



## Terms of reference

# Call for the selection of an Expert on Indian STI policy and cooperation

Title:	Call for the selection of an Expert on Indian STI policy and cooperation
Author(s)	Centre for Social Innovation - ZSI GmbH, Vienna, Austria
Project:	Supporting the advancement of policy cooperation between India and Europe in Research and Innovation (INDIGO POLICY)
Grant agreement:	609535
Work package:	WP3 Analysis and Monitoring
Related Task:	3.1. Monitoring and impact assessment of Indian FP and bilateral Member states programmes participation
Instrument:	FP7
Project duration:	01/11/2013 – 30/09/2016



This project has received funding from the European Union's Seventh Framework Programme for research, technological development and demonstration under grant agreement number 609535

### Abstract

This is a call for the selection of an expert in the field of science, technology and innovation (STI) in the framework of the EU-India cooperation. The expected final deliverable is the preparation of three policy briefs in the field of STI.

## 1) Introduction:

The main objective of the INDIGO POLICY project is to enhance the European-Indian STI cooperation. Based on the success of the ERA-Net New INDIGO (2009-2013), INDIGO POLICY aims to further advance the policy cooperation between India and Europe in Research and Innovation.

Bibliometric and project participation analysis highlight that scientific cooperation between India and Europe increased significantly in recent years. STI policy stakeholders have acknowledged this dynamic development by agreeing on an EU-India S&T Agreement, and added concrete value through co-drafting an EU/MS-India Strategic Agenda for Research and Innovation, which pinpoints specific thematic areas of common interest.

In this Strategic Agenda a new organisational structure for the strategic STI dialogue between EC/MS and India is proposed, consisting of a Group of Senior Officials (GSO) assisted by a dedicated working group and further thematic/industry groups.

By building on mutual Europe-Indian interest, INDIGO POLICY is committed to support these STI dialogue structures through the provision of analytical evidence, operational STI policy support, dedicated PR measures, and concrete pilot activities.

Europe and India are key global actors in research and innovation. With the European “Innovation Union” and the Indian “Decade of Innovation“, the strategies in Europe and India are converging for achieving the challenges of inclusive as well as sustainable and affordable innovation, building future competitiveness, economic growth as well as finding solutions to growing societal challenges.

INDIGO POLICY is supported in India by the Ministry of Science and Technology, as well as the Council of Scientific and Industrial Research (CSIR) and in Europe by major stakeholders from the Strategic Forum for International Cooperation and other European countries.

The project has started in November 2014 and will last until September 2016. The partnership consists of 8 key players in the field of STI cooperation from Europe and India.

Detailed information on the project is available at its website:

<http://indigoprojects.eu/about/indigo-policy/about>

Information on INCO.Nets in general is available at the European Commission’s webpage:

<http://ec.europa.eu/research/iscp/index.cfm?lg=en&pg=inconet>

**One of the activities of the project, which is directly addressed by these Terms of Reference (ToR) is to monitor and perform the impact assessment of Indian FP and bilateral Member states programmes participation. For the implementation of this task we are looking for experienced experts from the field of STI (with a focus on the Indian side) with profound research management and research strategy analysis capabilities, who will act as an expert under this analytical exercise.**

## 2) Task description

The project's work package on Analysis and Monitoring deals with critically assessing the Science, Technology & Innovation (STI) cooperation between Europe and India. INDIGO POLICY launches a Call for Experts on Indian STI policy and cooperation.

The focus of the task 3.1., in which the expert will be involved, is to monitor and assess the impact of cooperation between India and EU MS/AC institutions in FP7/Horizon 2020 and other relevant EU MS bilateral programmes in order to draw conclusions on problems in the field of cooperation take-up, cooperation implementation and cooperation exploitation as well as on achieved cooperation benefits and impacts.

The expert is tasked to execute the following:

### **1. Impact analysis report of EU-India STI cooperation projects (including ex-post analysis of already completed projects) from the Indian side though**

- Face-to-Face interviews with Indian participants from 10 selected EU-India projects (FP7 and bilateral), complemented by telephone interviews
- Qualitatively comparing the cooperation with India to cooperation with other countries (such as USA, Canada, Japan, China, etc)
- Impact should be assessed in terms of spin-offs, international knowledge transfer, education transfer, innovation links, behavioural additionality etc.

### **2. Gap analysis report on EU-India STI cooperation programmes, viewed from the Indian side**

- Interviews with Indian funding organisations cooperating with Europe
- Comparing multilateral programmes such as the EC framework programme with bilateral and unilateral programmes
- Including a comparative perspective on cooperation of Indian funding organisations with other countries (such as USA, Canada, Japan, China etc)
- Good practice examples of cooperation, as seen from the Indian side

### **3. Report on current STI policy situation in India**

- Indicating the changes made by the new government and budget lines
- Possible impacts on STI cooperation with Europe

## **Expected deliverables and results:**

The outcome of this subcontract will be **three reports (policy briefs with detailed annexes)**. Other outputs might be presentations (in form of Power point presentations), summaries, participation to INDIGO POLICY events and conferences. All outputs have to be prepared in excellent English.

During his/her assignment the STI expert will work in tight cooperation with the contracting party ZSI and will hold virtual and possibly physical meetings. The costs for such meetings have to be included in the overall requested sum.

