

Terms of Reference

Call for Experts in the field of Foresight and the Institutionalisation of Foresight

Title	Call for an Expert or a Team of Experts in the Field of Foresight and the Institutionalisation of Foresight
Work package Lead:	ZSI – Centre for Social Innovation
Related Work-package:	WP2 – Communication Activities
Related Task:	2.4 – Sustainability Plan
Author(s):	ZSI – Centre for Social Innovation, Vienna, Austria
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Abstract	<p>The FORSEE project is seeking to sub-contract an external expert to draft the <i>Sustainability Plan</i> that will cover the design and operation of the <i>Virtual Regional Foresight Centre</i> as well as how the results produced by the project can be further exploited and sustained.</p> <p>FORSEE is looking for experience with foresight and the institutionalisation of foresight.</p>
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Table of Contents

1	INTRODUCTION	3
1.1	Background.....	3
1.2	Description of the Project Activities.....	3
2	Task Description	5
2.1	Description of the Regional Foresight:.....	5
3	REQUIRED OUTPUTS	6
3.1	Tasks and activities of the expert or team of experts.....	6
4	EXPERT(S) PROFILE AND SELECTION CRITERIA	7
4.1	Expert profile.....	7
4.2	Tentative Timeline.....	7
4.3	Application.....	7
4.4	Selection criteria.....	8
4.5	Submission of application.....	8
5	CONTRACTING PROCEDURE AND BUDGET.....	9

1 INTRODUCTION

1.1 Background

The ‘FORSEE – Regional ICT Foresight exercise for Southeast European countries’ project targets ICT Research, Development and Innovation (RDI) policy reform in the South-eastern Europe (SEE) region, proposing a focused effort on introducing a Foresight culture in the region, which is necessary to accelerate socio-economic growth in participating countries striving to meet the challenges of the global networked economy and to participate on equal footing in the European Research Area. The FORSEE initiative aims to introduce a sustainable mechanism for ICT RDI Foresight in the region, attempting to tackle the absence of a regular process applied for technological future orientation and research policy review.

FORSEE's main objective is to identify the shortcomings of the ICT RDI sector in the region and orchestrate the establishment of a regional collaboration network, working on ICT Foresight and exploring synergies and complementarities between research resources in the target countries. The project's efforts are going to address regional stakeholders in the sector and will provide a participatory platform for collaboration in order to ensure that the outputs will receive wide acceptance and will inspire the necessary sense of regional ownership. One of the most important elements of the project is the hands-on approach in the implementation of pilot ICT Foresight exercises in all participating countries¹ based on a Regional methodology adapted to the region's capacities and resources.

1.2 Description of the Project Activities

One of the main objectives of FORSEE is the development of a methodology that will be made available to allow SEE governments to perform national/regional Foresight exercises with the contribution of all stakeholders in an organised and effective manner beyond the span of the project, as a tool for Policy Review in the field of ICT Research, Development and Innovation. Foresight will be introduced through the project to the SEE participating regions as a systematic, participatory, future-intelligence-gathering and medium-to-long-term vision-building process aimed at present-day decisions and mobilising joint actions. The project will address those issues that prevent the SEE countries from successfully identifying national competitive advantages and co-operation opportunities and focus on establishing the basis for open collaboration between governmental organisations, scientific communities, enterprises and civil society in SEE. FORSEE aspires to open an inclusive dialogue of all relevant stakeholders, synthesise views and create a sense of regional ownership of results.

¹ Austria, Bulgaria, Greece, Hungary, Montenegro, Romania, Serbia, Slovenia

Implementation of FORSEE activities will include necessary capacity building to perform Foresight exercises in support of competent Ministries/government bodies. FORSEE will endow the SEE region with an appropriate Foresight methodology, a concrete framework for co-operation among stakeholders and governments at national and transnational level, policy and capacity building recommendations and a regional innovation and entrepreneurship enhancement strategy roadmap.

FORSEE aims to highlight transnational collaboration opportunities in ICT research and innovation, and identify complementarities that the SEE countries could exploit in order to make better use of their limited resources in funds and expertise under a regional planning process. The participatory spirit that will be employed will provide a sense of transparency and stimulate participation of all stakeholders in the innovation process, thus increasing investment and creating business opportunities.

Ultimately, FORSEE aspires to embed a foresight culture in the SEE region. The implementation of a regional Foresight exercise will provide regional stakeholders with adequate tools, resources and a process that will be applicable regularly in the future to enable them to anticipate trends and developments, to join forces with their neighbours to compete in the global environment, to bridge the local/regional industry and academia and to make better use of scientific resources while responding to strategic national/regional needs. It is, therefore, envisaged that Foresight exercises will become an integral part of the policy-making process in the region (which is not the case today).

FORSEE concludes with the implementation of the regional Foresight methodology on a national level in the target countries, the presentation of the results of this Foresight exercise at a regional closing conference, and the establishment of a virtual *Regional Foresight Centre* based on the knowledge generated by the project. The latter is included in the *Sustainability Plan* that will illustrate and describe how to institutionalise foresight on a SEE-regional level. The institutionalisation serves the purpose of supporting the development of foresight competencies and increasing the absorption capacity of actors from the various stakeholder groups, of continuously conducting foresights to inform decision-making, and, overall, of contributing to a foresight culture.

2 Task Description

The project has identified the key stakeholders to participate in a foresight exercise in each target country². The main stakeholder groups are policy-makers and implementers, research units, the business community, and civil society organisations.

The project has concluded the main foresight activities and is now working on translating the results into policy recommendations as well as self-evaluating the foresight process.

The FORSEE project is seeking an expert or a team of experts to draft the *Sustainability Plan* that will cover how foresight can be institutionalised and how the outputs and result achieved by the project can be further exploited.

The plan will suggest permanent institutional structures necessary to perform regular foresight exercises; assess the role of foresight in national innovation systems in the target countries and suggest improvements; suggest how relevant policies, capacities, and identification of complementarities can be enhanced; and, overall, how cooperation in setting research agendas could take form in institutionalised environment. The exploration of the [Regional Cooperation Council](#) as an option for such an institutionalisation is mandatory.

The plan should include the required actions and resources, the responsible entities, and a feasible timeline leading to the institutionalisation.

2.1 Description of the Regional Foresight:

During the last two decades, the interest in Regional Foresight has risen sharply. Both globalisation and the continuing expansion of the EU have contributed to this development, mainly due to smaller countries re-thinking their own position in the political and economic landscape. Among SEE countries in particular, a new regional perspective has emerged in terms of RTDI collaboration. The resulting greater capacity of the region enables them to better compete in the global economy.

One of the most important elements of the project is the hands-on approach in the implementation of pilot ICT Foresight exercises in all target countries, based on a *Regional Foresight Methodology* adapted to the region's capacities and resources. The approach is fairly unique as the methodology is indeed one regional in that it has been designed with the regional view in mind and it has been implemented in each participating country with that regional view maintained.

The project will leave behind a blueprint for future regional foresight exercises that, although potentially valuable, will need a more institutionalised setting to be effectively employed.

² Austria, Bulgaria, Greece, Hungary, Montenegro, Romania, Serbia, Slovenia

3 REQUIRED OUTPUTS

The expected result of this engagement is the drafting of a *Sustainability Plan* to be later implemented by the actors defined in the plan after the termination of the FORSEE project.

The expert or team of experts will be responsible for drafting the *Sustainability Study* and for the process leading to it. Representatives of the FORSEE project will participate in the process, especially in the briefing stage but also to accompany the work carried out by the expert(s) by providing additional insights regarding the project's foresight endeavour – its results and output. The proposed version of the *Sustainability Plan* will be scrutinised by the *FORSEE project consortium*, whose feedback is expected to be accommodated in the revised final version of the plan.

3.1 Tasks and activities of the expert or team of experts

The expert or team of experts will be briefed by *FORSEE project representatives* and receive the relevant project output documents, such as the *Futures Workshop* output paper, a draft version of the policy recommendations, or the *green paper*, which they will use as a basis for their further work.

The expert or team of experts assumes the overall responsibility of drafting the *Sustainability Plan* and guiding select representatives of the FORSEE project through the process.

Based on the insights gained from the initial stage, the expert or team of experts will prepare a short briefing paper for the FORSEE consortium on the sustainability plan.

Upon green light from the FORSEE representatives, the expert(s) will perform the main work on the *Sustainability Plan*.

The expert(s) will prepare a draft version of a *Sustainability Plan* to be sent for review to the *FORSEE project members*.

The expert(s) will timely accommodate the feedback received to produce the final version of the *Sustainability Plan*.

The effort expected by the expert or team of experts to fulfil her/his/their duty and cover the above activities/tasks is around 8-12 work days in total.

4 EXPERT(S) PROFILE AND SELECTION CRITERIA

4.1 Expert profile

Under this call, an external expert or a team of external experts will be selected by an international selection committee (see 4.4).

General requirements and professional experience

Solid experience in both Foresight and the institutionalisation of foresight on an international level – a minimum of 7 years of experience is required, evidenced by the CV and information about contact persons for obtaining references and comprehensive list of reference projects. A solid understanding of how the [*Regional Cooperation Council*](#) works is an asset. Familiarity with ICT in the South East Europe region is also a plus.

The applicant must not be employed by one of the FORSEE consortium partners!

4.2 Tentative Timeline

- The expert/team of experts will be recruited by May 6 and will be operative until the end of May 2014
- Preparatory stage (preparation of the short briefing paper by the expert/team of experts) – by May 9
- Work on the Sustainability Plan – until May 26 (expert/team of experts)
- Feedback by project consortium – until May 28 (project consortium)
- Refining of the Sustainability Plan in accordance with the feedback (expert/team of experts) by May 30

Estimated dates and places may be subject to change.

4.3 Application

Applications shall include the following documents:

- a cover letter/e-mail with a short description of the motivation
- a CV, highlighting relevant experience, reference projects, and a list of publications
- binding cost calculation indicating the number of days (see estimation on previous page, last paragraph) and the daily rate.

Travel is not foreseen and thus optional; related costs will have to be included in the daily rate.

4.4 Selection criteria

The evaluation of applications will consider the following selection criteria:

- 50 % professional experience evidenced by the CV and the publication list
- 30 % reference projects evidenced by the reference projects
- 20 % costs (evidenced by the daily rate and the number of days) (quantity structure of costs)

The FORSEE project reserves the possibility to pool two or more experts if their individual expertise is not esteemed sufficient enough to fulfil the given task but their combined expertise is. The involved experts are given the choice to share the responsibility and distribute the workload so that a successful implementation of the given task is ensured.

An *international selection committee* will be convened to select the team leader and two team members for the expert team. The selection committee will consist of representatives of the following organisations:

- University of Patras, Greece
- Ministry of Higher Education, Science and Technology, Slovenia
- Centre for Social Innovation, Austria

4.5 Submission of application

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

Dietmar Lampert, lampert@zsi.at

Centre for Social Innovation (ZSI), Austria

Deadline for the submission of an application is **Sunday, May 4, 2014** (date of entry of the e-mail). Any application received after the deadline will not be considered.

The contractor reserves the right not to place any order. Costs for necessary document preparation by the Applicants to this call will not be reimbursed. This call is not subject to the conditions of the Austrian Public Procurement Law.

5 CONTRACTING PROCEDURE AND BUDGET

The selected expert(s) will be informed about the results of the selection procedure around **May 6, 2014**. The contract with the selected expert(s) will be established by ZSI (Centre for Social Innovation), as representative of the FORSEE project, shortly after the selection of the experts.

As indicated above, the duration of the contract will be ca. 1 month, from early May to end of May 2014.