



Republic of Zambia

Ministry of Higher Education

GUIDELINES
FOR THE
SCIENCE AND TECHNOLOGY INNOVATION
YOUTH FUND

2019 Edition

Implementing Agency:

National Science and Technology Council



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DEFINITION OF TERMS

- Collaborator:** Any person or individual directly linked to the execution of a funded project and can be above 35 years of age.
- Ethics:** A system of moral principles.
- Grant Agreement** Provisions and Conditions governing the management of a funded project and is signed between NSTC, the Grant Recipient and the Institution of Affiliation.
- Grant Recipient:** The innovator that has been given funding by NSTC to develop an innovation.
- Innovation:** A new idea, process, product or service that improves a way of doing something and can be commercially viable.
- Innovator:** A person who introduces an innovation in the market.
- Institution of Affiliation:** An established Research and Development institution, registered with NSTC, to which a Grant Recipient shall be attached for the purpose of executing a funded project.
- Intellectual Property:** Creations of the human mind e.g. inventions, artistic works and images used in commerce.
- Intellectual Property Rights:** Rights that allow the creator or owner of a patent, trademark or copyright to benefit from his or her own work or investment.
- Non-Disclosure Agreement:** A confidentiality agreement signed by all parties involved in the review of proposals as well as the execution of funded projects.
- Patent:** An exclusive right granted for an invention as provided for by the Patents Act No. 40 of 2016.
- Project Grant:** Money given to an innovator to develop the innovation.
- Youth:** For the purpose of this Fund, a Youth is any person below the age of 35 years

ACRONYMS

7NDP	Seventh National Development Plan
CEEC	Citizens Economic Empowerment Commission
DST	Department of Science and Technology
FMC	Fund Management Committee
IoA	Institution of Affiliation
JETS	Junior Engineers, Technicians and Scientists
M&E	Monitoring and Evaluation
MoGE	Ministry of General Education
MoHE	Ministry of Higher Education
MoF	Ministry of Finance
MYSKD	Ministry of Youth Sport and Child Development
NISIR	National Institute for Scientific and Industrial Research
NSTC	National Science and Technology Council
NTBC	National Technology Business Centre
PACRA	Patents and Companies Registration Agency
R&D	Research and Development
STI	Science, Technology and Innovation
STIYF	Science and Technology Innovation Youth Fund
TDAU	Technology Development and Advisory Unit
TEVET	Technical Education, Vocational and Entrepreneurship Training
TC	Technical Committee
UNZA	University of Zambia
YIF	Youth Inventors Fund
ZAM	Zambia Association of Manufacturers
ZDA	Zambia Development Agency

1.0. INTRODUCTION

The Government policy on science and technology is to embed science and technology in the key economic sectors to promote competitiveness in the production of quality goods and services. In 2007, the Government created the Youth Inventors Fund (YIF) aimed at assisting youth to develop their scientific and technological innovations for possible commercialisation. The Fund is focussed on innovations that are relevant to the creation of wealth and employment for the improvement of the quality of life in Zambia. In 2013, the Youth Inventors Fund was transformed into the Science and Technology Innovation Youth Fund (STIYF), to enable young innovators play a significant role in the development of key sectors of the economy.

The STIYF supports the development, prototyping and piloting of youth innovations. Successful innovations that are commercially viable may be transitioned for upscaling by the National Technology Business Centre (NTBC), or any other institution that may be identified.

The Fund is administered under the Ministry of Higher Education (MoHE) through a Fund Management Committee (FMC) and a Technical Committee (TC). The implementation of the Fund is done through the National Science and Technology Council (NSTC).

1.1. Rationale

The Government recognised that the participation of the youth in science, technology and innovation (STI) is key in the attainment of the country's development agenda. In order to increase youth involvement in STI, the STIYF was initiated. To this effect, the STIYF is aimed at addressing the aspirations of the Seventh National Development Plan (7NDP) and the Vision 2030 that seek to make Zambia a prosperous middle income country.

1.2. Objectives

The overall objective of the Science and Technology Innovation Youth Fund is to create opportunities resulting in employment and wealth through science and technology innovations by the youth.

Specific Objectives

The specific objectives of the STIYF are:

- i. to support the development and prototyping of scientific and technological innovations;
- ii. to promote and inculcate a culture of innovativeness and research among the youth; and
- iii. to promote the generation, acquisition and use of Intellectual Property Rights (IPR) by young innovators.

2.0. MANAGEMENT STRUCTURE

The Management structure of the Fund comprises:

- i. The Fund Management Committee (FMC), and
- ii. The Technical Committee (TC)

The Department of Science and Technology (DST) in the Ministry of Higher Education shall be Secretariat to the FMC while NSTC shall be Secretariat to the TC.

2.1 The Fund Management Committee

This is the main Committee of the Fund and it shall be responsible for:

- i. Mobilising and managing funds;
- ii. Approving thematic areas of focus, based on national priorities;
- iii. Approving the projects to receive support from the Fund;
- iv. Considering and approving reports and recommendations of the Technical Committee and deciding on follow up actions;
- v. any other responsibilities incidental to the management and implementation of the Fund.

