

**Serbia Accelerating Innovation and Entrepreneurship Project**  
**Terms of Reference**  
**Science Fund Development Consultants**

## **1. Background**

Serbia has received a loan from the World Bank Group for the **Serbia Accelerating Innovation and Entrepreneurship (SAIGE) Project** (Project) to support the strengthening of the Serbian Innovation and Entrepreneurship ecosystem. The main objective of the Project is to improve (i) the relevance and excellence of scientific research; and (ii) innovative entrepreneurship and access to finance for enterprise growth, as a way of contributing to Serbia's growth and competitiveness. The Project includes the following components.

**Component 1: Research Sector Reforms** The Component 1 includes the following subcomponents.

1. **Subcomponent 1.1: Serbia Science Fund**– *The Subcomponent 1.1* will: (a) finance selected competitive programs of the Science Fund (SF), such as basic science grants, applied research grants; and (b) provide technical assistance (TA) for the capacity building and operationalization of the Science Fund, including governance, organizational structure, program design, monitoring and evaluation and other key institutional elements.

2. **Subcomponent 1.3: Serbian Diaspora Facility** - *The Subcomponent 1.3* will support establishment of a Serbian Diaspora Facility (SDF) within the Science Fund to finance technical assistance and provision of grants to scientists, researchers, entrepreneurs and Serbian diaspora to transfer knowledge and skills from the diaspora community back to the country. More specifically, the facility will leverage the strengths and desire of the Serbian diaspora community to contribute to the research, innovation and entrepreneurship ecosystem in Serbia.

**Component 3: Project Implementation, Monitoring, Capacity Building.** The Component 3 will finance activities related to project implementation and monitoring, including the operations of a Project Implementation Unit (PIU), established at the MoESTD and part of the operating costs of the Central Fiduciary Unit (CFU) at the Ministry of Finance (MOF). This will also include capacity building support to the Ministry of Education, Science and Technological Development (MoESTD), Science Fund, Innovation Fund and selected RDIs.

**Institutional and Implementation Arrangements.** The MoESTD is responsible for the overall project coordination and implementation. The Science Fund is responsible for the implementation of *Component 1.1 Science Fund and Component 1.3 Serbian Diaspora Facility (SDF)*. The PIU reports to the MoESTD which is responsible for coordination of the project with all project implementing entities (PIEs), including the SF. The PIU is responsible for all project implementation related activities including technical, operational, environmental and social safeguards, reporting, monitoring and evaluation (M&E), audits, studies, and capacity building, etc. The fiduciary activities related to the procurement and financial management will be handled by the CFU. More detailed operational procedures, including the division of responsibilities for the Project, are further described in the Project Operations Manual (POM).

## **2. Objectives of the Assignment**

The SAIGE Project will support technical assistance (TA) for the operationalization of the Science Fund, including corporate governance, organizational structure, monitoring and evaluation (M&E) and other key institutional elements. For the purpose of implementation of the Project requirements the SF needs to

engage a qualified Consultant (Science Fund Consultant hereinafter: The Consultant) - subject of this ToR. The Consultant will assess the current capacity of the SF and assist the Science Fund (SF) in further development of procedures required for successful implementation of research programs and other activities under Component 1 of the Project. The Consultant will be the part of the Working Group consisted of 4 experts and formed by SF. The Consultant shall collaborate and coordinate closely with the members of the Working Group.

### **3. Scope of Work and Deliverables**

The Consultant will participate in analysis of the implementation of research programs with focus on project evaluation and project monitoring procedures.

The Consultant will review existing and participate in design of new procedures, bylaws, guidelines and/or other documentations related to implementation of research programs.

The Consultant will provide feedback on current documentation, based on his/her experience and comparison to similar procedures and documentation in other countries.

