

**CALL FOR EXPRESSION OF INTEREST FOR
MEMBERS OF THE PROGRAM BOARD FOR
EVALUATION OF PROJECT PROPOSALS WITHIN THE
SERBIAN SCIENCE AND DIASPORA COLLABORATION
PROGRAM: VOUCHERS FOR KNOWLEDGE
EXCHANGE**

Date of publication: November 18, 2019

Reference number SFRS/Call/2019/04

TABLE OF CONTENTS

Contents

NOTICE OF CALL FOR EXPRESSIONS OF INTEREST	3
1. Contracting Authority	3
2. Reference number	3
3. Registration procedure	3
4. Information to be provided.....	3
5. General description of the procedure	3
6. Engagement of Program Board Members resulting from this Call.....	4
7. Composition and expertise of the Program Board	4
8. Place of delivery.....	4
9. Inclusion criteria	4
10. Exclusion criteria	5
11. Assessment criteria	5
12. Conditions of remuneration and reimbursement of experts	6
TERMS OF REFERENCE.....	7
1. Background	7
2. Scope of work	7
3. Timing and duration.....	9
4. Reporting obligations	9
5. Input by the Science Fund.....	9
6. Terms of payment	9
7. Confidentiality and conflict of interest	10
8. Other potential engagements.....	10
9. Other information.....	10
10. Processing of personal data.....	10
11. Code of conduct	10
12. Call documentation	10

NOTICE OF CALL FOR EXPRESSIONS OF INTEREST

for the establishment of the Program Board of the Science Fund of the Republic of Serbia for evaluation of Project Proposals within the Serbian Science and Diaspora Collaboration Program: Vouchers for Knowledge Exchange

Date of publication: November 18, 2019

Reference number SFRS/Call/2019/04

1. Contracting Authority

Science Fund of the Republic of Serbia, Nemanjina 22-26, 11 000 Belgrade

2. Reference number

SFRS/Call/2019/04

3. Registration procedure

The objective of this Call for Expressions of Interest is to set up a Program Board for the evaluation of Project Proposals that will be submitted to the Science Fund of the Republic of Serbia (SF) as a part of the Serbian Science and Diaspora Collaboration Program: Vouchers for Knowledge Exchange (hereinafter: Program).

Interested candidates are invited to submit a filled-in Registration form and CV in the English language to the following email address: dijaspora@fondznanaku.gov.rs, by 17:00 CET on Thursday, **November 28, 2019**.

Submission forms received after the deadline stipulated above will not be taken into consideration.

4. Information to be provided

Interested candidates should submit a filled-in Registration form and CV to the following email address: dijaspora@fondznanaku.gov.rs.

The Science Fund reserves the right to request supporting documents that confirm the information provided in the Registration form and CV, such as copies of degrees or diplomas, employers' certificates, references etc.

5. General description of the procedure

Natural persons are invited to submit an expression of interest in accordance with the rules set out in this Call. The Science Fund will perform an assessment of submitted applications for Program Board members

Experts who meet the requirements defined in Section 9 will be considered for potential Program Board members. Further selection will be performed based on the criteria stipulated in Section 11.

The Science Fund will sign contracts with selected Program Board members.

Based on the specifications in the Open Call for Project Proposals under the Serbian Science and Diaspora Collaboration Program: Vouchers for Knowledge Exchange, the Science Fund will contact each Program

Board member and check his/her availability, define deadlines, scope of work and send evaluation guidelines for the Program.

The application procedure for Project Proposals is performed in English, due to the international scope of the Program. The submitted Project Proposals are in English and the Program Board members shall perform their work in English.

6. Engagement of Program Board Members resulting from this Call

Services of the Members of the Program Board resulting from this Call will be used for tasks to be carried out in accordance with the requirements stipulated in the Terms of Reference. Members of the Program Board identified through this call may be contacted in the future for additional expert tasks.

