

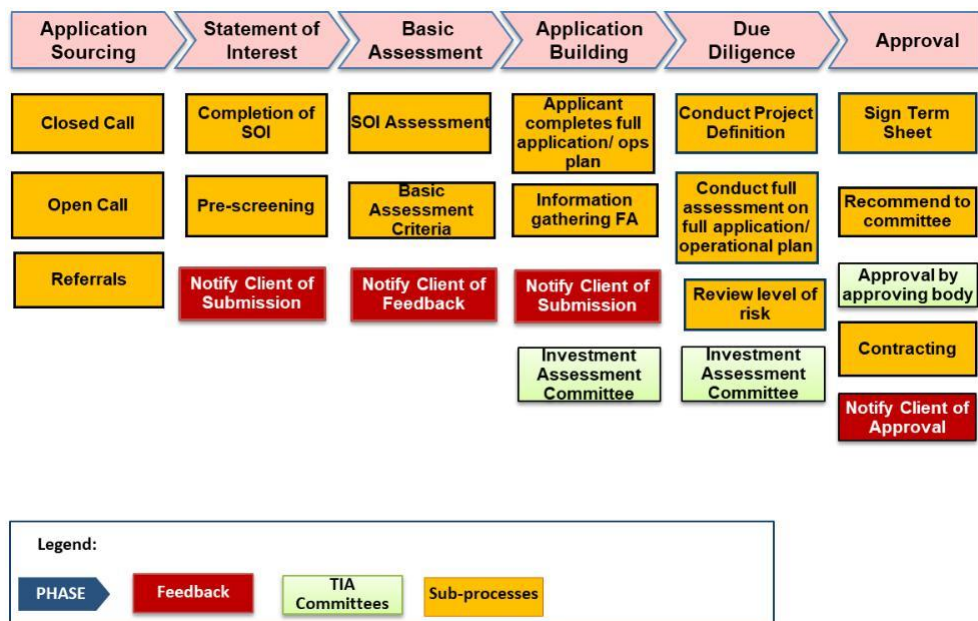


INVITATION TO REGISTER ON DATABASE OF EXTERNAL EXPERTS

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1. INTRODUCTION

- 1.1 Technology Innovation Agency (TIA) is a schedule 3A public entity of the Department of Science and Technology that was established (in terms of Act 26 of 2008) for the purposes of enabling and supporting technological innovation to deliver socio-economic benefits for South Africa and enhance its global competitiveness. These goals are achieved by supporting the development and commercialisation of research outputs from higher education institutions, science councils, public entities, private research institutions, and enterprises and bringing them to market.
- 1.2 TIA adopted the cradle to grave investment process approach. The approach warranted end-to-end process design from sourcing of opportunities, assessments, due diligence, approval, disbursements, project monitoring and evaluation and exit or commercialisation. TIA's investment process is depicted in the diagram below.



2. PURPOSE

- 2.1 TIA has established a database of external experts who provides the required expertise to assist the organisation with efficient delivery of applications assessment as and when required across various functions.
- 2.2 The external experts will provide analysis and recommendations on technical, intellectual property, legal, financial, commercial etc as specified when requested based on the scope of the work.

3. SCOPE OF WORK

- 3.1 Key deliverables for this capability are based on the Funding Applications that are assessed according to TIA's prescribed criteria. For example, the due diligence investigation primary activities are outlined in Table1 below.

Table 1: TIA due diligence activities

Due Diligence	Due Diligence Description
Intellectual Property	<ul style="list-style-type: none"> • Novelty Search • Prior art search • Intellectual Property strategy • Contracts • IP ownership • Infringement (as and when required)
	<ul style="list-style-type: none"> • Business and market readiness • Market research and analysis (market segmentation, customer analysis and size of the market) • Industry and competitor analysis • Sustainability of the commercialisation strategy and Industry dynamics and competitor behaviour • Relationship management • Route to market

