



CALL FOR PROPOSALS

Terms of Reference

We invite you to submit a proposal for the **update of the framework list of international business experts** for the project “*Technopark 3 – Innovate Forward*” (hereinafter: The Project).

The finalized framework list of experts will allow for their engagement as **lecturers and/or business mentors**, according to the specific needs identified by the Project.

This Call for Proposals is conducted as an **update of the existing framework list** of international business experts, formed on the basis of the Call for Proposals with the submission deadline of 05.05.2026. In accordance with the right of STPB to update the framework list in line with newly identified specific needs of the Project, the list is now open for the inclusion of additional international business experts.

Experts already included in the framework list **retain their status and are not required to submit a new proposal**. Proposals received under this Call will be assessed against the same qualifications and evaluation criteria and, if successful, the applicants will be added to the existing framework list.

PROJECT DATA	
Project name:	Technopark 3 –Innovate Forward
Project Implementer and Ordering Authority:	Science Technology Park Belgrade (STPB)
The Project supported by:	Government of the Swiss Confederation (Swiss State Secretariat for Economic Affairs – SECO)
Project duration	48 months (from 11 November 2025 to 31 October 2029)
CALL FOR PROPOSALS DATA	
Subject:	Update of the framework list of international business experts, who can be engaged as lecturers and/or business mentors, according to the identified specific needs of Project
Category:	Expert/mentor/SME
Procedure:	Updating the framework list of experts

1. BACKGROUND

The “**Innovate Forward Project**” (**Technopark 3**) (hereinafter: the Project) aims to enhance the competitiveness of the Serbian economy by strengthening innovation-driven entrepreneurship. Through the Project, the **Science and Technology Park Belgrade (STPB)**

will further develop its capacities to support high-tech startups in establishing, growing, and entering international markets.

The Project will provide early-stage startups with **targeted mentorship, guidance, and pre-seed funding** through the *Raising Starts* program, while fostering young entrepreneurial talent and promoting a culture of innovation and entrepreneurship. By leveraging STPB's experience and best practices, the Project ensures that promising ventures have the **skills, resources, and networks** needed to succeed globally, contribute to increased technology exports, create jobs, and strengthen the overall innovation ecosystem in Serbia.

The Project supports the implementation of a **startup support program at the earliest stage of development – Raising Starts** (hereinafter: the Program). The Program consists of **two stages**:

Raising Starts – Stage 1: Startups that successfully pass the selection process will enter Stage 1 and become participants in the Program (hereinafter: *Pre-seed participants*). This stage is designed to **validate both the business idea and the team**, and will last approximately **one month**.

Raising Starts – Stage 2: Startups that demonstrate the greatest progress and meet the defined criteria will advance to Stage 2, becoming *Pre-seed Beneficiaries*. Stage 2 focuses on **developing market-ready prototypes** and preparing startups for investment and growth. This stage includes both **professional mentoring and financial support**, and will last approximately **six months**.

2. OBJECTIVE

The objective of this call for proposals is to collect submissions from **international business experts** to update the existing **framework list of experts** who can be engaged as **lecturers and/or business mentors** according to the specific needs of the Project.

Business experts included in the framework list, whose expertise aligns with the identified needs of the Project, will be engaged through **contracts** to provide lectures, consultations, and/or mentoring support.

The update is carried out in order to cover the specific needs identified for the forthcoming cycles of the Program, in particular the need for experts in the gaming sector with experience in European markets, and in cleantech and climate technologies. Experts selected under this Call will be added to the framework list, which remains valid until the end of the Project.

3. JOB DESCRIPTION

Engagement of experts includes the following activities:

1) **Mentoring support** which involves:

- Conducting **one-hour mentoring sessions** for Pre-seed Beneficiaries. The expert will continuously monitor their development during Stage 2. Sessions will be held approximately **twice a month** throughout Stage 2 of the Program, which lasts **six months** in each pre-seed cycle.
- Providing **feedback to STPB** on the work and progress of mentored Pre-seed Beneficiaries after each mentoring session and at the end of each reporting period (reporting will be quarterly).



- Monitoring the fulfilment of **Key Performance Indicators (KPIs)** related to the achievement of Pre-seed Beneficiaries within the **Business Idea Development Plan**, created and approved at the end of Stage 1.
- Providing mentoring support to **Pre-seed Participants** and other end Beneficiaries of the Project, including mentoring sessions, progress monitoring, and feedback to STPB.

and/or

- 2) **Consultation**, providing **one-hour consultations** to Pre-seed Participants, Pre-seed Beneficiaries, or other end Beneficiaries in specific areas of development, as needed according to their progress and requirements.

and/or

- 3) **Lectures**, delivering **one or more lectures** in areas where Pre-seed Participants, Pre-seed Beneficiaries, or other end Beneficiaries require support.