7. Composition and expertise of the Program Board

The Program Board will consist of three members, one from each of the following fields:

1. Natural sciences and Technology and engineering sciences,
2. Biomedical sciences,
3. Social sciences and Humanities.

One of the members will be selected as the chairperson of the Program Board.

Interested candidates for members of the Program Board are invited to apply within their respective areas of expertise.

8. Place of delivery

The services performed by the Program Board members will be provided remotely and in person.

Project evaluation meetings will be based in Belgrade, on the premises of the Science Fund of the Republic of Serbia.

The evaluation activities will last up to ten effective working days for the chairperson of the Program Board and up to seven effective working days for the other two members of the Program Board in the period between December 1, 2019 and February 1, 2020.

9. Inclusion criteria

Minimum required qualifications of a Program Board member are:

- University degree – PhD;
- At least 10 years of relevant work experience in research and development (at universities, research institutions, laboratories, or research departments of companies).
- Has the research title: research associate, senior research associate, or principal research fellow; or the equivalent title in higher education: assistant professor, associate professor, or full professor, including professors emeriti and members of the Serbian Academy of Sciences and Arts.
- Is engaged in an accredited Scientific and Research Organisation (SRO).

- Is capable of working in English.
- Has previous experience in evaluation of project proposals.

Previous experience in international research program and proposal evaluation as program director, chair, expert reviewer or a panel member will be considered an asset.

All applicants who meet the listed criteria will be considered as candidates for Program Board members for Project evaluation.

10. Exclusion criteria

Experts shall be excluded from the selection process if:

- a) they have a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- b) they have been convicted of an offence concerning their professional conduct by a judgment of a competent authority which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the Science Fund can justify including by decisions of international organizations;
- d) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, where such an illegal activity is detrimental to Serbia's and EU financial interests;
- e) they are subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the Science Fund as a condition of participation in a procurement procedure or failing to supply information, or being declared to be in serious breach of their obligation under a contract covered by the budget.

Before signing a contract, the Program Board members shall provide a declaration of honor stating that they are not in one of the situations of exclusion listed above. In case of doubt, they may be requested to provide supporting evidence of non-exclusion.

11. Assessment criteria

The candidates will be assessed based on the following criteria:

- Areas of expertise;
- Education;
- Work experience (number of years);
- Type of work experience (academia, research, industry, government, consulting, NGO);
- Scientific experience (journal publications, conference publications, other scientific results);
- Project experience (coordinated projects, participated projects, particularly PI and other lead positions, types of projects including funding sources, duration, and budget).
- Project review experience (number of performed reviews in the past 5 years, funding sources, project types and budgets of the reviewed projects).
- Experience in international research program and proposal evaluation.

Candidates should apply within their respective areas of expertise defined in Section 7. Criteria for each area will be considered specifically.

Selection of the Program Board members will be performed as follows:

- Assessment of the expertise and experience of the identified Program Board candidates according to the criteria listed in this section, and ranking the Program Board candidates accordingly.
- The Science Fund will select the best ranked candidate for each area of expertise. The selected candidates will be invited to negotiate contract as the Science Fund Program Board members.

12. Conditions of remuneration and reimbursement of experts

The payments for services will be made based on a daily fee. The Program Board members shall be remunerated at a price of 450 euros per day (8 effective working hours).

The Program Board members are expected to participate in evaluation meetings to be held in Belgrade. The Program Board members will be reimbursed for travel (economy class) and related expenses (to include tickets, hotel, subsistence, taxies, visa, etc.) authorized by the Science Fund.

TERMS OF REFERENCE

for

**Program Board Members of the Science Fund of the Republic of Serbia
for evaluation of Project Proposals within the Serbian Science and Diaspora Collaboration Program:
Vouchers for Knowledge Exchange**

Date of publication: November 18, 2019

Reference number SFRS/Call/2019/04

1. Background

The Science Fund of the Republic of Serbia (SF) is a public organization that supports scientific and research activities. It was established in 2019, with the aim of providing funds and supporting conditions for the continuous development of scientific and research activities in the Republic of Serbia necessary for the advancement of a knowledge-based society.

