

**NATIONAL SCIENCE WEEK 2023**

**CALL FOR INTEREST TO PARTICIPATE IN THE NSW 2023**

**FOR**

**Public Universities; Public Museums, Public Botanical Gardens & Zoos; Accredited Science Centres; Science Councils; approved STEMI Olympiads & Competitions; to form an implementation panel of the National Science Week (NSW) 2023 edition**

by the

**South African Agency for Science and Technology Advancement (NRF-SAASTA)**

for the

**Department of Science and Innovation (DSI)**



|  |  |
| --- | --- |
| ***Name of Organisation:*** |  |
| **Eligibility to apply. Which category does your organisation fall under?** |
| **Category** | **Tick where applicable** | **Category** | **Tick where applicable** |
| Public Universities |  | Public Botanical Gardens |  |
| Science Councils |  | Public Zoos |  |
| Approved STEMI Olympiads and Competitions |  | Public Museums |  |
| Accredited Science Centres |  |   |  |

Organisations that belong to the above categories and are interested in implementing the NSW 2023 activities are required to complete the form in this document in full and submit to nsw2023@saasta.ac.za on or before 21 April 2023 (at 23:59). Successful respondents will qualify to apply for the NSW implementation grants/funding based on the theme after it is approved.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Please select the activities you have implemented before and would like to implement in 2023****Please check more info under the Requirements of National Science Week** | **Year(s) Conducted** | **Tick if you are still able to conduct this/these activity(s)** | **Provide a link (url) of the activity(ies) conducted previously** |
|  | Hosting of onsite activities (online/virtual only) |  |
| Host [Webinar](#bookmark=id.2et92p0)  |  |  |  |
| Live [virtual exhibition](#bookmark=id.1t3h5sf) and/or Virtual pre-[recorded Exhibition](#bookmark=id.3dy6vkm)  |  |  |  |
|  | Hosting of onsite activities (face-to-face only)  |  |  |  |
|  | Hosting [Hybrid (both face-to-face & online/virtual)](#bookmark=id.2s8eyo1)  |  |   |  |
|  | [Documentaries: (developed & aired)](#bookmark=id.147n2zr)  |  |  |  |
| [Virtual pre-recorded Exhibition (developed & aired)](#bookmark=id.3dy6vkm)  |  |  |  |
|  | [Outreach - physical (including online/virtual, i.e. hybrid (optional)](#bookmark=id.4d34og8)  |   |   |  |

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| --- | --- |
| **Grant number:** | **NRF-SAASTA NSW 2023** |
| **Closing date & time:**  | 21 April 2023 at 23:59 |
| All applications must be emailed to nsw2023@saasta.ac.za by **21 April 2023*****Applications submitted in any other format and/or sent to a different email address other*** ***than the above, will not be considered***.  |
| **Technical enquiries may be directed in writing to:** | **Grants management enquiries may be directed in writing to:** |
| **Section** | **Project content enquiries** | **Grants process enquiries**  |
| **Contact person** | Ms Bafedile Kgwadi Ms Brenda Edwards | Ms Maphefo Chauke |
| **E-mail address** | BM.Kgwadi@saasta.nrf.ac.za BL.Edwards@saasta.nrf.ac.za | ML.Chauke@saasta.nrf.ac.za |

**STRATEGIC CONTEXT OF THE** **NATIONAL SCIENCE WEEK AND ITS FUNDING**

The Department of Science and Innovation (DSI) leads the Science Engagement Strategy (SES) which seeks to create a society that is knowledgeable about science, able to formulate their independent opinions about science issues, and scientifically literate. The Strategy is being implemented through a set of projects and initiatives by multiple science engagement (and awareness) role players and interested groups. Among the projects that have been identified to respond to SES objectives, the NSW remains the premier project of DSI. The NSW is an annual countrywide celebration of science, technology, engineering, mathematics and innovation (STEMI), where various stakeholders, role players and interest groups collectively conduct activities that promote general awareness of the value of STEMI to people’s daily lives.

