



Linking Russia to the ERA: Coordination of MS'/AC' S&T programmes towards and with Russia

Terms of Reference (ToR)

for the Selection of an Expert for the Monitoring and Assessment of the ERA.Net RUS Pilot Joint Calls (PJC's)

Project funded by the European Union under the International Cooperation activity of the Capacities Programme of the 7th European Framework Programme for RTD (FP7).

1 Introduction to ToR

ERA.Net RUS is a **European Research Area Network (ERA.Net) project**, funded under the EU's 7th Framework Programme for Research and Technology Development (FP7). It aims at supporting and enhancing Research and Development (R&D) and innovation cooperation between EU Member States (MS)¹, Associated Countries (AC)² to the FP7, and Russia. The project is being implemented in the period February 2009 – January 2013 by a consortium of 18 organisations. It involves R&D and innovation funding organisations (so-called “Programme Owners”) from EU MS/AC and Russia.

Detailed information on the project is available at its website:

<http://www.eranet-rus.eu/index.php>

Information on ERA.Nets in general is available at the European Commission's Netwatch website: <http://netwatch.jrc.ec.europa.eu/nw/>

One of the main tasks within the ERA.Net RUS project is the implementation of Pilot Joint Calls (PJC) for the funding of multilateral S&T and innovation projects. Two such calls were launched in early 2011:

- The **ERA.Net RUS Pilot Joint Call for innovation projects** was launched on 15 February 2011 involving six funding organisations (so-called Programme Owners) from the following countries: Germany, Greece, Israel, Russia, Switzerland, and Turkey. The innovation call will be closed on 15 April 2011.
- The **ERA.Net RUS Pilot Joint Call for S&T projects** was launched on 15 March 2011 involving funding organisations (Programme Owners) from the following countries: Estonia, Finland, France, Germany, Greece, Norway, Poland, Russia, Spain, Switzerland, and Turkey. The S&T projects call will be closed on 31 May 2011.

In the frame of these calls, projects will be selected for funding in autumn 2011. The funded projects will be implemented normally over a period of two years. The call implementation will be managed by a Pilot Joint Call Secretariat (provided by the German International Bureau of the BMBF - IB). The project proposals submitted to the calls will be assessed by independent evaluators. The selection of projects will be performed by the funding organisations involved in the calls (Groups of Funding Parties), which are supported by a Scientific and Innovation Council composed of scientists.

2 Monitoring task description

The ERA.Net RUS consortium wishes to contract an **external expert** for the monitoring of the above mentioned two Pilot Joint Calls. The expert shall evaluate and **monitor the implementation of these calls, especially the call preparation and dissemination, as well as the proposal submission, evaluation and selection procedures**. The monitoring expert shall also assess and discuss the efficiency of the coordination of national funding instruments in these ERA.Net calls, provide recommendations for possible follow-up funding activities **and assess and comment on the scientific and technological impact of the funded projects**. **Three deliverables** are expected to be prepared by the expert:

¹ EU member states are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

² Countries associated to the FP7 are: Albania, Bosnia and Herzegovina, Croatia, Faroe Islands, FYR of Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland, Turkey

An **Inception Report (work plan)** shall be prepared outlining the monitoring work to be performed, the approach, the methodology and the planned timeline for the monitoring (overall around three A4 pages). The inception report shall be provided 10 days after the contract between the monitoring task coordinator Centre for Social Innovation (ZSI), Austria and the monitoring expert has been signed by both parties.

As a second deliverable, an **Interim Monitoring Report** shall be prepared by the monitoring expert and shall be submitted in March 2012. The monitoring expert shall perform a **qualitative and quantitative analysis of call preparation and dissemination, as well as of proposal submission, evaluation and selection** in the frame of the ERA.Net RUS Pilot Joint Calls.