The activities of the Science Fund are targeted at scientific research, as well as technological and developmental programs. The goal is to achieve the strategic objectives of the scientific and technological development of the Republic of Serbia.

Within the programs of the Science Fund, projects are funded through competitive public calls. The aim of the projects is to provide high-level research, innovative results, competitiveness at international level and relevance to society in general.

Information relating to the programs may be accessed on the [SF WEBSITE](#).

The Science Fund has established an evaluation process for the Serbian Science and Diaspora Collaboration Program: Vouchers for Knowledge Exchange (in further text: the Program). The evaluation process is performed by the Program Board. The Program Board is an independent expert body which will consist of three members, one of which is the chairperson.

In order to secure objectivity, transparency and quality of the evaluation of Project Proposals submitted within the Program, the SF has established a selection process for the members of the Program Board.

The Program Board is to be established in accordance with the best international practices and in accordance with the Science Fund's documents. It is to be an independent decision-making body comprised of highly qualified individuals. The Program Board is responsible for making the final decision on projects which are to be financially supported by the SF. The Program Board works in synergy and makes decisions using consensus in order to assess all incoming Project Proposals. There shall be one member of the Program Board from Natural sciences and Technology and engineering sciences, one member from Biomedical sciences, and one member from Social sciences and Humanities. One of the members will be selected as the chairperson of the Program Board.

2. Scope of work

The general functions and responsibilities of the Program Board members are:

- Evaluating Project Proposals based on the evaluation criteria listed in the Evaluation Guidelines for the Program;

- Submitting comments and scores for Project Proposals in the Evaluation Form via email (except where and if requested otherwise).
- Participation in evaluation meetings of the Program Board (as stipulated in Section 8 of the Call for Proposals).

Each Program Board member must declare any conflict of interest prior to undertaking the evaluation of a particular Project Proposal.

The role and responsibilities of the Program Board members are as follows:

- Sign the Declaration of impartiality and confidentiality provided by SF.
- Receive access to the Project Proposal to be evaluated through email or an online portal.
- Examine Project Proposal documents.
- In case of the existence of conflict of interest regarding a particular project proposal, the Program Board member shall refrain from evaluating that project proposal and report to the Science Fund immediately. The project proposal will be assessed by the remaining two Program Board members. The conflict of interest is defined by the SF confidentiality and prevention of conflict of interest policies.
- After receiving access to the Project Proposal documents, prepare and submit a written evaluation (using the Evaluation Form), based on the defined evaluation criteria and judgment of merit. The evaluation must give concise, pertinent and well justified comments on the Project Proposal, in a wording that may be given directly to the applicant, if requested. Strong and weak points must be reflected. The timeline of activities will be specified in the Contract.
- Assign numerical scores, complete and send the Evaluation Form for each Project Proposal according to the Evaluation Guidelines of the Program.
- Program Board members will discuss merits of each Project Proposal during the evaluation meeting, based on the assessments of Project Proposals.
- The Program Board will confirm the Project Proposals which will be recommended for financing within the available budget of the Program.

The Program Board must give concise, pertinent and well justified comments on each Project Proposal, in a wording that can be given directly to the applicant. Strong and weak points must be reflected.

The Program Board Chair shall rank all Project Proposals according to the total scores, based on the Evaluation Forms and the evaluation meeting outcomes, from the highest to the lowest score.

The Program Board Chair shall prepare an evaluation summary and final recommendation for each Project Proposal.

Following the finalization of this scoring table and based on the amount of available funds, the Program Board will confirm the Project Proposals which will be recommended for financing-

Minimum required qualifications of a Program Board member are:

- University degree – PhD;
- At least 10 years of relevant work experience in research and development (at universities, research institutions, laboratories, or research departments of companies).
- Has the research title: research associate, senior research associate, or principal research fellow; or the equivalent title in higher education: assistant professor, associate professor, or

full professor, including professors emeriti and members of the Serbian Academy of Sciences and Arts.

