

# Terms of Reference

## Drafting of ERA Reports for the Western Balkans

Title	Drafting of ERA Reports for the Western Balkans
Application Deadline	November 15, 2022
Reference	POLICY ANSWERS
Contacts	Project lead, contact for this agreement: Malte Schrage-Veltins (Malte.Schrage-Veltins@dlr.de)

### 1 Introduction and Background

POLICY ANSWERS (short for: R&I POLICY making, implementation AND Support in the WEStErn BalkanS) is a project funded by the European Union's Horizon Europe research and innovation programme under grant agreement No 101058873.

The project supports policy coordination in the Western Balkans and with the EC and the EU. 14 partner organisations, representing network nodes in the region and EU expert organisations, foster policy dialogue through formal meetings (such as ministerial, Steering Platform and ad-hoc policy meetings), undertake monitoring for agenda setting, support capacity building, implementation of the EU's Western Balkan Agenda and the alignment of thematic priorities. The project implements regional pilot activities and offers an information hub based on the online information platform "westernbalkans-infohub.eu". The partners provide analytical evidence via mapping activities of the stakeholder ecosystem, monitoring of the implementation of the Western Balkans Agenda and of the Western Balkans' integration into the European Research Area as well as via strategic foresight.

POLICY ANSWERS also allows for tailored and targeted capacity building activities in the Western Balkans as well as regional alignment of priorities in relation to the digital transformation, the green agenda and towards healthy societies. Pilot activities provide learning opportunities on policy and programme level and reach out to final beneficiaries related to improved academia-industry cooperation, researchers' mobility, inclusion of youth in policy processes, promotion of research infrastructures and increased innovation skills in all areas.

The project task entitled "Drafting ERA Reports of the Western Balkans - Albania, Bosnia and Herzegovina, Kosovo\*<sup>1</sup>, Montenegro, North Macedonia, Serbia" (T2.3) is placed in the frame of the targeted mapping and monitoring activities (Work Package 2 of the project) and being coordinated by the Project Management Agency of the German Aerospace Center (DLR).

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<sup>1</sup> This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

Task 2.3 provides an assessment and analysis of the status quo of the Western Balkans R&I systems and monitors their progress towards ERA integration. This will be done based on the structure of the ERA Progress Reports 2018<sup>2</sup> including the six ERA Priorities defined by the European Commission (EC):

1. More effective national research systems;
2. Optimal transnational cooperation and competition, including ‘jointly addressing grand challenges’ and ‘research infrastructures’;
3. An open labour market for researchers;
4. Gender equality and gender mainstreaming in research;
5. Optimal circulation, access to and transfer of scientific knowledge, including ‘knowledge circulation’ and ‘open access’;
6. International cooperation.

The methodological framework to be used for drafting the ERA Reports is aligned to a set of indicators covering the above-mentioned priorities and additional information regarding Horizon Europe participation. The project consortium aims to collaborate with external experts on the analysis of the situation. The results of the analysis will be summarised in respective ERA Reports for each of the Western Balkans economies (Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia). These reports will be shared with European Commission services, further publication will be decided together with the EC.

Detailed information about the activities of POLICY ANSWERS is available at the following website [www.westernbalkans-infohub.eu](http://www.westernbalkans-infohub.eu).

Upon award of the service contract, the contracting institution will share further information.

## 2 Description of the Scope and Purpose of the Service

This call requests the provision of the following services for the drafting of the ERA Reports for respectively

Lot 1: Albania,

Lot 2: Bosnia and Herzegovina,

Lot 3: Kosovo,

Lot 4: Montenegro,

Lot 5: North Macedonia,

Lot 6: Serbia.

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<sup>2</sup> European Commission (2019): ERA Progress Report 2018, <https://op.europa.eu/en/publication-detail/-/publication/5641328c-33f8-11e9-8d04-01aa75ed71a1>.

The following work shall be carried out respectively:

One ERA Report for each of the Western Balkan economies will be drafted consisting of approximately 10 to 15 pages by monitoring and analysing the progress made by the Western Balkans in their integration into the new European Research Area (ERA). The ERA Reports have to be finally submitted to the European Commission in February 2023 by the project lead. The internal deadline for the submission of the first draft of the respective ERA Report is 18 December 2022. The external service provider will be supported during the drafting process by the consortium of T2.3 (DLR and WB partners).