Due Diligence	Due Diligence Description
Commercialisation	<ul style="list-style-type: none"> • Return on investment • Socio-economic impact • B-BBEE and transformation analysis
Finance	<ul style="list-style-type: none"> • Confirmation of tax compliance • Financial modelling, financial health of applicant, applicant credit checks, debt and other liabilities.
Technology	<ul style="list-style-type: none"> • Technology analysis (TRL, progression, technology uptake) • Technological merit • Procurement, capex, regulatory issues
Legal	<ul style="list-style-type: none"> • Corporate Governance • Contractual due diligence (Collaborations, third-party subcontracts, license agreements) • Legislation/regulatory compliance • Prior existing relationship between parties • Conflict of interest
Team	<ul style="list-style-type: none"> • The team can deliver and execute, i.e. has the requisite skills/experience, and/or has demonstrated access to such. (Business/entrepreneurial AND technology) • Subcontracting if the team does not have the necessary capability.
	<ul style="list-style-type: none"> • The team is drawing salary from the project cost. If so, each team member's specific commitment to the project in respect of time and deliverables is indicated. Is there a register company with CIPC, up to date tax clearance and current CSD registration?
	<ul style="list-style-type: none"> • Necessary business, technology and strategic partners are in place AND committed

3.2 Due diligence investigation includes a project definition workshop aimed at defining the scope, milestones, risk, deliverables, activities, budget and timelines. The B-BBEE and transformation agenda are prioritised as part of the due diligence investigation. The outcomes of the BEE and transformation agenda assessment impact on the recommendation made to TIA's approval committees.

3.3 EXPERTS RESPONSIBILITY FOR DD WILL BE:

- a) Conducting assessment and/ or due diligence investigation on specific funding application and/ or innovation programme related to their field of expertise.
- b) Preparing and submitting assessment and/ or due diligence investigation reports within the stipulated timeframes.
- c) Participation in on-site project definition workshops set to unpack the project milestones, deliverables, activities, timeline, risk, and cost.
- d) Providing written recommendations on each funding application.
- e) Presenting their findings to TIA's approval committees, as and when required by TIA.

4. MINIMUM REQUIRED QUALIFICATION AND KEY FIELD OF COMPETENCIES

4.1 Individuals interested in serving as external experts must have the following expertise (see Table 2 below):

Table 2: Desired expertise

Sector knowledge	Legal and Intellectual Property	Commercialisation
Health	Novelty Search	Business and market readiness
Agriculture	Intellectual Property strategy	Market research and analysis (Market segmentation, customer analysis, segmentation and size of the market)
Information Communication and Technology	Infringement	Industry and competitor analysis
Advanced Manufacturing	Litigation	Sustainability of the commercialisation strategy and Industry dynamics and competitor behaviour

Sector knowledge	Legal and Intellectual Property	Commercialisation
Energy	IP ownership	Route to market
Natural Resource	Commercial law	Return on investment
Indigenous Knowledge Systems		Socio-economic impact
Industrial Biotechnology		B-BBEE and transformational analysis
Industrial Biotechnology		Valuations

- 4.2 A minimum of 5-10 years of experience in the relevant field of expertise as outlined in 4.1 above.
- 4.3 A minimum of 3-5 years of experience as an external expert in technology innovation.
- 4.4 Experience in developing technology innovation related project plans (milestones, deliverables, activities, project risk and cost).
- 4.5 Experience in evaluating project economic effectiveness and efficiency and applicability of B-BBEE.
- 4.6 Capability in providing concise and thorough reports of assessments, due diligence investigation and recommendations.

5. APPLICATION AND SELECTION PROCEDURE

5.1 Interested individuals must submit the following:

- 5.1.1. Detailed curriculum vitae
- 5.1.2. A cover letter specifying expertise, based on skills and experience as outlined in section 4.1 above
- 5.1.3. Reference letters from three - five organisations where technology innovation funding application assessments and/ or due diligence investigation was conducted.
- 5.1.4. Tax clearance certificate for local experts
- 5.1.5. BEE Affidavit for local experts

5.2 The external evaluators will be selected through an open and transparent process based on criteria outlined above. Moreover, TIA will on a random basis and based on

the volume of applications received, choose from a database which external experts will be suitable for the assignment.

6. REGISTRATION REQUIREMENTS

- 6.1 Written approval to do other work if expert is employed by a Government institution
- 6.2 In the case of international experts, an SBD1 form needs to be completed, submitted to SARS for a directive.
- 6.3 The external experts will also be required to sign a non-disclosure agreement, non-use agreement and confidentiality agreement with TIA.
- 6.4 The individuals credit status will be determined before being included in TIA external expert database.
- 6.5 Taxation will apply in accordance with the South African income tax regulations (as applicable)

7. REMUNERATION

Experts will be remunerated according to the DPSA guidelines on consultancy fees applicable.

8. SUBMISSIONS

Applications with supporting documentation must be submitted via the link below:

<https://www.tia.org.za/blog/2023/02/17/invitation-to-register-on-the-tia-database-of-external-experts/>

For further information, please email experts@tia.org.za.