

Terms of Reference
for
Peer Reviewer for the Technology Transfer Program

1. Background

The Innovation Fund of the Republic of Serbia (IF) was established by the Law on Innovation Activity to provide funding for innovation in enterprises and supporting the implementation of innovation policy. The Law on Innovation Activity explicitly states that securing funds for supporting innovation is the exclusive activity of the IF, something other types of institutions in the ecosystem do not have explicitly defined as their core activity. Thus, the IF plays a pivotal role in Serbia's competitiveness efforts in the SME and research and innovation sectors, and has been providing financing to entities in this domain for a decade.

The success of IF's programs is reflected in the number of high value-added products, services and technologies developed by IF's grant beneficiaries, both SMEs and R&D institutions, as well as in employment, revenue, export and IP-protection growth in supported SMEs.

Among other, the IF is responsible for overall implementation of the Technology Transfer Program (TT Program) which provides support to R&D institutions in order to increase their ability and efficiency in the commercialization of inventions. TT Program identifies researches with commercial potential and provides them with support in order to raise technological and commercial readiness to a higher level. Support can be in the form of commercial advisor support for defining strategy and connecting and establishing cooperation with interested commercial partners and in the form of approving financial support for additional development of the invention/innovation.

In 2023, the IF will continue the implementation of TT Program, for which the funding will be secured through the budget of the Republic of Serbia for 2022. Regarding this, the IF will carry out activities related to the implementation of projects by the beneficiaries of funds approved on the basis of the public call published in December 2022.

In accordance with the above mentioned, the IF is looking to engage additional qualified individuals as Peer Reviewers with expertise required to cover following areas of industry, science and technology: food for future, information and communication technologies, future machines and manufacturing systems, creative industries, life science, environmental science

2. Objective of the assignment

This document Terms of Reference (ToR) is designed for the purpose of engaging internationally recognized and highly qualified individuals to serve as Peer Reviewers whose role is to perform technical reviews of the TT Program projects exclusively for the respective public call.

Technology Transfer Program

The objective of the TT Program is to increase the commercialization potential of academic research, through working closely with universities, faculties, research institutes and their TTOs. Overall, the TT Program aims at increasing relevance of the scientific research and development through the creation of new products relevant to the economy and/or society.

The Applicants are all Serbian public sector R&D institutions, as well as all other Serbian institutions and organizations accredited to do R&D (including the private ones), such as: universities, faculties, research

institutes, and other R&D institutions in Serbia.

All Applicants may apply to the TT Program which will entitle them to 1 (one) year of project implementation with the maximum financing of RSD 2,400,000 (ca. EUR 20,000) covering 100% of the approved project budget costs.

Through TT Program the IF is financing projects coming from all fields of science and technology and from any sector of the economy. Activities supported through the TT Program regard IP protection strategy and tactics, commercialization strategy and tactics, executing and identifying the commercialization strategy and partners, negotiating and closing transactions with commercial partners, marketing activities, etc.

3. Scope of Work

General functions and responsibilities of the Peer Reviewer are:

- Evaluating detailed applications based on the evaluation criteria listed in the TT Program Guidelines for Applicants and TT Program Evaluation Form;
- Submitting the comments and scores for the project using the TT Program Evaluation Form;
- Conduct the work in the English language, due to the international evaluation process and the contents of the application documents.

Name of the Peer Reviewer is confidential, and he/she must declare any conflict of interest prior to undertaking the evaluation of a particular project proposal.

The Peer Reviewers will be provided with the credentials for using the IF Portal for the purpose of evaluation of Applications.

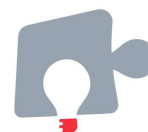
The role and responsibilities of the Peer Reviewers are as follows:

- Receive access to the Applications for review through the IF Portal;
- Examine the TT Program Guidelines for Applicants and instructions;
- Within two days of receiving access to the Application to review, verify that the Application matches the reviewer's area of expertise and inform the IF Program Associate of any concerns;
- Review the assigned Application for conflicts of interest or the appearance of conflicts of interest in accordance with the IF Confidentiality and Prevention of Conflict-of-Interest Policy and inform the IF Program Associate if any issues exist;
- Within 3 weeks of receiving access to Application, prepare a written evaluation (using the TT Program Evaluation form template) for the Application assigned and accepted, based on the defined evaluation criteria and judgment of merit. The peer review must give concise, pertinent and well justified comments for each criterion of the evaluation grid, in a wording that may be given directly to the Applicant, if requested. Strong and weak points must be reflected.
- Assign a numerical score (from 1 to 4, with 1 being the poorest and 4 being the best) to each evaluation criterion;
- Attach completed TT Program Evaluation Form for the Application assigned to the IF Portal.

4. Experience and Qualifications

Minimum required experience and qualifications of the Peer Reviewer:

- Education: University degree – Bachelor's;
- Work experience: At least 5 years of relevant working experience in business development (entrepreneurship, VC / Private Equity / angel or other similar types of investing, industry consulting) or R&D (faculties, research organizations, labs or company research branch) or project management (leadership role in conducting development R&D projects within industry or research organizations,) in one or more of the following technical fields: food for future,



information and communication technologies, future machines and manufacturing systems, creative industries, life science, environmental science;

- Peer review experience: Minimum 5 technical peer reviews conducted in last three years.

5. Timing and Duration

The assignment is expected to start approximately in February / March 2023 and last approximately one year. Generally, the Peer Reviewers are expected to provide their services upon the timely notification by the IF team, depending on the dynamics of reception of projects that are being submitted during the year 2023.

6. Reporting Obligations

The Peer Reviewer shall report directly to the IF Program Associate in the following manner:

- Peer Reviewer will provide the results of the evaluation of the Applications along with comprehensive comments and relevant scores, in written form via the IF online Portal, within 21 days from receiving Application for evaluation - filled TT Program Evaluation Form.

7. Input by the Innovation Fund

The IF will provide necessary documentation and templates, as well as access to the Applications to be reviewed. The IF will also provide full technical support regarding the Innovation Fund's online Portal to the Peer Reviewer, in order to facilitate efficient and satisfactory conditions for accessing the review materials and producing quality reviews and provide Peer Reviewer with Guidelines for Applicants and TT Program Evaluation Form.

8. Terms of Payment

The payments for services will be made monthly based on the number of reviews conducted upon submission of the Invoice by the Peer Review. IF Program Associate administers the Contract and IF Operations Manager approves invoices.

9. Confidentiality and Conflict of Interest

The Peer Reviewer undertakes to comply with the IF Confidentiality Policy and Prevention of Conflict of Interest Policy and to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

Evaluation criteria:

The candidates will be ranked based on the following criteria:

EDUCATION	Max. score 15
Bachelor's degree	10
Master's degree	12
Doctor's degree / PhD and higher	15
GENERAL WORK EXPERIENCE	Max. score 50
5 years	30
6-10 years	40
10+ years	50
SPECIFIC WORK EXPERIENCE - NO. OF TECHNICAL REVIEWS CONDUCTED - in last three years	Max. score 35
5-10	15
11-20	25
20+	35