

**DEADLINE EXTENSION**  
**from March 11, to March 25, 2022**

**FOR SUBMISSION**  
**OF EXPRESSION OF INTEREST FOR**  
**CONSULTING SERVICES – FIRMS SELECTION**

Firms that submitted their Expression of Interest in the first round need not to re-submit, as their application will be taken into consideration.

**Republic of Serbia**

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

**Project ID No. P170185**

**Assignment Title: Consulting Services for Capacity Building for RDIs for Horizon Europe, Other Competitive Programs and Project Cycle Management, Reference No. SER-SAIGE-CQ-CS-22-27**

Serbia has received a loan from the World Bank (Bank), through the “Serbia Accelerating Innovation and Growth Entrepreneurship Project” (Project), to contribute to the country’s growth and competitiveness by improving (i) relevance and excellence of scientific research and (ii) innovative entrepreneurship and access to finance for enterprise growth.

**The Ministry of Education, Science and Technological Development (MoESTD) needs to engage Consulting firm for Capacity Building for RDIs for Horizon Europe, Other Competitive Programs and Project Cycle Management.**

**Objective of the assignment**

The Consulting firm should assist research and development institutions (RDIs) in increasing their overall competences in project management, starting from the research teams, but including also institutional management, technical and administrative staff. The outcome of the consulting service should be an increase in number of submitted proposals where the RDIs that have received support take either role of lead applicant or work package leader, as well as the rise of their success rate in winning competitive grants.

**Scope of Work**

1. Preparation of a short and focused Needs assessment report with proposed work plan for each RDI that will include: a short overview of previous experience of RDI in H2020 and other relevant programs as consortium leader, work package leader, and as a partner in consortia; identification of number of research teams and groups interested to take part in proposal writing and trainings; number per category (management, research,

technical, administrative) of employees interested to join training sessions on Horizon Europe and project cycle management; brief assessment RDI's needs for improvement of project governance, management and administration based on the currently ongoing and upcoming competitive funding, including but not limited to Horizon Europe program and RDI's partnership potentials; KPIs for measuring success rate in the Horizon Europe and other targeted competitive programs.

2. Conducting training sessions and workshops for RDIs based on the training needs assessment and the Transformation Plans, delivered for one or more RDIs at the same time, covering all relevant topics, including but not limited to:

- Horizon Europe: Structure of funding mechanism, overview of funding potentials; Work Programmes & Research Priorities; Specific Issues (open science, gender dimension, interdisciplinary approach, research data management, ethics, Social Sciences and Humanities); Finding the right call, specific challenges, scope, expected impact, rules of engagement, evaluation of proposals; Technical issues (how to register on portal, application forms and process of submitting application), Tricks and tips in proposals preparations (common errors, shortcomings and pitfalls, Brussels "English to use", etc.), Examples of good Horizon projects.
- Preparing competitive project proposals: how to transform an idea into a project proposal, What is "Project"?, Sound preparation for proposal writing, Initiating and Planning phases, How to build partnerships and consortiums for targeted programs/calls, Excellence in writing project proposals (defining objectives, goals-oriented project planning, Logical Framework Matrix, compliance with EU goals and priorities, theory of change), Project impact (outcome and impact, measurability, stakeholders, dissemination, communication), How to develop good Implementation plan (work packages and tasks, deliverables and milestones, time planning, risk management, project governance, resource planning), Financial consideration and budget planning.
- Successful project implementation: rules and procedures of effective project management, consortium agreement, consortium management, tasks and times management, internal reporting and monitoring, dissemination and communication of results, project related IP issues (background and foreground), external project reporting, financial management and administration, national and program financial rules, challenges and best practice, procurements, financial audit.

3. Providing expert support to RDIs' teams and improving the quality of project proposals, starting from the selection of calls, design of project ideas and consortiums, addressing potential partners, developing project proposals and budgets, for both cases when RDI acts as lead applicant and as work package leader.

4. Providing expert support to RDIs' to advance the overall quality of project management and its relevant phases. This involves suggesting appropriate improvements of organizational aspects, procedures, policies and practices, and providing effective support and assistance in building of institutional capacities, including skills of managerial,

research, technical and administrative staff, for successful project governance, technical and financial project administration, monitoring, and reporting.

5. Conducting individual and group coaching sessions aiming to suit the needs of the RDIs and their individual assignments taken.
6. Conducting short evaluation after each training, workshop, coaching session and proposal submission, and sharing the obtained evaluation results with PIU/MoESTD within the monthly activity reports.
7. Preparation of short and focused final report summarizing the process, evaluation of trainings, individual coaching and expert support provided to the RDIs, with lessons learned and recommendations for further improvements. The final report should be submitted to PIU/MoESTD at the end of the assignment.

