

**Serbia Accelerating Innovation and Growth Entrepreneurship Project**  
**RDI Reforms Senior Advisor (Part-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**<sup>1</sup> (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) 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 NITRA comprising a PIU manager, project officers for the three Project components, experts for environmental and social standards, monitoring and evaluation expert, and other technical and administrative staff.

## **2. Objectives of Engagement**

The objective of Consultant's engagement is to support and help streamline the implementation and monitoring of RDIs transformation plans which are clearly linked with the timely achievement of specific targets and milestones and focused on enhancing the excellence and relevance of R&D activities of the participating RDIs for the private sector, society and economy. This process is expected to have important demonstration affect and provide impetus for more public RDIs to undertake such reforms in the future.

Therefore, a specific expertise within the PIU/NITRA is needed in order to secure smooth implementation and monitoring of the transformation plans with the engagement of RDI Reforms Senior Adviser (Consultant). Additionally, RDI Reforms Junior Adviser will be also engaged on full time basis and will work closely with the Consultant.

---

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

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

Following are the specific tasks and responsibilities of the Consultant:

1. Support the Project Manager and PIU staff in managing the implementation of the Subcomponent 1.2 RDI Reforms and collaborating with institutions involved in the Project implementation to ensure the timely and sound realization of the Subcomponent 1.2 RDI Reforms activities and adherence to terms and conditions of the Loan Agreement and other relevant documents;
2. Support Project Manager and PIU staff to organize, co-ordinate, integrate, and monitor operations related to the Subcomponent 1.2 RDI Reforms, drafting and submission of relevant internal and external reports and briefings;
3. Support the Project Manager and PIU staff in coordination and communication with the management of RDIs under transformation, with international and local experts engaged in RDIs transformation, with advisors, consultants and capacity building providers to ensure that the support and framework provided to RDIs under the Project is well-aligned with their Transformation Plans;
4. In coordination with Project Manager, work closely with management of up to 20 RDIs under transformation at any given time on providing effective high-level support to their transformation process in regard to targets and milestones, monitor their progress, including identification of drawbacks and proposal of mitigation measures;
5. In coordination with Project Manager capture emerging needs of the RDIs in the process, propose improvements of the transformation process and act on timely achievement of the Project related preconditions underpinning reaching the transformation targets;
6. Support the Project Manager in coordination with the *Working Group on providing support to RDIs transformation process under the SAIGE Project* related to high level strategic policy and legislative issues on science, research and development, innovation, technology transfer, research infrastructures, capacity building and networking closely related to the RDIs transformation process;
7. Participate in the World Bank's missions and coordination with the external auditors, jointly with the PIU team;
8. Participate in relevant conferences, workshops, meetings and training events, as required to fulfil tasked role;
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 NITRA premises within the PIU and provide his/her work on-site and remotely as needed.

NITRA will provide the requisite office infrastructure and access to all relevant documents.

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

- Postgraduate academic degree (PhD or master's degree in technical or natural sciences);
- At least 15 years of relevant professional experience in Serbian research and/or academic sector;
- Previous experience in RDI or Faculty management positions will be considered as strong advantage;
- Experience in at least three collaborative development projects funded by the World Bank, EU or other international organizations;
- Experience in strategic planning and performance management in RDIs or public institutions;
- Experience in preparing and chairing meetings and conferences aimed at networking and ensuring cooperation among research sector and public institutions;
- Excellent spoken and written English and Serbian;
- Excellent communication, organisation, and teamwork skills.

## **5. Timeframe and Duration**

The Consultant will be engaged on a part-time basis for one year with the potential for extension based on performance and needs of the Project., with a probation period of 3 months.

The expected initial time effort for the assignment is approximately 15 working days (i.e., 120 hours) per month. 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.

## **6. Reporting Requirements**

The Consultant will work under the supervision of the Project Manager 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 are 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.

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

## **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 NITRA. 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.