The Committee shall comprise the following members:

1. Permanent Secretary – MoHE as Chairperson
2. Director, Budgets – Ministry of Finance (MoF)
3. Director, Economic Empowerment – Citizens Economic Empowerment Commission (CEEC)
4. Director, Micro, Small and Medium Enterprises Division – Zambia Development Agency (ZDA)
5. Director, Planning and Development – MoHE
6. Director, Vocational Education and Training – MoHE
7. Director, Finance – MoHE

8. Director, Youth – Ministry of Youth, Sport and Child Development (MYSCD)
9. Director – Zambia Association of Manufacturers (ZAM)
10. Executive Secretary – NSTC
11. Director, Department of Science and Technology – MoHE as Secretary

2.2. The Technical Committee

This Technical Committee shall report to the Fund Management Committee and shall be responsible for:

- i. Calling for scientific and technological innovation proposals;
- ii. Identification of science and technology innovations;
- iii. Assessing and selecting the proposals in terms of technical feasibility, economic, commercial and financial viability;
- iv. Recommending proposals to the FMC;
- v. Assessing the institutions of affiliation in terms of physical infrastructure, human resources and financial capacities and capabilities;
- vi. Recommending Institutions of Affiliation (IoA) for innovators;
- vii. Considering progress reports including monitoring and evaluation of approved projects;
- viii. Any other responsibility as assigned by the Fund Management Committee.

The Committee shall comprise representatives from the following institutions:

1. Department of Science and Technology (DST) – MoHE
2. Technology Development and Advisory Unit (TDAU) - UNZA
3. National Institute for Scientific and Industrial Research (NISIR)

4. Department of Vocational Education and Training (DVET) – MoHE
5. National Technology Business Centre (NTBC)
6. Juniors Engineers, Technicians and Scientists (JETS) – Ministry of General Education (MoGE)
7. Intellectual Property Unit – Patents and Companies Registration Agency (PACRA)
8. The Programme Development and Implementation Department – NSTC as Secretariat to the Committee

The TC shall choose a Chairperson from among its members.

The Committee may co-opt any other member(s) of specific expertise when required.

2.3. Fund Administration Cost

The NSTC and MoHE shall each have a separate budget line for administrative costs related to managing the Fund.

3.0. IMPLEMENTATION MECHANISMS

3.1. Project duration

The duration of STIYF funded projects shall be two (2) years, subject to six (6) months extension only.

3.2. Thematic Areas of Support

The thematic areas in these guidelines are aligned to the National Development Plans and the Vision 2030.

3.3. Eligibility

3.3.1 Eligibility of Applicants

The Fund shall be available on competitive basis. To be eligible, applicants must meet the following requirements:

- i. Must be Zambian and resident in Zambia
- ii. Must be youths, not more than 35 years old at the closing date of the Call for proposals.
- iii. May apply as individuals or in groups

3.3.2 Eligibility of Innovations

The innovations to benefit from the STIYF must meet the following requirements:

- i. Be scientific and/or technological in nature
- ii. Be locally developed or adapted
- iii. Innovations by students in institutions of Higher Learning
- iv. utilise locally available materials as much as possible

3.4. Institutional Affiliation

Innovators that receive grants under the STIYF shall be attached to a Research and Development (R&D) institution that is registered with NSTC. The Institution of Affiliation will:

- i. facilitate the development, prototyping and piloting of the proposed innovation; and

- ii. provide financial oversight on the project.

The STIYF Technical Committee shall recommend institutions to which innovators shall be affiliated.

3.5. Grant Agreement

The grant shall be administered under a tripartite arrangement involving the Grant Recipient (Innovator), the Institution of Affiliation and NSTC after approval by the STIYF Fund Management Committee. The Grant Agreement (Annex I) shall, among other things, specify the terms of disbursement of the grant, the responsibilities of the innovator and the Institution of Affiliation. The approved project proposal shall form part of the Grant Agreement.

3.6. Funding

- i. The STIYF will operate as a grant. The grants will be up to a maximum of One Hundred and Fifty Thousand Kwacha (150,000.00ZMW) per project. However, special consideration would be made for those viable projects that may need more funds.
- ii. The grant shall be disbursed by MoHE through NSTC, once projects have been approved by the Fund Management Committee. Funds shall be disbursed in instalments, to Institutions of Affiliation, as guided by the Grant Agreement.
- iii. The grant shall support the following:
 - a. Project development,
 - b. Prototyping,
 - c. Piloting of developed innovations,
 - d. IPR costs,
 - e. Administrative and supervisory costs.

- iv. The Institutions of Affiliation shall access 5% of the total project funds for administrative costs for innovations being supported under the Fund. The administrative costs shall include the following:
 - a. Printing
 - b. Communication costs
 - c. Supervisory/ advisory fees

3.7. Ethics Requirement

Innovations that require ethics clearance shall be referred to appropriate ethics committees by the applicant, for clearance before submitting the application for funding.

