

Terms of Reference and Scope of Services

HR consultant for RDIs

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 and RDI transformation officers, and other technical and administrative staff.

2. Objectives of Engagement

The objective of the Consultant's engagement is to support and help streamline the HR management-related activities in RDIs transformation plans in line with the needs and outcomes arising from transformational change and in a manner which will improve overall HR management in RDIs, set clear KPIs for RDI staff, develop career development paths and career advancement conditions, establish a system for quantitative and qualitative assessment of employee performance and propose rewarding and compensation system which will support engagement of staff in achieving research excellence and relevance and operations of supporting organizational forms.

Therefore, specific expertise in HR management is needed in order to enhance knowledge and improve comprehension in RDIs related to HR roles and responsibilities and support RDIs in the development of HR management procedures and rules supporting the objectives of RDIs transformation.

3. Scope of Work

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

- Providing trainings through which understanding of the role of HR management function in RDI among RDI management and transformation process coordinators should be enhanced;
- Support RDIs in the selection of appropriate solutions for the engagement of HR managers, either through internal recruiting and upgrading competence of selected staff, or through external employment of HR managers;
- Provide trainings for enhancement of knowledge and competence of RDI staff appointed for HR management;
- Provide templates and examples and explain the role and content of relevant documents and procedures related to HR management such as onboarding and or-boarding procedures, career development paths and rules for career advancement, rewarding and financial and non-financial compensation rules, monitoring and evaluation of employee's performance, planning of trainings and other forms of increasing competences of employees;
- Expert support to appointed RDIs HR managers to develop procedures and rules for HR management and to implement them;
- Pre-assess the situation in RDIs at the beginning and periodically assess their progress in the improvement of HR management practices.

The Consultant will conduct the work in line with the relevant Project documents including the Loan Agreement, 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

- Postgraduate academic degree in HR, psychology, economics, management or other related field (PhD or master's degree will be considered an advantage);
- At least 10 years of work in the field of HR management (experience in HR management in RDI will be considered as an advantage);
- At least 5 years of experience in professional education and development of managers, in particular, HR managers;
- Experience in engagement within international projects;
- Experience in setting up HR systems and managing HR affairs;
- Experience in business transformation projects;

- High computer literacy and advanced use of MS Office tools;
- Excellent spoken and written English;
- Excellent communication, organization, and teamwork skills.

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.

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.