In concrete terms, the following services shall be implemented:

Selected service providers with proven expertise in the area of R&I policy and administration in the respective WB economies should support the activities of POLICY ANSWERS for the following major task:

- Development of the ERA Report of the respective WB economy (internal deadline for the draft is 18 December 2022, to be submitted by POLICY ANSWERS to the EC in February 2023) aligned to the predefined methodology by POLICY ANSWERS.

The following preparatory work needs to be done:

- Analysis and monitoring of the concerned aspects of the respective WB economy in their efforts towards ERA integration;
- Background/desk research using available data sources and existing reports on R&I development with regard to the POLICY ANSWERS ERA Report methodology;
- Data collection and analysis;
- Participate in coordination meetings to continuously exchange regarding the development of the draft of the ERA Reports.

***Implementation period, expected deadlines and tentative timeline***

The overall implementation period for the Western Balkans ERA Profiles is November 2022 to February 2023.

***Requested outputs and deliverables***

Work plan to be agreed	November 2022
Submission of the first draft of the WB economy's ERA Report (10-15 pages) to DLR for quality check	18 December 2022
Review period of respective ERA Report (integration of POLICY ANSWERS (via DLR/WB partners/European Commission) comments)	January 2023
Finalisation of first draft of respective ERA Report for submission to European Commission	14 February 2023

### ***Language***

The ERA Reports have to be drafted in English language. Working language within the POLICY ANSWERS team is English. Desk research for the WB economy's respective ERA Report needs to be done mainly in the corresponding language - depending on availability.

### ***Quality Assurance***

The service provider shall perform the service with reasonable care and skills (see below). DLR/POLICY ANSWERS will perform quality assurance. DLR/POLICY ANSWERS/European Commission will also provide comments that need to be included into the drafts before submission to the European Commission.

### ***Funding and Reimbursement***

The maximum budget for the above described task to be delivered is 2.500 EURO. This maximum budget includes the service fee and other costs as well as VAT and any other taxes and duties.

This service will be funded by the POLICY ANSWERS project<sup>3</sup>.

## **3 Application, selection and contracting procedure**

### ***Required qualification/skills/experiences of the Service Provider***

The service provider needs to provide his expertise and enclose a CV to the application demonstrating:

- Education: Master's degree in fields relevant for the assignment.
- Experience: Minimum of 5 years of vocational experience with a connection to research and innovation of the Western Balkans. Experience with similar reports and studies and research and innovation policies. Proven knowledge of the region, experience in working with stakeholders in the WB, experience in working with the European Commission is an advantage.
- Have a thorough understanding of local research and innovation systems and experience with European and international R&I cooperation.
- If possible have expertise in statistics and research and innovation policy and/or be in contact with the respective authorities.
- Language requirements: Excellent English written and spoken. Knowledge of the language of the respective WB economy for the ERA Report is needed.

### ***Application***

The application from the Service Provider shall include the following documents:

- Price (with a rough budget breakdown for the work to be done over the next months and the draft to be submitted)
- Skills: CV
- Optional: recommendations and references (documented positive feedback in relation to previous studies/reports are considered an advantage)

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<sup>3</sup> [www.westernbalkans-infohub.eu](http://www.westernbalkans-infohub.eu)

***Submission of application***

Please submit the required documents for the application per e-mail (clearly stating for which Lot or Lots / which of the economies the expert applies) to:  
Deutsches Zentrum für Luft- und Raumfahrt - Projektträger, Germany  
c/o Malte Schrage-Veltins  
Malte.Schrage-Veltins@dlr.de

**Deadline** for the submission of an application referencing to this ToR is **15 November 2022, 23:59 CET (date of entry of the e-mail)**.

***Selection***

The best value for price principle will be applied, thus the following criteria will be taken into account:

- Price
- Skills
- References

The Contractor reserves the right not to place any order. Costs for necessary document preparation by the Applicants to this call for tender will not be reimbursed.

***Contracting procedure for Service Provider***

The selected expert will be informed until 18 November 2022 on the result of the selection procedure. The contract with the Service Provider will be established immediately after the selection for the drafting of the respective ERA Report. The payment will be made after the submission of the respective ERA Report to the European Commission in February 2023.