- Is employed in an accredited Science and Research Organization (SRO).
- Is capable of working in English.
- Has previous experience in evaluation of project proposals.

Previous experience in international research program and proposal evaluation a program director, chair, expert reviewer or a panel member will be considered an asset.

3. Timing and duration

The present Science Fund's Call for Project Proposals that will have a need for Program Board project evaluation is the Program (Serbian Science and Diaspora Collaboration Program: Vouchers for Knowledge Exchange).

The Program Board assignment for the Program is expected to start on December 1, 2019. Generally, the Program Board members are expected to provide their services upon the timely notification by the SF.

The Program Board work will be done remotely and in person, in Belgrade, on the Science Fund premises.

The evaluation activities will last up to ten working days for the chairperson of the Program Board and up to seven working days for the other two members of the Program Board.

4. Reporting obligations

The Program Board member shall report directly to the SF team in the following manner:

- After receiving the Project Proposal for evaluation, the Program Board member shall provide the results of the evaluation of each Project Proposal along with comprehensive comments and relevant scores, in written form via email, within the specified deadlines, using the Evaluation Form.
- Following the evaluation process, each Program Board member is obliged to submit a filled in Time-sheet, demonstrating his/her engagement in the evaluation of Project Proposals.

5. Input by the Science Fund

The SF will provide necessary documentation and templates, as well as access to the Project Proposals to be evaluated.

The Evaluation Guidelines will be provided to the Program Board members upon signing the Contract with the Science Fund. The Evaluation Guidelines will serve as guidance on how to conduct the evaluation and how to provide adequate feedback for the Project Proposals.

6. Terms of payment

The payments for services will be made based on deliverables submitted and based on time sheets submitted for the implementation phase, as stipulated in Section 5 of this TOR.

The remuneration for one work day (8 hours) is 450 euros.

The SF shall administer a Contract with each Program Board member. The Program Board member shall submit an Invoice for the conducted services. The SF shall provide the template of the Invoice to the Program Board member.

7. Confidentiality and conflict of interest

The Program Board member shall comply with the SF Confidentiality Policy and Prevention of Conflict of Interest Policy and maintain confidentiality on all information that is not in the public domain. The Program Board member shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

8. Other potential engagements

The Science Fund is launching the present Call for Expressions of Interest to establish a list of Program Board members to assist in the project evaluation process for the Program.

The Program Board members identified through this Call may be contacted in the future for additional expert tasks, including analysis and monitoring Programs managed by the SF, evaluation of proposals received within future calls for proposals, monitoring and evaluation of projects, project outputs and reports, or any other tasks relating to the programs of the SF.

9. Other information

General terms and conditions applicable to the call for expressions of interest:

All documents submitted by experts become the property of the Science Fund and will be regarded as confidential.

The rights relating to the services completed within the contract and those pertaining to their duplication and publication will remain the property of the Science Fund.

Any document based, in full or in part, on the work completed under this contract, may only be transmitted or published with permission of the Science Fund.

Submission of an application in response to the present Call for Expressions of Interest implies acceptance by the Program Board member of all provisions and conditions stipulated in the present Call for Expressions of Interest. The Program Board member will waive their own terms of business.

10. Processing of personal data

If processing replies to the present Call for Expressions of Interest involves recording and processing of personal data (such as: name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

11. Code of conduct

The expert shall perform the contract to the highest professional standards. The expert shall have sole responsibility for complying with all legal obligations incumbent on them, notably those arising from employment law, tax law and social legislation.

12. Call documentation

The following documents are annexed to the Call and form an integral part of it:

Annex 1: Registration form for the Program Board member, which should be filled in and sent by email together with an updated CV.