

## **RESINFRA@DR**

Facilitating macro-regional scope and link up to socio-economic actors  
of Research Infrastructure in the Danube Region

# **TERMS OF REFERENCE**

## **FOR RECRUITING TRAINERS**

### **IN THE FIELD OF CAPACITY BUILDING**

### **FOR EVALUATION, PLANNING, MONITORING,**

### **IMPACT STEERED OPERATION AND MANAGEMENT**

### **OF RESEARCH INFRASTRUCTURES**

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## **DOCUMENT CONTROL SHEET**

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## Introduction

The ResInfra@DR project is funded under INTERREG Danube Transnational Programme, supported by European Union funds (ERDF, IPA), and co-funded by the project partners or from national public co-funding and state contributions. The key objective of the ResInfra@DR is to contribute to the efforts for establishing new research infrastructures (RIs) and for upgrading of the existing ones by strengthening the relevant capacities, which adequately reflect the specific situation in the Danube macro-region.

The main activities of ResInfra@DR include:

- a stakeholder dialogue focusing on relevant national, macro regional and EU level policy fields (*not the focus of this ToRs*);
- **special trainings for defined target groups, thus contributing to capacity building with an outreach to the entire macro-region and beyond the involved partnership (core focus of this ToRs)**;
- a dataset of competent and qualified reviewers for research infrastructure (RI) assessments (*not the focus of this ToRs*);
- two pilot activities focusing on (1) peer reviews of nine existing RIs and (2) Ex-ante assessments of three planned RIs in the macro region (*not the focus of this ToRs*).

More detailed information about the ResInfra@DR project can be found here: <http://www.interreg-danube.eu/approved-projects/resinfra-dr>

## Purpose of the call

The purpose of these Terms of Reference (ToR) is to engage **experienced trainers for preparing and conducting specific parts of the training course**. The training addresses RI programme owners, funding authorities, RI operators and (potential) reviewers of RIs.

**We are looking for experts** (experienced science, technology and innovation policy-makers, successful RI managers, established RI reviewers, experts from ResInfra@DR partners and from other projects related to RIs,) **to prepare and deliver a training session on the following topics** (for more information on the training structure, see the task description below):

- Planning and establishing of RIs (Topic 1)
- Operating, managing and monitoring RIs (Topic 2)
- Results and impacts of RIs in practice (Topic 3)
- Long-term financial sustainability of RIs (Topic 4)

**One expert** can apply for **maximum two training sessions (topics)**. If an expert chooses to apply for two sessions, he/she must submit **two separate and complete applications**.

The training will be repeated with the same content, but with different participants in three different cities/countries.

- Sofia, Bulgaria: 13-16 February 2018
- Banja Luka, Republika Srpska – Bosnia-Herzegovina: 24-27 April 2018 (*preliminary dates – to be confirmed*)
- Bucharest, Romania: 22-25 May 2018 (*preliminary dates – to be confirmed*)

In order to be eligible for selection, applicants must guarantee their ability to deliver their training session **on all three training** locations/dates indicated above.

## Task Description

Between February 2018 and May 2018, the ResInfra@DR project will organise three trainings for trainees from three target groups: policy-makers from programme owning and funding authorities, active RI operators and coordinators, and potential or active RI reviewers. There will be approximately 25 participants at each of the three training events, coming from all Danube region countries (Austria, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Germany, Hungary, Moldova, Montenegro, Romania, Serbia, Slovakia, Slovenia and Ukraine).

The trainings will take place in Bulgaria, Bosnia-Herzegovina and Romania.

The trainings will be organised as a mixture of plenary sessions, lectures and interactive work in groups. The overall methodological approach is presented below:

### Day 1:

Morning to early afternoon: arrival of participants.

Late afternoon: **Introductory session part 1** (organised by the hosting partners of the trainings)

Content of the lecture:

- Introduction to the project and the training
- Tour de table / introduction of participants.
- Expectations and needs of participants (presenting results of a survey circulated to all participants in advance).

### Day 2:

Early morning: **Introductory session part 2** (organised by the hosting partners of the trainings)

Content of the lecture (*preliminary ideas – content to be finalised by the trainer, taking into consideration the analysis of the training needs of the workshop participants*):

- Research infrastructures – types, strategic significance, structures, functions and roles.
- RI roadmaps – national specifics, links between national and European (ESFRI) roadmaps.
- Foresight to underpin RI policies and strategic overhaul of individual RIs.
- Ex-ante evaluation of RIs – indicators and criteria.
- RI planning; RI monitoring; RI management.
- Scientific and technological excellence of RIs (terms and key principles).
- Scientific and socio-economic impacts of RIs.
- The intersection of research infrastructures and research projects – differences and similarities in planning and implementation.
- Financial sustainability of RIs and associated risks.

