

REPUBLIC OF CROATIA
MINISTRY OF SCIENCE, EDUCATION
Donje Svetice 38, Zagreb 10000, Croatia

TERMS OF REFERENCE

Digital Innovation and Green Technology (DIGIT) 9558-HR

Project Implementation Unit (PIU)

Project Manager

1. Background

The Government of the Republic of Croatia and the International Bank for Reconstruction and Development (IBRD) have signed a Loan Agreement (Loan Number 9558-HR) for the Digital Innovation and Green Technology Project (DIGIT) in the amount of EUR 106 million. The Project seeks to advance research and innovation with a digital and green focus through enhancing institutional infrastructure and research performance of research organizations and firms. The Project will be managed by the Ministry of Science and Education of the Republic of Croatia.

The Project comprises two components over a duration of 5 years. Component 1 (*Enabling institutional conditions for digital and green research and innovation*) provides technical assistance and financing to strengthen institutional capacities and support the efficient use of EU funds. Component 2 (*Programs for digital and green research and innovation*) provides sub-financing to cover the gaps in EU funding and improve the targeting of research and innovation support to digital and green technology.

The Project envisages the formation of the Project Implementation Unit (PIU) which will assist the Ministry of Science and Education with day-to-day Project implementation, and shall be responsible for (i) planning, coordination implementation, and monitoring and evaluation of Project activities, (ii) procurement and financial management, (iii) social and environmental standards compliance, and (iv) reporting. The PIU will also undertake responsibility for implementation of Project activities in accordance with the Project Operations Manual, Croatian legislation and regulation, and relevant World Bank procedures. It will also prepare and submit reports and information on the project to the Ministry of Science and Education, Steering Committee, World Bank, and potential auditors, as well as keep the business documentation of the Project and all other duties connected to the Project. Furthermore, the PIU will provide support to the Croatian Science Foundation related to the Foundation's obligations and activities stemming from the DIGIT Project.

2. Objectives

The Project Manager will be responsible for the overall management and coordination of the PIU, including any implementational aspects of the Project. They will be responsible for the quality of technical, operational, organizational and administrative activities needed for efficient Project implementation.

3. Scope of Work

The Project Manager will carry out the following activities:

- Manage the PIU on a day-to-day basis;
- Organize, coordinate, supervise and follow up all Project activities in timely, efficient and transparent manner;
- Make sure that all activities are carried out according to the provisions of the DIGIT agreement, Project Operations Manual, and Croatian legislation and regulations and according to project procedures;
- Coordinate and supervise administrative, technical and communication activities necessary for successful Project implementation;
- Provide assistance and support to the Project beneficiaries in all areas related to Project implementation;
- Ensure proper implementation of Project procedures, financial management, Project budgeting, procurement, Environmental and Social Commitment Plan, strategic documents and procedures (including the Stakeholder Engagement Plan, Environmental and Social Management Framework, Grievance Redress Mechanism, and Labor Management Procedures), contract negotiations and management, and related activities;
- Closely cooperate with all relevant stakeholders and Project beneficiaries in designing and implementing project activities according to project documents ;
- Report on Project progress and developments to the Ministry of Science and Education, Project Steering Committee, Ministry of Finance, and the World Bank, as well as other institutions involved as required;
- Monitor and report on the performance of each Project component;
- Organize Project audits as well as organize and carry out Project monitoring and evaluation activities.

The Project Manager will directly report to the Project Coordinator within the Ministry of Science and Education and will be responsible for management of all PIU staff and consultants.

4. Deliverables

The Project Manager shall be responsible for the following deliverables.

- Overall Project implementation in a timely, cost effective, quality and transparent manner;
- Efficient functioning of the PIU, including the hiring of additional experts as outlined in the Project Operations Manual and as needed;
- Coherent application of Project procedures as well as Croatian legislation and regulations;
- Regular reporting to the Ministry of Science and Education, Project Steering Committee, Ministry of Finance, the World Bank and other authorized institutions as may be required;

- Preparation of Annual Workplans, subject to inputs from the Ministry of Science and Education, Croatian Science Foundation, World Bank, stakeholders, audits, and progress reports;
- Project documents, such as the Project Operations Manual, Grants Operations Manual, timely updates of the Procurement plan, Environmental and Social Commitment Plan documents, and other documents for project beneficiaries and overall program;
- Implementation and supervision of activities according to Project documents and approval by the Ministry of Science and Education and World Bank, as well as all relevant regulations;
- Audit, monitoring and evaluation, and other relevant reports.

5. Length of assignment

The initial contract under this Terms of Reference will be signed, on a full-time basis (eight working hours per day), for the duration of one year, with possible extensions until December 29, 2028, subject to the Project Manager's satisfactory performance and business needs of the Ministry of Science and Education.

6. Qualifications

The Project Manager should:

- Hold a masters or doctoral degree;
- Have at least 7 years of working experience and at least 3 years of relevant project management experience;
- Have experience and understanding of project management procedures, such as financial management and analysis, business planning and project evaluation, as well as institutional reforms;
- Be fluent in Croatian, and have excellent knowledge of spoken and written English;
- Have excellent digital literacy and command of computer tools and applications (MSOffice and Internet Software are a must).

Experience in managing World Bank projects and understanding of relevant World Bank procedures would be an advantage.

7. Input to be provided by the Ministry of Science and Education

The Ministry of Science and Education will provide the PIU with office space, facilities, and essential working materials such as computers, stationery, and related fixtures.

8. Reporting

The Project Manager will report to Hrvoje Meštrić, Director-General for Science and Technology, Ministry of Science and Education, and Ana Varjačić, Head of Sector for Programs and European Union Projects, Ministry of Science and Education.

Financial reports will be prepared semi-annually by the Ministry of Science and Education, with support from the PIU, no later than forty-five (45) days after the end of each reporting semester.

The PIU will also provide annual audited statements and an audit report to the World Bank within six months of the end of each fiscal year. The PIU will produce additional regular reports, as required, on matters related to procurement, environmental and social considerations, as well as Project activity progress.

9. Communications

The Contact person for the consultant is Ana Varjačić, Head of Sector for Programs and European Union Projects, Ministry of Science and Education, Donje Svetice 38, Zagreb, 10000, Croatia; phone: +385 1 4594 325; email: Ana.Varjadic@mzo.hr.