

Serbia Accelerating Innovation and Growth Entrepreneurship Project

PIU Legal Consultant (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**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 Project includes the following three components.

Component 1: Research Sector Reforms

Component 2: Enterprise Acceleration

Component 3: Project Implementation, Monitoring, Capacity Building

Through the Instrument for Pre-accession Assistance (IPA-II), the European Union Annual Action Programme for the Republic of Serbia for the Year 2019 has also dedicated the EU contribution for Competitiveness, Research and Development and Innovation actions, that would match those of the SAIGE Project.

The Ministry of Education, Science and Technological Development (MoESTD) is responsible for the overall Project coordination and implementation, as well as execution of Component 1.2 RDI Reforms. The MoESTD implementing entities are the Science Fund and the Innovation Fund. The Science Fund (SF) is responsible for the implementation of Component 1.1 Science Fund and Component 1.3 Serbian Diaspora Facility (SDF). The Innovation Fund (IF) is responsible for the implementation of Component 2. Enterprise Acceleration to which this Terms of Reference is related to.

Implementation of the Project is carried out by the Project Implementation Unit (PIU) team at the MoESTD comprising of PIU Project Manager, project officers for the three Project components, experts for environmental and social standards, monitoring and evaluation expert and other administrative support staff/experts as needed.

2. Objectives of Engagement

The Legal Consultant (LC) will provide legal support to the SAIGE Project in order to support PIU in the overall "Serbia Accelerating Innovation and Entrepreneurship Growth" Project implementation. The overall objective of engagement of the Legal Consultant is primarily to support the work of the PIU under the Component 1 and 3, but also to support the processes of the Innovation Fund and Science Fund (PIEs), and its active operations. He/she will be directly responsible and will work under the overall guidance of the PIU Project manager and will closely collaborate with employees of PIU, MoESTD and Central Fiduciary Unit (CFU).

3. Scope of Work

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

Without limiting the generalities of the foregoing, the following are the specific tasks and responsibilities of the LC:

- Support the MoESTD/PIU responsible for the implementation of Component 1: Research Sector Reforms and Component 3: Project Implementation of the Project and other PIEs responsible for the implementation of their Project Components;
- Participate in preparation of documentation related to legal matters within the SAIGE Project;
- Prepare procedures and documents for assurance of legal aspects of contract implementation, monitor and supervise contract implementation within the Components 1 and 3;
- Provide legal support in tasks closely related to the project subcomponent 1.2: RDI Reforms, implementation of the transformation plans of the participating RDIs and the related legal analysis and proposals for regulatory reforms, where needed;
- Provide legal support in tasks related to implementation of the Smart Specialisation Strategy and Action Plan;
- Prepare, review, adjust and monitor the legal preconditions for all procurement and other project related aspects of project implementation;
- Participating in project team meetings when needed, providing legal support;
- Support coordination of legal measures related to science, research and innovation policies and regulatory reforms (providing inputs, monitor adoption of necessary laws and by-laws, report to the MoESTD and PIEs about the developments in the regulatory environment);
- Preparation of the ad-hoc legal analysis and recommendations necessary in policy development, implementation and M&E, upon request of Project Coordinator, PIU Project manager and MoESTD;
- Preparation of other evaluation / analytical / policy papers and/or notes related to the coordination between the policy processes happening under the Project and the overall regulatory reform and other legal assignments;
- Perform other duties as required by the PIU Project Manager and PIEs;
- The Legal Consultant will conduct the work in line with the relevant Project documents including the Loan Agreement, Project Appraisal Document (PAD), Project Operations Manual (POM), Grant Manual, Environmental and Social Management Framework, Stakeholder Engagement plan.

The Legal Consultant will work under supervision of and report directly to the PIU Project Manager.

The LC will be based in the PIU / MoESTD premises.

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

4. Experience and Qualifications

The candidate suitable for this position should have the following qualifications:

- University degree in Law. A Master's Degree in Law appropriate for this assignment shall be an considered as an advantage;
- At least 7 years of relevant professional experience, with the background in scientific and research field is highly desirable;
- Experience in national and international legal assignments related to the programs and projects in scientific and research field;
- Minimum 5 years of professional experience in legal aspects of procurement in accordance with rules and procedures of International Financial Institutions and proficient knowledge and understanding of the public procurement principles;

- Excellent knowledge of the Republic of Serbia legislation pertaining to the RDI matters, with particular emphasis on the Law on Science and Research, Law on Science Fund, Law on Higher Education and Law on Innovation Activities and Public Procurement Law;
- Skills in policy designing in RDI field, including creating legal acts and regulations are highly desirable;
- Experience in co-operation between national and international officials of the Governments and other organizations and authorities;
- Excellent spoken and written Serbian and English;
- Excellent communication, organization, and teamwork skills;
- Advanced computer skills.

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)

5. Timeframe and Duration

The engagement and expected time effort will be subject to appropriate extension based on performance of the candidate and the Project needs to address workload envisaged under Component 1 and 3.

The Legal Consultant will be engaged on a part-time basis for the duration of the Project with a probation period of 6 months. The current Closing Date of the Project is September 30, 2024.

The expected time effort for the assignment is up to 10 working days (i.e., 80 hours) per month.

6. Reporting Requirements

The LC will work under the supervision of and report directly to the PIU Project Manager.

The LC 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 LC 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 PIU 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 Legal Consultant and the MoESTD. Payment for services rendered will be made monthly.