

Serbia Accelerating Innovation and Growth Entrepreneurship Project

SAIGE Project Assistant and Translator

Terms of Reference

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 Project includes the following three components.

Component 1: Research Sector Reforms (€34 million). The Component 1 includes the following three subcomponents.

1. **Subcomponent 1.1: Serbia Science Fund (€22.5 million)** – 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 1.2: RDI Reforms (€8 million)** – The *Subcomponent 1.2* will support the design and implementation of institutional transformation plans for selected public research and development institutions (RDIs) focusing on enhancing their excellence and relevance. Interested RDIs will undergo self-assessments done by RDI management, and detailed independent external assessments conducted by a team of international experts. Based on these assessments, detailed transformation plans for selected RDIs will be prepared by the external assessment teams. The project financing support will be linked with the timely achievement of specific milestones specified in the transformation plans.

3. **Subcomponent 1.3: Serbian Diaspora Facility (€3.5 million)** - 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 2: Enterprise Acceleration (€7 million). The *Component 2* will support the launch of an enterprise acceleration program at the Innovation Fund (IF). The enterprise acceleration program will consist of two streams: one for early (idea) stage, and the other for growth (scale-up) stage companies. Each stream will serve up to 20 companies per year, selected competitively by participating investors (including angel investors, early stage VC funds, etc.). Companies will receive non-dilutive investment (through a co-financing facility) and TA in negotiating with individual investors or early stage funds, which may be equity-based. The enterprise acceleration program would be structured as follows: (a) Co-Investment Fund to provide Matching Grants for the financing of investments and TA to Selected Companies (up to €4.5–5.5 million); and (b) Technical Assistance Facility (€2 million).

Component 3: Project Implementation, Monitoring, Capacity Building (€1.9 million). The *Component 3* will finance activities related to project implementation and monitoring, including the operations of a Project Implementation Unit (PIU), established at the Ministry of Education, Science and Technological Development (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, as well as execution of *Component 1.2 RDI Reforms*. The Science Fund is responsible for the implementation of *Component 1.1 Science Fund and Component 1.3 Serbian Diaspora Facility (SDF)*. The Innovation Fund is responsible for the implementation of *Component 2. Enterprise Acceleration*. The PIU report to the MoESTD State Secretary (Research and Technology) who as Project Coordinator is responsible for coordination of the project with all project implementing entities (PIEs), specifically the SF and IF. 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. The PIU staffing will include, inter alia, a Project Manager, Environmental and Safeguards Officer, M&E Officer, MoESTD Project Officer and 2 Project Officers dedicated to PIEs and other staff/experts as needed. More detailed operational procedures, including the division of responsibilities for the Project, are further described in the Project Operations Manual (POM).

2. Objectives of Engagement

The Project Assistant and Translator will provide technical/administrative and organizational support, and range of translation services (covering written translation - English to Serbian/Serbian to English) under the SAIGE Project in order to support PIU and PIEs in the overall “Serbia Accelerating Innovation and Entrepreneurship Project” Project implementation. He/she will work under the overall guidance of the PIU PIU Manager and will interact with employees of PIU, MoESTD and CFU. He/she will closely cooperate with the Consultant firm in charge for PR and visibility of the project.

3. Scope of Work

Without limiting the generalities of the foregoing, the following are the specific tasks and responsibilities of the Project assistant and translator:

1. Providing administrative and organisational support for efficient day-to-day function of PIU in overall Project implementation;
2. Ensuring clear and, depending of confidentiality, accessible database of all incoming and outgoing documentation for PIU;
3. Efficiently organizing, maintaining and safekeeping of PIU files and filing system;
4. Participating in preparation of payments;
5. Preparing drafts of internal documents relevant for the Project implementation;
6. Ensuring translation of texts from Serbian to English and vice versa, and translation in meetings, seminars, conferences, and trainings/workshops when required;
7. Coordinating and participating in logistical arrangements and preparation of seminars, conferences and trainings related to the Project and Entrepreneurial discovery process (EDP) of the Smart Specialization Strategy¹;
8. Organizing PIU meetings;
9. Interaction with the MoESTD, other authorities, CFU, PIEs and the World bank team on the administrative aspects of the Project;
10. Other tasks related to the Project at the request of the PIU Manager;
11. Providing accurate and professional written translation and editing of various documents and reports (English to Serbian/Serbian to English);

¹ <https://pametnaspecijalizacija.mpn.gov.rs/wp-content/uploads/2020/09/Smart-Specialization-Strategy-of-the-RS-for-the-period-2020-to-2027.pdf>

12. Providing other related tasks, as required.

The nature and length of documents for translation varies. While some are general developmental reports, others are more technical in nature and cover a multitude of areas. The client (MoESTD/PIU) will be responsible for answering the translator's questions and clarifications regarding terminology and acronyms. The consultant is however expected to develop with time a glossary of relevant specialized terminology and acronyms.

The Project Assistant and translator will be based at the MoESTD premises within the PIU. The MoESTD/PIU will provide the requisite office infrastructure, printing, paper and other supplies/services.

4. Experience and Qualifications

1. University degree in English or relevant educational background certified by recognized institution;
2. At least 5 years of professional experience in related jobs, including in translation;
3. Knowledge and practice of administrative procedures in public administration is preferable;
4. Excellent writing, communication and data analysis skills;
5. Fluency in Serbian and excellent command of English;
6. Advanced computer skills, excellent command of Microsoft Office tools (Word, Excel, Power Point);
7. Knowledge and practice of administrative procedures of the World Bank related projects is preferable;
8. Prior experience working in international projects is preferable;
9. Demonstrated ability to work in team.

5. Timeframe and Duration

The Project Assistant and Translator will be engaged on a full-time basis for the duration of the Project with a probation period of 6 months. The current Closing Date of the Project is September 30, 2024. The engagement will be subject to appropriate extension based on the Project need and performance of the candidate.

6. Reporting Requirements

Project Assistant and Translator will work under supervision of and report directly to the PIU Project Manager. The Project Assistant and translator should prepare monthly activity reports (timesheets) in which he/she will summarise key issues and emerging and day-to-day tasks undertaken. In addition, the Project Assistant and Translator 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.

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 Project Assistant and Translator and the MoESTD. Payment for services rendered will be made monthly.