



International Open Call for an Expert

Reference Number: 014-014

TERMS OF REFERENCE:	Expert on Technology Transfer
Title:	Support to the Implementation of SEE 2020 Strategy - Support to Research and Development and Innovation Dimension
RCC Department:	Programme Department
Number of Posts:	1 (one)
Starting Date:	5 June 2014
Reporting to:	RCC Senior Expert on Smart Growth
Duration:	June - September 2014 (40 working days)
Eligible:	Individual consultant
Maximum Budget:	EUR 24,000

I BACKGROUND

Purpose

The purpose of the consultancy is to assist in the implementation of the South East Europe (SEE) 2020 – Jobs and Prosperity in a European Perspective (hereinafter: “SEE 2020” or “Strategy”), particularly in the area of Research & Development (R&D) and Innovation under the Smart Growth pillar of the Strategy. The main expected output is development of a detailed programme of actions for improving technology transfer and scientific parks in the region, including outlining elements of a regional action plan in the area of R&D and Innovation as described in the Chapter II of these ToR. The purpose is also to facilitate the work of the future Western

Balkans Research and Innovation Strategy Exercise (WISE) which will act as the dimension coordinator in the Smart Growth pillar.

Background information

The Regional Cooperation Council (RCC) Secretariat, working upon the request of the countries of the Southeast Europe Cooperation Process (SEEC) as well as the European Commission (EC), coordinated the development of a regional growth strategy titled “SEE 2020 – Jobs and Prosperity in a European Perspective”. The Ministers in charge of the Economy of Albania, Bosnia and Herzegovina, Croatia, the Former Yugoslav Republic of Macedonia, Kosovo*¹, Montenegro and Serbia have adopted the Strategy in Sarajevo in November 2013, entrusting the RCC with a role of coordinating and monitoring the implementation of the Strategy.

The main goal of the Strategy is to help boost competitiveness and job creation, and to underscore the European perspective of the region’s future. The success of the SEE 2020 depends on achieving high and sustained economic growth as well as making progress in catching up with the EU. In this respect, by 2020 the region plans on achieving 11 ambitious headline targets in the five main growth pillars of the Strategy – integrated, smart, sustainable and inclusive growth, underpinned by good governance.

The central objective of the Smart Growth pillar is to promote innovation and foster knowledge-driven growth in the region. These are regarded as the main sources of competitive advantage and value-added creation in the future. SEE 2020 sets a 32% increase in average labour productivity relative to 2010 as the main target in this pillar. This rise in productivity should be accompanied by an increase in the number of highly qualified persons in the workforce by additional 300.000. Both these pillar targets support and are logically linked to the overall strategic targets of the SEE 2020 Strategy.

In the R&D and Innovation area, SEE 2020 builds upon the efforts already invested by SEE countries in developing a joint R&D Strategy for innovation. The Regional R&D Strategy for Innovation in the Western Balkans includes the establishment of WISE. This mechanism will promote regional collaboration, and will be tasked to implement the Regional R&D Strategy for Innovation, being at the same time coordinator of the R&D and Innovation dimension of the SEE 2020.

Key Strategy actions in R&D and Innovation dimension will be to: *i) Establish a Research Excellence Fund to strengthen research capabilities and promote research excellence by providing stable, transparent and merit based support for research; ii) Promote Networks of Excellence to strengthen excellence on a particular research topic; iii) Introduce a Technology Transfer programme to stimulate industry-science collaboration, encourage marketable research results and value-creation and iv) Create an early stage start-up programme using both non-financial and financial instruments to support a viable long-term market for innovation finance.*

The RCC has initiated activities on the development of regional action plans in all of the policy dimensions of SEE 2020 to convert the recommendations and measures contained therein into actionable items. The R&D and Innovation is one of the SEE 2020 dimensions where a clear and tangible regional action plan will be required. At its meeting in Split on 1-2 April 2014, the

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

Steering Committee of the Western Balkans Regional R&D Strategy for Innovation has declared the Technology Transfer as the first priority programme envisaged by the Regional Strategy.

II DESCRIPTION OF RESPONSIBILITIES

Objectives and scope of the assignment

The impact of publicly funded research on innovation and economic development in the countries of the Western Balkans remains very limited. One barrier is the lack of links between research institutions and the private sector in most of the region. In addition, the development of supportive intermediation services and infrastructure for technology transfer, which is generally only in their initial stages, differs widely across countries.

Within the third Key Strategy action in R&D and Innovation dimension: *Introduce a Technology Transfer programme to stimulate industry-science collaboration, encourage marketable research results and value-creation*, the objective is to make better use of the knowledge base for regional economic development through more extensive research-industry collaboration, marketable research, and value creation. The regional Technology Transfer Programme will facilitate knowledge transfer from research to industry and spur new business potential by assisting research institutions in the deployment of technology transfer capabilities and the management and economic valorisation of the regional research pool. It will complement ongoing initiatives in the area and look for formal interaction and synergies to enhance the transfer of knowledge and technology from research institutions to industry in the region.

In this first phase, the operational procedures have to be defined. Additionally, the current state of affairs in different pre-defined fields has to be mapped and described across the region. Based on these findings, the proposal for the regional Technology Transfer Programme has to be prepared.

Tasks

The consultant will map and describe the existing initiatives and the potential for future development (both on the regional and national level) in the following fields that will be an integral part of the regional Technology Transfer Programme: (1) technical assistance to national technology transfer organisations, including help in creating them where and when needed; (2) matching grants for research-industry collaboration; and (3) advisory services and co-financing for the development of science and technology parks.

