**Chapter II - Description of the subject of the contract**

**Providing support services for the international activities of the Center for Foresight and Internationalization (CFI) operating within the Łukasiewicz Research Network – Institute of Organization and Management in Industry "ORGMASZ". Reference number03/01/2023/W**

**Title: Expert services in the fields of:**

1. **Strategic thematic and sectoral priority areas of the Łukasiewicz Research Network m.in Clean and Smart Mobility, Digital Transformation, Health, Sustainable Economy and Energy,**
2. **Foresight, Socio-Technical Transformations, Innovation Policy,**
3. **International funds.**
4. **General information**

The Łukasiewicz Research Network - Institute of Organization and Management in Industry "ORGMASZ" operates on the basis of the Act of 21 February 2019 on the Łukasiewicz Research Network and is part of the Łukasiewicz Research Network.

The main activity of the Institute is the implementation of research projects, commercialization, international cooperation in the field of scientific research and development works and commercialization.

Activities in the field of international cooperation are carried out by the Center for Foresight and Internationalization (CFI), established within the Institute.

Tasks (CFI) include:

1.

1. supporting the work of all institutes of the Łukasiewicz Research Network, as well as other stakeholders of Polish research, educational and innovative ecosystems in increasing the valorization of knowledge, co-creating knowledge and sharing knowledge through international partnerships and consortia in the field of foresight-based management of science, technology, innovation (STI) and research on sustainable development and future;
2. promoting the areas of application of foresight in order to increase the participation of CFI, Łukasiewicz "ORGMASZ"/Center for Technology Assessment (COT) and other institutes of the Łukasiewicz Research Network in joint research, as well as in advisory and contract research, as project coordinators, partners or collaborators;
3. promoting the areas of application of foresight in order to increase the revenues of Łukasiewicz "ORGMASZ"/Center for Technology Assessment (COT) and other institutes of the Łukasiewicz Research Network from EU funds and other external sources;
4. creating and maintaining formal and informal cooperation of the Łukasiewicz Research Network with recognized scientific institutes and organizations supporting STI activities;
5. contributing to the development of competences and skills of employees and associates of CFI, Łukasiewicz "ORGMASZ" / Center for Technology Assessment (COT) and other institutes of the Łukasiewicz Research Network in the field of foresight research through active participation in the design and implementation of professional development programs, networking activities and events, teaching, research mobility programs and publications;
6. increasing the availability of knowledge through advice on business creation opportunities, intellectual property licensing, and policy formulation and analysis.

2. The CFI shall promote knowledge transfer activities (KT) based on technological foresight methods and international cooperation in the field of increasing the valorisation of knowledge, co-creation of knowledge and knowledge exchange.

3. CfI addresses issues of change in STI management/policy, sustainable innovation and socio-technical systems. The tasks of the CFI include, in particular:

 a.Anticipation and international cooperation in the field of STO policy,

 b.Foresight and international cooperation for sustainable development and society,

 c.Foresight and international cooperation for the development of technology,

 d.Foresight and international cooperation for enterprises and organizations,

 e.Foresight and international cooperation for territorial and urban development,

 f.Foresight and international cooperation to solve highly complex problems.

Therefore, in order to carry out the tasks facing the Center for Foresight and Internationalization Research Agency Łukasiewicz - Institute of Organization and Management in Industry "ORGMASZ" is looking for experts with knowledge and experience in the field of: foresight in the above areas, in addition, in the creationof knowledge in international consortia on socio-economic and technological transformation, foresight of socio-technical development and innovation dynamics and innovation systems, understandingof research and innovation policies at EU, national and regional level, skills in evaluating and assessing the impact of projects/programmes/policies/strategies, knowledge of research and innovation funding instruments, understanding of research and innovation policies and programmes at EU level, Polish and regional, multidimensionaland multidisciplinaryorientationand coveringsocio-economic and political issues, the ability to conduct workshops in an international and national context, competence in the field of acquiring projects and writing applications in English.

1. **Detailed description of the subject of the contract**

The subject of the contract is the selection of **6 experts in the following areas:**

1. **Strategic thematic and sectoral priority areas of the Łukasiewicz Research Network m.in Clean and Smart Mobility, Digital Transformation, Health, Sustainable Economy and Energy,**
2. **Foresight, Transformations of the Sin the field, Innovation Policy,**
3. **International funds.**

All experts must have the ability to speak, communicate and write in English.

