



science and technology

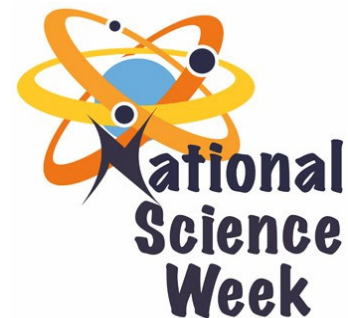
Department:
Science and Technology
REPUBLIC OF SOUTH AFRICA

NATIONAL SCIENCE WEEK 2008

CALL FOR PROPOSALS
TERMS OF REFERENCE

(Kindly note that this document has to be read in conjunction with the
Project Brief)

By
the South African Agency for Science and Technology
Advancement (SAASTA)
for
the Department of Science and Technology (DST)



NATIONAL SCIENCE WEEK 2008 (NSW8)

1. INTRODUCTION

National Science Week, an initiative of the Department of Science and Technology (DST) is a countrywide celebration of science involving various stakeholders and/or role players conducting science-based activities during the week. For the fourth year running, the DST has decided to run National Science Week in all **nine** provinces simultaneously at multiple sites per province.

The South African Agency for Science and Technology Advancement (SAASTA), a business unit of the National Research Foundation (NRF), will continue to play the role of National Project Manager for the National Science Week. The focus week will run from **Saturday 10 May 2008 to Saturday 17 May 2008**.

In addition to contributing to science, engineering and technology among various sections of the population, the National Science Week is intended to expose learners to science-based careers, particularly disadvantaged sections of the population.

2. CALL FOR PARTICIPATION

The Department of Science and Technology (DST) has earmarked a certain amount of funds to support projects and activities to be implemented through various SET stakeholders around South Africa. SAASTA on behalf of the DST is inviting stakeholders to submit innovative and creative proposals for organizing science, engineering and technology activities which contribute to the objectives of the National Science Week.

3. THEME, OBJECTIVES, THRUSTS AND TARGET AUDIENCES

Kindly refer to the Project Brief for the theme of 2008 as well as the objectives, thrusts and target audiences.

4. FUNDING CONDITIONS

- Only one proposal per organisation will be considered. Organisations are encouraged to incorporate Higher Education Institutions, Science Councils and/or any other organisation which were not involved during NSW 2007.
- Proposals ranging from R10 000.00 – R80 000.00 are invited depending on the capacity of the organization and intended reach of the project. **(Please note that this amount do not apply to Higher Education Institutions, Science Councils and Science Centers)**
- The funding will be allocated towards the end of November 2007.

5. DELIVERABLES

Suggested deliverables can be found in the **Project Brief** under the heading “Delivery Approach”.

6. SELECTION CRITERIA

The following criteria will be considered in the selection of projects:

- Adherence and contribution to achieving the objectives of the theme as outlined in the Project Brief,
- Adherence to and extent to which the two thrusts are incorporated in activities;
- Relevance and inclusion of target audiences as outlined in the Project Brief
- Quality and relevance of content (e.g. promoting awareness and profiling of SET careers)
- Innovativeness and creativity of approach;
- Wide range of stakeholder participation, including industry partnerships where possible;
- Clear timelines indicated;
- Cost-effectiveness of the project including a detailed budget
- Degree of impact of the project with potential for sustainability beyond National Science Week

7. PROPOSAL REQUIREMENTS

All proposals must be submitted to SAASTA electronically by completing the application form - available on SAASTA's website: www.saasta.ac.za. Proposals submitted in any other format will **not** be considered.

Only applicants who do not have access to email are allowed to fax their typed proposals provided it is done on the prescribed application form and in keeping with the format.

8. REPORTING STRUCTURE

SAASTA reserves the right to apply reporting requirements in terms of corporate policy. Details of this will be specified in the document agreement between the successful applicants and SAASTA.

9. CLOSING DATE

An appropriate deadline is given to ensure that all administration around transfer of funding to successful applicants is completed well in advance of implementation.

The deadline for submitting proposals is close of business, Friday 14 September 2007. Submissions received after this date will not be considered. Applicants are encouraged to submit their proposals earlier where possible.

All applicants will receive feedback regarding the selection committee's decision during November 2007.

10. ENQUIRIES

Enquiries should be directed to:

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