

Based on Article 13 of the Law on Innovation Activities (“Official Gazette of Montenegro”, number 82/20) and the Rulebook on the Evaluation Process

## INNOVATION FUND OF MONTENEGRO

Announces

### **PUBLIC CALL FOR SELECTION OF EXPERT COMMITTEE MEMBERS FOR EVALUATION OF PROJECT PROPOSALS SUBMITTED TO THE PUBLIC CALL FOR COLLABORATIVE GRANTS FOR INNOVATION**

The Innovation Fund of Montenegro is announcing a **Public Call for selection of Expert Committee members** for evaluation of proposals submitted to the Public Call for Collaborative Grants for Innovation. The Innovation Fund of Montenegro is looking for three independent experts who will perform the evaluation process as an independent international Expert Committee (EC) during second evaluation phase of project proposals submitted to the [Public Call for Collaborative Grants for innovation](#). experts appointed in the evaluation of the proposals will be chosen on the basis of their skills, experience and knowledge relevant to the tasks which will be assigned to them.

#### **I. BACKGROUND**

The Public Call for Collaborative Grants for Innovation with total budget of 1.000.000€ was opened on 29 of May with the deadline for submission of project proposals on 02 of September 2024. The main objective of this Call is to encourage micro, small, and medium-sized enterprises (hereinafter referred to as MSMEs) to actively and meaningfully collaborate with "research and knowledge dissemination organizations" or "research organizations" focusing on the development and introduction of innovative products or processes resulting from applied research and development activities. The main task of experts is to assess and evaluate the submitted proposals on the basis of pre-established criteria and provide recommendations to award financing to the Innovation Fund. The evaluation process will be carried out in October and November, while the Evaluators' Pitch is planned for mid-November and will take place in Podgorica.

#### **II. EXPERIENCE AND QUALIFICATIONS**

According to the Rulebook on the Evaluation Process, the minimum criteria that a member of Expert Committee must meet are as follows:

- Excellent knowledge of written and spoken English language;
- Education – minimum University degree – Bachelor’s;
- At least 3 years of experience:
  - on the managing position in the business sector and/or;
  - in establishing and development of new companies and/or fundraising for finance from private or public sector (venture capital) and/or;
  - on managing positions in finance which included venture capital and/or;

- on managing positions or positions which include decision making on investments in big or middle size companies.
- Proven experience in expert Committees (investment panels) in the last 5 years (including panels of the angel investors, venture capital, grants or similar bodies which decided about investments)

### **III. FUNCTIONS OF EXPERT COMMITTEE IN THE EVALUATION PROCESS**

The role and responsibilities of the Expert Committee member are as follows:

- Receive access to the Applications for review through the IF Portal;
- Examine the IF's Review Guidelines and instructions;
- Review all Applications for conflicts of interest or the appearance of conflicts of interest in accordance with the Fund Confidentiality and Prevention of Conflict-of-Interest Policy and inform the Fund Program Managers if any issues exist;
- Within two days of receiving access to the Applications to review, EC member must examine each assigned Application to verify that the proposals match the reviewers' area of expertise and inform the Fund Program Managers of any concerns;
- Review all the Application documents and come well prepared for discussions for each Application which will be presented at the final pitch event to be held in Montenegro;
- Provide each Applicant with a 20-minute time to present their Applications to the EC and answer specific questions that the EC may have for each project;
- The main questions that applicants will need to answer during the presentation relate to:
  - Presentation of project results in relation to the development of innovation
  - Describe the potential for development of project results or innovation on the market
  - Describe the appropriateness of fund use and adequacy of the project budget
  - Present the financing strategy after project completion
- Based on the public presentation, the Expert Committee will evaluate project proposals based on the following criteria: Impact and Sustainability and Financial performance assessment in relation to the proposed budget and financial sustainability.
- The Expert Committee makes a common assessment for both criteria for each project based on the following formula:  $EC = 0.6I + 0.4II$ , where I and II are the ratings of the Expert Committee for the corresponding criterion, and EC is the rating of the Expert Committee.
- Following the presentations of all Applications, the EC will score each of the Applications and provide common written comments for each evaluation criterion on the final evaluation form prepared by the Fund.
- The EC are required to prepare final scoring table and recommendation for financing.
- By means of both evaluations (the evaluation of the Expert Committee (EC) and the evaluation of the evaluator from the first round (K1), the final evaluation of the project proposal (KO) is formed based on the following formula:  $KO = K1 * 0.5 + EC * 0.5$ .

#### **IV. TIMING AND DURATION**

Subject assignment is expected to start on 28 October 2024 and last until the 21 November 2024. Generally, the Expert Committee members are expected to provide their services upon the timely notification by the IF team.

The Expert Committee members' work will be done remotely through the IF online portal and in person during the week of 11-15 November (two days for pitches) in Podgorica.

The Expert Committee member is expected to be engaged for approximately 10 working days (1 working day equals 8 working hours), starting from the receipt of the projects.

#### **V. TERMS OF PAYMENT**

The EC members are entitled to the expert fee for remote work and in presence evaluation pitch, reimbursement of expenses related to travel expenses, daily allowance and accommodation allowance.

The payments for services will be made based on the number of working days spent in execution of the contract. The remuneration for services is EUR 450 for one working day.

In addition to the expert fee, the expert is entitled to the following allowances and reimbursement of expenses:

- reimbursement of travel expenses from departure destination to Podgorica and back
- a daily allowance 200 EUR (lump sum which includes the accommodation costs)

#### **VI. SUBMITTING YOUR EXPRESSION OF INTEREST**

To express your interest in being considered for the Expert Committee Member, please submit the following documents **by 16 August 2024** to [info@fondzainovacije.me](mailto:info@fondzainovacije.me) using the subject line "Expression of interest for the Expert Committee for Collaborative Grants for Innovation":

- A cover letter, indicating your motivation to apply and how you satisfy the selection criteria; and
- Your curriculum vitae.

You will be required to register as international experts on Innovation Fund's Portal - [https://www.programifonda.me/ords/fond/r/118/login\\_desktop?session=15796547076289](https://www.programifonda.me/ords/fond/r/118/login_desktop?session=15796547076289)