

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

DIGITAL INNOVATION AND GREEN TECHNOLOGY (DIGIT)
9558-HR

TERMS OF REFERENCE FOR CONSULTANCY SERVICES

TEAM COORDINATOR FOR PERFORMANCE BASED FUNDING

1. Background

The Government of Croatia and the International Bank for Reconstruction and Development (IBRD) have signed the Loan Agreement (Loan No. 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.

Within the Project the Project Implementation Unit (PIU) is established which assists the Ministry of Science and Education with day-to-day Project implementation and is 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 also undertakes 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 activity of institutional support for performance-based funding reform in public research organizations includes establishing a team within the PIU dedicated for this topic. Under this reform, the project will provide technical assistance to set up a system to assess the quality of research and innovation plans of the public research organizations, monitor their implementation and guide the research organizations through this process. The team will help to establish operational processes and practices that will continue to be used after project completion.

Performance-based funding is based on a dialogue between the Ministry of Science and Education and public research organizations. The Ministry will negotiate program agreements based on the proposal of the public research organizations (which needs to be in accordance to their strategies and activities).

To support this process, the Team coordinator for performance based funding (further named as Coordinator) will coordinate the process of negotiation, conclusion and implementation of so called program agreements.

3. Scope of Work

Specific responsibilities of the Coordinator in the PIU regarding performance-based funding are to:

- Coordinate the team in charge of implementation of the program agreements;
- Coordinate all tasks with the Ministry and facilitate the communication with public research organizations;
- Coordinate and participate in the preparation of the documentation necessary for the initiation of negotiations with public research organizations;
- Provide support to public research organizations regarding the preparation of draft program agreement;
- Initiate and actively participate in the negotiation process for program agreement with public research organizations, in cooperation, agreement and consultation with the Ministry;
- Regularly consults with internal and external experts;
- Supervise the drafting, evaluation and monitoring of program agreements;
- Advise the Ministry on decisions regarding the process of negotiation and implementation of program agreement;
- Identify and work towards resolution of potential issues and challenges during the negotiation and implementation process;
- Report on the progress and results of negotiations and implementation;
- Ensure that all aspects of negotiations and implementation of program agreements are aligned with the policies of the Ministry and the requirements of the regulations on performance-based funding;
- Perform other appropriate tasks as requested by the Ministry.

4. Deliverables

The Coordinator works under the supervision of the Project Manager. The Coordinator will prepare and provide the following:

- monthly report - a brief summary of work undertaken in the reporting period;
- monthly work plan - a brief summary of work that is planned for the next reporting period.

5. Qualifications and Experience Required

Required professional requirements:

- completed university graduate study;

- at least ten (10) years of general work experience, five (5) years of work experience in project management or management in the system of science and higher education;
- knowledge of at least one world language (English is an advantage);
- excellent digital literacy and command of computer tools and applications (MS Office and Internet Software are a must).

Candidates with the following experience will have an advantage:

- Experience in working on projects related to the development of science and higher education, financed from public sources at the national level (state and local budget) and/or EU level and/or international level, which include: strategic planning, development of new models, creation study or analysis, making recommendations, consultations and other similar activities related to public investments and public policies in science and higher education;
- Experience in managing development, investment, strategic or similar projects related to science and higher education;
- Experience in working on expert analyses, reports, etc. related to public investments in science and higher education.

6. Rights

The Coordinator will have the following rights:

- Work as an equal partner in the Team (PIU), having access to necessary information, resources, documentation, IT, administrative and other support, including support of other Team members to ensure the due performance of his/her tasks, responsibilities and duties;
- Presentation to the World Bank, Project manager, and MSE staff attributable to the duties under this job description for their consideration;
- Informing the Project Manager/MSE/World Bank of all operational shortcomings identified during the performance of his / her official duties and making suggestions for corrective actions.

7. Duration of the Contract

The Coordinator will be hired under a time-based contract, for a period of 1 year (which includes 3 months of probation period) with possible extensions until the end of the project (presumably December 28, 2028), depending on business needs and satisfactory consultants' performance.

The assignment will be part-time, up to 12 working days per month. One working day consists of eight (8) working hours a day.