**Amount of the service and length of the contract:**

The three reports (policy briefs with detailed annexes) are to be completed before the 15th September 2015. Around **30 working days** must be earmarked by the selected expert. **The amount of the subcontract will not exceed 15,000.00€ (please note that costs for VAT cannot be paid by the FP7 Programme)**. This maximum budget includes the consultancy fee, and daily allowances for the travels (if any).

Delays are not acceptable.

**Payment to the expert:**

The awarded sum is to be paid upon completion of the 3 reports. Prior to the final payment, the contracting party (ZSI) will have to validate the submitted reports.

**Tentative implementation period:**

March 2015 to September 2015.

### **3) Selection and contracting procedure**

#### **Required qualification/skills/experiences of the scientific expert:**

- The *STI expert* should possess profound research management and research strategy analysis capabilities in the scientific field of STI (i.e. science, technology and innovation). A minimum of 5 years of experience is required and should be evidenced by a CV, which includes a comprehensive list of projects, (research) management positions and publications in the field of STI.
- He/she should possess an overview of current and past successful EU-India projects in the field of STI (EU and bilaterally funded)
- Moreover, s/he has to be an excellent process manager (minimum of 5 years of experience evidenced by a CV and references [e.g. similar project references if any]) and ready to engage hands-on in the preparation and organisation of the phone interviews, feedback rounds and the drafting of the policy briefs.
- The scientific expert must be familiar with the European as well as national STI system and political development in the field of STI. S/he must possess the qualifications to address the right stakeholders and be flexible and ready to travel to get in contact with them (if deemed necessary).
- The STI expert has to employ hands-off facilitation with a less directive approach which encourages participants to manage and develop the discussions, promote sensitive questioning and active listening in a gentle, supportive and yet challenging without being threatening way, and manage time well.
- The STI expert must be fluent in English (proven by a list of publications). Proficiency in one or more Indian national languages, on top of English, is considered an asset.
- The scientific expert must not be employed by one of the Indigo Policy consortium partners.

#### **Participation rules and procedures:**

The Call is open to single experts, teams of experts, registered firms, international organizations, universities, public bodies, NGOs. An application for the position of the STI expert shall include the following documents:

- 4) The copy of a valid passport of the expert who is sending the offer or of the legal representative (in case of the participation of a firm /international organizations/ universities/public bodies/ NGOs.)
- 1) A CV, highlighting relevant experience and reference projects. The CV has to clearly show previous experience in the field of STI, in particular for the EU-India collaboration, previous involvement in EU-funded projects in this field, proven experience in the overview on past, current and future situation in the Indian STI dimension.
- 2) An implementation plan max 3 pages (A4) long, which shall sketch out the methods and work to be performed. The implementation plan should also include an estimation of the timeplan and the names as well as qualifications of the experts who would perform the job. In the case of a team, it should be clearly defined how different expertise, skills and experience among team members will be integrated and complement each other.
- 3) A signed cover letter with short description of the motivation;
- 4) A cost plan specifying the allocation of consultancy days foreseen for the implementation of the benchmarking tasks, indicating the number of days and the daily rate

## Selection criteria:

For the selection of the STI expert the following criteria will be applied:

	Selection criteria for the offer	Weight
A	Evaluation of the technical offer	80
B	Evaluation of the economical offer (price/quality ratio)	20
	SUM	100

The “Evaluation of the technical offer “regards the experience and the skills of the involved expert(s) to perform the requested tasks. This will be evaluated through the evaluation of the experience in STI in the EU-India collaboration (element 1.2), knowledge of the past, current, future situation in the Indian STI dimension (element 1.3), experience with previous EU funded projects between Europe and India in the field of STI (element 1.4).

The listed elements will be rated in the following way:

- For the element 1.2.: max 35 points
- For the element 1.3.:max 35 points
- For the element 1.4. max 10 points

## Submission of the offer:

The offers, which have to include all requested documents, can be sent **until 22.2.2015 at midnight (CET)** in electronic format (scanned copies) to:

Ivan Zupan

Center for Social Innovation (ZSI GmbH)  
Vienna, Austria  
e-mail: [zupan@zsi.at](mailto:zupan@zsi.at)  
and in CC: Florian Gruber ([gruber@zsi.at](mailto:gruber@zsi.at)).

## Selection

A committee will be convened to select the *expert on Indian STI policy and cooperation*. This selection committee will be composed by representatives from the Centre for Social Innovation (ZSI GmbH).

## Contracting procedure for external expert

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The applicants and the selected *expert* will be informed on the 27<sup>th</sup> February 2015 at the latest on the result of the selection procedure. As soon as the contract is concluded, the expert will get access to data and necessary documents. The duration of the contracts with the expert(s) will last from March 2015 (earliest) until 30 September 2015.

Any information as regards the call can be addressed to:

Ivan Zupan  
Research associate at the Centre for Social Innovation  
Email: [zupan@zsi.at](mailto:zupan@zsi.at)

*The Contractor reserves the right not to place any order. Costs for necessary document preparation by the applicants to this call for tender will not be reimbursed.*

THIS CALL DOES NOT FALL UNDER THE AUTHORITY OF THE AUSTRIAN PUBLIC PROCUREMENT LAW. NO LEGAL RIGHT SHALL BE CONSTITUTED BY THIS CALL. ANY RECOURSE TO COURTS OF LAW IS EXCLUDED.