3.8. Intellectual Property Management

3.8.1. Ownership

The project proposal shall indicate who shall be the owner(s) of the innovation.

3.8.2. Benefit Sharing

Benefit sharing between the Innovator, the Institution of Affiliation, NSTC and the commercialising institution shall be agreed upon prior to the commencement of the project and shall be as outlined in the NSTC IP Policy.

3.8.3. Protection of Innovations

The Innovators and the Institutions of Affiliation shall be required to protect the innovation(s) according to the Intellectual Property laws of Zambia.

3.8.4. Non-Disclosure Agreement

The innovator, institution of affiliation and NSTC shall sign a Non-Disclosure Agreement.

3.9. Legal and Institutional Framework

The Fund shall operate within the legal and policy framework governing MoHE and NSTC.

4.0. APPLICATION, EVALUATION AND SELECTION OF PROPOSALS

4.1. Application Process

- i. A call for project proposals shall be made and advertised in the media and made available in various R&Ds and institutions of learning. The call shall also be accessible on the NSTC website (<http://www.nstc.org.zm>).
- ii. The Technical Committee will also identify innovations at fairs and shows during the year, including those that may be recognized by the communities in which they operate as having positive impact on the people.
- iii. Innovations will also be identified from Institutions of Higher Learning through awareness campaigns/workshops/seminars for students

Applicants shall submit project proposals by way of completing a Prescribed Application Form (Annex II), to be accessed from the NSTC website and obtainable from NSTC, MoHE and other offices as shall be specified in each Call.

Applications shall be submitted either electronically to the NSTC E-mail: nstc@nstc.org.zm, or in hard copy mailed/delivered to the STIYF Secretariat at:

**National Science and Technology Council (NSTC)
Curriculum Development Centre Building
Haile Selassie Avenue, Longacres
P. O. Box 51309
Lusaka.**

4.2. Evaluation and Selection of Proposals

The Technical Committee shall evaluate all proposals using the criteria given in Annex III. Project proposals that score above 50% will be subjected to a qualitative evaluation. The shortlisted applicants shall be required to give a pitch presentation of their proposal before the TC.

The TC shall select proposals and recommend to the Fund Management Committee for approval. The decision made by the FMC shall be final.

4.3. Summary of Application Cycle

There shall be one (1) application cycle per year as follows:

Activity	Timing
Call for Project Proposals	June - August
Deadline for Submission of Proposals to STIYF Secretariat	September
Evaluation of Proposals by the Technical and Financial Committee	October
Approval of projects by the Fund Management Committee	November
Notification of results to applicants,	November
affiliation to institutions and official awarding of grants	November - December
Project Commencement	January – March of the following year

5.0. MONITORING AND EVALUATION (M&E) AND REPORTS

5.1. Monitoring and Evaluation

All funded projects will be monitored at three levels as follows:

- i. The Institution of Affiliation under which the innovator is carrying out the project;
- ii. The NSTC and, where necessary, some members of the TC may be involved in the M&E;

The NSTC shall access 5% of the total project funds for Monitoring and Evaluation costs.

- iii. The MoHE through the Fund Management Committee.

Monitoring and Evaluation reports from the three levels will be presented to the Fund Management Committee.

5.2. Reports

5.2.1 Inception Report

Grant recipients shall be required to submit an Inception Report within three weeks of official award of the grant. This report will give an account of the preparations put in place in order to start the project such as identification of sources of materials and specialised services, opening of a project account, and other logistics. The inception report will also give details of activities and budget for the initial phase of the project.

5.2.2. Technical and Financial Progress Reports

The Grant Recipient, through the Institution of Affiliation shall submit Technical and Financial Progress Reports to NSTC at dates as guided in the Grant Agreement.

The Technical Progress Reports shall include the following information:

- i. Progress towards achieving the project objectives;

- ii. Project milestones if any, achieved in the period that the report covers;
- iii. Reasons for non-achievement of milestones and suggested remedial measures to be taken;
- iv. Any matter which may affect achievement of an objective;
- v. Challenges encountered and plans to overcome them.

The Financial Progress Reports shall include the following:

- i. Amount received in previous installments;
- ii. Detailed expenditure;
- iii. All supporting documents to the expenditure.

5.2.3. End of Project Report

The Grant Recipient, through the Institution of Affiliation shall submit to NSTC three bound copies of the End of Project Report at the end of the project. The report shall include the following information:

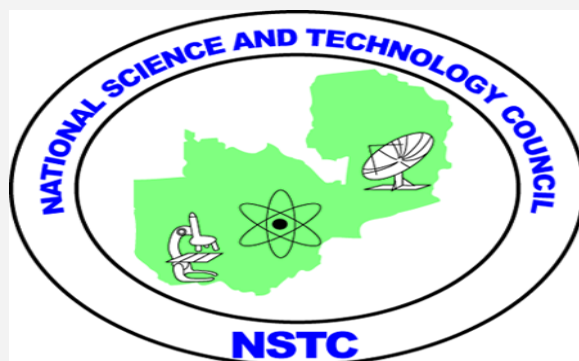
- i. Project objectives,
- ii. Detailed explanation of how the innovation was developed and how it works,
- iii. Extent of achievement of the original project objectives,
- iv. Project schedule and costs,
- v. Beneficiaries of the project,
- vi. Sectoral and national impacts of the project,
- vii. Proposed approach for technology transfer and commercialisation.