**INTRODUCTION TO THE NRF**

The National Research Foundation Amendment Act 19 of 2018, establishes the National Research Foundation (“NRF”) as the juristic entity that makes this Call and will enter into a contract with the awarded grant holder.

**INTRODUCTION TO NRF-SAASTA**

SAASTA, a business unit of the National Research Foundation (NRF) is the national coordinator of science engagement programmes of the DSI. The Department believes that the envisaged society will be realized through a set of initiatives in the implementation of its SES, of which the DSI-led cross-sectoral integrated science engagement initiatives are among them. These initiatives are mainly events organized by other stakeholders and role players in the promotion of science awareness. One of the integrated science initiatives is the NSW, an annual celebration of the role and value of science and technology in people’s daily lives. NSW was established in 2000 and has developed over years towards national coverage. As the coordinator, SAASTA is responsible for the national coordination of the NSW through deployment of resources, reports and overall coordination of the project.

**CONTEXT OF THIS CALL**

On a yearly basis there is funding set aside to support the implementation of NSW activities. To access this funding, multiple stakeholders apply through a Grant Management System (GMS), which has been established at NRF-SAASTA. The GMS is founded on the principle of the Public Finance Management Act (PFMA) to ensure that the resources are managed effectively and efficiently by the grant holders. The GMS has identified different categories that would implement DSI science engagement activities. These categories are Public Universities; Public Museums, Public Botanical Gardens & Zoos; Accredited Science Centres; Science Councils; as well as approved STEMI Olympiads & Competitions.

NRF-SAASTA is launching a Call to select multiple organisations offering STEMI programmes /activities to become members of NSW 2023 implementation panel. This Call seeks to identify organisations, within the country (South Africa), that are interested in implementing the NSW 2023 activities.

**DATE AND THEME FOR NATIONAL SCIENCE WEEK 2023**

The NSW 2023 will be conducted from **31 July - 05 August 2023** under the theme ***“to be approved”.***

**NSW OBJECTIVES**

NSW seeks to achieve the following objectives:

* to popularize science to the broader South African society,
* to serve as a vehicle for showcasing local innovations in science and technology, and the leadership role of the DSI and other government departments in enabling research, development and innovation,
* to make STEMI appealing to learners, such that they consider science, engineering and technology (SET) as preferable career options, and
* to familiarize targeted participants with the science linked to areas in which South Africa has knowledge and/or geographic advantage so as to contribute in making them informed and critically engaged citizens.

**TARGET PUBLICS**

The proposed activities must target the following sections of society:

1. Learners
2. Educators
3. Science interpreters
4. Journalists
5. General public
6. Decision-makers
7. Students
8. Industry
9. Tourists
10. Indigenous knowledge holders
11. Researchers and scientists

**CANCELATION OF THIS CALL PRIOR TO AWARD**

NRF reserves the right to cancel the call prior to issuing the appointment letters and signing the contracts.

**IMPLEMENTATION APPROACH**

NSW 2023 will be conducted in a hybrid approach through information and communications technologies (ICT), media and face-to-face in strategic locations. This approach will be advancing from the previous years of COVID-19 pandemic which forced most of the activities to be conducted digitally. Although challenging, the digital platforms presented new opportunities to present science engagement by deepening the scientific and technological consciousness to the public. The use of technology to access NSW webinars and documentaries also improved scientific literacy of the society. A hybrid approach will combine elements of a blended physical, virtual and media content dissemination methods into a unified experience. This approach will maximize access and participation. Since 2020, South Africa managed to exploit the convenience brought by digital platform to participate in national events, including the hybrid Census which was conducted by the Statistics South Africa (StatsSA), where multiple-methods approach such as telephone interviews, online and fieldworker visits were used to collect data.

