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1. BACKGROUND INFORMATION

1.1. Partner country

Republic of Serbia

1.2. Contracting Authority (CA)

Innovation Fund (IF) of the Republic of Serbia, Veljka Dugoševića 54b, 11000 Belgrade

1.3. Country background

The Republic of Serbia is a candidate for EU membership which currently strives towards developing its economy in line with the goals set forth by the European Union within the priorities of its Europe 2020 strategy. Serbia's Action Document aligns with Europe 2020 strategy priorities for smart, sustainable and inclusive growth by investing in research and innovation. Official document defining national priorities of Serbia for international assistance (NAD) 2014-2017 is in line with Serbia's needs to be fully up to date in its strategic planning and put in place an active pipeline of potential projects for funding which correspond to this agenda.

According to the Global Competitiveness Report (2018) Serbia has limited capacities in almost all aspects of innovation. Serbia overall global competitiveness index rank is 65 out of 140, while the global competitiveness index for innovation ranks Serbia 56 out of 140. Serbia needs to stimulate further creation and growth of innovative enterprises based on knowledge through private sector start-ups or spin-offs by providing financing for market-oriented innovative technologies, products and services with high commercialization potential. Innovative companies have to be supported to gather the knowledge in areas of relevance for their early technology development, identify and quantify their market opportunities, conceptualize commercialization strategies and plan their company's development.

1.4. Current situation in the sector

In March 2016, the Government adopted the Strategy for Science and Technology Development: Research for Innovation 2016–2020 (Strategy), specifically calling for reforms in the public RDI sector and reinforcing the importance of enterprise innovation and technology transfer for the economy, including support for the activities carried out by the Innovation Fund. The essential novelty of this Strategy is that it focuses around the "research for innovation", in the function of economic and overall social development of the country. One of the key objectives of the Strategy is strengthening the link between science, economy, and society to encourage innovation.

In the past few years Serbia has made progress in this area by developing and implementing different support programs for innovative companies and researchers. However, in spite of positive developments in the field of entrepreneurial competitiveness, commercially applicable R&D activity and promoting collaboration between the academic research institutions and the private sector, repositioning Serbia's economy towards a knowledge-based profile still requires substantial efforts.

1.5. Related programmes and other donor activities

The Innovation Fund of the Republic of Serbia (founded in 2011) is the key state institution supporting innovative activities and managing funding for stimulating innovation. The intention of the IF is to contribute to the overall development of innovations through various financial instruments, particularly by fostering the establishment of new and strengthening the existing companies. The IF encourages and supports the development of innovative entrepreneurship and improves connections between research and technology development and economy as a whole.

The IF is working under the supervision of Government of Serbia and Ministry of Education, Science and Technological Development. The IF is, also, member of the European Network of Innovation Agencies (TAFTIE), since 2013.

The IF developed financing mechanisms, including setting up programs, implementation of the grant scheme programs for innovation, preparation and publishing of the call for proposals, workshops for potential applicants, evaluation of applications, training of successful applicants on implementation procedures, monitoring of projects selected for financing, project management, information, publicity and visibility. The IF programs and operations undergo regular evaluations, from independent application reviews to a thorough independent external monitoring and evaluation process of IF programs.

The IF programs are mainly financed through the budget of the Republic of Serbia, the European Commission and the World Bank. Since 2011, the IF has implemented the following projects:

- Innovation Serbia Project (capacity building of the IF and piloting financial programs supporting enterprise innovation – Mini Grants Program and Matching Grants Program); 2011-2016; EUR 8.4M; financed by EU through IPA 2011 and administered by the World Bank
- Direct Grant - Creating a Comprehensive R&D Collaboration (for implementation Collaborative Grant Scheme Program); 2016-2019; EUR 3.4M; financed by through IPA 2013
- Serbia Research, Innovation and Technology Transfer Project (Technology Transfer Program and technical assistance for the design of a Collaborative Grant Scheme Program and an independent annual evaluation); 2015-2019; EUR 2.5M; financed by through IPA 2013
- Direct Grant - New products and services developed through research commercialization in the SMEs (for further continuation of the Mini Grants and Matching Grants Programs); 2018-2021; EUR 4.5M; financed by EU through IPA 2014
- Serbian Competitiveness and Jobs Project - C&J (for implementation Mini Grants and Matching Grants Program, Collaborative Grant Scheme Program and Technology Transfer Program and Innovation vouchers scheme); 2016-2021; at least EUR 4M for each year; funding is provided from the budget of the Republic of Serbia through the Loan Agreement between the Republic of Serbia and the World Bank
- Serbia Accelerating Innovation and Growth Entrepreneurship project (SAIGE) (for implementation Enterprise Acceleration Program) 2020-2024; EUR 43M (for IF component EUR 7M); funding is provided through Loan Agreement between the Republic of Serbia and the World Bank
- Direct Grant - Increased innovation capacity and technological readiness of SMEs (for further continuation of the Mini Grants, Matching Grants and Collaborative Grant Scheme programs); 2021-2025; EUR 20M; financed by EU through IPA 2018.

