

# **Terms of Reference (TOR) for Preparing university-wide Consultancy and Training Implementation Manual as well as Testing and Recruitment Services Implementation Manual of AAU**

## **1. Introduction**

The Office of the Industry Linkage and Technology Transfer (ILTT), referred as “the Office”, is striving to be a solution center for all adaptive, innovative and consultancy needs of the industry and to contribute to the digital transformation of our country through cultivating a culture of innovation and strengthening the linkage and partnership between the University and the industry. Specifically, the Office is established to undertake the following major functions:

- Strengthen the linkage of the University with the industry for mutual knowledge sharing and technology transfer;
- Cultivate innovation culture through organizing innovation consultative meetings with partners in the industry its innovation hub;
- Carry out innovation competitions and host tenants into the its Technology Business Incubation Center (AAU-TBIC);
- Administer technology incubation in its TBIC and facilitate technology transfer to the industry;
- Support the commercialization of startups graduated from the AAU-TBIC;
- Undertake joint or industry-sponsored adaptive researches directed to the needs of the industry;
- Support and facilitate industry-tailored graduate programs;
- Facilitate consultancy and training services fitted to the needs of the industry;
- Facilitate intellectual property (IP) right services for legal protection of tenants’ patent right in the incubation;
- Coordinate internship of students and externship of academic staff and also staff from the industry; and
- Manage the stakeholder engagement of the private, governmental and/or non-governmental organizations and industries, which have concern and relation with the University.

The Office of ILTT is responsible to carry out two major functions: strengthening university-industry linkage and technology transfer. In exercising its university-industry linkage, the Office provides training and consultancy services; set a policy environment and conducts oversee functions related to internship, externship, and staff exchange from the industry; and solicits industry-sponsored research. The University also provides testing and recruitment services to the industry in some of its academic units. In discharging these responsibilities, the University recently developed a grand University-Industry Linkage (UIL) Policy. However, the Office has no respective implementation manuals for the implementation of the major pillars of the UIL Policy. To this end, the Office intends to develop a university-wide implementation manual for the consultancy and training services of the University. A university-wide testing and recruitment services implementation manual will also be part of the assignment. Therefore, the Office of ILTT, under the Vice President for Research and Technology Transfer of Addis Ababa University, intends to engage two individual consultant faculty members of AAU with relevant experience and skills in developing related policies and implementation manuals.

The aim of this ToR is, therefore, to set the requirements for the development of two implementation manuals: a university-wide Consultancy and Training Implementation Manual as well as a Testing and Recruitment Implementation Manual that would guide the overall consultancy and training functions of the University. Terms set in this ToR shall guide the implementation manuals development process. Additional issues of concern might be added if believed to be important by the implementation manuals development team.

## **2. Objective**

To develop a guiding university-wide Consultancy and Training Implementation Manual and Testing and Recruitment Services Implementation Manual to be applicable in all academic units of the university.

## **3. Scope**

The implementation manuals are expected to accommodate relevant current practices and anticipated issues aligned with the strategic plan of the University and with the pertinent national policies and legal frameworks in the context. The implementation manuals will set detailed legal and binding framework in implementing the respective pillars of the UIL Policy.

#### **4. Structure and Issues to be addressed by the Implementation Manuals**

The following issues are expected to be covered by the implementation manuals though they are not considered exclusive. Vital issues beyond these might be included:

- Purpose of the respective implementation manuals
- Definitions
- Short title and definitions
- General and specific objectives
- Scope of application
- Principles
- Major issues for the respective implementation manuals (detail)
  - Like: application, screening and selection, incentives, revenue sharing, coordination, grievance and complaint handling, etc.
- Responsibilities of the University (including its academic units in a hierarchy) and other key actors with detailed procedures in implementing the relevant policy.
- Reporting system
- Amendment, revision and miscellaneous issues
- Formats and directions

#### **5. Deliverables**

7.1 Consultancy and Training Implementation Manual

7.2 Testing and Recruitment Services Implementation Manual

After successful completion of the assignment, the implementation manual documents should be delivered in a good order with hardcopy and a softcopy.

#### **6. Required Education and Work Experience**

The Office of the ILTT believes that this assessment be best carried out by a team of two individual consultants that comprises relevant experience in the area. The individual consultants should have:

- Track record in developing relevant policies and implementation manuals;

- Relevant professional experience in consultancy and training services as well as testing and recruitment center functions;
- Knowledge of the industry-linkage policy environment and practices in Ethiopia; and
- Excellent communication and report writing skills in English.

## **7. Time frame of the assignment**

The assignment shall be concluded within 50 working days with proper coverage of the activities indicated above. Prior to finalizing the implementation manuals, stakeholder workshop shall be prepared to validate the policy package. Feedback gathered from various stakeholders in a hierarch shall be used to update and refine the policy for final submission.

## **8. Applications Procedure and Requirements**

Candidates interested in the position are expected to provide the following documentations:

- Applicants apply individually. However, the two best applicants selected will work in a team to produce the implementation manuals in a team with joint responsibility;
- Technical proposals for each respective manuals with detailed response to the TOR;
- The contract price will be settled by negotiation. However, applicants are supposed to submit a financial proposal detailed budget breakdown;
- Profile of individual consultants or CV.

## **9. Intellectual Property**

Any intellectual product that results from this framework shall be the property of the Office of the UILTT.

**10. Disclaimer:** The Office of UILTT is under no obligation to award to the lowest or highest or any bidder at all and may cancel the whole/part process when deems fit without giving further justification.

Applications close on February 23, 2022 at 6:00 pm.

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