

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

MONITORING AND EVALUATION POLICY ANALYSIS 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) in the amount of 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 is managed by the Ministry of Science, Education and Youth (MSEY) of the Republic of Croatia.

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 MSEY established a Project Implementation Unit (PIU) to assist 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 in accordance with the Project Operations Manual, Croatian legislation and regulation, and relevant World Bank procedures. It also prepares and submits reports and information on the project to the MSEY, Project Steering Committee, World Bank, and potential auditors, as well as keeps the business documentation of the Project and all other duties connected to the Project.

2. Objectives

The M&E Policy Analysis Specialist will contribute to Component 1 by strengthening MSEY's capacity to design, implement, monitor, and evaluate research and innovation programs. This will involve developing and implementing a robust M&E framework, enhancing data collection, analysis, and utilization, and supporting evidence-based policymaking.

3. Scope of Work

Specific responsibilities of the M&E Policy Analysis Specialist in the PIU are to:

- Design and establish a comprehensive M&E framework aligned with MSEY objectives, indicators, and data collection methods;
- Develop data collection tools (e.g., surveys, interviews, focus groups) to gather quantitative and qualitative data;
- Establish data collection, management, and analysis procedures;
- Regularly collect and analyze data on project activities, outputs, outcomes, and impacts;
- Track progress towards project milestones and deliverables;
- Identify variances from plans and propose corrective actions as needed;
- Lead or participate in conducting periodic evaluations of the project's effectiveness, efficiency, and impact;
- Analyze M&E data and stakeholder feedback to assess project strengths and weaknesses;
- Prepare comprehensive reports with clear findings and recommendations for improvement;
- Analyze relevant national and EU policy frameworks related to digitalization, innovation, and green technologies;
- Identify policy gaps, overlaps, and opportunities to leverage project outcomes;
- Develop evidence-based policy recommendations based on M&E findings and stakeholder consultations;
- Support the development and implementation of action plans based on policy recommendations;
- Prepare clear and concise M&E reports and policy analysis briefs for project stakeholders (government, research institutions, businesses, civil society);
- Effectively communicate M&E findings, policy recommendations, and project progress to stakeholders through presentations, meetings, and workshops;
- Maintain close communication with PIU for information exchange;
- Closely cooperate with PIU to ensure information and communication flow;
- Perform other appropriate tasks as requested by the Ministry.

4. Deliverables

The M&E Policy Analysis Specialist works under the supervision of the Project Manager. He/she will be responsible:

- 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 graduate university study or graduate professional study (European Qualification Framework Level 7 or higher);
- At least seven (7) years of general work experience, three (3) years of work experience in project management and monitoring of projects;
- Excellent knowledge of the English language;
- Excellent digital literacy and command of computer tools and applications (MS Office and Internet Software are a must).

Candidates with the following experience will have an advantage:

- Experience in working on M&E Policy Analysis in the field of science and higher education.

6. Rights

The M&E Policy Analysis Specialist 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;
- Presentation to the World Bank, Project manager, and MSEY staff attributable to the duties under this job description for their consideration as requested.

7. Duration of the Contract

The M&E Specialist will be hired under a time-based contract, for a period of 1 year (which includes 3 month probation period) with possible extensions 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.