The IF will also implement the following projects in the coming period:

- Direct Grant - Increased innovation capacity and growth of SMEs (for further continuation of the IF programs); EUR 26M; funding will be provided through IPA 2019 - as it planned in Country Action Program for the Republic of Serbia for the year 2019 and it will be in preparation in 2021
- Established system for SME growth acceleration (for implementation Enterprise Acceleration Program); EUR 10M; funding will be provided through IPA 2019 - as it planned in Country Action Program for the Republic of Serbia for the year 2019 and it will be implemented thorough the Administration Agreement between the World Bank and the European Commission.

Since the beginning of operation to date, EUR 31.2 million has been approved through the IF for 227 innovative projects, under the Mini Grants, Matching Grants and Collaborative Grant Scheme programs together with EUR 3.2 million for 632 innovation vouchers, EUR 0.5 million to support technology transfer and EUR 1.75 million for proof of concept. The total of EUR 37.2 million was approved by IF. As many as 3,380 applications for innovative projects/services were submitted to all public calls.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project of which this contract will be a part is as follows:

To recruit assessors to assist the contracting authority in the selection of the best proposals received under Call for Proposals for Mini Grants, Matching Grants and Collaborative Grant Scheme programs and to achieve a high-quality, complete and coherent selection process of projects in line with the criteria set in the guidelines for applicants.

2.2. Results to be achieved by the contractor

The results to be achieved under this contract are as follows:

- **Result 1** Successfully created a pool of Assessors for the first level evaluation under two Call for Proposals for the relevant fields.
- **Result 2** Assessors successfully completed first level evaluation of Applications under two Call for Proposals for Mini Grants, Matching Grants and Collaborative Grant Scheme programs in accordance with the Review Guidelines that will be timely provided by the contracting authority.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

Assumptions for the successful implementation of the contracts are:

- High interest of Applicants to participate in the published programmes under Call for proposals, leading to a large turnout of submitted Applications.
- Submitted Applications are filled out in a clear and coherent manner by the Applicants, allowing for the evaluation process to be efficiently conducted.

3.2. Risks

Risks identified that should be closely monitored are:

- Low interest/response of the potential Applicants to participate in the launched programmes under Call for Proposals, leading to a low turnout of submitted Applications.
- Poor quality of the submitted Applications, hindering a competent evaluation and efficient peer review.

4. SCOPE OF THE WORK

4.1. General

5. Description of the assignment

Innovation Fund awards financial support through grant schemes to private sector development (start-ups, micro, small and medium enterprises) for projects coming from all fields of science and technology and sector of the economy. In line with the Serbian Smart Specialization Strategy, programs will focus on the four main priority domains:

- Food for future;
- Information and communication technologies;
- Machines and production processes of the future;
- Creative industries.

Therefore, at least 50% of the available funding for the grant schemes will be allocated for applications in the abovementioned priority domains, depending on the quality of the project proposals (applications).

Two Call for Proposals will be launched, each covering the following three programs Mini Grants, Matching Grants and Collaborative Grant Scheme, as follows:

- **First Call for Proposals** (hereinafter CfP) for Mini Grants, Matching Grants and Collaborative Grant Scheme – value EUR 9 million, indicatively expected 350 project applications, tentatively to be launched in June 2021 and

- **Second CFP** for Mini Grants, Matching Grants and Collaborative Grant Scheme – value EUR 9 million, indicatively expected 350 project applications, tentatively to be launched in November 2021.

The **Mini Grants program** is for private young (start-ups) micro and small enterprises, as well as teams in majority Serbian ownership, which are engaged in the development of technological innovations with a clear market need and the potential to create new intellectual property. This Program supports the survival of companies during the critical phase of research and development and to allow the Serbian entrepreneurs to grow effective business capacities through which they will launch their innovations on the market. Amount of financing provided is up to EUR 80,000, or up to 70% of the total approved project budget, with a minimum of co-financing of 30% the total approved project budget provided by the sub-grant beneficiary (the Applicant). Duration of the financed projects under the Program are up to 12 months.