The grant recipient, through the Institution of Affiliation, shall also submit a prototype of the innovation at the end of the project.

5.2.4. Dissemination of results

Grant recipients will be expected to present or exhibit their innovations at various fora such as science fora, agricultural fairs and expos. However, provisional protection or permission may be sought for information deemed proprietary where necessary.

ANNEX I: STIYF GRANT AGREEMENT



GRANT AGREEMENT

SIGNED BETWEEN

THE NATIONAL SCIENCE AND TECHNOLOGY COUNCIL

AND

.....

THE GRANT RECIPIENT

OF THE SCIENCE AND TECHNOLOGY INNOVATION YOUTH FUND PROJECT GRANT

AND

.....

THE INSTITUTION OF AFFILIATION

AT LUSAKA, ZAMBIA

20.....

1.0 PREAMBLE

The National Science and Technology Council, hereinafter referred to as **The Council**, being desirous and in fulfillment of its mandate to promote scientific research and technological innovations in Zambia has funds to be dispensed to various Innovators (hereinafter called the **Grant Recipient(s)**) to support various innovations in priority development areas. The recipients shall be affiliated to an institution that shall hereinafter be referred to as **The Institution of Affiliation**. The Council, the Grant Recipient and the Institution of Affiliation shall collectively be referred to as **The Parties**. The Funds shall be disbursed through the Science and Technology Innovation Youth Fund (STIYF) implemented by the Council.

2.0 PROVISIONS OF THE AGREEMENT

2.1 Whereas, the **Council, agrees** to provide an amount of:

(Amount in words):
.....

(Amount in figures):

2.2 To the Grant Recipient:

Title:

Surname:

First Name(s):

National Registration No.:

Postal Address:

Physical Address:

.....

Phone No.:

Fax No .:.....

Email Address:.....

2.3 Whereas the Grant Recipient **agrees** to receive and spend, under the supervision and control of the **Council** and the **Institution of Affiliation**, the allocated funds in accordance with the approval given by the **Fund Management Committee**,

in order to undertake a scientific and/or technological innovation as contained in the **Approved Project Proposal** which forms an integral part of this **Grant Agreement**.

2.4 The title of the Project funded under this **Grant Agreement** is

.....
.....

2.6 The Project address shall be at

.....

3.0 CONDITIONS FOR THE GRANT AWARD

3.1 Institutional Affiliation of the Grant Recipient

3.1.1 Where the Grant Recipient is not a bonafide member of the Institution of Affiliation, the Grant Recipient **agrees** to be affiliated to a well-established research institution/centre, university or professional organization for enhanced professional interaction and additional financial oversight.

3.1.2 The Institution of Affiliation **agrees** to oversee the management of the technical and financial aspects of the project.

3.2 Disbursement of funds

3.2.1 The grant shall be disbursed in **installments**. The first installment, will be disbursed on request through the Institution of Affiliation, and will depend upon submission of an **Inception Report**.

3.2.2 The subsequent installments shall be **upon request**. The release of the subsequent installments will depend on the submission of **Technical and Financial Progress Reports**.

3.2.3 The mode of disbursement shall be by **Cheque or Bank Transfer** and shall be paid to a bank account mutually **agreed** upon by the Council, the Grant Recipient and the Institution of Affiliation;

3.2.4 At the completion of the project, any **unutilised funds** shall be returned to the Council together with supporting documents for the spent funds.

3.2.5 **Equipment** purchased under the STIYF funded project shall remain property of the Grant Recipient (Innovator) at the end of the project;

3.3 Reports

3.3.1. Technical Progress Reports

- a.** The Grant Recipient, through the Institution of Affiliation, shall submit to the Council a Technical Progress Report within fifteen (15) working days after completion of each project phase. The Technical Progress Report shall describe milestones achieved.
- b.** All Technical Progress Reports submitted pursuant to this Grant Agreement shall be approved by the Institution of Affiliation before submission to the Council.

3.3.2 Financial Progress Reports

- a.** The Grant Recipient, through the Institution of Affiliation, shall submit to the Council a Financial Progress Report within fifteen (15) working days after completion of each project phase.
- b.** All Financial Progress Reports submitted pursuant to this Grant Agreement shall be approved by the Institution of Affiliation before submission to the Council.

3.3.3 End of Project Report

The Grant Recipient, through the Institution of Affiliation, shall submit to the Council an End of Project Report three (3) months after completion of the project.

