

# **Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE) Project**

## **Terms of Reference and Scope of Services**

### **RDI Monitoring and Evaluation (M&E) Officer (part-time)**

#### **1. Background**

Serbia has received a loan from the World Bank Group for the Serbia Accelerating Innovation and Growth Entrepreneurship Project (SAIGE Project)<sup>1</sup> 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** – Sub-Component 1.1 - Operationalization of Science Fund including capacity building, and design and implementation of Science Fund grant instruments, and provision of competitive grants to researchers; Sub-Component 1.2 - Research and Development Institutes (RDIs) reforms through independent evaluation, preparation and implementation of transformation plans, as well as policy development support to Ministry; Component 1.3 - Design of Serbian Diaspora Facility and provision of grants for visits and joints projects with diaspora.

**Component 2: Enterprise Acceleration** – Establishment of Katapult Program, a co-investment fund and acceleration program, including the provision of technical assistance facility necessary for the program execution.

#### **Component 3: Project Implementation, Monitoring, Capacity Building**

The Ministry of Science, Technological Development and Innovation (NITRA, hereinafter: the Client) is responsible for the overall Project coordination and implementation, and execution of Component 1.2 RDI Reforms. The Project is coordinated and implemented by the Project Implementation Unit (PIU) at the Client level, comprising of a PIU Project Manager, project officers for the three Project components, experts for environmental and social standards, monitoring and evaluation (M&E), RDI Reforms advisors and analyst, and other technical and administrative staff.

In addition to the above, in mid-2023, Serbia requested the allocation of additional funds for the SAIGE Project 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 on global markets.

The Client is now looking for a local individual consultant i.e. RDI Monitoring and Evaluation (M&E) officer (hereinafter: the Consultant), to support the monitoring and evaluation aspects of the Project Sub-component 1.2.

#### **2. Objectives of Engagement**

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<sup>1</sup> <https://projects.worldbank.org/en/projects-operations/project-detail/P170185>

The M&E system is already established under the Project, enabling the production of performance reports that emphasize results-based accountability and achievements relative to performance expectations.

Due to the increase in scope and complexity of tasks and stakeholders related to the Research and Development Institutes (RDI) Transformation, additional support is needed from the Consultant.

The Consultant will assist the Client/PIU in Project activities implementation by tracking the indicators of the RDIs transformation process (Project Sub-Component 1.2) and measure achievements against the defined goals, objectives and targets. This will support progress monitoring and result-oriented Project Sub-Component 1.2 implementation and impact assessment. In addition to achieving specific goals Sub-Component 1.2., there is also a focus on achieving broader outcomes and impact and making sure that the results of monitoring the activities are built back into the process of policy development and implementation.

Also, having in mind that the Project is improving policy management in the science, technology and innovation (STI) field, expertise on this task is predominantly analytical. The Consultant will cooperate with the M&E and RDIs Transformation Officer and also with the experts and consulting firms engaged under Sub-component 1.2.

As a part of the capacity-building aspect of the SAIGE Project, the Consultant will specifically help with implementation and full use of the M&E system of the Client/PIU related to the implementation of the Sub-component 1.2, analytical support to decision-making, timely capturing of obstacles and bottlenecks and smooth implementation of the process, including additional financing, at both RDIs and Client/PIU level.

### **3. Scope of Work**

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

1. Support to the PIU and NITRA in overall Sub-component 1.2 monitoring and evaluation (M&E) activities by collecting relevant data and tracking relevant indicators to keep the M&E system of the RDIs transformation accurate and up-to-date;
2. Develop additional M&E sub-indicators and approaches relevant to target outputs of the Sub-component 1.2 on as needed basis and as requested by the Project Manager;
3. Participate in capacity-building activities on M&E topics of institutions involved in the Project, in collaboration with World Bank M&E specialists;
4. Data collection for the progress reports and performance reviews as required by the PIU;
5. Prepare brief summary reports following each progress report and performance reviews describing the efficacy of the Sub-component 1.2. supported activities;
6. Administrative and technical support to the PIU in the implementation of the following tasks related to Sub-component 1.2:
  - Collection of reports and performance indicators and further development of sub-indicators relevant to project reporting and policy planning;
  - Development of relevant progress reports as required by NITRA/PIU and World Bank;
  - Maintaining and further refining the monitoring matrix, reporting/analytical tools and data collection from RDIs;
  - Participation at the relevant meetings;

- Perform other duties as required by the Project Manager;
7. Perform other duties in support of Project implementation as required by the Project Manager.

The Consultant will conduct the work in line with the Loan Agreement, Project Appraisal Document (PAD) and Project Operations Manual (POM), Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), RDI Transformation Plans, Memorandums of Understanding with RDIs and related Agreements, as well as RDI Transformation Operations Manual.

The Consultant will cooperate with PIU staff members involved in the management and implementation of Sub-component 1.2, as well as individual experts and consulting firms involved in the activities under Sub-component 1.2.

The Consultant will be based at the Client/PIU premises and will work remotely as needed and agreed with the Project Manager. The PIU will provide access to all relevant documents.

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

- Postgraduate academic or professional degree (master’s degree, specialist academic degree, or specialist professional degree);
- At least 3 years of relevant professional experience in data analytics and project management;
- Working experience in planning and performance measurement, including indicator selection, target setting, reporting, and developing M&E and performance monitoring plans;
- Experience in implementation of at least one project implemented/funded by the World Bank or other international organization;
- Working experience with databases generating different kinds of reports and analysis, including visual presentations of data;
- Experience in the public research sector would be considered as an advantage;
- Excellent spoken and written English and Serbian;
- Advanced computer skills and the usage of data analytics tools/software (e.g. Tableau) are highly desirable.

#### Selection criteria:

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

- Qualification 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, 2025.

The expected time effort for the assignment is 90 working days. Depending on the need and performance, there is a possibility of increasing the time effort, as well as extending the contract duration following the expected Project extension based on the Additional Financing.

## **6. Reporting Requirements**

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

The Consultant 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 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 online in the English/Serbian language.

Each monthly timesheet must be firstly approved by the Client/PIU Project Manager.

## **7. Terms of Payment**

The contract, in the form of the Standard World Bank Time-Based Contract for Individual Consultants, will be entered into between the Consultant and Client. 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.