

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 (Project) 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 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.

2. Objectives

The main objectives of these Terms of Reference are to (i) strengthen MSEY's capacity for legal matters; and (ii) provide legal assistance and advice to MSEY for activities related to research and innovation.

The Legal Advisor shall be hired as an extended member of the Project Implementation Unit, and shall provide legal advice on as needed basis.

3. Scope of Work

The Legal Advisor shall undertake the following tasks:

- Analyze national and EU laws, as well as WB regulations and policies relevant to MSEY's work on research and innovation;
- Review and provide legal advice on all Project contracts, including grant agreements with beneficiaries, procurement contracts with suppliers/service providers/contractors, and implementation agreements with partners;
- Advise on intellectual property (IP) rights generated during the Project, including ownership, exploitation, and dissemination of research results;
- Propose measures to mitigate legal risks resulting from Project implementation;

- Provide legal advice and clarifications to project stakeholders (MSEY, Project team,) on legal aspects of the Project;
- Represent the Project team in legal consultations with external stakeholders, as needed;
- Draft legal reports and briefs on relevant legal issues impacting the Project;
- Maintain comprehensive records of legal activities and decisions taken throughout the Project.

4. Deliverables

The Legal Advisor shall work under the supervision of the Project Manager. He/she shall be responsible for:

- 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:

- License to practice law in Croatia
- An advanced degree (Master's or PhD or equivalent) in law, or other relevant disciplines;
- A minimum of five years' work experience as a lawyer, whether in a law firm setting or in-house;
- Strong analytical and research skills;
- Effective interpersonal and communication skills;
- Excellent writing skills and fluency in English and Croatian language.

The following experience is preferred:

- Operational experience with the World Bank, EU and/or other institutions (IFIs);
- Knowledge of legal matters related to research and innovation funding, intellectual property rights, and data protection.

6. Data, Information, facilities and services to be provided by the Client.

The Legal Advisor, as an extended member of the PIU, shall have access to necessary information, resources, documentation (Loan Agreement, PAD, POM, GOM etc, as relevant), administrative and other support, including support of other Team members in order to ensure the due performance of his/her tasks, responsibilities and duties.

7. Duration of the Contract

The Legal Advisor will be hired under a retainer (time-based) contract for a period not to exceed a total of 30 worked days, with possible extensions until the end of the Project (presumably December 29, 2028), depending on business needs and subject to a satisfactory performance.

One working day consists of eight (8) working hours a day.