

Innovation Fund  
Republic of Serbia  
Belgrade, June 10, 2021

**NOTICE FOR**  
**CALL FOR EXPRESSIONS OF INTEREST FOR EXTERNAL EXPERTS**  
**Members of Investment Committee for Mini Grants Programme**  
under IPA 2018 Direct Grant No. 48-00191/2019-28

**1. Contracting authority**

Innovation Fund, Veljka Dugoševića 54b, 11000 Belgrade

**2. Reference Number:**

18SER01/06/11-05-IC-Mini

**3. Registration procedure**

The objective of this call for expressions of interest is to set up a list of external experts for the Investment Committee (IC) members for the evaluation of the project proposals (Applications) received under the **Mini Grants Programme** financed through IPA 2018 Direct Grant “Annual Action Programme for the Republic of Serbia for the year 2018, Grant contract “Increased Innovation Capacity and technological readiness of SMEs”, no. 48-00191/2019-28.

The interested candidates are invited to submit documentation set in the point 4 below in English language to the following e-mail address: [ic@inovacionifond.rs](mailto:ic@inovacionifond.rs) and [office@inovacionifond.rs](mailto:office@inovacionifond.rs) by 12.00 **CET on July 9, 2021**.

Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts.

**Please note** that two calls for expression of interest are open at the same time:

- (1) IC for Matching Grants Programme and Collaborative Grant Scheme Programme
- (2) IC for the Mini Grants Programme

Candidates are eligible to apply **ONLY FOR ONE** of the aforementioned ICs, by placing reference number of the procedure in the Subject of the e-mail.

**4. Information and documents to be provided**

The interested candidates should provide the following:

- (1) **Expression of Interest (EOI)** letter indicating full contact details in e-mail form in English language indicating the fields of specialization set in point 7 below, that the candidate applies for. The **reference number of this procedure** should be placed in the “Subject” of the e-mail.
- (2) **CV** in English attached to the expression of interest e-mail.



- (3) A signed **Declaration on honour on exclusion criteria and selection criteria** stating that they are not in one of the situations of exclusion listed at point 9 and that they fulfil the selection criteria listed at point 10. The form is available on the following link:

[http://www.inovacionifond.rs/cms/files//ostale-nabavke/Declaration\\_on\\_honour\\_on\\_exclusion\\_criteria\\_and\\_selection\\_criteria.docx](http://www.inovacionifond.rs/cms/files//ostale-nabavke/Declaration_on_honour_on_exclusion_criteria_and_selection_criteria.docx)

In case of doubt, supporting evidence of non-exclusion may be requested.

The Contracting Authority reserves the right to request interview before concluding the evaluation and selection process. The date and time of these interviews will be confirmed or notified to the candidate at least 2 days in advance. If a candidate is prevented from attending an interview by force majeure, a mutually convenient alternative appointment is arranged with the candidate. If the candidate is unable to attend this second appointment, it will be eliminated from the evaluation process.

Candidates are reminded that the provision of false information in this procedure may lead to the rejection of their application and to their exclusion from EU-funded procedures and contracts.

## 5. General description of the procedure

**Natural persons and entrepreneurs** are invited to submit expression of interest in accordance with the rules set out in this notice. The candidates can apply for one or several fields of specialization set out in the point 7. The Contracting Authority will set up a list of candidates who meet the criteria set in the point 10. The candidates will be ranked in line with the scoring methodology set in the point 11 and the final list will be set up.

The Contracting Authority will propose to sign the contract with the five best ranked candidates from final list. The candidates will be asked to confirm their exclusivity and availability before signing the contract. In case that the candidate doesn't confirm exclusivity and availability or refuses to sign the contract, the Contracting Authority will ask the next ranked candidate from the final list in descending order.

## 6. Use of the list resulting from this notice

The list resulting from this notice will be used exclusively for tasks to be carried out in accordance with requirements stipulated in the Terms of Reference for Investment Committee members for the Mini Grants Programme.

The interested candidate can find the respective Terms of Reference on the following link: [http://www.inovacionifond.rs/cms/files//ostale-nabavke/ToR\\_IC\\_Mini.pdf](http://www.inovacionifond.rs/cms/files//ostale-nabavke/ToR_IC_Mini.pdf)

## 7. Full description of the fields covered by the call for expressions of interest

The Contracting Authority will launch two Calls for Proposals (CfP), each covering the following three programmes: Mini Grants, Matching Grants and Collaborative Grant Scheme Programme, as follows:

- First CfP for Mini Grants, Matching Grants and Collaborative Grant Scheme – value EUR 9 million, indicatively expected 350 project applications, tentatively to be launched in July 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 applications that will be received under these two CfPs will be classified based on its nature under different fields.

