**Serbia Accelerating Innovation and Growth Entrepreneurship Project**

**RDIs Reforms Analyst (Full-time)**

**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**[[1]](#footnote-1) (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) is responsible for the overall Project coordination and implementation, as well as execution of the Subcomponent 1.2 RDI Reforms. Implementation of the Project is carried out by the Project Implementation Unit (PIU) at the MoESTD comprising of Project Manager, and technical and administrative staff.

According to the current implementation plan by the end of the year 2022 up to 20 Research and Development Institutions (RDIs) will be included in implementation of their transformation plans under Subcomponent 1.2 RDI Reforms. An increased number or RDIs and stakeholders involved in the process of implementation and monitoring of transformation plans requires additional staff for PIU/MoESTD.

PIU/MoESTD now seeks to engage a full-time staff member of the PIU – **RDIs Reforms Analyst.**

**2. Objectives of Engagement**

The objective of RDIs Reforms Analyst’s engagement is to support and assist activities under the SAIGE for 1.2 RDI Reform Subcomponent. He/she will be responsible to manage and coordinate the activities related to the planned technical assistance for RDIs in the transformation process, working in close coordination with the RDI reforms Senior Advisor. Technical Assistance interventions are crucial part of the transformation process whereby multi-stakeholders are involved, such as: RDI management, RDI research and administrative staff, a number of advisors, individual consultants and capacity building providers. In order to secure successful implementation and smooth coordination of the Technical Assistance interventions, the PIU/MoESTD need to secure specific expertise with the engagement of RDIs Reforms Analyst.

**3. Scope of Work**

Following are the specific tasks and responsibilities of the Consultant:

1. Support the Project Manager, RDI Reforms Senior Adviser and PIU staff in the implementation of the Subcomponent 1.2 RDI Reforms with a focus on Technical Assistance activities for RDIs;
2. Support the Project Manager, RDI Reforms Senior Adviser and PIU staff in coordination and communication with the RDIs under transformation, with advisors, consultants and capacity building service providers to ensure timely and efficient delivery of technical assistance, consulting services and training plans;
3. Provide assistance in the organization, coordination, integration and monitoring of operations related to Technical Assistance activities for RDIs under the Subcomponent 1.2 RDI Reforms, including maintaining correspondence with RDIs, advisors, individual consultants and consulting firms;
4. Collect data and maintain records of the capacity building activities, both from the RDIs perspective as well as on the effective engagement of the consultants, prepare relevant internal reports, summary reports, inputs for workplans, and briefings;
5. In coordination with PIU staff, work closely with capacity building providers on implementation of the Technical Assistance activities, organize and coordinate in-person and online trainings, coaching sessions, meetings, lectures and conferences. Monitor and report to PIU on the realization of the training plans for RDIs in line with Transformation process and agreed milestones;
6. Support Project Manager and RDI Reforms Senior Advisor in fulfilling their daily tasks under 1.2 RDI Reform component: take notes in the meetings with stakeholders, organize meetings, draft reports, etc.
7. Participate in relevant conferences, workshops, meetings and training events, as required to fulfil tasked role;
8. Work closely with the PIU team, including the RDI Reforms Senior Adviser.
9. Perform other duties in support of Project implementation as required by the Project Manager.

The Consultant will conduct the work in line with the relevant Project documents including the Loan Agreement, Project Appraisal Document (PAD), Project Operations Manual (POM), Environmental and Social Management Framework, Stakeholder Engagement plan.

The Consultant will be based at the MoESTD premises within the PIU. The MoESTD/PIU will provide the requisite office infrastructure and access to all relevant documents.

1. **Experience and Qualifications**
* University degree (postgraduate academic or professional degree is an advantage);
* At least three (3) years of professional experience in positions of similar scope and task complexity;
* Experience in implementation of at least one (1) multi-beneficiary projects financed/administrated by external donors and/or international organizations;
* Previous professional experience in public sector is an advantage;
* High level of spoken and written Serbian and English;
* Advanced project management skills, team and task organization and coordination skills:
* Good communication, data analysis and computer skills;
* Demonstrated ability to work in a team and with tight deadlines.

Selection of consultant

The candidates will be evaluated applying the following evaluation criteria:

• General experience ( 40 Points)

• Specific Experience relevant to the Assignment ( 60 Points)

1. **Timeframe and Duration**

The Consultant will be engaged on a full-time basis for the duration of one year with a probation period of three (3) months.

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

1. **Reporting Requirements**

The Consultant will report to and be supervised by the Project Manager.

The Consultant shall prepare monthly activity reports (timesheets), subject to approval by the Project Manager. The activity reports will summarize key issues and tasks undertaken. In addition, the Consultant will prepare progress and ad hoc reports and documents as required. These reports will be provided in the English/Serbian language.

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

1. **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 MoESTD. Payment for services rendered will be made monthly.

1. **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.

1. <https://projects.worldbank.org/en/projects-operations/project-detail/P170185> [↑](#footnote-ref-1)