

Terms of Reference (TOR) to Prepare Technology Transfer Policy and Corresponding Technology Transfer Implementation Guide 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.

To this end, one of the major pillar functions of the Office is to develop, incubate and transfer problem-solving technologies to the industry and to the community. We specialize in technology business incubation targeting the small-and-medium sized technology start-ups of the wider community of our University. We host tenants/incubatees in our AAU-TBIC conducting periodic innovation competitions and provide various supports during their stay in the Center that extends from 2 to 3 years. We provide services to our tenants, including co-working spaces, high-speed internet services, facilitation of intellectual patent rights for the innovators, trainings on entrepreneurship and business development, coaching and mentoring services, business development consultations, lab and workshop facilities in any of the Colleges/Institutes/Departments in the University, partnership and market linkage opportunities including exhibition events. The support we provide to our tenants in the TBIC in a way to help the Start-Ups survive the complex competitive market. We measure the success of our efforts in the TBIC by assessing how well we transfer our technologies incubated in the Center to startup firms that survive the complex and competitive market. In the process, our Office play an essential intermediary roles by creating links with the market and financing sources, providing business development consultation services, and providing any other relevant services that capitalize the commercialization of the startups from the AAU-TBIC.

However, the University has no a policy and procedure manual on technology transfer. 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 the AAU with relevant experience and skills in developing related policies and procedure/implementation manuals.

The aim of this ToR is, therefore, to set the requirements for a university wide Technology Transfer Policy and Procedure/Implementation Manual that would guide the overall technology incubation and transfer functions at the stages of pre-incubation, during incubation, and post-incubation. Terms set in this ToR shall guide the policy development process and inclusion of all issues raised in this ToR is mandatory. Additional issues of concern might be added if believed to be important by the policy study team.

2. Objective

To develop a guiding university-wide Technology Transfer Policy and corresponding Technology Transfer Implementation Guideline to be used in all academic units of the university.

3. Scope

The policy document is expected to accommodate current practices and further address anticipated issues in technology incubation and transfer aligned with the strategic plan of the University as well as with the pertinent national technology transfer policies and legal frameworks in the context. The policy at least should include the policy objectives, scope, principles functions of technology incubation at the stages in a hierarchy, issues of technology commercialization/dissemination and start-ups promotion, incubation services and incentives for tenants, income distribution issues, basic duties and responsibilities of the University and tenants, and issues of intellectual property administration. The Technology Transfer Procedure Manual will be a detailed legal framework in implementing the Technology Transfer Policy.

4. Issues to be addressed by the Technology Transfer Policy document

The following issues are expected to be covered by the policy document to be developed but are not considered exclusive. Vital issues beyond these might be included:

- Rationales for the Technology Transfer Policy of the University;
- Definitions of terms
- Vision and Mission of the Office, AAU-TBIC
- Guiding Principles of the Policy
- Core Policy Issues and Strategies
 - Pre-incubation functions of technology transfer
 - Administration of innovation competitions: Regular annual calls and ad-hoc applications
 - During technology business incubation services (including business and entrepreneurship development capacity development services), incentives, and responsibilities
 - Post-incubation services: Business development programs of the Office

- Financing of technology incubation and start-up business from the University;
- Staff engagement frameworks and how incentives should be institutionalized for various partnerships;
- Means of using university labs and equipment by tenants, business incubators/partners, and technology development units located within the institutes and colleges;
- Technology commercialization/dissemination functions and start-ups promotions
- Indigenous technology incubation and transfer issues
- Intellectual property/patent right protection
- Cross-cutting issues, etc.
- Policy implementation and reporting schemes
- Monitoring and Evaluation schemes of the policy implementation
- Revision and miscellaneous issues

5. Issues to be addressed by the Technology Transfer Implementation Manual

The following are at least some issues to be addressed by the implementation manual:

- Purpose of the implementation manual/guide
- Short title and definitions
- Scope of applicability
- General and specific objectives
- Principles
- Organization and heretical relations with clear reporting set-ups
- Responsibilities of the University and other key actors with their respective role in the pre-incubation, technology development, incubation, technology transfer, and protection of patent rights with detailed procedures in implementing the technology transfer policy.
- Issues intellectual property protection along with details of incentives of patent rights
- Reporting system
- Formats and directions

6. Deliverables

7.1 Technology Transfer Policy

7.2 Technology Transfer Implementation Manual/Guide

After successful completion of the assignment, the policy document should be delivered in a hardcopy and a softcopy.

7. 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 technology incubation and transfer;
- Knowledge of the industry linkage and technology transfer practices in Ethiopia; and
- Excellent communication and report writing skills in English.

8. 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 policy document and its corresponding implementation manual, stakeholder workshop shall be prepared to validate the policy package. Feedback gathered from various stakeholders shall be used to update and refine the policy for final submission.

9. 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 Policy and its corresponding implementation manual in a team with joint responsibility.
- A technical proposal with detailed response to the TOR;
- The contract price will be settled by negotiation. However, applicants are supposed to submit a financial proposal detailing the daily rate expected and other mode of payment (including detailed budget breakdown based on expected lumpsum professional fee);
- Profile of individual consultants or CV.

10. Intellectual Property

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

11. 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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