**Serbia Accelerating Innovation and Growth Entrepreneurship Project**

**Terms of Reference**

**Technology Transfer Manager   
Ref. SER-SAIGE-IC-CS-22-29**

1. **Background information**

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 Component 1.2 RDI Reforms. Implementation of the Project is carried out by the Project Implementation Unit (PIU) team at the MoESTD comprising of PIU Project Manager, and technical and administrative staff.

1. **Objective of the Assignment**

In December 2021 MoESTD has signed an MoU with six RDIs, including the Institute for the Application of Nuclear Energy (INEP) defining the roadmap for transformation in line with their Transformation Plans. The MoESTD supports, under the SAIGE Project, transformation of the Institute for the Application of Nuclear Energy - INEP, increasing its relevance and impact in Serbia, and becoming an active member of the European research and innovation ecosystem. By implementing this plan, INEP needs to (a) adopt R&D and innovation management practices, (b) raise diverse and high-quality R&D and innovation funding from national and EU sources, and (c) identify and invest in the development of high value strategic S&T targets and related initiatives that create substantial economic outcomes and social impact.

One of the main objectives of the INEP transformation process is to build up its inhouse capacities for technology transfer. PIU SAIGE is now looking for consultant as a full-time Technology Transfer Manager (TT Manager) to coordinate a set-up and implementation of INEP Technology Transfer Office (hereinafter: TTO), as well as screening, evaluation, business development, sales and commercialization of identified innovations and/or projects in future INEP portfolio, and support other RDIs in Technology Transfer issues, as required. Consulting service includes selection and management of experts, organisation of trainings for the researches, communication with public institutions and contacts with other relevant institutions or companies with interest in exploitation of innovations and/or projects. TT Manager shall also provide an effective interface with the MoESTD, World Bank and EU delegation.

1. **Scope of Work**

TT Manager is responsible for operations and management of TTO working closely mainly with INEP management and staff, and other RDIs as required, as well as with the International Technology Transfer Consultants. The specific functions and responsibilities of the TT Manager activities will include, but not limited to, the following:

1. Reviewing and evaluating of innovations/projects and intellectual property (IP) and proposition for an exploitation plan in coordination with management of INEP, and other RDIs, as required;
2. Defining strategy for commercialization and creating an Action plan for exploitation of the most feasible projects, as well as implementing business plans, budgets and action plans for innovations/projects;
3. Positioning of innovations/projects the INEP, and other RDIs as required, on global, European Union and Serbian market;
4. Analyzing and suggesting relevant institutions, companies, possible partners, universities and venture capital funds in European Union and/or globally for partnership;
5. Support the promotion and visibility of innovations and projects, with special focus on development of negotiation strategies for different negotiation partners and lead of negotiations with companies and institutions;
6. Finalizing and implementing business plans, budgets and action plans for innovations/projects;
7. Monitoring performance of INEP innovation strategy implementation and budget, and taking necessary actions when needed;
8. Timely and accurate reporting to INEP management on evaluation of technical and financial possibilities to transfer and/or commercialize identified innovations/projects;
9. Participating in capacity building of TTO, including selection of staff, development/upgrade and implementation of relevant procedures, coordination, development and organization of relevant training plan on learn-by-doing basis, and advising on all strategic and operating issues for TTO in coordination with INEP management;
10. Applying for membership in relevant organizations, providing contacts with European Union and worldwide agencies, and intermediate with high-tech companies with the goal of commercializing innovations within the INEP portfolio.
11. Perform other duties as required by the PIU Project Manager, including but not limited to support to other RDIs under transformation related to technology transfer issues.

The TT Manager will be located in the INEP premises in Belgrade, with occasional travel as required for the performance of duties.

1. **Experience and Qualifications**

TT Manager should have a scientific background, with a strong knowledge of research environment and commercialization approaches. TT Manager should also be capable of developing financial and investment analytical skills, creating and implementing marketing and public relations activities aimed at promoting INEP innovations and projects, and other RDIs, as required.

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

* Postgraduate academic or professional degree (Master’s or PhD in R&D or other relevant area MBA, specialist academic degree, or specialist professional degree);
* Specialized training and/or post-academic education in TT is considered an advantage;
* At least 3 years of relevant work experience related to R&D knowledge/technology transfer, commercialization and innovation management;
* Experience in managing small teams, task and project management;
* Knowledge of Serbian and EU Research and Innovation Systems;
* Good understanding of the IP eco-system including relevant laws, policies and procedures would be an advantage;
* Excellent written, presentation and oral communication skills in English and Serbian;
* Good computer skills, including MS office, analytics and data visualization;
* Practical experience with Serbian governmental institutions and the World Bank financed projects would be an advantage.

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 TT Manager will be engaged on a full-time basis for one year with a probation period of 3 months. The engagement will be subject to appropriate extension based on the Project need and performance of the candidate.

1. **Reporting Obligations**

The TT Manager shall report to the INEP Director and PIU Project Manager. The TT Manager shall prepare monthly activity reports (timesheets) in which he/she will summarize key issues and emerging and day-to-day tasks undertaken. In addition, the TT Manager will prepare ad hoc reports and documents as needed and/or required by the INEP transformation process and the SAIGE Project. These reports shall be submitted in hard copy (when necessary) and electronically, in English/Serbian language.

1. **Input by the INEP**

INEP will provide office space, IT equipment, telecommunication systems and access to all relevant documents.

1. **Terms of Payment**

The Contract will be the Standard World Bank Time Based Contract for Small Assignments, will be entered into between the Consultant and the MoESTD, as a Client. The payments for services will be based on monthly timesheets approved by the INEP Director and the SAIGE PIU Project Manager. The SAIGE PIU will administer the Contract.

1. **Confidentiality and Conflict of Interest**

The TT Manager will comply with the Rule on Prevention of Conflict of Interest and Protection of Confidentiality of Information of INEP and other RDIs included in the assignment, and to 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)