1. **Profiles of experts in the field of Strategic thematic and sectoral priority areas of the Łukasiewicz Research Network m.in Clean and Smart Mobility, Digital Transformation, Health, Sustainable Economy and Energy,**
2. Knowledge of technologies related to the design, manufacture, manufacture, characterization and use of logistics infrastructure and vehicles/ Knowledge of new technologies in the field of automation and robotics, artificial intelligence and data science, as well as in the field of smart cities and sensor networks/ Scientific or technological experience and knowledge of sensor networks, physical sensors, chemicals and biosensors, materials, nanomaterials and functional composites with advanced physicochemical properties, personal electronics, flexible and transparent, intelligent packaging and textiles/ Knowledge of socio-economic and technological changes and transformations, circular economy, bioeconomy and material recovery, development of raw material extraction technologies, waste and wastewater treatment, eco-design processes and products/ Knowledge of new technologies, diagnostics and therapies, manufacture of medicinal products and medical equipment and techniques,
3. Scientific and/or technological experience and knowledge of electromobility and environmentally friendly design solutions in means of transport, materials with extended functionality and robotics and control systems, as well as machines used in agriculture, aviation and space technologies/ Scientific and/or technological experience and knowledge of nanotechnology for renewable energy and transformation, storage and rationalization of the economy energy, energy security, including the production of energy from renewable sources, as well as prosumer energy, energy from waste and alternative fuels and photovoltaic equipment technology/ Scientific and/or technological experience and knowledge in the field of chemical synthesis of active substances, preclinical research including toxicology, bioavailability and bioequivalence , development of technology for the production of the drug form and analytical tests,
4. Experience and understanding of research and innovation policies at EU, national and regional level,
5. Passion for technological research and innovation,
6. Interest and experience in the field of financing and financing instruments for innovation,
7. Experience and understanding of EU and regional research and innovation policies and programmes,
8. Multidimensional and multidisciplinary orientation, including socio-economic and political issues,
9. Ability to conduct workshops in an international and national context,
10. Competence and documented experience in obtaining projects and writing applications in English,
11. Experience or knowledge of relevant Horizon Europe clusters.
12. Scientific background and/or experience and/or understanding of socio-economic and political issues,
13. Experience and/or understanding of industries and enterprises preferred,
14. Experience in EU partnerships,
15. Experience and/or understanding of management, leadership and strategic planning,
16. Excellent interpersonal communication skills and the ability to cooperate with coordinators of research groups, all LRN units and project partners,
17. Proven experience in project management at the international level.
18. **The expert's tasks will include:**
19. acquisition of research and development projects (obtaining financing) carried out jointly with foreign and domestic scientific centers and universities, through the preparation of applications for research grants and intensification of the activities of the Łukasiewicz Research Network in the field of cooperative, consultative, participatory research and research aimed at scientific publications,
20. participation in writing project proposals in international and national competitions,
21. participation in submitting project proposals in international and national competitions,
22. participation in international events and national conferences/networking eventsand presentation of research results and promotion of the research and development offer of the Łukasiewicz Research Network,
23. participation in at least 2 weekly CFI team coordination meetings (two hours) per month;
24. providing methodological support to the Łukasiewicz Research Network Institutes conducting research in a wide range of scientific fields, as well as interdisciplinary research;
25. identification of the potential of the Institutes of the Łukasiewicz Network in terms of the possibility of internationalization of scientific achievements,
26. identification of key partners (European and non-European) for cooperation with individual Łukasiewicz institutes,
27. supporting the institutes of the Łukasiewicz Research Network in the process of applying for international grants for research and innovation,
28. support for the commercialization processes of scientific work results, especially those resulting from international research and development projects.
29. As part of the tasks carried out, the expert will take part at least 1 time a quarter in international events in Europe. **Reimbursement of travel costs for tickets and accommodation will be made in accordance with point. VI OPZ.**
30. The contracting authority in the field of Strategic thematic and sectoral priority areas of the Łukasiewicz Research Network m.in Clean and Intelligent Mobility, Digital Transformation, Health, Sustainable Economy and Energy plans to employ 2 Experts.
31. Estimated engagement hours

