

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

LEGAL ADVISOR

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 main objective of the Legal Advisor is to strengthen MSEY's capacity for legal matters and provide legal assistance to PIU and MSEY staff regarding the implementation of the Project.

The Legal Advisor shall be hired as an extended member of the Project Implementation Unit (PIU) and shall provide legal advice on an as-needed basis to PIU and MSEY staff.

3. Scope of Work

Specific responsibilities of the Legal Advisor in the PIU are as follows:

- Analyze national, EU, and World Bank laws, regulations, and policies relevant to the PIU’s and MSEY’s work on research and innovation;
- Provide advice on project evaluations, implementation, and procurement processes related to legal matters;
- Provide advice on the Grievance Redress Mechanism (GRM), including handling received complaints and grievances;
- Propose measures to mitigate legal risks during Project implementation;

- Provide advice and clarifications to PIU and MSEY staff on all legal aspects of the Project and arising legal issues.

4. Deliverables

The Legal Advisor works under the supervision of the Project Coordinator and Project Manager and is 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

The Legal Advisor shall have the following qualifications:

- Completed graduate university study in law;
- At least ten (10) years of relevant work experience;
- Experience in procurement processes;
- Strong analytical and research skills;
- Effective interpersonal and communication skills;
- Excellent writing skills and fluency in English and Croatian language.

Candidates with the following experience will have an advantage:

- Operational legal experience with World Bank, EU or other institutions' financing programs;

6. Rights

The Legal Advisor will have the following rights:

- Work as an equal partner in the Team (PIU), having access to necessary information, resources, documentation, administrative and other support, including support of other Team members to ensure the due performance of his/her tasks, responsibilities, and duties;
- Upon request, may be presented and provide input to the World Bank, the Project manager, and MSEY staff on matters arising from the duties set out in this Terms of Reference .

7. Duration of the Contract

The Legal Advisor will be hired under a time-based contract, for a period of 1 year and up to 30 days workload, with possible extensions until December 29, 2028, depending on business needs and satisfactory consultants' performance.

The assignment will be part-time, on an as-needed basis. One working day consists of eight (8) working hours a day.