These interactions will occur through conversations at intervals determined by the SF team and the Consultant. Work will be done remotely, online and through video conference. Consultant will be invited to travel to Serbia/Belgrade minimum 2 times during the course of the assignment, which will be re-assessed during the course of the assignment due to pandemic situation and travel restrictions.

The SF will form Working Group which may include several experts (national and international), members of the SF team, and representatives of the Scientific Council, Managing Boards, Ministry of Education, Science, and Technological Development, representatives of the World Bank, as well as other stakeholders who can contribute to the overall assignment. The Working Group will assemble periodically, as a rule - once a month. The Kick off meeting should include diagnostics of the analyzed documentation and potential improvements. The following meetings should include feedback on the performed improvements and/or any new documentation and procedures resulting from the previous iteration/phase.

The Consultant will be expected to share expertise, as described above.

During the course of his/her engagement, the Consultant is expected to provide the following services:

1. Assess the current capacity of the SF, particularly for managing different programs, and identify gaps and priority improvement areas;
2. Assess the current and planned SF programs, overall and compared to broader strategic priorities, as well as existing and planned SF capacity;
3. Develop a methodology for designing long term plan for forthcoming programs which will include decision making process on how proposed new programs are prioritized, how is their scope determined (including program budget, indicative number of recipients, etc.), and addressing potential resource gaps;
4. Develop a plan of upgrading SF capacity and provide recommendations for future capacity building and trainings for SF staff and bodies;
5. Review of the existing procedures and accompanying documentation;
6. Comparison of the procedures to other similar successful institutions and best practices;
7. Recommendations for further improvements and development of individual programs or procedures;
8. Participation in design of the new or improved procedures and documentation;

9. Final review of the new or improved procedures and documentation;
10. Recommendations for further development of the SF in general.

#### **4. Experience and Qualifications**

The person suitable for this position should be the expert with the following qualifications:

- Relevant Masters Degree (e.g. Science, Technology, Engineering, Law or Economics);
- MBA or PhD is desirable;
- At least 10 years of professional experience, preferably in research funding institutions in EU or other foreign countries;
- Experience in program/project management related to research and innovations;
- Previous participation and experience in designing procedures and documentation related to research programs, project evaluation and/or project monitoring;
- Experience in contributing to the implementation of the research programmes at international and/or national level;
- Conducting programs and/or project reviews and creating detailed reports for executive staff and/or funding institutions/sources;
- Experience in contributing to optimization and improving processes and the overall approach where necessary;
- Experience in management and coordination of sectors, departments or other organizational units, coordinating staff and internal resources;
- Experience in managing large and diverse teams is desirable;
- Experience in management of research funding institutions is desired;
- Previous experience with World Bank/other international organisations funded programs is desired;
- Fluency in written and spoken English is required.

#### **5. Reporting, Timeframe and Duration**

The Consultant will be accountable and report to the Director of the Science Fund Director, as the final beneficiary of the service to be provided under this assignment and all deliverables. The expected time effort is approximately 28 consultant-days in the period of 24 months with a possibility of extension. The Consultant will be invited to travel to Serbia/Belgrade minimum 2 times during the course of the assignment. In light of the recent crisis related to the coronavirus pandemic, the requirement for travel to Serbia will be re-assessed during the course of the assignment. If needed, alternative arrangements will be discussed and mutually agreed upon between the Consultant and the SF.

The assignment is envisaged to start in October 2021.

#### **7. Terms of Payment**

The contract, in the form of the Standard World Bank Time-Based Contract for Small Assignments, will be entered into between the Consultant and the SF. Payment for services rendered will be made monthly and will be based on timesheets submitted and on compliance with the Project's envisaged timeframe.

The Consultant shall:

- Prepare activity reports (time-sheets). Time sheets must contain the brief description of the assignments performed, an update of progress and key findings, a summary of key meetings held,

recommendations, key issues as well as outstanding and resolved tasks and any other relevant information along with time spent;

- Prepare ad hoc reports and documents when needed as the needs of the project arise.