



Consultant Service Request for

A2.1 & A2.2: “Operational Framework and Foresight for A Sustained National Transfer System”

Terms of Reference

1. Background:

The national unit falls under the Development Account (DA) project on “Establishment of National Technology Transfer Offices (NTTO) in Selected ESCWA Countries (Egypt, Lebanon, Morocco, Tunisia, and Oman)”. The project aims to enhance national innovation system capacity through updating related policies and the establishment of National Technology Transfer Offices (NTTO) linked to universities and research institutions facilitating the partnership between the research community and economic development sector, the industry and relevant governmental and nongovernment actors.

2. Objectives:

The overall objective of this consultation is to develop the national Technology Transfer Office operational framework at the hosting and supervising organization and enable the institution to accommodate the mission and policy development of the national Technology Transfer functions.

3. Tasks to be performed:

The consultant needs to develop a complete operational framework reference for the NTTO unit. The consultant will work together with the focal point in the hosting national institution partnering with ESCWA on this project to identify the needs and opportunities for the office and help them in adopting the best practices in TTOs.

4. Resources:

- Published reports of the project on “Establishment of National Technology Transfer Offices” in other countries.
- All available references to similar “NTTO” in the other countries, particularly those involved in ESCWA project
- Official publications of the national, regional and international organizations (public and private)

5. Outputs to be delivered:

Complete operational framework reference for the national TTO including:

- Organizational structure,
- Internal policies and regulations,
- Typical budget scenarios,
- Business models valid within the national context,
- Human resources needs and required capacity,



- Development strategy and recommend mechanisms for effective sustainability, networking and partnerships
- Development operational foresight for the national technology transfer office and expected role of the relevant stakeholders.
- Case studies and best practices
- Provide the guidance for needed management
- Presentation at the launching national event

6. Payment terms:

Payment for services rendered in compliance with the contract and the terms of reference will be initiated upon the acceptance of the mission by the Director of ETC upon the recommendation of the ETC focal point.

7. Duration and cost:

This consultation must be finished within 6 weeks from the contract signature. The cost will be a total of 8000 US Dollars.