The **Matching Grants program** aims to encourage established and profitable micro, small and medium-sized companies in the Republic of Serbia to engage in development and commercialization of technological innovations in the form of new and improved products, services, technologies and technological processes, in order to generate new market value, create high paying jobs, increase revenue and export growth and improve competitiveness. The amount of financing provided is up to EUR 300,000, or up to 70% for micro and small sized companies (60% for medium sized companies) of the total approved project budget, with a minimum of co-financing of 30% from micro and small sized companies (40% from medium sized companies) the total approved project budget provided by the sub-grant beneficiary (the Applicant). Duration of the financed projects under the Program are up to 24 months.

The **Collaborative Grant Scheme program (CGS)** is designed to meet the identified need within the Serbian innovation ecosystem for project-based financial support which enables private sector companies and public sector scientific research organizations to work together and create high value-added products, services, technologies and technological processes through applicable R&D efforts. This Program aims to incentivize creation of new and expansion of existing collaborations between the industry and the academy and to contribute to higher R&D investments from the side of the private sector, as well as to facilitate better utilization of capacities within the public scientific research organizations. The Program supports a consortium consisting of at least one micro, small or medium-sized company and at least one public R&D organization. The amount of financing provided is up to EUR 300,000, or up to 70% for micro and small sized companies (60% for medium sized companies) of the total approved project budget, with a minimum of co-financing of 30% from micro and small sized companies (40% from medium sized companies) the total approved project budget provided by the sub-grant beneficiary (the Lead Applicant of consortia). Duration of the financed projects under the Program are up to 24 months.

Evaluation of project Applications applying to the above-mentioned financing programs are conducted independently and respecting the principles of transparency, equal treatment, non-discrimination, proportionality and absence of conflict of interest and consists of the following steps:

1. Administrative and eligibility check of all Applications submitted conducted by the IF resulting in eligible Applications
2. Pre-selection of Applications:
 - a. **first level evaluation** consisting of technical review of the eligible Applications is conducted by Assessors so-called peer review
 - b. second level evaluation is conducted by the Evaluation Committee resulting in the pre-selection decision
3. Environmental review of all pre-selected Applications is conducted by the External environmental and social management provider (ESMP)
4. Financing Decision is conducted by the Evaluation Committee after the live pitch event

The contractor is expected to conduct the first level of the evaluation (peer review) of eligible Applications under the Mini Grants, Matching Grants and Collaborative Grant Scheme programs during two CFPs, ensuring:

- Transparency and efficiency of the first level of the evaluation process,

- Independency of the first level of the evaluation process through the engagement of the independent and free of conflict-of-interest Assessors and
- Quality control of the reviews and work conducted by Assessors.

The Contractor will provide the IF with all the necessary technical expertise in the first level of the evaluation, making sure that the reviews are done in timely fashion and of appropriate quality. The Contractor supports the IF by providing and delivering completed reviews of the Applications, based on which the financing decisions are made by the Evaluation committee during the latter part of the evaluation process.

It is expected 350 numbers of Applications per Call for Proposals (CfP). Each full application has to be reviewed (assessed) individually by 2 assessors. Therefore, 700 reviews are expected per each CfP i.e., in total 1,400 reviews for both CfPs. These reviews (assessments) will be used by the evaluation committee in the process of selecting the best proposals.

The indicative timeline for the first level of the evaluation is September 2021 for the first CfP and March 2022 for the second CfP.

The Assessors' work will be done remotely through the IF online portal. Detail instructions about IF online portal functioning will be provided to Contractor once contract is signed.

6. Geographical area to be covered

Republic of Serbia

7. Target groups

The key target groups under Call for proposals are Serbian private innovative micro, small and medium enterprises (MSME), as well as R&D public sector institutions (majority state owned), which are crucial for early-stage technology development, leading to a potential increase in overall competitiveness in the form of new technologies, products and services with high value added.

4.2. Specific work

The contractor will be responsible for the following scope of work under both Calls for Proposals for each program Mini Grants Program, Matching Grants Program and the Collaborative Grant Scheme Program:

Result 1 Successfully created a pool of Assessors for the first level of the evaluation under two Call for Proposals for the relevant fields.

