

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**

TECHNOLOGY TRANSFER COORDINATOR

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 Technology Transfer Coordinator (TT coordinator).

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

Overall the role of the TT coordinator is to coordinate the set-up and operationalization of the TTF. The TT coordinator, a fulltime employee will be located in the IF in Belgrade and will be responsible for execution of administrative tasks for the functioning of the TTF. The entire transactions team will be responsible for helping close deals and advise the TT coordinator on specific tasks required for successful commercialization.

Scope of Work

- Participating in developing, preparation and implementation of relevant procedures in the Project Operations Manual for TTF;
- Participating in selection of the relevant TTF staff;
- Assist in activities related to identifying and assessing existing and potential new market opportunities and intellectual property strategies for technologies arising out of the TTOs and Research and Development Institutions (RDIs), and support development, deployment, diffusion and transfer of technologies with commercial potential;
- Overall coordination of TTF including: analyzing and maintaining the portfolio of innovations/projects and building a project pipeline coming from local TTOs and RDI;
- Regular, timely and adequate reporting to the IF Managing Director; supporting the initial evaluation of the technical and financial possibilities to transfer and/or commercialize identified innovations/projects;
- Coordinating evaluation of innovations/projects by S&T Experts and transactions team;
- Monitoring performance of supported innovations/projects and supporting the completion of the commercialization cycle;
- Purchase of software and databases required for commercialization;
- Maintenance of records and activity logs related to commercialization efforts;
- Identify capacity gaps of the TTF, IF and TTO staff and coordinate and organize training and other capacity building activities;
- Support the IF in the promotion and visibility of the TTF and those of the supporting donors;

- Facilitate linkages between private and R&D sector by coordinating and maintaining relationships with existing TTOs and RDIs;
- Support IF staff in processing enquiries by the interested parties and other relevant activities;
- Coordinate activities in collaboration with BO specialists, with legal experts and PR specialists and other parties contracted to conduct specific tasks;
- Assist in the learning of the TTOs (spokes) about transactional issues by coordinating their 'shadowing' with the transactions team.

Experience and Qualifications

- University degree with preferred but not essential scientific or technical concentration;
- Specialized training and/or post-academic education in project management and business is desirable;
- At least 5 years of relevant work experience in technology commercialization or technical business development field with some transaction or sales experience;
- Knowledge of Serbian and EU Science and Innovation System;
- Hands-on experience in the following fields: business strategy and planning, sales growth, business development, financial planning, forecasting and project management;
- Excellent interpersonal, communication, team working and problem solving skills;
- Experience in coordinating activities of small teams;
- Task and project management skills;
- Outstanding moderation, presentation, and written and verbal communication skills;
- Fluent in Serbian and English;
- Proficiency in computer skills;
- Ability and willingness to travel as required;
- Experience in dealing with commercialization of science would be a plus.

Timing and Duration

The TT coordinator will be engaged for the period of approximately 3 years, subject to satisfactory performance after the first six months. 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 TT coordinator will be engaged for this assignment on a full time basis, until the expected Project closing date, i.e. 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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