**Table 1:** Multiple-methods approach

|  |  |  |  |
| --- | --- | --- | --- |
| **METHOD** | **VENUES** | **ACTIVITIES** | **RESPONSIBILITY** |
| Face-to-face (physical) | Other existing infrastructures In- and Out-reach / public spaces*Social media:**YouTube, Facebook, Twitter* | * District mapping model points out the exact locations of the existing facilities and the strategic locations to be targeted for outreach activities (see Annexure A).
* Mobile facilities from grant-holders to be deployed strategically for in-person
 | Grant-holders to be recommended for in-reach or outreach to specific locations informed by the mapping |
| ICT  | **Online channels:** e.g.*Zoom, MS Teams, etc.* **Social media:**e.g. *YouTube, Facebook, Twitter, TikTok,, WhatsApp*  | Live and recorded online activities:* Webinars
* Documentaries
* Exhibitions

Programmes with all the links to concluded by 30 June 2023Testing of links and feedback of the system by 10 JulyDigital and marketing campaign at least two weeks before the focus week | List of topics and scripts will guide the programmesTo be handled by the individual institutions (decentralized approach)Standard operation procedure (SOP) |
| Media | **Social media:** e.g.*YouTube, Facebook, Twitter* | Dedicated social media accounts developed and managed by professional(s)Grant holders’ social media and websites  | SAASTA to set up social media accounts and share with all the grant-holders |
| **Mainstream media:** e.g. Community radios | Fully use the NYS Journalist in all hosting houses.Media brief should be developed and approved by 30 June | Host community radios |

**REQUIREMENTS FOR NATIONAL SCIENCE WEEK**

Relevant organisations which qualify are to do one or more of the following:

| **Implementation approach** | **Responsibility** |
| --- | --- |
| 1. Webinars
 | The appointed institutions are to:* Identify relevant topics in accordance to the call requirements
* Manage the session platform
* Host webinars and
* Collect the data on attendance
 |
| 1. **Documentaries:**

 **(production)** | The appointed institutions are to:* Identify relevant topics in accordance to the call requirements
* Develop/create the documentary
* Air the documentary (compulsory)
* Record & Collect the data/viewership
 |
| 1. **Virtual pre-recorded Exhibition**
 | Appointed institutions are to:* Identify & select their exhibition in accordance to the call requirements
* Record the exhibitions
* Record & Collect the data/viewership
 |
| 1. **Live virtual exhibition**
 | Appointed institutions are to:* Identify & select their exhibition in accordance to the call requirements
* Identify the platform(s) to be used
* Record & Collect the data/viewership
 |
| 1. **Outreach**
 | Appointed institutions are to:* Identify activities according to the requirements of the call
* Identify the specific areas to visit
* Collect the data of attendance
 |
| 1. **Hybrid**
 | Appointed institutions are to:* Identify activities according to the requirements of the call
* Identify the specific platforms for engagement
* Collect the data of attendance
 |

**PANEL SELECTION CRITERIA**

**Stage 1 – Compliance to submission requirements (MANDATORY)**

|  |  |
| --- | --- |
| **DESCRIPTION** | **YES/NO** |
| The organisation belongs to the approved category as stipulated in the eligibility to apply  |  |

NB:

* If the response above is ***YES***, the organisation will go through to Stage 2 of the evaluation.

**Stage 2 – Panel Appointment and Contract Signing**

Applicants who passes through the above stage will be approved and provided with:

* Letter of Appointment and
* NRF-SAASTA will enter into a contract with them.

**Appointed organisations** must sign the contract and will be requested to send their NSW 2023 activities plan and budgets for funding (grants). Grant holder activities will be evaluated on quality, before funding can be provided.