**- 1 expert is 35 hours/month, 420 h/12 months,**

**- 1 expert is 20 hours/** **month, 240 hours** **/ 12** **months.**

1. The order will be carried out successively according to the Contracting Authority’s needs, based on the Contracting Authority’s orders.
2. The number of hours mentioned in point 4 may be increased in a given month by the Contracting Authority, in accordance with the arrangements made with the Contractor. The maximum number of hours per year shall remain unchanged.
3. **Profile of an expert in the field of Foresight, Socio-Technical Transformations, Innovation Policy.**
4. Knowledge of socio-economic and technological changes and transformations, forecasting socio-technical development and the dynamics of innovation and innovation systems.
5. Experience and understanding of research and innovation policies at EU, national and regional level,
6. Passion for technological research and innovation,
7. Interest and experience in the field of financing and financing instruments for innovation,
8. Experience and understanding of EU and regional research and innovation policies and programmes,
9. Multidimensional and multidisciplinary orientation, including socio-economic and political issues,
10. Ability to conduct workshops in an international and national context,
11. Competence and documented experience in obtaining projects and writing applications in English,
12. Experience or knowledge of relevant Horizon Europe clusters.
13. Scientific background and/or experience and/or understanding of socio-economic and political issues,
14. Experience and/or understanding of industries and enterprises preferred,
15. Experience in EU partnerships,
16. Experience and/or understanding of management, leadership and strategic planning,
17. Excellent interpersonal communication skills and the ability to cooperate with coordinators of research groups, all LRN units and project partners,
18. Proven experience in project management at the international level.

1. **The expert's tasks will include:**
2. acquisition of research and development projects (obtaining financing) carried out jointly with foreign and domestic scientific centers and universities, through the preparation of applications for research grants and intensification of the activities of the Łukasiewicz Research Network in the field of cooperative, consultative, participatory research and research aimed at scientific publications,
3. participation in writing project proposals in international and national competitions,
4. participation in submitting project proposals in international and national competitions,
5. participation in international events and national conferences/networking events and presentation of research results and promotion of the research and development offer of the Łukasiewicz Research Network,
6. participation in at least 2 weekly CFI team coordination meetings (two hours) per month;
7. providing methodological support to the Łukasiewicz Research Network Institutes conducting research in a wide range of scientific fields, as well as interdisciplinary research;
8. identification of the potential of the Institutes of the Łukasiewicz Network in terms of the possibility of internationalization of scientific achievements,
9. identification of key partners (European and non-European) for cooperation with individual Łukasiewicz institutes,
10. supporting the institutes of the Łukasiewicz Research Network in the process of applying for international grants for research and innovation,
11. support for the commercialization processes of scientific work results, especially those resulting from international research and development projects.
12. As part of the tasks carried out, the expert will take part at least 1 time a quarter in international events in Europe. **Reimbursement of travel costs for tickets and accommodation will be made in accordance with point. VI OPZ.**
13. The contracting authority in the field of Foresight, Social and Technical Transformations, Innovation Policy plans to hire 2 Experts.
14. **Estimated engagement hours**

**- 1 expert is 20 hours / month, 240 h / 12 months,**

**- 1 expert is 10 hours/month, 120 hours/12 months.**

1. The order will be carried out successively according to the Contracting Authority’s needs, based on the Contracting Authority’s orders.
2. The number of hours mentioned in point 4 may be increased in a given month by the Contracting Authority, in accordance with the arrangements made with the Contractor. The maximum number of hours per year shall remain unchanged.

