

Republic of Serbia

**Serbia Innovation Project
No. P126229-RE, TF No. 011257**

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES FOR

MONITORING AND EVALUATION

The Republic of Serbia has been awarded for financing in the amount of EUR 8.4 million equivalent a Grant from the European Union Instrument for Pre-Accession (IPA), administered by the World Bank (WB) for the Innovation Serbia Project (Project), and intends to apply part of the proceeds of this grant to payments under the contract for Monitoring and Evaluation.

This request for expression of interest is for the Monitoring and Evaluation services, Contract ref. No. RoS-ISP-TF011257-CS-CQ-011.

The Innovation Fund (IF) was established with the objective of providing financing to encourage entrepreneurship and innovation in Serbia. The IF participates in co-financing of programs, projects and other activities organized by international organizations, financial institutions and the private sector to foster innovation.

The primary objective of this assignment is to conduct monitoring and evaluation (M&E) analysis for:

- IF existing financing programs (Mini and Matching Grants Programs) based on indicators defined by the IF and best international practices implemented through the Project,
- Project itself.

The consulting company will be responsible for performing all monitoring and evaluation activities for the project, including:

- Developing and managing the Project M&E system;
- Managing the data collection process to include schedules, logistics and methodologies in coordination with the IF staff;
- Analyzing and interpreting qualitative and quantitative data to gauge project impact; and
- Reporting on activities, accomplishments, and results.

The specific functions and responsibilities of the consulting company will be to:

- Monitor and evaluate the progress of the Project on the basis of indicators set out in the Project Agreement between the WB and the IF,

- Monitor and evaluate the progress of the individual programs of financing (Mini and Matching Grants Programs) on the basis of indicators defined by the IF,
- Develop a monitoring system and documentation required for evaluation of Mini and Matching Grants Programs in line with best international practices, including data collection (questionnaires, interviews as applicable), analysis, and interpretation of findings,
- Establish procedures and data collection system and analyses tools for long term impact evaluation of the existing financing instruments (Mini and Matching Grants),
- Prepare detailed monitoring and evaluation manual,
- Conduct training of the selected IF staff in M&E to ensure that long-term capacity is established in the IF to monitor existing and future financial instruments,
- Produce interim and final M&E reports (which describe established monitoring mechanisms and results of evaluation process).

This consultancy assignment implementation period is approximately 100 man days over a period of 2 years. The assignment is envisaged to start in February 2013.

The Firm should have proven experience in conducting monitoring and evaluation of programs, including experience in the field of evaluating R&D programs. Experience in evaluating direct and indirect public support for private sector R&D and innovation is desirable. General experience of minimum five years is required. The Firm should have capacity to assign a qualified and experienced team that will work on this assignment. The qualifications and experience of presented staff should be related to the assignments of developing and implementing monitoring and evaluation for R&D and innovation programs and will also include acknowledged experts in financial and economic analysis. The Firm should at minimum include a combination of international experts and local professionals specializing in M&E. Specifically, qualifications of the team include but are not limited to: minimum of 5 years practical international experience working in design and implementation of M&E activities of similar programs and organizations; minimum 5 years of experience in monitoring and evaluation of science, technology and innovation policy, programs and SME support programs; experience in program impact evaluation, specifically evaluation of financing instruments; experience with quantitative and qualitative research methods, tools, and techniques, such as design and analysis of baseline and evaluation surveys, interviews; excellent knowledge of advanced statistics and research methodology, including sampling techniques and methodologies, professional use of computer software for statistical analysis, and other relevant applications such as SPSS, STATA and spreadsheets; experience in working with senior level managers of private sector enterprises; extensive experience in sampling methodology and statistical analysis; advanced working knowledge of MS Word, Excel, ACCESS and/or other database programs; fluency in written and spoken English and Serbian is required; previous experience with WB-funded programs is preferred.

The IF now invites eligible consulting firms to indicate their interest in providing the above mentioned services. Interested consulting firms must provide information indicating that they are qualified to perform the services:

- experience in similar assignments

- description of similar assignments
- availability of skilled staff

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's [Guidelines: Selection and Employment of Consultants \[under IBRD Loans and IDA Credits & Grants\] by World Bank Borrowers](#), January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Since the threshold amount for this assignment is small, the consulting firm will be selected based on the Consultants' Qualifications (CQS) as set out in the Consultant's Guidelines. Interested consulting firms may obtain further information at the address below, during working days, from 09:00 to 16:00 hours.

Expressions of interest must be sent by e-mail or mail to the address below by **January 28, 2013, at 12:00 noon local time**. When submitting Expressions of interest please indicate on the envelope the Contract ref. No.: RoS-ISP-TF011257-CS-CQ-011 of the assignment for which you are applying.

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