- The impact and efficiency of the calls shall be measured. Indicators such as success rate of the calls, regional distribution of proposers, proposed topics, etc. shall be covered. Quantitative data shall be presented in suitable graphical form.
- The expert shall consider in the assessment also the stimulation and dissemination measures taken for the PJC (e.g. a brokerage workshop organised in Yekaterinburg in Russia, information events in Kazan and St. Petersburg).
- A survey among scientists involved in submitting project proposals shall be performed, to probe their satisfaction with call implementation and selection procedures, as well as the overall effort of the submitting project consortium for preparing a proposal. The monitoring expert will elaborate and agree a survey questionnaire jointly with ERA.Net RUS partners supervising this monitoring task. ERA.Net RUS partners will assist with the implementation of the online survey.
- Interviews with relevant stakeholders shall be conducted to complement the survey results. Relevant stakeholders are e.g. officers of the Pilot Joint Call Secretariat, National Contact Points for the call, members of the Scientific and Innovation Council, representatives of the Group of Funding Parties.
- The monitoring expert shall attend the ERA.Net RUS Groups of Funding Parties selection meeting of S&T projects, and one meeting of the Scientific and Innovation Council (both planned for autumn 2011).
- The monitoring expert shall analyse the project selection procedures applied for the two calls.
- The monitoring expert shall consider general aspects of the contracting procedures for projects in her/his analysis of the PJC.
- The interim monitoring report shall include recommendations on possible modifications and improvements of the call procedures, in order to enhance the performance of future trans-national calls, as well as to increase the impact of the projects to be funded. This will provide input for a possible follow-up funding programme between the EU MS/AC and Russia.
- The Joint Call Secretariat (IB) will make the necessary documents and data for the monitoring available.
- The interim report shall be provided five months after the selection procedure of projects has been finalised (after the meetings of the ERA.Net RUS Groups of Funding Parties).
- The results of the monitoring (interim report) shall be presented to the Scientific and Innovation Council, which will provide opinions for further consideration by the Groups of Funding Parties. These opinions shall be analysed by the expert and included in the report. The interim monitoring report will then be presented by the monitoring expert to a joint meeting of the ERA.Net RUS Groups of Funding Parties in 2012.

The third deliverable constitutes a **Final Monitoring Report**: the interim report shall be updated at the beginning of 2013 taking into consideration experience with implementation of projects supported under the ERA.Net RUS Pilot Joint Calls. The funding organisations involved in the Pilot Joint Calls will make available information on the implementation of the supported projects. The Final Report shall be provided until 15 January 2013.

Appropriate methods for monitoring of the PJs and related indicators shall be proposed and applied by the monitoring expert.

Time frame: the timing of deliverables above is indicative and will be adapted according to the progress of implementation, if necessary.

3 Selection procedure for a monitoring expert

The external monitoring expert for the ERA.Net RUS Pilot Joint Calls will be selected in a public procedure. These Terms of Reference will be published at the ERA.Net RUS website and distributed by ERA.Net RUS consortium partners and members of the Groups of Funding Parties of the Pilot Joint Calls.

Requirements

The monitoring expert should have the following profile:

- Experienced scientist or manager of R&D or innovation funding programme(s), ideally with social science background (minimum of 5 years of experience evidenced by the CV and information about contact persons for obtaining references);
- Experience with implementation of R&D and/or innovation funding tools, preferably in an international environment (minimum of 5 years of experience evidenced by the CV and information about contact persons for obtaining references);
- Experience in supervising and/or conducting evaluations in the field of science, technology and innovation (minimum of 5 years of experience evidenced by project references);
- Proven drafting capability in English (e.g. through publications);
- not being involved in one of the funding organisations of the PJs or the ERA.Net RUS consortium.

Application

An application for the position of ERA.Net RUS monitoring expert shall include the following documents:

- a cover letter/e-mail with motivation;
- a CV, highlighting relevant experience and reference projects;
- a short monitoring plan (2 A4 pages), which shall sketch out the methods and work to be performed, including a timing of the monitoring;
- a cost plan including the consultancy days foreseen for the implementation of the monitoring task.

Reimbursement

The maximum budget for the ERA.Net RUS monitoring task is up to € 15,000. This maximum budget includes the consultancy fee, travel and daily allowances for attending the meetings as outlined above. At least three meetings are foreseen: one meeting of the scientific Council (autumn 2011), the project selection meeting for S&T projects planned for October 2011, the meeting of Groups of Funding Parties in 2012 for the presentation of the interim report. At least one of these meetings is planned to take place in Russia.

Submission of application

Please submit the required documents for the application as a monitoring expert per e-mail to:
Centre for Social Innovation (ZSI), Austria
c/o Michael Le Gohebel
e-mail: legohebel@zsi.at

Deadline for the submission of an application is **Monday, 2 May 2011, 17:00 CET (date of entry of the e-mail)**.

Selection

A committee will be convened to select the monitoring expert. This selection committee will be composed of representatives of the Groups of Funding Parties. Telephone interviews with suitable candidates will be held in May 2011, if deemed necessary.

4 Contracting procedure for the external expert

The applicants and the selected monitoring expert will be informed until 30 June 2011 on the result of the selection procedure. The contract with the monitoring expert will be established by Centre for Social Innovation (ZSI), Austria, shortly after the selection of the expert. As soon as the contract is concluded, the monitoring expert will get access to data and necessary documents through the Joint Call Secretariat. The monitoring will be implemented in close contact with ZSI (Austria), Archimedes (Estonia) and the Joint Call Secretariat - IB, (Germany).

The duration of the contract with the external monitoring expert will last from June 2011 until 31 January 2013.