**NB: If the contract is not signed and returned by the due date (without notification to the project team), participation and funding for the project will be withdrawn.**

**NATIONAL SCIENCE WEEK 2023**

 **PROPOSAL APPLICATION AND SUBMISSION FORM**

**31 JULY to 05 AUGUST 2023**

Please complete all fields of this form, stating N/A (not applicable) where appropriate. Additional information may be provided at the end of the document.

|  |
| --- |
| **Organisations’ Background Information** |
| Name of Organisation / Institution  |  |
| Province where the Organisation / Institution is located |  |
| District Municipality where the Organisation / Institution is **located** |  |
| District Municipality(ies) where the Organisation / Institution **will *implement* the NSW – Please refer to the link below or last page.**<https://en.wikipedia.org/wiki/Districts_of_South_Africa> |  |
| Physical Address for courier purposes:(Please complete if different from the Project Leader) |  |
| Organisations’ Contact Details (Please supply both landline and Cellular Number) |  |

| **General Project Administration Information** |
| --- |
| **Authorised Signatory for Organisation / Institution**  | **Name** | **Email Address** | **Position** |
|  |  |  |
| **Name and designation of Project Financial Administrator** | **Name** | **Email Address** | **Position** |
|  |  |  |

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| **Organisation / Institution Banking Details – these details must be the same as the CSD report**  |
| **CSD reference number (MAAA…)** |  |
| **Name of account holder** |  |
| **Type of account** |  |
| **Name of Bank** |  |
| **Bank Branch Code** |  |
| **Bank Account Number** |  |
| **Organisation / Institution Business Profile** |
| **Number of Employees** |  |
| **Organisation Type: i.e. company, partnership, sole venture** |  |
| **Organisation Management**(Example: CEO, Director, HOD, partners etc.) | **Name** | **Position** |
|  |  |
| **Nature of Core Business** |  |
| **Indicate Financial Controls in Place** |  |
| **Date of Last Audited Annual Financial Statement** |  |
| **Name and Address of Auditors** |  |
| **Details of Project Leader** |
| **Title**  |  |
| **Full Names Surname** |  |
| **Nationality** |  |
| I**dentity Number** |  |
| **Current Position in the Organisation / Institution** |  |
| **Similar Projects Undertaken Previously (Including NSW)** |  |
| **Contact Numbers (Landline and Cellular Phone)** | Landline  |  |
| Cell phone |  |
| **E-mail Address****Alternate E-mail Address**  |  |
|  |
| **Physical Address** |  |
| **Highest Academic Qualifications** |  |
| **Summary of Relevant Experience** |  |
| **Brief Career History** |  |
| **Number of team members assisting Project Leader with NSW** |  |
| **Alternative contact person in case the project leader is unavailable and/or unable to complete his/her obligations**  |
| **Name & Surname** |  |
| **Position** |  |
| **Contact number** |  |
| **Email address** |  |
| **Details of Project Team (add more rows if needed)** |
| **List the potential team members**  | **Highest Qualification**  | **Relevant Experience** | **Responsible for (in the NSW project)** |
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| **List of potential Collaborators participating in National Science Week (add more rows if need be)** |
| **Potential Collaborators** | **Responsible for (where applicable)** |
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| **State in detail, a contingency plan to ensure successful implementation of activities should unforeseen circumstances occur e.g. strikes, power outages, staff related issues, etc.** |
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| I confirm that I have satisfied myself as to the correctness and validity of my application in response to the invitation of this call. |
| I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me in terms of this call as the principal liable for the due fulfilment of the subsequent contract if awarded to me. |
| I certify that the information furnished in this document is correct and I accept that the NRF-SAASTA may reject the application or act against me should these declarations prove to be false. |
| I confirm that I am duly authorized to sign this call response. |
| **NAME & SURNAME****(PRINT)** |  |
| **CAPACITY** |  |
| **SIGNATURE** |  |
| **DATE** |  |