3.3.4 Dissemination of Results

While cognisant of the need to protect **Intellectual Property (IP)**, the Grant Recipient shall, where infringement on intellectual property rights is not involved, present their innovations at scientific or any other fora.

3.4 Variations

3.4.1 Change of Scope of Work and/or Budget

- A.** The Grant Recipient and the Institution of Affiliation shall not make any variation to the scope of work and/or the budget of the project as described in the **Approved Project Proposal** without obtaining prior written approval from the Council.

- B.** In the event that a variation(s) to the scope of work or budget is deemed necessary,
 - i.** The Grant Recipient and the Institution of Affiliation shall make a written request for a variation to the Council.
 - ii.** The proposed variation shall not be effected until it is approved in writing by the Council.

- C.** The Council shall not be obliged to approve any proposed variation and shall have an absolute discretion in deciding whether or not to grant its approval.

3.4.2 Change of Innovator and Institution of Affiliation

There shall be no changes or substitutions of the innovator and/or the Institution of Affiliation without prior written approval of the Council.

3.4.3 Change of Collaborators

There shall be no changes or substitutions for the Collaborator/s (if any), without prior written approval of the Council.

3.5 Maintenance of and Access to Records

3.5.1 Maintenance of Records

- A.** The Grant Recipient and the Institution of Affiliation shall in connection with the Project, and in addition to any other reports required by this Agreement, keep and maintain, to the Council's satisfaction, proper records of all scientific works undertaken, including but not limited to, laboratory note books, field entry forms, instrument generated reports, copies of Technical Progress and Final Reports and photographs.

- B.** The Grant Recipient and the Institution of Affiliation shall in connection with the project, and in addition to any other reports required by this Agreement, keep and maintain, to the Council's satisfaction, proper books of accounts and operating records

necessary to afford a correct record and explanation of all expenditure on the project.

- C. The Grant Recipient and the Institution of Affiliation shall, unless the Council otherwise agrees in writing, retain all scientific and accounting records relating to the Project for six (6) years after the Completion of the Project or earlier termination of the Agreement.

3.5.2 Access to Project Site and Records

- a. The Grant Recipient and the Institution of Affiliation shall at all times permit NSTC, its officers, agents and authorized representatives access to the project site and records.
- b. The Grant Recipient and the Institution of Affiliation shall render all reasonable and necessary assistance to enable those officers, or agents to examine and take copies of any records maintained pursuant to this Agreement or any records, which in the opinion of the Council are considered relevant to the Project.
- c. The Council, the Grant Recipient and the Institution of Affiliation shall have equal access to all the records, including results, pertaining to the Project. All parties shall sign a Non-Disclosure Agreement (NDA).
- d. The Grant Recipient and the Institution of Affiliation agree to provide supporting documents related to all expenditures, the **originals** of which shall be submitted together with the Progress Reports, and shall remain property of the Council.

3.6 Monitoring and Evaluation of the Project

The Grant Recipient and Institution of Affiliation **agree** to allow **Monitoring and Evaluation** teams from the Council to inspect on site, the work that has been funded wholly or partially by the Council and that **5% of the total project budget shall be reserved for monitoring purposes.**

3.7 Project Intellectual Property

3.7.1 Preparation and Filing of Project Intellectual Property

The Grant Recipient shall prepare and file intellectual property application with the Patents and Companies Registration Agency (PACRA).

3.7.2 Ownership, Protection and Maintenance of Project Intellectual Property

- a. Ownership, protection and maintenance of project Intellectual Property as well as benefit sharing, shall be guided by the Intellectual Property Policy of the Council.
- b. The Grant Recipient and the Institution of Affiliation shall protect the innovation according to the Intellectual Property laws of Zambia.
- c. The Grant Recipient shall ensure that, subject to the notification to the Council and the Institution of Affiliation, the existence of the intellectual property remains confidential and is not published until adequate arrangements are put in place for its protection where this is feasible.
- d. The costs of maintaining the project Intellectual Property shall be borne by the Grant Recipient and the Institution of Affiliation after the signing of this Grant Agreement.

3.8 Force Majeure

3.8.1 Neither the Council nor the Grant Recipient nor the Institution of Affiliation shall be in breach of its obligation under this Agreement if it is unable to perform its obligation under this Grant Agreement (or any part thereof), as a result of the occurrence of an Event of Force Majeure.

3.8.2 An Event of Force Majeure shall mean:

- a. War (whether declared or not), hostilities, invasions, armed conflict, act of foreign enemy, rebellion, insurrection, revolution, terrorism or usurped power;
- b. Ionization, radiation or contamination by radioactivity from any nuclear waste, from combustion of nuclear fuel, radioactive toxic, explosive, nuclear assembly or nuclear competent thereof;
- c. Pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speed;
- d. Riot and disorders, strike, lockout, labour unrest or other industrial disturbances, sabotage or criminal damage affecting the maintenance of this Grant Agreement or any act of vandalism

which is not the fault of the Party, which cause, or can reasonably be expected to cause, any party to fail to comply with its obligations under this Grant Agreement; and

- e. Natural catastrophes including but not limited to earthquakes, floods, subsidence, lightning and exceptionally inclement weather and subterranean spontaneous combustion.