Lecture to be followed by panel discussion on specific needs of participants.

Late morning and afternoon: **Topic 1 – Planning and establishing RIs** (lecture, followed by interactive work in groups with practical cases and examples).

Content of the lecture (*preliminary ideas – content to be finalised by the trainer, taking into consideration the analysis of the training needs of the workshop participants*):

- The rationale for establishing a given RI – purpose, needs, demands and services.
- Risk assessment procedures and strategies.
- User strategy and access policy.
- Links between overall STI policy strategy and RI development strategy.
- Links to national/regional economy.
- Potential for co-operation with the private sector (businesses and other external users).

- Communication, marketing, PR, promotion of activities, capacities, and results.
- International cooperation planning, i.e. in the Danube macro region and beyond.

Lecture to be followed by:

- Group work (3-4 small groups) on practical cases and examples proposed by project partners and by training participants, and further elaborated by trainers. One group will be moderated by the trainer, and the other groups by assistant-trainers from ResInfra@DR project partners.
- Feedback and discussion session (moderated by the trainer)

### Day 3:

Morning: **Topic 2 – Operating, managing and monitoring RIs** (lecture, followed by interactive work in groups with practical cases and examples).

Content of the lecture (*preliminary ideas – content to be finalised by the trainer, taking into consideration the analysis of the training needs of the workshop participants*):

- Functions and roles of RI (scientific research, technological development, testing and validation, quality assurance, higher education).
- RI Life cycle – Upgrading of RIs.
- RI Life cycle – Decommissioning of RIs.
- Ensuring scientific excellence.
- Human resources (inclusion of young scientists; brain drain; regular training and re-training of RI staff).
- Gender equality in research and RI management.
- User access policy, capacity utilisation, effective use of RIs, exploitation strategy.
- Collaboration (national and international).
- RI management (scientific, financial and personnel management).
- Liaising with stakeholders.

Lecture to be followed by:

- Group work (3-4 small groups) on practical cases and examples proposed by project partners and by training participants, and further elaborated by trainers. One group will be moderated by the trainer, and the other groups by assistant-trainers from ResInfra@DR project partners.
- Feedback and discussion session (moderated by the trainer)

Afternoon: **Topic 3 – Results and impacts of RIs in practice** (lecture, followed by interactive work in groups with practical cases and examples).

Content of the lecture (*preliminary ideas – content to be finalised by the trainer, taking into consideration the analysis of the training needs of the workshop participants*):

- Types of impacts and methods for assessing / measuring socio-economic impacts of RIs.
- Precautionary principle and social responsibility.
- Benefits of RI for society and industry (jobs, new products and technologies, solutions for grand societal problems, education).
- Local / national / regional / international development impact.
- Spin-offs.

Lecture to be followed by:

- Group work (3-4 small groups) on practical cases and examples proposed by project partners and by training participants, and further elaborated by trainers. One group will be moderated by the trainer, and the other groups by assistant-trainers from ResInfra@DR project partners.
- Feedback and discussion session (moderated by the trainer)

## Day 4:

Morning: **Topic 4 – Long-term financial sustainability of RIs** (lecture, followed by interactive work in groups with practical cases and examples).

Content of the lecture (*preliminary ideas – content to be finalised by the trainer, taking into consideration the analysis of the training needs of the workshop participants*):

- Financial planning and sustainable governance of RIs.
- Synergies between different funding sources to ensure maximum effect (alignment of funding).
- Fundraising and predictability of funding.
- Better exploitation of results i.e. data generated by the RIs.
- Fundraising cooperation in the Danube macro region and beyond (eligibility criteria for international funding, cooperation niches, common interests).
- Cooperation between RIs and the businesses.

Lecture to be followed by:

- Group work (3-4 small groups) on practical cases and examples proposed by project partners and by training participants, and further elaborated by trainers. One group will be moderated by the trainer, and the other groups by assistant-trainers from ResInfra@DR project partners.
- Feedback and discussion session (moderated by the trainer)

Afternoon: **Concluding session** (organised by the hosting partners of the trainings)

Content of the session: comments, opinions, discussions, wrap-up and main lessons learnt.

**The language of all three training workshops will be English.**

The training effort expected from trainers includes preparation of the training sessions on the topics and content listed above (short narratives and Power-Point presentations), the delivery of the trainings (duration: one day on **each** of the 3 trainings), and moderation of the group work (with the help of assistant-trainers nominated by the project partners).