### **Experience and Qualifications of the Consulting firm and the staff of the Consulting firm**

The Consulting firm must possess the following qualifications:

- Be a legal entity registered in the Republic of Serbia,
- At least 5 years of general experience in providing expert support, coaching and conducting trainings in Serbia for H2020 and other funding opportunities for researchers and academia,
- Proven record on successful completion of at least 5 assignments in conducting support to winning project proposals in Horizon 2020 in last three years,
- Capacity to assign a qualified and experienced team that will work on this assignment: 5 key staff (2 Senior Project Experts and 3 Project Experts), with adequate qualifications for this contract (qualifications of key personnel will be jointly taken into consideration i.e. qualifications of key personnel as a group will be evaluated) as follows:

Required qualifications of the Senior Project Experts:

- MSc or PhD degree;
- At least 10 years of experience in managing collaborative academic research projects;
- Experience in leading at least 5 successful research grants under competitive programs (e.g. FP7, H2020, HEU, etc.);
- Experience in providing expert support to other research teams in preparing successful project proposals will be considered a very strong advantage;
- Excellent spoken and written English language skills;
- Excellent communication, organisation, coaching and teamwork skills.

Required qualifications of the Project Experts:

- Minimum BSc degree;

- At least 7 years of experience in international project management in academic sector;
- At least 3 years of experience in conducting consulting services to RDIs in writing successful project proposals and their implementation;
- At least 3 years of experience in conducting trainings in preparing successful proposals for competitive research programs and in general project cycle management;
- Holding position of National Contact Point for H2020 or HEU will be considered a very strong advantage;
- Excellent spoken and written English language skills;
- Excellent communication, organisation, coaching and teamwork skills.

Any changes in the team of key experts or additional expert engagements during the assignment should be subject of prior approval by the PIU/MoESTD.

#### Selection of Consulting firm

The Consulting firm will be evaluated applying the following evaluation criteria:

#	Criteria	Weight
1	General experience in the field of the assignment	<b>10</b>
2	Specific experience relevant to the assignment	<b>40</b>
3	Key Experts' qualifications and competence for the assignment	<b>50</b>
	The Key Experts' qualifications shall be evaluated according to the following sub-criteria and their belonging weights: a) General qualifications (general education and experience) 20% b) Adequacy for the Assignment (relevant experience in similar assignments) 80%	

#### **Timing and Duration**

The Consulting firm is expected to be engaged for a period of 12 months, with a possibility of extension subject to performance and project needs. The firm will ensure that Senior Project Experts and Project Experts are allocated with sufficient number of days to accomplish their tasks with required quality. The expected time effort is approximately 100 working days. The assignment is envisaged to start in April 2022.

The detailed Terms of Reference for the above referenced consulting services is posted on the website of the MoESTD <http://www.mpn.gov.rs/saige/>.

The Central Fiduciary Unit (CFU) of the Ministry of Finance now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services.

The Consultant will be selected in accordance with the *Consultant’s Qualifications Based Selection (CQS)* method as set out in the *World Bank’s Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, World, Non-Consulting and Consulting Services (July 2016, revised November 2017 and August 2018)* (“the Regulations”).

**Interested and eligible consulting firm for this position should send Expression of Interest in English by e-mail to the contact information listed below.**

Consulting firms may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

**Expressions of interest from eligible firms/ joint ventures should specify the following relevant information:**

project title or relevant assignment; description of the work performed; year of project implementation; country/region; client’s contact (first and last name, e-mail address, telephone number); CVs of key experts.

The attention of interested Consultants is drawn to paragraphs 3.14, 3.16 and 3.17 of the *World Bank’s Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, World, Non-Consulting and Consulting Services (July 2016, revised November 2017 and August 2018)* (“the Regulations”) setting forth the World Bank’s policy on conflict of interest.

Further information can be obtained at the address below during office hours 09:00 to 15:00 hours.

**Deadline for submission of expressions of interest is March 25, 2022, 12:00 hours, noon, local time.**

**When submitting Expressions of interest please indicate assignment and reference number for which you are applying**

<b>Contact:</b>	<b>E-mail:</b>	<b>Address:</b>
To:	<a href="mailto:ljljana.krejovic@mfin.gov.rs">ljljana.krejovic@mfin.gov.rs</a> Ms Ljiljana Krejovic Procurement Specialist	Ministry of Finance Central Fiduciary Unit 3-5 Sremska St
Cc:	<a href="mailto:ljljana.dzuver@mfin.gov.rs">ljljana.dzuver@mfin.gov.rs</a>	11000 Belgrade, Serbia Tel: (+381 11) 2021587
Cc:	<a href="mailto:viktor.nedovic@mpn.gov.rs">viktor.nedovic@mpn.gov.rs</a>	

	<a href="mailto:tijana.knezevic@mpn.gov.rs">tijana.knezevic@mpn.gov.rs</a>	
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