3.8.3 If an event of Force Majeure occurs by reason of which either Party is unable to perform any of its obligation under this Grant Agreement (or any part thereof), the Party shall inform the other Parties immediately of the occurrence of that event of Force Majeure with full particulars thereof and the consequences thereof.

3.8.4 If either Party considers the event of Force Majeure to be of such severity or to be continuing for such period of time that it effectively frustrates the original intention of this Grant Agreement, then the Parties may agree that this Grant Agreement may be terminated upon mutual agreement of the Parties.

3.8.5 If this Grant Agreement is terminated by an Event of Force Majeure pursuant to the above clauses, all rights and obligations of the Parties under this Grant Agreement shall forthwith terminate and neither Party shall have any claim against the other Party and neither Party shall be liable to each other save for any rights and liabilities accruing prior to the occurrence of the Event of Force Majeure.

3.8.6 Neither Party shall be entitled to rely upon the provisions above if all Parties reasonably determine that an Event of Force Majeure has not occurred.

3.8.7 For avoidance of doubt, the Parties shall continue to perform those parts of those obligations not affected, delayed or interrupted by an Event of Force Majeure and such obligations shall, pending to the outcome of this clause continue in full force and effect.

3.9. Dispute Resolution

3.9.1 Any matter, claim or dispute among the Parties in respect of any matter under this Agreement may be referred by either party to a dispute resolution committee (the "Dispute Resolution Committee") consisting of:

- i. the Permanent Secretary of the Ministry of Justice as Chair;
- ii. the Permanent Secretary of the MoHE
- iii. one representative appointed by the Council; and
- iv. two representatives appointed by the Recipient.

3.9.2 The Dispute Resolution Committee shall determine its own procedures. The Dispute Resolution Committee shall meet and endeavour to achieve an amicable settlement between the Parties in respect of any dispute referred to it.

3.9.3 If any matter, dispute or claim which is referred to the Dispute Resolution Committee cannot be agreed by the relevant Parties hereto within thirty (30) days after the date of referral, either Party may refer that matter, dispute or claim to arbitration.

3.10 Termination of Grant

3.10.1 Termination by the Council

The Council may terminate this Grant Agreement under the following circumstances:

3.10.1.1 Where an Inception Report is not submitted within three months after official award of the grant;

3.10.1.2 Where the project does not reach its milestones over three consecutive progress reports;

3.10.1.3 Where the Grant Recipient (Innovator) becomes incapacitated

3.10.1.4 Where the funds are misapplied, the grant will be withdrawn and the misapplied funds shall be refunded to the Council by the Recipient and the Institution of Affiliation.

3.10.1.5 Where the project is not completed over the agreed duration, a six (6) months grace period shall be given, after which the grant will be withdrawn.

3.10.2 Termination of Grant Agreement in National Interest

3.10.2.1 Notwithstanding any provision of this Grant Agreement, the Council may terminate this Grant Agreement by giving not less than thirty (30) days notice to that effect to the Recipient and the Institution of Affiliation (without any obligation to give any reason thereof) if it considers that such termination is necessary for national interest, in the interest of national security or for the purposes of Government policy or public policy.

3.10.2.2 For the purposes of this Clause, what constitutes “national interest”, “interest of national security”, “Government policy” and “public policy” shall be solely made and determined by the Council and such determination shall for all intent and purposes be final and conclusive and shall not be open to any challenge whatsoever. Upon such termination, the Council shall recover all the funds that are not spent.

3.10.3 Termination by the Grant Recipient or Institution of Affiliation

3.10.3.1 If the Council without reasonable cause fails to perform or fulfill any of its obligations which adversely affects the Recipient or Institution of Affiliation obligations under this Agreement, then the Recipient or Institution of Affiliation may give notice in writing to the Council specifying the default and the Council shall remedy the relevant default within thirty (30) days after receipt of such notice or such other extended period as agreed by the Parties.

3.10.3.2 If the Council fails to remedy the relevant default within such period or other extended period as agreed by the Parties, the Grant Recipient or Institution of Affiliation shall be entitled to terminate this Grant Agreement at any time by giving notice to that effect.

3.10.3.3 Upon such termination, the Grant Recipient or Institution of Affiliation shall accept the following undertaking by the Council as full and complete settlement of all claims for payment under or arising out of this Grant Agreement:

- a. The Council shall pay the Grant Recipient or Institution of Affiliation all monies due and payable to the Entity as at the date of the termination of the Agreement and which have not been paid provided that the Council shall be entitled to deduct such sum due to the Council from the Grant Recipient or Institution of Affiliation under this Grant Agreement;
- b. The Grant Recipient or Institution of Affiliation shall cease to execute the scope of works to the Council.