## Selection and contracting procedure

*Time resources needed for the trainer:*

The following efforts are foreseen for preparation and delivery of trainings:

- Minimum 6 days for preparation
- 3 days for training delivery on site (1 day on each of the three training workshops)

These time resources are seen as sufficient for preparation and delivery of one (1) training session on one of the four topics listed above. The minimum efforts for two (2) training sessions are estimated as 12 days for preparation and 6 days for training delivery.

Travel time is not included in the estimation and not subject of the ToRs. Travels and accommodation will be arranged by the organiser which has to follow the programme rules of cost efficiency.

**The maximum price allocated for this contract is 4,950 EUR (including VAT) for one training session / topic** (excluding the travel, subsistence and accommodation costs, which will be covered by the training organiser). If one applicant has submitted applications for two training sessions and was selected for both sessions, he/she will be offered a contract with a maximum price of 9,900 EUR.

## **Applications have to include the following:**

- A short implementation plan for the training course applicant is bidding for (2-3 pages), outlining (1) content of the input lecture and (2) general structure for the group exercises.
- A cost plan including the estimated number of days foreseen for a satisfactory delivery of the required service, the price per day to be charged, and the total price for the implementation of the requested services.
- A CV of the applicant *Trainer*, highlighting his or her relevant experience especially with regards to RIs.
- Appropriate references attesting previous experience.
- A relevant and training-related list of reference projects/activities (3 to 10), if possible with a focus on RIs.
- A statement that the use of the materials for action and dissemination can be ensured (this includes use of the templates for presentations and other training materials). Specific agreement will be achieved during contracting.

## **Required qualification and skills of the Trainer:**

- Minimum of 5 years of relevant experience (RI policy maker, RI operator; RI reviewer, RI related monitoring experience, STI evaluator working with RIs), evidenced by the CV and a comprehensive list of reference projects or activities;
- Proficiency in English language.
- Flexibility and readiness to travel and spend a full day at the location of each of the 3 trainings.

## **Selection**

The *Trainers* will be selected by a committee, consisting of ResInfra@DR work package leaders:

- Centre for Social Innovation ZSI, Austria
- Centre for Economic and Regional Studies, Hungarian Academy of Sciences, Hungary
- Applied Research and Communications Fund, Bulgaria
- Institute of Philosophy, Czech Academy of Sciences (The Centre for Science, Technology, and Society Studies), Czech Republic

The selection criteria are as follows:

- 1) Qualification of the *Trainer* in terms of the field under scrutiny (Topics)
- 2) Quality of the implementation plan.
- 3) Ratio between the proposed price and the quality of the application package.

Telephone interviews with suitable candidates will be held early January 2018, if deemed necessary.

The Contractor reserves the right not to disclose any order of the Applicants nor provide explanation for the selection.

Costs for necessary document preparation by the Applicants to this tender will not be reimbursed.

No procedure and no possibility for appealing a decision are foreseen.

## Contracting procedure for the Trainer

The selected *Trainers* and the unsuccessful applicants will be informed by 15 January 2018 about the result of the selection procedure. In addition to the notification email, the selected trainers will receive a contract proposal. If both parties agree to the terms of the contract, the contract with the *Trainer* will be established by the ResInfra@DR project shortly after the selection – by 20 January at the latest. As soon as the contract is concluded, the *Trainer* will get access to data and necessary documents in order to be able to prepare advanced draft of the presentations and develop the case studies based on input provided by project partners and trainees. The advanced draft must be ready by 31 January and the final and approved version by 7 February 2018.

The training are organised by ARC Fund as the Responsible Partner for the implementation of the trainings and in close contact with ZSI (Austria), the Lead Partner of ResInfra@DR. Moreover, also the .

The duration of the contract with the *Trainer* will last from 20 January 2018 until 30 June 2018. If an extension is necessary, both sides need to agree on a new date for the training.

### Important dates

Submission of applications	12 January 2018
Selection of trainers	15 January 2018
Signing of contract	20 January 2018
Advanced drafts of lectures / presentations and case studies	31 January 2018
Final and approved version of lectures / presentations and case studies	7 February 2018
First training in Sofia	13-16 February 2018
Second training in Banja Luka	24-27 April 2018 ( <i>preliminary dates</i> )
Third training in Bucharest	22-25 May 2018 ( <i>preliminary dates</i> )

### Submission of applications

Please submit the required documents for the application as *Trainer* per e-mail to:

Marko Hajdinjak

ARC Fund

5 Alexander Zhendov, 1113 Sofia, Bulgaria

e-mail: [resinfra@online.bg](mailto:resinfra@online.bg)

**Deadline** for the submission of application is **Friday, 12 January 2018, 17:00 CET**.