A

Annexure A – List of Districts by Province

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| **Map key** | **DISTRICT** | **PROVINCE** |  |
| --- | --- | --- | --- |
| 44 | [Alfred Nzo District Municipality](https://en.wikipedia.org/wiki/Alfred_Nzo_District_Municipality) | [Eastern Cape](https://en.wikipedia.org/wiki/Eastern_Cape) | DC44 |
| 12 | [Amathole District Municipality](https://en.wikipedia.org/wiki/Amathole_District_Municipality) | DC12 |
| B | [Buffalo City Metropolitan Municipality](https://en.wikipedia.org/wiki/Buffalo_City_Metropolitan_Municipality) | BUF |
| 13 | [Chris Hani District Municipality](https://en.wikipedia.org/wiki/Chris_Hani_District_Municipality) | DC13 |
| 14 | [Joe Gqabi District Municipality](https://en.wikipedia.org/wiki/Joe_Gqabi_District_Municipality) | DC14 |
| N | [Nelson Mandela Bay Metropolitan Municipality](https://en.wikipedia.org/wiki/Nelson_Mandela_Bay_Metropolitan_Municipality) | NMA |
| 15 | [OR Tambo District Municipality](https://en.wikipedia.org/wiki/OR_Tambo_District_Municipality) | DC15 |
| 10 | [Sarah Baartman District Municipality](https://en.wikipedia.org/wiki/Sarah_Baartman_District_Municipality) | DC10 |
| 20 | [Fezile Dabi District Municipality](https://en.wikipedia.org/wiki/Fezile_Dabi_District_Municipality) | [Free State](https://en.wikipedia.org/wiki/Free_State_%28province%29) | DC20 |
| 18 | [Lejweleputswa District Municipality](https://en.wikipedia.org/wiki/Lejweleputswa_District_Municipality) | DC18 |
| M | [Mangaung Metropolitan Municipality](https://en.wikipedia.org/wiki/Mangaung_Metropolitan_Municipality) | MAN |
| 19 | [Thabo Mofutsanyana District Municipality](https://en.wikipedia.org/wiki/Thabo_Mofutsanyana_District_Municipality) | DC19 |
| 16 | [Xhariep District Municipality](https://en.wikipedia.org/wiki/Xhariep_District_Municipality) | DC16 |
| J | [City of Johannesburg Metropolitan Municipality](https://en.wikipedia.org/wiki/City_of_Johannesburg_Metropolitan_Municipality) | [Gauteng](https://en.wikipedia.org/wiki/Gauteng) | JHB |
| T | [City of Tshwane Metropolitan Municipality](https://en.wikipedia.org/wiki/City_of_Tshwane_Metropolitan_Municipality) | TSH |
| Ek | [Ekurhuleni Metropolitan Municipality](https://en.wikipedia.org/wiki/Ekurhuleni_Metropolitan_Municipality) | EKU |
| 42 | [Sedibeng District Municipality](https://en.wikipedia.org/wiki/Sedibeng_District_Municipality) | DC42 |
| 48 | [West Rand District Municipality](https://en.wikipedia.org/wiki/West_Rand_District_Municipality) | DC48 |
| 25 | [Amajuba District Municipality](https://en.wikipedia.org/wiki/Amajuba_District_Municipality) | [KwaZulu-Natal](https://en.wikipedia.org/wiki/KwaZulu-Natal) | DC25 |
| Et | [eThekwini Metropolitan Municipality](https://en.wikipedia.org/wiki/EThekwini_Metropolitan_Municipality) | ETH |
| 43 | [Harry Gwala District Municipality](https://en.wikipedia.org/wiki/Harry_Gwala_District_Municipality) | DC43 |
| 29 | [iLembe District Municipality](https://en.wikipedia.org/wiki/ILembe_District_Municipality) | DC29 |
| 28 | [King Cetshwayo District Municipality](https://en.wikipedia.org/wiki/King_Cetshwayo_District_Municipality) | DC28 |
| 21 | [Ugu District Municipality](https://en.wikipedia.org/wiki/Ugu_District_Municipality) | DC21 |
| 22 | [uMgungundlovu District Municipality](https://en.wikipedia.org/wiki/UMgungundlovu_District_Municipality) | DC22 |