3.11 Duration of the Project

The estimated date of **commencement** of the Project is.....

and the estimated date of **completion** is

Signed: **Grant Recipient**
Name (Prof, Dr, Mr, Mrs, Ms):
Signature:
Date:

Signed: **Supervisor**
Name (Prof, Dr, Mr, Mrs, Ms):
Signature:
Date:

Signed: **For Institution of Affiliation**
Name of Institution:
Name of Officer (Prof, Dr, Mr, Mrs, Ms):
Position:
Signature:
Date:..... **Stamp:**

Signed: **Witness for Institution of Affiliation**
Name (Prof, Dr, Mr, Mrs, Ms):
Position:
Signature:
Date:

Signed: **For NSTC**
Name (Prof, Dr, Mr, Mrs, Ms):
Position:
Signature:
Date:..... **Stamp:**

Signed: **Witness for NSTC**
Name (Prof, Dr, Mr, Mrs, Ms):
Position:
Signature:
Date:

Five copies of this Agreement shall be signed by all parties concerned and distributed as follows:

- | | |
|-----------------------------------|---|
| 1. The Grant Recipient | 4. The Department of Science & Technology |
| 2. The NSTC | 5. The Fund Management Committee (STIYF) |
| 3. The Institution of Affiliation | |

ANNEX II: APPLICATION FORM FOR THE SCIENCE AND TECHNOLOGY INNOVATION YOUTH FUND



**Republic of Zambia
Ministry of Higher Education**

**SCIENCE AND TECHNOLOGY INNOVATION YOUTH FUND (STIYF)
APPLICATION FORM:**

20.. – 20.. FUNDING CYCLE

SECTION 1: GENERAL INFORMATION

1.1. PROJECT PROPOSAL INFORMATION

Title of Innovation/Project:	
Tick the relevant category of your innovation/Project	Agriculture ____ Industry ____ Water and Environment ____ Human and Animal Health ____ Information and Communication Technology ____ Renewable and alternative Energy ____
Amount applied for in words. (Zambian Kwacha) (from the provisional budget):	
Amount applied for in figures (Zambian Kwacha) (from the provisional budget):	K

1.2: APPLICANT INFORMATION (if it is a group application, the group leader should fill in the section below and then provide details of other members on a separate sheet)

Full name: (surname first)	
Date of birth:	
NRC Number if applicable:	
Sex:	
Level of Education:	
Address:	

Telephone No./Mobile:			
E-mail (where applicable):			
Signature:		Date:	
Collaborators (If any)			
Full name: (surname first)			
Date of birth:			
NRC Number if applicable:			
Sex:			
Level of Education:			
Address:			
Telephone No./Mobile:			
E-mail (where applicable):			
Signature:		Date:	

SECTION 2: DETAILS OF THE INNOVATION (Preferably typed)

Clearly give details of your innovation by answering the following: (Where the space provided in each section is not enough, continue writing on separate sheets of paper)

<p>2.1. Explain in detail how the innovation will work (Where applicable, attach separate diagrams) (30 points)</p>
<p>2.2. Explain how you came up with this idea or where you got the idea from? (10 points)</p>
<p>2.3. What problem(s) in the community/society/country will your innovation solve (20 points)</p>
<p>2.4 Other than yourself and family, who else do you think can use and benefit from your innovation and explain how they can benefit (10 points)</p>

2.5. What raw materials will be required to make your innovation and indicate the source of each of these materials (15 points)

Raw Material	Source

Add rows

2.6. Explain how your innovation is likely to affect the environment, whether positively or negatively. What measures will be put in place to address any negative environmental effects? (10 points)

SECTION 3: PROVISIONAL BUDGET ESTIMATE (Note that the Final Budget will be developed with the assistance of an expert from an institution that will supervise your project (the Institution of Affiliation) (5 points)

List each item you will need to develop the innovation and indicate its cost

Item	Cost
3.1. Materials (Please list and cost each of the materials required):	
Subtotal	
3.2. Cost of fabrication/other services;	
Subtotal 1	
3.3. Operational costs (travel, meetings, communication, etc);	
Subtotal 2	
3.4. Other costs related to the project (please specify):	
Subtotal 3	
3.5. Institution of Affiliation Administrative cost at 5% of the total budget (Includes supervisory costs):	
3.6. NSTC Monitoring and Evaluation cost at 5% of the total budget:	
3.7. Total of Provisional Budget	

Add rows where necessary

ANNEX III: EVALUATION AND REVIEW CRITERIA FOR THE SCIENCE AND TECHNOLOGY INNOVATION YOUTH FUND



Proposal Serial Number.....

SCIENCE AND TECHNOLOGY INNOVATION YOUTH FUND (STIYF) EVALUATION CRITERIA

Name of Applicant:

Title of Project Proposal:

.....

