

Terms of Reference and Scope of Services

TT consultant for RDI

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 complimentary financing support for the SAIGE Project. The Project includes the following three components:

Component 1: Research Sector Reforms

Component 2: Enterprise Acceleration

Component 3: Project Implementation, Monitoring, Capacity Building

The Ministry of Education, Science and Technological Development (MoESTD) until October 2022 was responsible for the overall Project coordination and implementation and execution of Component 1.2 RDI Reforms. After the April 2022 elections, a new line ministry – Ministry of Science, Technological Development and Innovation (NITRA, hereinafter: the Client) has been tasked (in October 2022) as the successor, with the overall Project coordination and implementation. The Project is coordinated (and implemented) by the Project Implementation Unit (PIU) at the Client comprising a PIU manager, project officers for the three Project components, experts for environmental and social standards, M&E, RDI Reforms Senior Advisors and other technical and administrative staff.

2. Objectives of Engagement

The objective of the Consultant's engagement is to support and help streamline Technology transfer (TT) related activities in RDIs in line with RDI transformation plans.

Therefore, specific expertise in TT is needed in order to support RDI in establishing an operational technology transfer office, develop, adopt and apply in practice documentation supporting technology transfer activities and recognize inventions with high potential for commercialization, develop IP and commercialization strategy and initiate activities towards supporting initiatives in technology transfer.

3. Scope of Work

Following are the specific tasks and responsibilities of the TT Consultant:

- Mentor individual team members of RDIs in technology transfer topics specific to their institution, where possible;

- Identify specific areas of strengths and weaknesses of the RDIs with respect to technology transfer and knowledge transfer, and recommend practical next steps as part of each RDI's transformation plan;
- Depending on the needs of individual RDIs, design and deliver capacity-building training and workshops;
- Business analysis of projects (IPR, technological, legal, financial, operational, market, strategic), preparations and analysis of projects and business plans;
- Support RDIs in finding and identifying potential projects and investments, development of marketing materials, project profiles and investment studies;
- Monitoring trends and developments in new technology markets;
- Support RDIs in networking within the innovation, start-up and entrepreneurial community, as well as maintaining relationships with potential and existing clients;
- Guide RDIs in the establishment and updating of a database of potential investments and internal documentation;
- Assist management and teams of RDIs in transaction-level work, and identifying international partners or partner institutions specific to their needs, where possible;
- Prepare or provide inputs for documents, reports, presentations and other materials related to the work above, as needed and mutually agreed with the Project Manager.

Participate in online and in-person meetings and events with client representatives and the World Bank team. The Consultant will conduct the work in line with the relevant Project documents including the Project Appraisal Document (PAD), and RDI Transformation Operations Manual.

The Consultant will conduct his/her work in the form of joint trainings and workshops for all RDIs participating in a transformation process and individually with up to 18 RDIs on-site in RDI premises and remotely as needed.

The Client will provide access to RDI transformation plans and other relevant documents.

4. Experience and Qualifications

- Bachelors education, economic, business or preferably technical direction;
- Min five years of relevant professional experience in similar positions;
- Strong background in technology transfer;
- Knowledge of professional trends in innovation;
- Creative, open-minded (thinking "out of the box");
- Expressed analytical and organizational skills and ability to think strategically;
- Experience in Serbia and/or region;
- Experience in engagement within international projects;
- Excellent communication, presentation, and teamwork skills;
- High computer literacy and advanced use of MS Office tools;
- Excellent spoken and written English.

Selection criteria:

The candidates will be evaluated by applying the following evaluation criteria:

- 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 with a probation period of one month. The Contract duration is five months with the possibility of extension subject to the project extension. The expected initial time effort for the assignment is up to 15 working days (i.e., 120 hours) per month.

In case an international Consultant is selected, it is expected that the Consultant will visit Serbia maximum 4 times (approx. 2 days per visit). If needed, alternative arrangements will be discussed and mutually agreed upon between the Consultant and the Client. The consultant agrees to be engaged in no more than 48 hours per week cumulatively for this assignment plus any additional assignments/contracts. Depending on the need there is a possibility of increasing the time effort.

The engagement will be subject to appropriate extension based on the Project needs, potential Project extension, and performance of the candidate.

6. Reporting Requirements

The Consultant will work under the supervision of the Client to whom he/she directly reports.

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 by the Project. These reports will be provided on paper (when necessary) and electronically in the English/Serbian language.

The monthly timesheet must be first approved by the Client.

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 Client. Payment for services rendered will be made monthly. The contract cost will include remuneration and reimbursables (such as: international travel, accommodation, per diem, local transportation, etc.) relevant to the assignment.

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.