Activity 1.1 Assessing needs for the specific expertise considering requirements for the first level evaluation (peer review) under 1st and 2nd Calls for Proposals

Activity 1.2 Developing criteria for selection and carrying out selection procedure of Assessors

Activity 1.3 Creating pool of Assessors with adequate expertise from various relevant industry fields in line with the requirements

Activity 1.4. Engaging Assessors by Contractor;

On the bases of needs assessment for the specific expertise to conduct first level evaluation (peer reviews) of the project application, criteria for selection of the Assessors will be developed. Transparent process of selection should be implemented and selected up to 100 experts from the various relevant fields i.e., scientists and industry experts who have experience and knowledge in relevant disciplines and industry areas complying to the eligible project applications' fields. Report on Assessors selection process will be prepared together with the list of selected Assessors for approval by the IF. The Report should be part of the inception phase and constitutes Inception report. Upon approval by IF, Assessors should be engaged by the Contractor. The IF will register approved Assessors on the IF portal.

Result 2 Successfully completed first level of the evaluation of Applications under two Call for Proposals for Mini Grants, Matching Grants and Collaborative Grant Scheme programs.

Activity 2.1 Assigning eligible Applications to the respective Assessors.

Activity 2.2 Conducting first level of evaluation (peer reviews) of all eligible Applications by the selected Assessors through the IF Portal.

Activity 2.3 Providing additional clarification of the reviewed Applications.

The reviews are carried out by Assessors composed primarily of scientists and industry experts who have experience and knowledge in relevant disciplines and industry areas from where the Applications originate. Assessors shall provide a written technical review of Applications to the contracting authority using the evaluation form from the IF portal. The assessments must be undertaken in accordance with the Review Guidelines for the respective Call for proposal provided by the contracting authority. Evaluation criteria are set in the evaluation grid which will be used for scoring based on scoring as defined by the Review Guidelines. Each Application must be assessed on its own merits and not by comparing different Applications. Assessors are expected to bring their own experience of the sector and project implementation to bear in the analysis of each Application. Assessors' comments and scoring are done for each criterion (first level evaluation), representing a segment of the preselection process by supporting the Evaluation Committee preselection decision. The Assessors do not make any decisions regarding the preselection of Applications.

The assessors may be invited to clarify, justify and discuss his/her assessment of the application to the IF and/or the Evaluation Committee (during the second level of evaluation).

Team leader coordinates assessment process and delivery of high-quality reviews by Assessors. Each Assessor is expected to preserve the highest standards of integrity. Each Assessor should liaise directly with the team leader. The Assessors are required to submit their evaluations to the IF portal to which the team leader will have access too.

The team leader and assessors are bound by a declaration of impartiality and confidentiality to be signed before starting the assessment for each Call for proposals. If an assessor believes there might be a situation of conflict of interests in relation to one or more applicants, he/she must inform the team leader immediately. In addition, strict confidentiality is required from the experts involved in the implementation of this contract, notably on the assessments and content of individual applications.

The first level evaluation (peer review) for each CfP should not take more than 21 calendar days calculating from receipt of the official information in writing by email by contracting authority's contact person after assigning eligible Applications to the respective Assessors.

At least two Assessors must review each Application working independently of each other. Therefore, it is expected that all Applications are reviewed under first level evaluation by at least two Assessors. It is expected that up to 350 applications will be received and thus 700 reviews produced and delivered per Call for Proposal i.e., 1,400 reviews for both CfPs.

Outputs expected and indicative timeline are presented below:

Outputs	Indicative deadline	Language and form of the delivery
Output 1: Pool of Assessors with at least 100 experts created	September 2021	English, electronic form, submission by E-mail
Output 2: Up to 700 reviews completed by Assessors and located on the IF portal under 1 st CfP for eligible Applications and additional clarification	December 2021	English, electronic form, submission through the IF portal and via e-mail
Output 3: Up to 700 reviews completed by Assessors and located on the IF portal under 2 nd CfP for eligible Applications and additional clarification	May 2022	English, electronic form, submission through the IF portal and via e-mail

4.3. Project management

8. Responsible body

The Contracting authority is Innovation Funds of the Republic of Serbia.

9. Management structure

The IF Program Manager will be responsible for managing the contract and conduct when needed day-to-day communication with the contractor's Team leader. Additionally, the IF Program Manager is responsible for approving reports submitted by the contractor, including Report on Assessors selection (Inception Report) and assessors reviews as well as Interim and Final reports on conducted reviews.

Other involved parties in the implementation of the overall Action which this contract is part of, is as follows:

Managing Director (hereinafter MD) is responsible for the overall implementation of the Action with the relevant IF team members and external experts and advisors. The MD will supervise the work of the IF team, and represent and report the results to relevant stakeholders.

Operations Manager (hereinafter OM) for Program Management is coordinating and overseeing all relevant activities in IF's everyday operations and supports MD in developing strategic plans and practical implementation of corresponding activities.

Operations Manager (OM) for Sector for Legal and Financial Affairs leads financial and legal operations for the Action through managing and coordination the work of Financial Manager, Procurement Officer during Action implementation.

Program Manager (hereinafter PM) is responsible for the implementation of the Action and will carry overall preparation of the Tender Application Package for the Calls for Proposals and activities related to the implementation of the Mini Grants, Matching Grants and CGS Grants programs, including the progress monitoring process. The PM will work closely with the Operations M and maintain contact with relevant stakeholders. PM will be supported by **senior associate/associate(s)** on a daily basis. Senior associate/associate will perform duties delegated by the PM and will be directly responsible to PMs. PM directly reports to and supports the OM on a daily basis.

Financial Manager (FM) manages financial information for monitoring the Action progress. FM is responsible for maintaining an adequate financial management system including accounting, financial reporting and auditing to provide reliable and timely information regarding Action resources and expenditures. FM will prepare budgets and will control all financial and logistics, such as payment, purchase and registration of all materials, relations with banks, financial reports to the CFCU and the Ministry of Education, Science and Technological Development (MoESTD), donors and local tax organizations, check liabilities, control of outstanding advances and correspondence with other organizations. The FM will also supervise the control of quarterly financial reports of sub-grant beneficiaries conducted by the External Independent Quarterly Financial Control provider.

The Action also has a **Project Steering Committee (PSC)** that supervises the proper implementation of the Action. The PSC will oversee the progress made, and make strategic decisions, as well as propose solutions to any difficulties encountered during the implementation. The PSC's meetings will be held on semi-annual basis. An indicative list of PSC institutions includes the following institutions: Ministry of Education, Science and Technological Development, Ministry of Economy, National Council for Science and Technology, Ministry of Finance/CFCU, Ministry for European Integration, EUD, Innovation Fund and Chamber of Commerce.

10. Facilities to be provided by the contracting authority and/or other parties

The IF will provide the contractor with access to the IF portal for realization of the services in order for Assessors to conduct their reviews and to facilitate efficient and satisfactory conditions for accessing the review materials and producing quality reviews.

Review Guidelines will be provided to the contractor to be distributed to the Assessors. The Review Guidelines will serve as guidance on how to conduct the review and how to provide adequate feedback for the Applications. Respective program Grant Manuals will also be provided to the contractor for distribution to the Assessors, along with any other required documentation required for Assessors to perform reviews.

5. LOGISTICS AND TIMING

5.1. Location

The operational base of the project is Belgrade, Serbia. Operation base work is not anticipated. The services by the contractor will be provided online.

5.2. Start date & period of implementation of tasks

The intended start date is late August 2021 and the period of implementation of the contract is estimated to last 12 months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

If the additional services and/or contract extension are needed, this will be agreed between the contractor and the Contracting Authority.

6. REQUIREMENTS

6.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.2. Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. Key experts are defined, and they must submit CVs and signed Statements of Exclusivity and Availability.

Key expert mobilized under this contract must:

- be proficient in English.
- have excellent communication, organizational, planning and time management skills.
- be proficient in computer literacy: MS Office applications as a minimum.
- be proficient in report drafting and
- have excellent team working abilities.

Any qualifications, skills and experience stated in the respective CV of an expert must be substantiated by supporting documents such as copies of degrees or diplomas and employers' certificates, otherwise they may not be taken into account.

The profile of the key expert for this contract is as follows:

Key expert 1: Team Leader

Team Leader is responsible for day-to-day management of the project as a whole, ensuring synergy of activities and involved parties. Team Leader is responsible for overseeing the selection of assessors, implementation of first level evaluation (review) and for ensuring quality of reviews and timely delivery of the reviews. She/he will ensure that a large number of non-key experts engaged as assessors (reviewers) are agreed with the beneficiary and engaged on time as well as ensure coordination of assessors and provide relevant guidance to ensure quality of the output.

In addition, team leader will be in charge of ensuring that the reporting obligations are timely fulfilled under the highest quality standards.

Team Leader will communicate day to day activities with IFs Program Manager.

Qualifications and skills:

- University degree with minimum 3 years of studies (i.e. Bachelor's degree) in law, economics, management, social science or engineering;

General professional experience:

- Minimum 8 years of post-graduate professional experience in project and/or programme management and/or implementation;

Specific professional experience:

- Team Leader experience or equivalent in at least 1 assignment in the field of innovation and research in the last 5 years.

Key expert must be independent and free from conflicts of interest in the responsibilities takes on.

6.3. Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the IF's needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. Selection process must be concluded in the inception phase and list of selected experts along with their qualifications shall be subject of approval by the IF.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

The contractor shall form a pool of approximately 100 expert-Assessors to conduct the review of project applications submitted under two Calls for Proposals for the Mini Grants program, Matching Grants program and the Collaborative Grant Scheme program. Assessors shall have the skills and competences in compliance with the below requirements and the experience in the same domain/industry as the project application assigned for evaluation. Expert-Assessors are responsible for ensuring that each Application receives an objective and fair technical review, and that all applicable laws, regulations, and policies are followed. All experts must be independent and free from conflicts of interest in the responsibilities they take on. The IF Program Manager will confirm the competence and qualifications of the selected pool of expert-Assessors.

All expert-Assessors must have:

- Excellent verbal and written communication skills in English;
- Computer literate (MS office, internet).

Expected expert-Assessors' expertise is in the following fields but not limited to depending on the assessment requirements:

- Agriculture and food;
- Artificial Intelligence;
- Arts & Fashion;
- Biotechnology;
- Healthcare and Pharmaceutical;
- Computer Hardwar and Electronics;
- Consultant and other Services;
- Energy and Environment;
- Green Technology;
- ICT & media;
- Gaming;

- Mechanical and Civil Engineering;
- Chemical Engineering and Nanotechnology;
- Other industries relevant to the assignment.

Minimum requirements for the expert-Assessors are as follows:

- Master's degree in the aforementioned relevant field(s).
- At least 5 years of specific experience in R&D commercialization, innovation development, business development and management in the above listed fields.
- Experience in peer review/evaluation/assessment of similar programs for start-ups SMEs, innovative solutions, research and development or related fields.

6.4. Office accommodation

Office accommodation for each expert working on the contract is to be provided by the contractor.

6.5. Facilities to be provided by the contractor

The contractor will use its own facilities for the contract implementation. The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there are sufficient administrative, secretarial and interpreting provisions to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

6.6. Equipment

No equipment is to be purchased on behalf of the contracting authority as part of this service contract or transferred to the contracting authority at the end of this contract. Any equipment related to this contract which is to be acquired must be purchased by means of a separate supply tender procedure.

7. REPORTS

7.1. Reporting requirements

The contractor will submit the following reports in English electronically:

- **Inception Report on Assessors selection** shall be submitted three weeks from the start of implementation. Report shall include description of Assessors (peer reviewers) selection and list of Assessors to be engaged with their professional credentials with work programme. The IF must approve the list of selected Assessors. The report must be written in English.
- **Interim Report on conducted reviews** (containing all evaluation files for each Application which will be located on the IF portal) shall be submitted no later than the date mandated by the IF (expected 4th month of the contract implementation – December 2021) at which time the first level of evaluation of the Applications under the first Call for Proposals will be completed. The report must be written in English. Report will be provided with the invoice.
- **Final Report on conducted reviews** (containing all evaluation files for each Application which will be located on the IF portal). This report shall be submitted no later than the date mandated by the IF (expected 10th month of the contract implementation – June 2022) at which time the first level of evaluation of the Applications under the second Call for Proposals will be completed. The report must be written in English. Report will be provided with the final invoice.

7.2. Submission and approval of reports

The reports referred to above must be submitted to the IF Program Manager identified in the contract. The IF Program Manager is responsible for approving the reports.

Reports must be submitted in electronic version for approval in the timeframe set above. The comments/corrections of the report will be sent to Contractor via e-mail within 15 calendar days upon receipt. The Contractor shall revise the report based on comments and re-submit the report via e-mail

within 10 calendar days. Once the final version is agreed by all parties and approved by the IF Program Manager, Contractor will submit hard copy version of the report.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The bidders are expected to propose a set of relevant indicators within their technical proposal (organisation and methodology section). All indicators should correspond to the results specified under section 2.3.

During the Inception phase, the indicators will be adjusted (as relevant and needed) and agreed between the Contracting Authority and the Contractor. Indicators must be as quantifiable as possible as they will serve as the main basis for measuring the achievements of the objectives and results of the project.

8.2. Special requirements

N/A