

REPUBLIC OF SERBIA
SERBIA RESEARCH, INNOVATION AND TECHNOLOGY TRANSFER PROJECT
Grant No. EC TF 019226

**EXTENSION OF REQUEST FOR EXPRESSIONS OF INTEREST FOR
INDIVIDUAL CONSULTANCY SERVICES**

BUSINESS OPERATIONS SPECIALIST

The Republic of Serbia has applied for financing for a Grant from European Union Instrument for Pre-Accession (IPA), administered by the World Bank (WB) toward the cost of the Serbia Research, Innovation and Technology Transfer Project (Project) and intends to apply part of the proceeds to payments for individual consultancy services under this Project.

The Innovation Fund of the Republic of Serbia (IF) needs to engage one Individual Business Operations Specialist (BO Specialist).

Background

A centralized Technology Transfer Facility (TTF) is being established at the IF which will support the existing four Technology Transfer Offices (TTOs) and other stakeholders in identifying research with commercial potential, connecting such opportunities with markets and prospective business partners, and executing commercialization of such R&D. The objective of the TTF will be two-fold: to monetize the inventions from research institutes and universities (principally from the four TTOs); and help the staff at the TTOs gain expertise in commercialization through real-life experience. The transactions team at the TTF, headed by the Lead Transactions Specialist (LT Specialist), will consist of at least one Business Operations Specialist (BO Specialist) with deep regional expertise and S&T experts from different science and technology areas engaged to provide peer review on technical merits of the inventions; and will be responsible for commercialization inventions and closing deals. The TTF will engage a Technology Transfer Coordinator (TT Coordinator) to be responsible for both running of the TTF as well as working closely with the TTOs, IF, transactions team and S&T experts to execute operations required for commercialization.

Objective of the Assignment

The entire transactions team at the TTF will be responsible for helping close deals and advise the coordinator on specific tasks required for successful commercialization. The BO Specialist will have deep knowledge of Serbia and the Balkans, in addition to expertise in commercialization. Overall the role of the BO Specialist will include: coordinating the engagement and capacity building of the TTF as well as the existing TTOs and research community, and working on all on aspects of technology transfer from soliciting disclosures to final transactions. Additionally, BO Specialist will provide the TTF with a clearly defined and functional set of operational procedures by working closely with the TT Coordinator, LT Specialist and the management of the IF.

Scope of Work

Commercialization

- Work as part of the transactions team, under the supervision of the LT Specialist;
- Evaluate the commercial potential of Serbian technologies and propose the optimal commercialization model accordingly (start-up vs. licensing), followed by validating the model, its technical/product development and proof of concept through successful sales;
- Structure transactions, negotiate and execute terms & conditions;
- Write and evaluate term sheets and supporting legal documents for new SMEs (start-ups and spin-offs arising out of inventions);
- Assist the start-up to raise initial capital and execute the business plan, as well as identify and engage potential investors, domestic and international, venture, private equity and corporate, to raise 1st round financing and expansion capital;

- Develop and/or analyze business plans, executive summaries, presentations, investment memorandums, grant proposals, budgets and timelines, capitalization tables, and pro forma financial statements for early stage portfolio companies and related projects;
- Analyze the financing needs of potential licensees and contract research, as well as manage offers for potential licensees and contract research;
- Participate in and organize the negotiation and execution of transactions resulting from marketing efforts.

TTF operations

- Create and maintain a highly functional, transparent and dependable operational structure, resulting in a clearly defined Project Operations Manual and ensuring smooth process flow for the TTF, TTOs, IF and other relevant parties;
- Support TT Coordinator in the operational aspects of innovations/projects technologies for their commercial potential merit;

Strengthening the innovation ecosystem

- Partake in and organize activities aimed at reducing capacity gaps and handle further training needs of TTF, TTO and IF staff, boosting capacity building activities of S&T experts with particular focus on transactional aspects of technology transfer;
- Expand the network of potential corporate partners by networking, event planning, corporate visits, and attending major conferences year-round to help build new promotional strategies;
- Help the local TTOs learn from hands-on experience by creating mechanisms for the TTO professionals to 'shadow' the transactions team in commercialization (particularly negotiations and deal closing)
- Help the TTOs generate revenue streams by advising them on developing service lines such as patent landscape analysis for industry etc.

Experience and Qualifications

- University degree in Technical or Life Science, with an MBA or equivalent;
- At least 5 years of business formation, with at least 5 startups/spin-offs founded, with experience in managing innovation and technology transfer operations, engaging the academic and private sector and having raised a minimum of EUR 1 million in outside capital to finance new startups;
- Experience in initiating programs in business development through market execution (i.e. like entrepreneurial, mentoring, industry-academic research collaborations);
- Accomplishments in developing strong working relationships with inventors, investors and institutions;
- Working knowledge of technical or life sciences industries, with technical or scientific expertise in one or more functional areas, from technology proof-of concept, through sales to customers;
- The ability to train/coach/mentor the TTF, TTO and IF staff and assess their further training needs;
- Highly effective writing and oral communication skills for varied audiences, including policy makers;
- Excellent spoken and written English language skills;
- Advanced computer skills;
- Fluency in Serbian is desirable.

Timing and Duration

The BO Specialist will be engaged on part-time basis for this assignment for up to 150 man-days over approximately three years, with expectations of more intensive work period in the first year.

The BO Specialist will be an expert on the region who will travel to the IF in Serbia on frequent basis. When not traveling to the IF, the BO Specialist is expected to be available to telecommute and work from home with the TTF and IF, as needed. The assignment is envisaged to start in May/June 2015, subject to signing of the Grant Agreement between the WB and the Ministry of Education, Science and Technological Development and the Project Agreement between the WB and the IF.

The BO Specialist will be engaged for this assignment, until the expected Project closing date, January 31, 2018.

The 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 under IBRD Loans and IDA Credits & Grants by World Bank Borrowers January 2011 Revised July 2014.](#)

Interested and eligible individual consultants for this position should send expression of interest, together with information on relevant experience and CV, by e-mail to the contact information listed below.

Deadline for submission of expressions of interest is extended from April 24, 2015, 12:00 Noon, local time to May 12, 2015, 12:00 Noon, local time.

Contact:

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