Rating: **Excellent (5), Very good (4), Good (3), Poor (2), Very poor (1)**

#	CRITERIA	RATING DEFINITIONS	RATING	MAXIMUM MARKS POSSIBLE	ACTUAL SCORE	COMMENT
1	Innovativeness / uniqueness of the idea <i>(Sec 2.1: Explain in detail how the innovation will work) (Where applicable, attach separate diagrams)</i>	Excellent: Remarkably good innovation which is outstandingly unique and original. The innovator describes the innovation extremely well Very Good: Extremely good innovation but not 100% original Good: Satisfactory innovation Poor: Inferior innovation and not original. Copied from elsewhere almost as is. Very Poor: Low quality or no innovation at all		30		
2	Originality of the idea <i>(Sec 2.2: Explain how you came up with this idea or where you got the idea from)</i>	Excellent: Outstandingly original and unique Very Good: With high degree of originality Good: Fairly innovation with significant adaptation to existing ideas Poor: Low originality Very Poor: Not original. Pure copying		10		

#	CRITERIA	RATING DEFINITIONS	RATING	MAXIMUM MARKS POSSIBLE	ACTUAL SCORE	COMMENT
3	<p>Ability to identify a problem</p> <p><i>(Section 2.3: What problem(s) in the community/society/country will your innovation solve</i></p>	<p>Excellent: Superior/outstanding problem identification with extremely good explanations</p> <p>Very Good: High degree of problem identification skills with good explanations</p> <p>Good: Satisfactory problem identification skills demonstrated</p> <p>Poor: Low problem identification skills demonstrated</p> <p>Very Poor: Extremely Low problem identification skills demonstrated with poor explanation</p>		20		
4	<p>Socio-economic impact potential</p> <p><i>(Sec 2.4: Other than yourself and family, who else do you think can use and benefit from your innovation and explain how they can benefit)</i></p>	<p>Excellent: Outstandingly high potential socio-economic impact with clear quantifiable impact at national level.</p> <p>Very Good: High degree of potential socio-economic impact at national level.</p> <p>Good: Satisfactory potential socio-economic impact at provincial level</p> <p>Poor: Low socio-economic impact; impacting a small population in Zambia</p> <p>Very Poor: Extremely low socio-economic impact</p>		10		
5	<p>Extent of use of local raw materials</p> <p><i>(Sec 2.5: What local raw materials will be required to make your innovation and indicate the source of each of these materials)</i></p>	<p>Excellent: Outstanding use of local raw materials; All material used are locally produced within Zambia</p> <p>Very Good: Extremely high use of local raw materials; Majority of the materials used are locally produced, however a minority of the materials have to be either sourced from a third party (who imports) or have to be directly imported</p> <p>Good: Satisfactory use of local raw material; About half of the materials used are locally produced and the other half of the materials have to be either sourced from a third party (who imports) or have to be directly imported</p> <p>Poor: Low use of local raw materials; Majority of the materials used have to be either sourced from a third party in Zambia (who imports & stocks them locally)</p> <p>Very Poor: Extremely low use of raw materials; Majority of the materials used have to be directly imported from outside Zambia.</p>		15		

#	CRITERIA	RATING DEFINITIONS	RATING	MAXIMUM MARKS POSSIBLE	ACTUAL SCORE	COMMENT
6	<p>Environmental friendliness of the Innovation <i>(Sec 2.6: Explain how your innovation is likely to affect the environment, whether positively or negatively. What measures will be put in place to address any negative environmental effects?)</i></p>	<p>Excellent: Remarkably good understanding and description of the project environmental impact and outstanding suggested mitigation measures. Has high positive impact with no potential negative impact</p> <p>Very Good: Extremely good understanding and description of the project environmental impact and satisfactory suggested mitigation measures. No negative impact with moderate potential impact.</p> <p>Good: Satisfactory understanding and description of the project environmental impact and satisfactory suggested mitigation measures. No negative impact but no potential positive impact either – neutral.</p> <p>Poor: Low understanding and description of the project environmental impact and suggested mitigation measures. Has negative impact on environment. Stated mitigation measures unsatisfactory.</p> <p>Very Poor: Extremely low understanding and description of the project environmental impact and suggested mitigation measures. Has high negative impact with no suggested mitigation measures.</p>		10		
7	<p>How realistic is the budget <i>(Sec 3: Provisional budget estimate). Note that the Final Budget will be developed with the assistance of an expert from an institution that will supervise the project</i></p>	<p>Excellent: Remarkably good and accurate budget with every item costed as per the application form with explanations clearly indicating the Capital Expenditure (CAPEX) and the Operating Expenses/Expenditure (OPEX)</p> <p>Very Good: Extremely good and accurate budget with every item costed as per the application form</p> <p>Good: Satisfactory budget provided as per application with one or two omissions and/or errors on small budget lines.</p> <p>Poor: Inferior and inaccurate budget one or two errors /omissions on the</p>		5		

		major budget lines as provided in the application form Very Poor: Extremely inferior and inaccurate budget with more than two errors/omissions on the major budget lines as provided for in the application form				
	Total points			100		
8	Comment on the potential economic viability of the proposed project					

Overall Comments:
.....
.....
.....
.....
.....
.....

Name of Evaluator:

Signed:.....

Date: