



# POLICY ANSWERS

## TERMS OF REFERENCE FOR EXPERT SERVICES

### -Training for proposal writing and project management for Horizon Europe -

#### 1. Introduction and Background

RIINVEST Institute for Development Research (Riinvest) is a part of the Consortia led by ZIS (Vienna) for implementing project Policy Answers (Horizon Europe) through Work packages:

WP 1 Policy Dialogue

WP2 Monitoring for Agenda Setting

WP3 Capacity Building and Implementation Support

WP4 Aligning priorities

WP5 Pilot activities

WP6 Dissemination and exploitation

WP7 Project Management

The objectives of the Policy answers project are related to building capacities in WB6 for R&I, supporting and monitoring the implementation of EU Agenda for WB, advancing their integration within ERA, and especially contributing to thematic areas related to the Green Agenda, Digitalisation and Healthy Society. The project also aims to contribute with policy recommendations to advance research and innovations, education, culture and youth related to mentioned EU thematic priorities.

Project life is from March 2022 until February 2026.

Riinvest Institute is primarily in charge as a leader for implementing task 3.3. (WP3) Capacity building and support for implementation in Kosovo (WPCBK), but is also participating in the implementation of other WPs, respectively. One of the key actions within this work program is to increase the capacities of faculties/universities and research institutes for project/proposal preparation and administration and ensure quality applications at Horizon Europe. Currently, there is a low rate of successful applications (17%) mainly within Consortia, led by other partners. The objective of the project is to increase the number of applications and the share of successful ones to around 35%.

Riinvest is seeking external expert services (one expert) for supporting the training of researchers for proposal preparation and writing, including issues related to project management and administration specified below within the Scope of Work (SoW).

#### 2. Objectives

- Ensure high-quality inputs for designing and implementing a training program for proposal writing and preparation of applications in Horizon Europe
- Increase capacities of participants in training for project identification and proposal writing following requirements and requests for proposal of Horizon Europe

### 3. Scope of Work (SoW)

Expert is engaged to participate in implementing a training program for proposal writing and project administration/management for projects and applications related to Horizon Europe. The expert will provide key inputs through cooperation and complementing the Riinvest Institute project team. Riinvest is planning to train 50 participants in two cohorts, each with 25 participants. Training for the first cohort is scheduled for 6-17 February 2023, and the second cohort during second part of April 2023. Training per cohort is expected to be completed within 10 working days. Areas in which the expert is expected especially to contribute are parts of the proposal related to: excellence, methodology, impact and exploitation, including measurable indicators and assessment. The expert will provide inputs in the overall training program developed by Riinvest Institute, training materials and inputs and resources, and provide training on-site at Riinvest institute for indicated topics, subject to discussing necessary details and needed adjustments. The expert will propose teaching and training methodology enabling attendants' motivation and active participation, learning by doing and using appropriate tools, including case studies. The Approximate LoE for implementation of this SoW is about 5 working days within the 4,500 Euro Policy Answers project budget dedicated for the expert fees on this assignment. Transport and accommodation costs will also be covered by the project.

### 4. Tasks and deliverables

I

- Provide writing inputs/feedback on Training Programme outlined by Riinvest Institute, including teaching methodology
- Prepare training materials, contents, resources and readings for participants before starting the training
- Provide training at Riinvest according to the Training Program and Agenda and schedule
- Cooperate with the Riinvest team and other experts to achieve the objectives of this activity within Policy Answers
- Prepare a short evaluation Report about training achievements based on their experience, interaction and feedback received from attendees, including proposals for replications and follow up

II

In performing tasks under I and II Expert will:

- Coordinate closely with the Head of Policy Answers Riinvest Project Team and regularly report to him
- Participate in an invited meeting of the project team online as necessary

### 5. Requirements

- The expert should have completed PhD/Masters studies, with minimum 5 years of experience in training, including for the projects related to EU framework programs
- Sound evidence and record and references of successful proposals and applications for Horizon 2020/Horizon Europe
- Teaching and academic writing skills in English

## 6. Property rights

All materials, presentations and handouts are to be used and published by Policy Answers Project for purposes of the project. Third parties and use for commercial purposes are allowed only in consent with Project Consortia and the author/authors.

## 7. Application

We invite interested experts to send their applications via e-mail at [riinvest@riinvestinstitute.org](mailto:riinvest@riinvestinstitute.org) within 17 days after publication/invitation, but not later than 15 January 2022. The application should include: (1) a Proposal based on this SoW (including comments on SoW if necessary) (2) CV (3) Evidence of experience and references.

Further information can be obtained via e-mail, at [riinvest@riinvestinstitute.org](mailto:riinvest@riinvestinstitute.org) and at Information Hub: <https://wbc-rti.info/theme/71>

## IV

These ToR are part of the Contract for Expert Services to be signed between Riinvest Institute and the Expert.