

**REPUBLIC OF SERBIA
INNOVATION SERBIA PROJECT
Project ID No. P126229-RE**

**REQUEST FOR EXPRESSION OF INTEREST FOR
INDIVIDUAL CONSULTANCY SERVICES**

1. STRATEGIC ADVISOR

and

2. OPERATIONS ADVISOR

The Republic of Serbia has applied for financing in the amount of EUR 8.4 million equivalent a Grant from European Union Instrument for Pre-Accession (hereinafter: IPA), administered by the World Bank (hereinafter: WB) toward the cost of the Innovation Serbia Project, and it intends to apply part of the proceeds to payments for individual consultancy services under this project.

The Serbia Innovation Fund (IF), needs to engage 2 Individual International Consultants for the following positions: Strategic Advisor and Operations Adviser.

Strategic Adviser

Objective of the Assignment

The objective of this assignment is to assist the IF in current and future strategic orientation, policy, strategy and procedures, sequencing, selection, and design of financial instruments, etc.

Scope of work

The Strategic Advisor will provide guidance to SIF management on:

- IF's current and future strategic orientation, policy, strategy and procedures
- Sequencing, selection, and design of financial instruments (including repayment mechanisms such as royalty or new instruments e.g. venture loaning, etc) to be introduced by the IF
- Fund raising opportunities and tactics
- Advising on IF staff capacity building
- Developing SME monitoring program
- Guiding business development, marketing, and monitoring and impact evaluation mechanisms
- Liaison with relevant national and international organizations
- Interaction with IF Managing Board and Investment Committee

Experience and qualifications

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

- University degree in Economics, Business, Management or equivalent
- MBA is desirable

- Excellent leadership skills
- At least 10 years of international work experience in innovation policy and implementation, innovation financing, strategy and planning, marketing, monitoring and impact evaluation
- At least 5 years of work experience in transition economies, particularly in South-East Europe
- Experience in establishment of public sector innovation financing institutions and/or programs
- Experience in venture capital and/or private equity funds management
- Highly effective writing and oral communication skills for varied audiences, including policy makers.
- Spoken and written English language skills

Timing and Duration

The Consultant would be engaged for 30 man days in the period of 3 years. Minimum of 5 trips to Serbia/Belgrade are expected. The assignment is envisaged to start in September 2011.

Operations Adviser

Objective of the Assignment

The objective of this assignment is to assist the IF current and future operational policies with the objective of continually enhancing IF efficiency.

Scope of work

The Operations Advisor will provide guidance to SIF management on:

- IF's current and future operational policies with the objective of continually enhancing IF efficiency
- IF operations and in this context will review and provide recommendations to amend any necessary organizational documentation, e.g. the Operations and Grants Manuals to incorporate relevant policies and procedures.
- RoS regulatory or legislative changes that may affect the IF's operations
- Review existing staffing of IF and recommend optimal staffing mix based on the work program
- Review competencies of current staff and recommend training programs to strengthen staff capacity.
- Recommend details related to optimization of the grant selection procedures and its implementation.
- Designing the details of the future financial instruments in consultation with Strategic Advisor.

Experience and qualifications

- University degree in Economics, Management, Law or equivalent
- MBA is desirable
- At least 10 years of international work experience in implementation of innovation financing, innovation policy and legislature/regulatory requirements.
- Experience in management and organization of public financing institutions,

- Excellent knowledge of financial instruments, procedures for their establishment and implementation, and investment readiness program implementation
- Familiarity with business perspectives and problems
- Analytical skills
- Highly effective writing and oral communication skills
- Spoken and written English language skills

Timing and Duration

The Consultant would be engaged for total of 50 man days in the period of 3 years. Minimum of 5 trips to Serbia/Belgrade are expected where the Consultant would use approximately 35 man days. The assignment is envisaged to start in September 2011.

The Serbia Innovation Fund (IF) now invites eligible individual consultants to indicate their interest in providing the services.

The individual consultants will be selected in accordance with the procedures set out in the World Bank's [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) (January 2011).

Interested and eligible individual consultants for the positions of (i) Strategic Advisor, and (ii) Operations Advisor should send expressions of interest, together with information on relevant experience and CV, by e-mail to the contact information listed below.

Expressions of interest must be delivered by September 20, 2011.

To: Ljiljana Kundakovic
Director
Serbia Innovation Fund
Makenzijeve 24/4
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E – mail: lj@inovacionifond.rs
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Cc: Milena Kostadinovic
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