

Serbia Accelerating Innovation and Growth Entrepreneurship Project (SAIGE)

Terms of Reference and Scope of Services

SF Consultant for legal support and policy

1. Background

Serbia has received a loan from the World Bank Group for the **Serbia Accelerating Innovation and Growth 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 European Union Instrument for Pre-accession Assistance (IPA-II) is also providing complementary financing support for the SAIGE Project. The Project includes the following three components:

Component 1: Research Sector Reforms – (i) Operationalization of Science Fund (SF) including capacity building, and design and implementation of Science Fund grant instruments, and provision of competitive grants to researchers; (ii) Research and Development Institutes (RDIs) reforms through independent evaluation, preparation and implementation of transformation plans, as well as policy development support to Ministry; (iii) Design of Serbian Diaspora Facility and provision of grants for visits and joints projects with diaspora.

Component 2: Enterprise Acceleration – Establishment of Innovation Fund (IF) Programs, a co-investment fund and acceleration program, including the provision of technical assistance facility necessary for the program execution.

Component 3: Project Implementation, Monitoring, and Capacity Building

The Ministry of Science, Technological Development and Innovation (NITRA, hereinafter: the Client) is responsible for the overall Project coordination, implementation, and execution of Component 1.2 RDI Reforms.

The SAIGE Project Additional Financing, which became operational in May 2025, also aims to scale up the ongoing SAIGE activities and to further enhance innovation capacity through better R&D and entrepreneurship in the areas of Artificial Intelligence (AI) and biotechnology, to increase the country's competitiveness in global markets.

Under the framework of the Project, Component 1, the Science Fund of the Republic of Serbia (the Science Fund, SF) is developing and implementing various technological and developmental programs, with a goal to achieve strategic objectives of scientific and technological development of the Republic of Serbia, by supporting scientific and research activities. Within the SF programs, projects are funded through public procurement.

Legal expert (hereinafter: the Consultant) with a knowledge and experience in designing policy framework is needed to support the Science Fund and strengthen its capacities through analysis of internal documents and procedures and their further development, in order to achieve SF goals by designing a strong framework for realization of SF programs, that would further enable allocation of funds in line with principles of economy, efficiency and equal opportunity.

Being a public fund of the Republic of Serbia, the success of the Science Fund depends on a strong internal framework that creates a legal environment for support to its activities and realization of goals, but at the same time needs to be aligned with national policies and goals, as well as with legislation of the Republic of Serbia.

2. Objectives of Engagement

The objective of the Consultant's engagement is to support the Science Fund in the analysis and further development of internal policy and legal framework, as a precondition for a strong impact on realization of the SF goals.

A further objective is to develop a strong framework for public procurement in realization of SF programs.

Specific expertise is needed in order to improve the internal framework of the Science Fund.

3. Scope of Work

Following are the specific tasks and responsibilities of the Consultant:

- Analyze internal policies and procedures of the Science Fund;
- Provide legal support in further development of SF internal policies and procedures;
- Analyze best practices in realization of procurement processes in scientific area and make proposals for the SF model;
- Provide legal support for assurance of legal aspects of the SF functioning;
- Analyze previously implemented SF public procurement processes, with recommendations for improvement;
- Participate in meetings as required;
- Prepare reports and other relevant documentation as required by the SF;
- Perform other related duties as requested by the SF.

The Consultant will conduct the work on the Science Fund premises or remotely, as needed. Science Fund will provide access to all relevant documents, infrastructure, and employees for the implementation of tasks.

4. Experience and Qualifications

- University degree in law (master's or equivalent is desirable, bachelor's degree is mandatory);
- At least 10 years of relevant professional experience in legal affairs;
- At least 5 years of working experience within or with public institutions;
- Experience in designing policy framework and/or legislation;
- Experience in public procurement policy and procedures;
- Previous experience with public research or scientific institutes will be considered an advantage;
- Excellent spoken and written Serbian and English;
- Excellent communication, organisation, and teamwork skills;
- Advanced computer skills.

Selection of consultant:

The candidates will be evaluated applying the following evaluation criteria:

- Qualifications and General experience (40 Points)
- Specific Experience relevant to the Assignment (60 Points)

5. Timeframe and Duration

The Consultant will be engaged on a part-time basis until September 30, 2026.

The expected initial time effort for the assignment is up to 10 days (i.e., 80 hours) per month. The engagement will be subject to appropriate extension based on the Project's needs and the performance of the candidate.

6. Reporting Requirements

The Consultant will work under the supervision of the SF Acting Director to whom he/she will directly report.

The Consultant should prepare monthly activity reports (timesheets) in which he/she will summarize key issues and emerging and day-to-day tasks undertaken. In addition, the Consultant will prepare progress and ad hoc reports and documents where so required. These reports will be provided on paper (when necessary) and electronically in the Serbian language.

Each monthly time sheet needs to be approved by the SF Acting Director.

7. Terms of Payment

The contract, in the form of the Standard World Bank Time-Based Contract for Individual Consultants, will be entered between the Consultant and the SF. Payment for services rendered will be made monthly.

8. Confidentiality and Conflict of Interest

The Consultant will maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.