The Investment Committee under the **Mini Grants Programme** will be composed of 5 members (external experts) from 4 different fields which are fields of specialization covered under this call for the expression of interest:

- Private Industry
- International Entrepreneurship
- International Finance and Venture Capital / Private Equity



- Business Development

**Please note** that evaluation process of the applications and documentation submitted under Mini Grants Programme which are the subject of the evaluation by the Investment Committee are in English language, due to international evaluation process. Therefore, external experts as members of Investment Committee are conducting their work in English.

## 8. Place of delivery

Republic of Serbia.

However, the services by the external experts will be rendered online i.e., IC members' work will be performed remotely through the IF online portal and via Zoom, with the option of the IC members coming to Belgrade for approximately 5 days (per CfP) during the final decision meeting and the live pitch event.

## 9. Exclusion criteria

External experts shall be excluded from participation if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
- d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- f) they are subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply information, or being declared to be in serious breach of their obligation under a contract covered by the budget;
- g) they have a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest.

## 10. Selection criteria

All experts included in the list should possess:

- Excellent knowledge of English language, both written and spoken;
- Very good communication skills;
- Computer literacy;
- Excellent drafting and reporting skills.

Minimum required qualifications of the external expert for member of Investment Committee:



**Education:** University degree – Bachelor's;

**General work experience:**

- At least 5 years on a managing/director position in a private sector company; AND/OR
- At least 5 years of experience in establishing and growing new companies and/or fundraising from private or public sector (e.g., venture capital) sources of financing; AND/OR
- At least 5 years of high-level international work experience in the field of international finance with venture capital or private equity; AND/OR
- At least 5 years of relevant work experience at a high-level executive or investment position in an internationally recognized private organization/corporation.

**Specific work experience:**

- Experience in providing business support services (business development strategies, product/service commercialization strategies, investment counselling, market research and positioning, financial planning and investment execution, business model design and implementation) to at least 5 clients (private/public) in the last 5 years; AND/OR
- At least 5 years of business and product development experience including project management in one or more of the following technical fields: energy and energy efficiency, life sciences, civil engineering and construction materials, machines and mechanical engineering, electrical engineering, information and communication technologies, food science and agriculture, environmental science and new materials and nanotechnologies; AND/OR
- At least 5 years in a leadership role designing and implementing international go-to market strategies for products/services/technologies in one or more of the following technical fields: energy and energy efficiency, life sciences, civil engineering and construction materials, machines and mechanical engineering, electrical engineering, information and communication technologies, food science and agriculture, environmental science and new materials and nanotechnologies.

**Number of investment panels participated:**

- Participation in a minimum of 3 investment panels in the last five years (including angel investor panels, Venture Capital and Private Equity, grants, and any similar investment decision-making body).

At this stage there is no need to submit evidence documents for the above criteria. Please note that at the later stage you may be requested to provide documentary evidence attesting the qualifications, skills and experience stated in your CV i.e., copies of diplomas and copies of employer certificates or references, or signed copies of consultancy or labour contracts, proving the professional experience indicated in their CVs.



## 11. Scoring methodology for ranking of the candidates

<b>GENERAL WORK EXPERIENCE</b>	Max. score 30
5 years	10
6-10 years	20
More than 10 years	30
<b>SPECIFIC WORK EXPERIENCE</b>	Max. score 40
5 clients / 5 years / 5 years / 5 years	20
6-9 clients / 7 years / 7 years / 7 years	30
10 or more clients / 10 years / 10 years / 10 years	40
<b>NO. OF INVESTMENT PANELS PARTICIPATED</b>	Max. score 30
3 panels	10
4-6 panels	20
7 or more panels	30

## 12. Conditions of remuneration and reimbursement of experts

The maximum budget for this procedure is € 297.500,00 of total payments (€59.500 per IC member contract)

The payments for the services will be made through maximum four instalments in accordance with the condition stipulated in the TOR.

The remuneration shall be calculated based on the number of working days spent by the external expert and fixed price of € 700 per man day (8 hours, including costs for travel and accommodation in Belgrade, as necessary). Indicative workload will be up to 85 working days (45 days for pre-selection phase and 40 days for final-selection phase).