem in SA and select neighbouring countries, including how their work may change the landscape and influence future work and investment. The team must consult with existing FCDO implementing partners to ensure maximum linkages across programmes. A list of those to be included will be provided at inception.

3. IMPLEMENTATION REQUIREMENTS

Following award of the contract, the successful bidder will develop a detailed methodology to carry out the work including desktop research, calls /interviews and other analysis in order to address the requirements. The methodology should include a framework to assess and quality assure the outputs outlined. Plans for risk and programme management (including reporting) should be incorporated in the bid.

The purpose of the first output is to synthesise existing work on ecosystem facilitation initiatives in Southern and West Africa, moving beyond the digital and financial sectors, to contribute to the overall understanding of the innovation ecosystem in the two regions. This will be done through desktop research using a variety of sources (including academic publications, published reports and interviews/meetings with key stakeholders).

The purpose of the second output is to provide an analysis of gaps, challenges and existing strengths and make recommendations on potential facilitation mechanisms/activities to strengthen the ecosystem, which can include specific aspects of the ecosystem elements and/or particular thematic areas.

4. PERFORMANCE REQUIREMENTS

Bidders should indicate in their project plan how they intend to quality assure their outputs and ensure robustness of the final product.

5. PROCUREMENT

5.1 Content of bids

Bids should be up to 5 pages in total and include:

- A project plan to scope, design and deliver a synthesis and analysis report for included countries;

- An outline of the proposed methodology for delivering the requirement;
- Project team, confirmation of their capacity to deliver this work and experience in working on innovation ecosystems and working in Southern and West African regions;
- Wider corporate experience in the areas proposed by the project;
- Proposed activities in support of the outputs and evidence-based justification for them;
- Milestones at which bidders anticipate requiring payment;
- Annexed to the bid (so not included in the 5-page limit) should be an activity-based budget.
- Annexed to the bid (so not included in the 5-page limit) one page CV including relevant experience, for all staff included in the bid.

6. OTHER REQUIREMENTS

6.1 Transparency

Bids and any activity by suppliers are subject to UK Data Protection and Freedom of Information legislation.

6.2 Budget

Bids should be for up to £100,000.

6.3 General Data Protection Regulations (GDPR)

Please refer to the details of the GDPR relationship status and personal data (where applicable) for this project as detailed in App A and the standard clause 33 in section 2 of the contract.

7. BACKGROUND

Innovation is crucial to increase productivity, economic growth and to advance livelihoods. Increasingly governments (and other stakeholders) are focusing on innovation policy as key to economic development. Innovation starts with a good idea, but necessarily includes the creation of new products, tools or processes that are tested and taken up and used by their target audiences. There are many different players involved in work relevant to innovation that are grouped together under the term 'innovation ecosystem'.

An innovation ecosystem is defined as *“the evolving set of actors, activities, and artefacts, and the institutions and relations ... that are important for the innovative performance of an actor or a population of actors”*¹. A functioning innovation ecosystem can make taking a new product, tool or process to market more straightforward (and profitable). If the innovation ecosystem is not functioning well there are multiple disincentives to innovation development, which can have long-term negative impacts on local and national economies.

Entrepreneurs are critical for innovation, but need the support of other stakeholders to spot opportunities, take risks and bring products, tools and processes to market. The innovation ecosystem needs people and groups who have the right combination of skills, and ecosystem facilitation is important, to bring the various groups together in a way to improve likelihood of success.

Much of the analysis and assessment of innovation ecosystems and facilitation has focused on the digital and financial sectors. Information is required about ecosystem facilitation using a wider innovation and sectoral lens. The various ecosystem stakeholders (government; private sector incubators, accelerators, business support organisations; NGOs/NPOs; academic institutions) would benefit from understanding how and where there are opportunities for working together in collaborative and cross-sector ways, to create real inclusion and economic uplift.

¹ Granstrand and Holgersson, (2020). Innovation Ecosystems: A Conceptual Review and New Definition in *Technovation* 90-91 102098. See [link](#) accessed on 7 December 2020.

There is a need for broad ecosystem facilitation, to bring together partners that may not have considered working together previously. This can help each stakeholder group understand the role they can play to boost inclusion and economic development. Positive outcomes from stronger facilitation may include increased efficiency, cost saving, decreased regulatory and bureaucratic burden and support for development of innovations that can reach and support improvements across the country, with particular focus on underserved communities.

A number of organisations are active in the Southern and West African ecosystems, covering different aspects and thematic areas of work. This work is proposed to identify and synthesise what is already happening, to have a detailed analysis of current strengths, and to identify gaps, challenges and opportunities to strengthen ecosystem facilitation taking a wide view of innovation. This work will include an assessment of ecosystem facilitation support initiatives, challenges gaps and opportunities for the supporting and strengthening regional cross-border innovation partnerships.

Appendix A: of Contract Section 3 (Terms of Reference) Schedule of Processing, Personal Data and Data Subjects

This schedule must be completed by the Parties in collaboration with each-other before the processing of Personal Data under the Contract.

The completed schedule must be agreed formally as part of the contract with FCDO and any changes to the content of this schedule must be agreed formally with FCDO under a Contract Variation.

| Description | Details |
|---|---|
| Identity of the Controller and Processor for each Category of Data Subject | <p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the following status will apply to personal data under this contract:</p> <ol style="list-style-type: none"> 1) The Parties acknowledge that Clause 33.2 Protection of Personal Data and 33.4 (Section 2 of the contract) shall not apply for the purposes of the Data Protection Legislation as the Parties are independent Controllers in accordance with Clause 33.3 in respect of the following Personal Data: <ul style="list-style-type: none"> • [to be determined] 2) For the avoidance of doubt the Supplier shall provide anonymised data sets for the purposes of reporting on this project and so FCDO shall not be a Processor in respect of [to be determined] as it does not constitute Personal Data |