

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES – INDIVIDUAL CONSULTANT

This is a re-publication of the REoI published on July 21, 2021. Those who submitted expression of interest during the first round need not re-submit as their expression of interest will be considered in the evaluation for shortlisting.

Republic of Serbia

Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE)

Project ID No. P170185

Assignment Title:

- **Ethics Officer, Reference No. SER-SAIGE-IC-CS-21-19**

Serbia has received a loan from the World Bank (Bank), through the “Serbia Accelerating Innovation and Growth Entrepreneurship Project” (Project), to contribute to the country’s growth and competitiveness by improving (i) relevance and excellence of scientific research and (ii) innovative entrepreneurship and access to finance for enterprise growth.

Scope of work:

The Ethics Officer will support the Science Fund (SF) and Innovation Fund (IF) related to ethical issue and will have responsibility for all aspects of administration associated with the research ethics and research integrity procedures and support the promotion of good research conduct more widely.

A primary goal of the Ethics Officer will be to balance efficiency with ensuring ethical conduct, which will require assigning a risk level to projects in order not to create an unproportionate burden on low risk projects.

The Ethics Officer will also be critical in providing ongoing improvements to ethics processes and to make significant contributions to the strategic and operational plans, policies and procedures relating to research ethics in the programs of the SF and IF.

The specific functions and responsibilities of the Ethics Officer will be:

- o Draft an Ethics Act in the form of Research by-law which will outline the procedures applicable to all RDIs in the country. The Act will be adopted by the SF’s and IF’s managing board, ensuring consistency with national and EU standards on ethics in research.
- o Design and prepare Manual/Guidelines for SF staff and Manual/Guidelines for Reviewers and Panel experts including instructions how to review and process information in project applications related to ethical issues and national regulation.
- o Maintain and update documentation on international good practice related to ethical approval of projects in the EU and globally.
- o Develop an ethics questionnaire to be included in application materials for SF programs according to the international practices.

- o Prepare and deliver training for the selected staff on the assessment of ethical issues in the context of implementation of financing programs by the SF and IF.
- o Consult SF team on reviewing submitted applications for ethical approval to ensure applications are complete and to flag significantly high risk cases to the program boards and SF Director for possible discussion prior to allocation to a reviewer.
- o Be responsible for processing, preparing, and general correspondence to the SF and IF regarding ethics related questions and approvals, adhering to set deadlines.
- o Provide expert advice and support to researchers (through thematic open door, online consultation, workshop, etc.) in their development and design of ethics part of applications and modifications prior to committee review.
- o Manage ongoing monitoring processes for projects throughout their lifecycle and undertake ad hoc reviews for high risk projects, if any.
- o Provide advice in the case where conflicts of interest or other ethical issues arise during the design or conduct of research projects.
- o Prepare advisory memos on issues relating to ethics and integrity.
- o Draft ad-hoc reports and presentations on issues relating to ethics and integrity, including conflict of interest management.
- o Liaise with the Research Development Officers and other relevant staff within research teams, to advise them on ethical standards and guidelines.
- o Liaise with Ethics Boards and similar bodies of relevant institutions, in line with applicable legislation.
- o Evaluate the subproject based on the Ethic Self-Assessment provided by Applicant (within ESMF – Annex 01C and Annex 02C Ethical Issues).
- o Undertake other related duties as required by SF and IF.

The Consultant will be engaged on part time basis for the duration of the Project with a probation period of 6 months. The contract can be extended, subject to satisfactory performance and specific project needs. The current Closing Date of the Project is September 30, 2024.

The expected time effort for the assignment is up to 15 working days (120 hours) per month. The expected time effort may vary depending on the needs of the SF and IF. The Consultant may be engaged more or less than 15 working days per month depending on the needs of the SF and the IF or the intensity of work in the respective month.

Required qualifications:

- o Graduate/advanced degree in research related field (health science, social sciences, and humanities);
- o Minimum of 5 years of relevant professional experience in ethics administration or scientific research administration, investment projects or related area (international and local);
- o Experience in at least 2 international funded projects related to grants for research institutions and/or commercial activities would be an advantage;
- o Experience in at least 2 internationally funded projects in the field of ethics standards;
- o Knowledge and understanding of the international good practice in particular on ethics policies;

- o Previous experience with World Bank/other international organizations - funded programs is desired;
- o Good analytical skills, ability to think strategically, analyze and synthesize diverse qualitative and quantitative ethics data and information.
- o Excellent spoken and written Serbian and English;
- o Computer skills, including word processing and spreadsheets.

The Central Fiduciary Unit (CFU) of the Ministry of Finance now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The evaluation criteria for the assignment:

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

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the *World Bank's Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services (July 2016, revised November 2017 and August 2018)* (“the Regulations”) setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the *Open Competitive Selection of Individual Consultants* as set out in the Regulations.

Further information can be obtained at the address below during office hours 09:00 to 15:00 hours.

Expressions of interest in English language must be delivered in a written form to the email below, by **August 25, 2021, 12:00 hours, noon**, local time. Interested consultants must provide **Cover Letter** and **CV** representing description of similar assignments, experience in similar conditions and availability of appropriate skills (**scanned diplomas to be sent with CV**).

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