Technical assistance activities include training in technology transfer management, mentoring technology transfer activities, and transplanting best practices, including assistance in the creation and management of intellectual property rights (licensing and spin-offs, for example). Within *Matching Grants for Research-Industry Collaboration* activities applicants can come from either the academic or the business sector. *Technology parks for research-industry collaboration* will help governments identify the need for the technology park, develop its design, select its management, and supervise and monitor its implementation.

Other mechanisms for financing collaboration between the research and industry may be considered based on demand and the experience with the proposed activities. These include a

matching grant to foster business sector demand for knowledge services and an entrepreneurship programme targeting young scientists and engineers.

The consultant will also prepare detailed guidelines and an operational manual for the operation of each sub-programme which will provide the details of their functioning.

Regional programme on Technology Transfer will be developed in compliance with the Western Balkans Regional R&D Strategy for Innovation. Respective procedures will be established based on, among others, the experience of the World Intellectual Property Organisation, the Association of European Science and Technology Transfer Professionals, and the EC-Joint Research Centre's Technology Transfer Circle.

The consultant will present the reports, guidelines and operational manual at a regional meeting to be organised during the second half of 2014.

The envisioned level of effort is set at a maximum of 40 days of senior expert input with two trips to the region.

The Consultant will report to the Smart Growth Senior Expert at the Regional Cooperation Council Secretariat.

Deliverables

The following deliverables will be produced and transferred to the RCC during the course of the assignment:

- Report on the existing initiatives and the potential for future development in technical assistance to national technology transfer organisations.
- Report on the existing initiatives and the potential for future development in matching grants for research-industry collaboration.
- Report on the existing initiatives and the potential for future development in advisory services and co-financing for the development of science and technology parks.
- Detailed guidelines for the operation of each sub-programme.
- Operational manual for the operation of each sub-programme.
- Draft Regional Programme on Technology Transfer and scientific parks, including detailed Activities plan and corresponding budget.
- Organisation of the regional workshop to discuss and collect inputs/suggestions to the draft Regional Programme on Technology Transfer.
- Compilation of the inputs/suggestions and preparation of the final draft of the Regional Programme.

First drafts of the reports, guidelines and operational manual have to be produced by 5 July 2014. Draft Regional Programme shall be provided by 5 August 2014. The consultant will integrate any comments received from RCC into the final version of the documents and agree with the RCC on any outstanding issues and/or possible modifications to this scope of work.

Timeframe

The total duration of the engagement will be four months, starting on 5 June 2014 and finishing by 5 October 2014.

III COMPETENCIES

Qualifications

Education:	<ul style="list-style-type: none">▪ University or advanced degree in an area directly related to the theme of work.
Experience:	<p>Qualifications required</p> <ul style="list-style-type: none">▪ Proven record of theoretical knowledge and practical experience and expertise in the area described;▪ Minimum of 10 years of relevant experience;▪ <u>Demonstrable drafting skills, possibly confirmed by awarded EU and other funding for implementation of projects in related areas;</u>▪ <u>Proven analytical skills and ability to conceptualise and write concisely and clearly;</u> and▪ Proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, businesses, international organisations, civil society institutions and other stakeholders.
Language requirements:	<ul style="list-style-type: none">▪ Fluency in English, as the official language of the RCC; and▪ Knowledge of other RCC languages is an advantage.
Other:	<ul style="list-style-type: none">▪ Familiar with MS Office applications.

Core Competencies

- Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Results-orientation: Plans and produces quality results to meet established goals, generates innovative and practical solutions to challenging situations;

- Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations in a clear and persuasive style tailored to match different audiences;
- Team work: Ability to interact, establish and maintain effective working relations with a culturally diverse team; and
- Client orientation: Ability to establish and maintain productive partnerships with regional and national partners and stakeholders and pro-activeness in identifying the needs of beneficiaries and partners, as well as matching them to appropriate solutions.

Core Values

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

IV QUALITY CONTROL

The expert should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports comply with the above requirements and meet adequate quality standards before sending them to stakeholders for comments. The quality control should ensure consistency and coherence between findings, conclusions and recommendations. It should also ensure that findings reported are duly substantiated and that conclusions are supported by relevant judgment criteria.

The views expressed in the report will be those of the contractor and will not necessarily reflect those of the Regional Cooperation Council. Therefore, a standard disclaimer reflecting this will be included in the report. In this regard, the expert may or may not accept comments and/or proposals for changes received during the above consultation process. However, when comments/proposals for changes are not agreed by the expert, he/she should clearly explain the reasons for his/her final decision in a comments table.

Quality Control by the Regional Cooperation Council

The consultant outputs shall undergo two external reviews. The first draft shall be reviewed in parallel by all relevant stakeholders, including the representatives of the dimension coordinators and the Regional Cooperation Council.

The final (second) draft shall be reviewed by the Regional Cooperation Council taking account of the comments made by the different stakeholders and how the expert have handled these comments. The approved final report will be subject to a quality assessment by SEE 2020 Strategy Coordination Unit of the Regional Cooperation Council, upon whose endorsement the report would be distributed and made public.

V APPLICATION RULES

- Qualified candidates are invited to send an application via e-mail to ProcurementforRCC@rcc.int no later than 25 May 2014
- **Applications will be evaluated based on professional capacity of the expert, the quality of the technical proposal and cost-effectiveness of the financial offer on 80/20 basis**
- **Only** short listed candidates will be contacted.

The application needs to contain the following:

- Application Submission Form, Annex I;
- Letter of interest;
- CV including relevant knowledge and experience;
- Reference list including contact details (e-mail addresses) of referees;
- An outline work programme of a maximum of 2 pages that the applicant is applying for that will describe the main issues, sources of information to be used, and research tools to be employed by the consultant;
- Financial Proposal as per Annex II.