

**REPUBLIC OF CROATIA**  
**MINISTRY OF SCIENCE, EDUCATION AND YOUTH**  
Donje Svetice 38, Zagreb 10000, Croatia

**DIGITAL INNOVATION AND GREEN TECHNOLOGY (DIGIT)**  
**9558-HR**

**TERMS OF REFERENCE FOR CONSULTANCY SERVICES**

**ADMINISTRATIVE AFFAIRS SPECIALIST**

**1. Background**

The Government of Croatia and the International Bank for Reconstruction and Development (IBRD) have signed the Loan Agreement (Loan No. 9558-HR) for the Digital Innovation and Green Technology Project (DIGIT) for EUR 106 million. The Project seeks to advance research and innovation with a digital and green focus through enhancing institutional infrastructure and research performance of research organizations and firms. The Project will be managed by the Ministry of Science, Education and Youth of the Republic of Croatia.

The Project comprises two components over 5 years. Component 1 (*Enabling institutional conditions for digital and green research and innovation*) provides technical assistance and financing to strengthen institutional capacities and support the efficient use of EU funds. Component 2 (*Programs for Digital and Green Research and Innovation*) provides sub-financing to cover the gaps in EU funding and improve the targeting of research and innovation support to digital and green technology.

Within the Project the Project Implementation Unit (PIU) is established which assists the Ministry of Science, Education and Youth with day-to-day Project implementation and is responsible for (i) planning, coordination implementation, and monitoring and evaluation of Project activities, (ii) procurement and financial management, (iii) social and environmental standards compliance, and (iv) reporting. The PIU also undertakes responsibility for the implementation of Project activities by the Project Operations Manual, Croatian legislation and regulation, and relevant World Bank procedures. It will also prepare and submit reports and information on the project to the Ministry of Science and Education, Steering Committee, World Bank, and potential auditors, as well as keep the business documentation of the Project and all other duties connected to the Project. Furthermore, the PIU will provide support to the Croatian Science Foundation related to the Foundation's obligations and activities stemming from the DIGIT Project.

**2. Objectives**

The activity of institutional support for performance-based funding reform in public research organizations includes establishing a team within the PIU dedicated for this topic. Under this reform, the project will provide technical assistance to set up a system to assess the quality of research and innovation plans of the public research organizations, monitor their implementation and guide the research organizations through this process. The team will help to establish operational processes and practices that will continue to be used after project completion.

Performance-based funding is based on a dialogue between the Ministry of Science, Education and Youth and public research organizations. The Ministry will negotiate program agreements based on the proposal of the public research organizations (which needs to be in accordance to their strategies and activities).

The administrative affairs specialist will provide administrative support through all work processes, including correspondence with all involved stakeholders.

### **3. Scope of Work**

Specific responsibilities of the Administrative affairs specialist in the PIU regarding performance-based funding are to:

- Assist in coordinating the work of the entire team in charge of implementation of program agreements;
- Provide administrative support during negotiations, implementation and interaction with the public research organizations;
- Document management, including archiving documentation and control of data accuracy;
- Administration of all work processes and, in agreement with the Team Coordinator in charge of the component on program agreements, continuously communicating with public research organizations, competent authorities and institutions;
- Assists with data collection and data analysis related to the conclusion and implementation of the program agreements;
- Performs other appropriate tasks assigned by the Team Coordinator and PIU Manager.
- Reports to the Team Coordinator and PIU Manager.

### **4. Deliverables**

The Administrative affairs specialist works under the supervision of the Team Coordinator for programme agreements and is obliged to prepare and provide the following:

- Time sheets - A daily record of work submitted in a monthly report;
- Monthly work plan - An outline of planned activities for the next reporting period, submitted on the first working day of the month;
- Monthly progress report - A summary of work completed during the reporting period, submitted on the first working day of the month.

### **5. Qualifications and Experience Required**

Required professional requirements:

- completed university study,
- at least three (3) years of work experience in the appropriate work field,
- knowledge of at least one world language (English is an advantage),
- excellent digital literacy and command of computer tools and applications (MS Office and Internet Software are a must).

Candidates who have experience in working on projects related to the development of science and higher education, financed from public sources at the national level (state and local budget) and/or EU level and/or international level will have an advantage.

## **6. Rights**

The administrative affairs specialist will have the following rights:

- Work as an equal partner in the Team (PIU), having access to necessary information, resources, documentation, IT, administrative and other support, including support of other Team members to ensure the due performance of his/her tasks, responsibilities and duties;
- Informing the Team Coordinator and PIU Manager of all operational shortcomings identified during the performance of his / her official duties and making suggestions for corrective actions.

## **7. Duration of the Contract**

The administrative affairs specialist will be hired under a time-based contract, for a period of 1 year (which includes 3 months of probation period) with possible extensions until the end of the project (presumably December 28, 2028), depending on business needs and satisfactory performance.

The assignment will be full-time. One working day consists of eight (8) working hours a day.