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SOUTH EAST EUROPE
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Fostering Evaluation Competencies
EVAL-INNO
in Research, Technology and Innovation in the SEE Region

# EVAL-INNO

# Criteria for choosing Country Correspondents in South-East European Countries

The EVAL-INNO project, funded under the South East Europe programme, is looking to subcontract Country Correspondents, knowledgeable in the topics of national innovation and RTDI evaluation policies and practices from the following countries:

1. **Slovenia***
2. **Albania**
3. **Bosnia and Herzegovina**
4. **Croatia***
5. **FYROM (Former Yugoslav Republic of Macedonia)**
6. **Kosovo UNSCR 1244/99**

* *See difference in tasks below.*

The Country Correspondents will have the opportunity to become a part of a growing community of experts and evaluators of RTDI policies, increase their experience and knowledge in the innovation policy area, meet with colleagues from other countries and increase their employment opportunities.

## *Main tasks for the Country Correspondents listed above (without Croatia and Slovenia):*

The Country Correspondents will gather information on the most relevant RTDI policies, institutions, programmes, RTDI evaluations, etc. in their respective countries through use of official documents and sources. They will also contact and consult at least one policy-maker or public official and provide ARC Fund with her/his contact information.

**The main result of their work will be to implement:**

1. Mapping innovation policy through collecting strategic documents related to innovation, legislation regarding RTDI evaluation, information about already conducted RTDI evaluations (reports and analyses);
2. Mapping RTDI programmes and funding instruments. Both should include programmes/funding instruments that have been or still are operational in the period from 1 January 2005 until the current moment or that have finished after 2005 and had a duration of at least 3 years;
3. Mapping the existing innovation infrastructure;
4. Mapping innovation stakeholders (organisations which can exert influence on policy and programme owners) as well as organisations which deliver and implement innovation policy making)
5. Evaluators in way of physical persons (CVs), experienced in programme and policy evaluation as well as potential evaluators (Note: Country Correspondents will be required to contact the actual or potential evaluators and encourage them to sign in and submit their contact information on the project website, but not fill in the information themselves without the permission of the evaluator).

The Country Correspondents will then present the gathered information by filling in templates in Word format for the listed above 5 categories listed above.

**The work of the Country Correspondents will also include:**

- Uploading the filled in templates as drafts on the EVAL-INNO website. The work package leader (ARC Fund, Bulgaria), assisted by EVAL-INNO project partners will perform a quality review and publish the templates (make them visible online) if no corrections are necessary. In case the information in the template has to be corrected, the templates will be returned for revision to the country correspondent;
- Making corrections, if needed, based on the reviews sent back to them to the texts until a final version of the templates is approved;
- Making one annual update in 2013 of the templates (where needed);
- Providing feedback on the conclusions regarding the evaluation potential and needs of their respective country (to be elaborated by the project WP leaders, responsible for the mapping);
- Assisting the project WP leaders in contacting relevant actors and stakeholders (to invite to project events, trainings, etc.);
- Writing short (1-2) page overview, including: one paragraph on the history and governance of the country; one paragraph on the innovation policy; two or more paragraphs on the evaluators potential, expertise, needs, etc.;
- The Country Correspondents will also provide relevant documents, RTDI evaluation toolboxes, methodologies, etc, from their countries that are not filled in as templates but will be put on the website in the corresponding sub-page, as well as contact of at least one relevant policy-maker or public official.

## *Main tasks for the Country Correspondents from Croatia and Slovenia:*

The templates for Croatia and Slovenia **will be filled in by ARC Fund**. The task of the respective Country Correspondents from Croatia and Slovenia will be restricted to:

- Mapping current and potential RTDI evaluators (List of names with short bio in an Excel template);
- Ensuring the registration online of current and potential RTDI evaluators (the online registration preferably to be done by the evaluators themselves);
- Provision of information and assisting ARC Fund in preparing lists of potential templates on additional institutions, documents, infrastructures and stakeholders, that have no ERAWATCH profiles;
- Providing ARC Fund with relevant contacts of experts who can be interviewed at the two respective countries (during a study visit) and who can assist in filling in the templates;
- Verification of the input of the information/filled in templates for their countries on the EVAL-INNO website;
- Writing short (1-2) page overview, including: one paragraph on the history and governance of the country; one paragraph on the innovation policy; two or more paragraphs on the evaluators potential, expertise, needs, etc.

**ARC Fund will:**

- Upload the final version of the templates online through an online form, following the structure of the templates (only for Croatia and Slovenia).

## *Remuneration, timeframe and estimated work-days:*

The major part of the work will be implemented in the period 01.01.2012 - 31.12.2012 (project periods 3 and 4), as well as one annual update in 2013 (where needed). The remuneration will be commensurate with the average remuneration rate for external contracts of the European Commission, for experts with at least 5 years of experience.
The total remuneration for country correspondents for covering one country cannot exceed **EUR 3,000 (three thousand euro)**.
Each country correspondent will be required to fill in and upload online **about 40 templates** (depending on the country's specifics).This number does not include the profiles of the current or potential evaluators.

The templates include mainly check-boxes and about 1000 words descriptive text.

## *Professional requirements:*

- Master's degree in Economy, Sociology, Technical science or similar. PhD is an advantage;
- At least 5 years full-time professional experience;
- At least 2 years of experience in the area of innovation and/or science policies, knowledge of RTDI evaluation policies is an advantage;
- Good knowledge in the area of innovation and science policies in the respective country; Knowledge on RTDI evaluation policies or experience in this area will be considerable advantage;
- Fluency in English;
- Computer literacy;

*Note:* There are no restrictions whether the Country Correspondents are affiliated to private or public institution.

## *Please note*

**Deadline for applications: 12 October 2011.**
**Early application is encouraged.**
Only shortlisted candidates for interview will be contacted.
The final decision of choosing the Country Correspondents is expected about **the end of October 2011.**

## *Application*

Please, send your CV, contact information and a writing sample (or a link to a publication) in English on a economic topic, preferably in the area of innovation policy (3 to 5 pages) via email to recruitment@online.bg.
Please, also provide:

- **Number of templates** that you can fill in for each template type;
- **List of databases** and other sources of information that you will use to make a list of the potential templates and fill in the information.

For more information: www.arcfund.net; www.eval-inno.eu