| 27 | [uMkhanyakude District Municipality](https://en.wikipedia.org/wiki/UMkhanyakude_District_Municipality) | DC27 |
| 24 | [uMzinyathi District Municipality](https://en.wikipedia.org/wiki/UMzinyathi_District_Municipality) | DC24 |
| 23 | [uThukela District Municipality](https://en.wikipedia.org/wiki/UThukela_District_Municipality) | DC23 |
| 26 | [Zululand District Municipality](https://en.wikipedia.org/wiki/Zululand_District_Municipality) | DC26 |
| 35 | [Capricorn District Municipality](https://en.wikipedia.org/wiki/Capricorn_District_Municipality) | [Limpopo](https://en.wikipedia.org/wiki/Limpopo) | DC35 |
| 33 | [Mopani District Municipality](https://en.wikipedia.org/wiki/Mopani_District_Municipality) | DC33 |
| 47 | [Sekhukhune District Municipality](https://en.wikipedia.org/wiki/Sekhukhune_District_Municipality) | DC47 |
| 34 | [Vhembe District Municipality](https://en.wikipedia.org/wiki/Vhembe_District_Municipality) | DC34 |
| 36 | [Waterberg District Municipality](https://en.wikipedia.org/wiki/Waterberg_District_Municipality) | DC36 |
| 32 | [Ehlanzeni District Municipality](https://en.wikipedia.org/wiki/Ehlanzeni_District_Municipality) | [Mpumalanga](https://en.wikipedia.org/wiki/Mpumalanga) | DC32 |
| 30 | [Gert Sibande District Municipality](https://en.wikipedia.org/wiki/Gert_Sibande_District_Municipality) | DC30 |
| 31 | [Nkangala District Municipality](https://en.wikipedia.org/wiki/Nkangala_District_Municipality) | DC31 |
| 37 | [Bojanala Platinum District Municipality](https://en.wikipedia.org/wiki/Bojanala_Platinum_District_Municipality) | [North West](https://en.wikipedia.org/wiki/North_West_%28South_African_province%29) | DC37 |
| 40 | [Dr Kenneth Kaunda District Municipality](https://en.wikipedia.org/wiki/Dr_Kenneth_Kaunda_District_Municipality) | DC40 |
| 39 | [Dr Ruth Segomotsi Mompati District Municipality](https://en.wikipedia.org/wiki/Dr_Ruth_Segomotsi_Mompati_District_Municipality) | DC39 |
| 38 | [Ngaka Modiri Molema District Municipality](https://en.wikipedia.org/wiki/Ngaka_Modiri_Molema_District_Municipality) | DC38 |
| 9 | [Frances Baard District Municipality](https://en.wikipedia.org/wiki/Frances_Baard_District_Municipality) | [Northern Cape](https://en.wikipedia.org/wiki/Northern_Cape) | DC9 |
| 45 | [John Taolo Gaetsewe District Municipality](https://en.wikipedia.org/wiki/John_Taolo_Gaetsewe_District_Municipality) | DC45 |
| 6 | [Namakwa District Municipality](https://en.wikipedia.org/wiki/Namakwa_District_Municipality) | DC6 |
| 7 | [Pixley ka Seme District Municipality](https://en.wikipedia.org/wiki/Pixley_ka_Seme_District_Municipality) | DC7 |
| 8 | [ZF Mgcawu District Municipality](https://en.wikipedia.org/wiki/ZF_Mgcawu_District_Municipality) | DC8 |
| 2 | [Cape Winelands District Municipality](https://en.wikipedia.org/wiki/Cape_Winelands_District_Municipality) | [Western Cape](https://en.wikipedia.org/wiki/Western_Cape) | DC2 |
| 5 | [Central Karoo District Municipality](https://en.wikipedia.org/wiki/Central_Karoo_District_Municipality) | DC5 |
| C | [City of Cape Town Metropolitan Municipality](https://en.wikipedia.org/wiki/City_of_Cape_Town_Metropolitan_Municipality) | CPT |
| 4 | [Eden District Municipality](https://en.wikipedia.org/wiki/Eden_District_Municipality) | DC4 |
| 3 | [Overberg District Municipality](https://en.wikipedia.org/wiki/Overberg_District_Municipality) | DC3 |
| 1 | [West Coast District Municipality](https://en.wikipedia.org/wiki/West_Coast_District_Municipality) | DC1 |

