

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

ASSOCIATE FOR INTERNATIONAL RESEARCH INFRASTRUCTURES

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 Project” or “Project”) in the amount of EUR 106 million. The Project is managed by the Ministry of Science, Education and Youth of the Republic of Croatia (MSEY).

The Project comprises two components over a duration of 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 effectiveness of research, development and innovation (RDI) financing. Component 2 (*Programs for digital and green research and innovation*) provides sub-financing to cover gaps in existing RDI funding and improve the targeting of research and innovation support to digital and green technology.

The DIGIT Project aims to advance research and innovation with a digital and green focus through enhancing institutional infrastructure and research performance of research organizations and firms. This also implies building the capacity of MSEY for the implementation of activities within the DIGIT Project and Sector for EU programs and projects.

2. Objectives

The Associate for International Research Infrastructures will provide administrative and coordination support to strengthen the institutional capacity of the Ministry of Science, Education and Youth (MSEY) in the context of Croatia’s participation in international research and innovation initiatives. The role is supportive in nature and is intended to assist and enable MSEY’s work.

The position will focus on providing administrative and analytical support to MSEY in the following areas:

- Supporting MSEY’s capacity to strengthen Croatia’s engagement with ESA, CERN, EMBL, and other international research infrastructure initiatives
- Supporting efforts to enhance Croatia’s participation and visibility in European and international research infrastructures
- Supporting the preparation of national positions and coordinated approaches related to research infrastructures and space programs

- Supporting knowledge exchange and cooperation with key international organizations and research facilities
- Supporting MSEY in identifying and utilizing benefits arising from existing international agreements and partnerships

The Associate will provide administrative support to MSEY in its interactions with international research organizations and partners, helping ensure that Croatia's participation in these initiatives is well-coordinated, informed, and aligned with national research and innovation priorities.

3. Scope of Work

The Associate will carry out the following administrative and support functions, under the guidance of MSEY and the Project Coordinator/Project Manager:

- Provide administrative support for monitoring and tracking activities of international research organizations in which Croatia participates (including ESA, CERN, EMBL, IFMIF-DONES, and others)
 - Provide administrative support for reviewing and summarizing multilateral agreements and partnerships
 - Monitor calls for proposals and funding opportunities within international research infrastructure frameworks and inform MSEY accordingly
 - Track policy developments in space and research and support MSEY in the preparation of background materials for national guidelines and strategic documents
 - Support the monitoring of the work of established committees and assist in the preparation of draft inputs, positions, and background notes for MSEY
 - Track calls and activities related to EUSPA (European Union Space Programme Agency) and support internal coordination
 - Support the preparation of analyses and background materials related to participation in space programme initiatives
 - Provide administrative support to activities aimed at improving visibility and promotion of international research infrastructures and organizations
 - Provide administrative support to MSEY in identifying and utilizing opportunities and benefits arising from international agreements (including the European Cooperating State Agreement with ESA, and cooperation with CERN, EATRIS, EMBL, and others)
- Perform other appropriate support tasks as requested by the Project Coordinator or Project Manager

4. Deliverables

The Associate works under the supervision of the Project Coordinator and Project Manager and shall 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 or professional study (bachelor)
- at least two (2) years of general work experience
- at least one (1) year of work experience in project management administration or administration in the sector of science and higher education
- knowledge of English language
- excellent digital literacy and command of computer tools and applications

Candidates with the following experience will have an advantage:

- Experience in administrative coordination with international research or EU-level institutions (e.g. handling agreements, calls, committees, and reporting), combined with the ability to clearly synthesize information for policymakers
- Experience working on publicly funded projects in science or education (national, EU, or international), including support to strategic planning, analytical work, and policy-oriented recommendations
- Experience managing project-related communication and formal correspondence in science or education initiatives
- Experience contributing to analytical outputs, reports, and background materials for science or education projects

6. Rights

The Associate 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
- Presentation to the World Bank, Project manager, and MSEY staff attributable to the duties under this job description for their consideration
- Informing the Project Manager/MSEY/World Bank 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 Associate will be hired under a time-based contract, which includes a 3-month probation period, until December 29, 2028, depending on business needs and satisfactory consultants' performance.

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