1. **Profile of an expert on international funds**
2. Experience and understanding of research and innovation policies at EU, national and regional level.
3. Passion for technological research and innovation,
4. Interest and experience in the field of financing and financing instruments for innovation,
5. Experience and understanding of EU and regional research and innovation policies and programmes,
6. Multidimensional and multidisciplinary orientation, including socio-economic and political issues,
7. Ability to conduct workshops in an international and national context,
8. Competence and documented experience in obtaining projects and writing applications in English,
9. Experience or knowledge of relevant Horizon Europe clusters.
10. Scientific background and/or experience and/or understanding of socio-economic and political issues,
11. Experience and/or understanding of industries and enterprises preferred,
12. Experience in EU partnerships,
13. Experience and/or understanding of management, leadership and strategic planning,
14. Excellent interpersonal communication skills and the ability to cooperate with coordinators of research groups, all LRN units and project partners,
15. Proven experience in project management at the international level.
16. **The expert's tasks will include:**
17. Identification of key European partners for cooperation with individual Łukasiewicz institutes, optimization of the use of partnerships in terms of Horizon Europe,
18. identification of the strategic potential of the Łukasiewicz Network institutes in terms of development opportunities and providing methodological support, in particular in terms of scientific achievements and participation in international projects - finalization of the Strategic Renewal project with Ł-IEL,
19. acquisition of research and development projects (obtaining financing) carried out jointly with foreign and domestic scientific centers and universities, through the preparation of applications for research grants and intensification of the activities of the Łukasiewicz Research Network in the field of cooperative, consultative, participatory research and research aimed at scientific publications,
20. participation in writing project proposals in international and national competitions,
21. participation in submitting project proposals in international and national competitions,
22. participation in at least 2 weekly CFI team coordination meetings (two hours) per month,
23. participation in international and national conferences/networking events and presentation of research results and promotion of the research and development offer of the Łukasiewicz Research Network,
24. development of materials, including presentations, related to the implementation of the tasks in question in accordance with the visualization book of the Łukasiewicz Research Network,
25. acquisition of research and development projects (obtaining financing) carried out jointly with foreign and domestic scientific centers and universities, by preparing applications for research grants and intensifying the activities of the Łukasiewicz Research Network in the field of cooperative, consultative, participatory research and research focused on scientific publications,
26. providing methodological support to the institutes of the Łukasiewicz Research Network conducting research in a wide range of scientific fields, as well as interdisciplinary research,
27. identification of the potential of the Institutes of the Łukasiewicz Network in terms of the possibility of internationalization of scientific achievements,
28. identifying key partners (European and non-European) for cooperation with individual Łukasiewicz institutes,
29. supporting the institutes of the Łukasiewicz Research Network in the process of applying for international research and innovation grants.
30. As part of the tasks carried out, the expert will take part at least 1 time a quarter in international events in Europe. **Reimbursement of travel costs for tickets and accommodation will be made in accordance with point. VI OPZ.**
31. The contracting authority in the field of International Funds plans to employ 2 Experts.
32. Estimated engagement hours

**- 1 expert is 10 hours/month, 120 hours/12 months;**

 **- 1 expert is 10 hours/month, 120 hours/12 months;**

1. The order will be carried out successively according to the Contracting Authority’s needs, based on the Contracting Authority’s orders.
2. The number of hours mentioned in point 4 may be increased in a given month by the Contracting Authority, in accordance with the arrangements made with the Contractor. The maximum number of hours per year shall remain unchanged.
3. **Reimbursement of travel expenses**
4. The contract provides for the reimbursement of travel costs, subject to prior approval by the Representative of the Contracting Authority of the planned costs (the contractor before going on a trip sends by e-mail the estimated cost of the trip - accommodation, travel). Then the representative of the Contracting Authority accepts the presented cost. After acceptance, the Contractor may make a reservation or purchase a ticket / accommodation.
5. The Contractor should travel by the following means of transport:

(a) by rail – Class II,

b) by bus, coach, in intercity transport,

c) by local transport (city buses, trams, metro, trains, taxis, etc.),

d) by plane within the territory of the country, if the cost is lower or comparable to the means of transport listed in points a) to c),

(e) Economy Class by aircraft.

4. The Contractor is not entitled to a daily allowance for the time spent on the road.

5. Travel time may not be indicated in the Contractor's monthly report as working time.

1. **General principles of cooperation:**
2. Deadline and form of employment: The Contracting Authority plans to employ experts in the form of a civil law / B2B contract within 12 months from the date of signing the contract.
3. Method of settlement and payment:
4. The settlement of hours will take place on a monthly basis on the basis of a monthly report accepted each time by the Contracting Authority, containing a list of implemented projects and activities along with a list of hours devoted to each of them.
5. By the 5th day of the month, the Contractor will present an invoice / bill specifying the amount for completed hours and the amount for travel. In the case of experts performing the contract on the basis of B2B contracts, re-invoicing of travel costs based on the actual travel costs incurred and in the case of Contractors providing services under a civil law contract on the basis of actual travel costs incurred. The Contractor shall provide the Contracting Authority with copies of documents confirming the expenses incurred as part of the trip.
6. The basis for issuing an invoice / bill is a report approved by the Contracting Authority.
7. The deadline for signing the report by the Contracting Authority is up to 5 working days from the moment of delivery to the Contracting Authority headquarters.
8. The Contractor will carry out the subject of the contract using its own computer equipment and materials.
9. The Contractor will perform the subject of the contract in the remote work mode, unless the Contracting Authority orders otherwise.