In order to successfully implement these activities, business experts are needed, who can provide mentoring support or specialist trainings for the development of startups in:

- Determining market needs,
- Defining and validation of the target group,
- Creation of market segmentation and market entry strategies,
- Defining unique advantage,
- Defining and analyzing the competition,
- Defining and monitoring key development metrics,
- Determining the necessary competencies of the team, and values needed to attract new team members,
- Guidelines in creating a business model,
- Establishing the necessary partnerships,
- Creating a sales pipeline and sales strategies,
- Making decisions and developing business strategies,
- Other segments related to startup development.

Within this update of the framework list, STPB is in particular seeking experts with **sector-specific experience** in the following fields:

- **Gaming, with a focus on European markets** – covering game development and publishing, monetisation and live-operations models, user acquisition and retention, platform and distribution partnerships, market entry and localisation for European markets, relationships with EU publishers, distributors and platforms, as well as EU funding schemes relevant to the games industry;
- **Cleantech and climate technologies** – covering business models and commercialisation in clean energy, energy efficiency, circular economy, sustainable mobility and climate adaptation, the EU regulatory and policy framework (European Green Deal, EU taxonomy, CBAM and related requirements), access to climate and impact funding, industrial and utility partnerships, as well as impact and ESG measurement and reporting.



Engaged business experts are expected to **share their knowledge** with the startups they mentor, **provide their business contacts**, monitor startup progress, and **report feedback to STPB**. To ensure the quality of contracted services, STPB will provide a **Mentoring Manual** to all engaged experts.

Experts will perform their activities **online**, unless STPB determines that their **physical presence** is necessary. In cases where travel is required, **travel expenses will be calculated and arranged separately**. Prior to any official trip, the expert must submit an **overview of planned travel costs** to obtain STPB's approval.

4. QUALIFICATIONS AND EXPERIENCE

Business experts must meet the following qualifications:

- 1) **University degree**
- 2) **At least 5 years of experience** in leading positions within technology startups, startups-related consulting firms, investment funds or accelerators. This includes experience in **establishing at least one startup with an international market presence**.
- 3) **Hands-on experience in entrepreneurship**, innovation and technological products or services.
- 4) **Previous mentoring experience** will be considered an advantage.
- 5) **Demonstrated experience as an angel investor or venture capital investor**, with exposure to evaluating and supporting early-stage startups will be considered as advantage.
- 6) Any of the following experience will be considered an advantage:
 - a. Significant investments raised,
 - b. Successful sale of a company, or listing on a stock exchange (IPO),
 - c. Validation of the business in the markets of at least three countries, or similar accomplishments.
- 7) **Excellent command of English**, both written and spoken.

Only experts who meet **all of the above-listed conditions** will be included in the **framework list of international business experts**.

Only experts from the framework list whose **expertise aligns with the specific needs of the Project** and who have **relevant prior industry experience** will be engaged. STPB is **not obliged** to hire experts solely because they are included in the framework list.

If an expert's expertise covers **multiple needs**, they may be engaged to fulfil **all relevant roles**.

STPB reserves the right to **update the framework list** in accordance with newly identified specific needs of the Project.

5. BUDGET

The proposed **daily fee** for an individually engaged business expert should **include all costs** related to the delivery of lectures and mentoring activities, **excluding travel expenses**.

Travel expenses will be **calculated and arranged** only if the expert's **physical presence** is required. Prior to any official trip, the hired expert must submit an **overview of the planned travel costs** for approval by STPB.

6. THE FORM OF ENGAGEMENT OF EXPERTS

After defining the specific needs of the Project, STPB will **inform business experts** from the framework list about the **required engagement and the engagement period**. All experts will be engaged under a **six-month probationary period**, following which STP may decide to discontinue the contract.

STPB will **conclude a contract** with selected business experts who **confirm their availability** to provide the required services. The **terms of engagement** will be defined in the contract.

7. DOCUMENTS THAT FORM THE PROPOSAL

Interested Bidders should submit the following documents:

- 1) **CV**, including relevant references, along with **supporting documents** confirming the fulfilment of qualifications (e.g., diplomas, certificates, and similar items).
- 2) **Financial offer** expressed in CHF excluding VAT, with the daily fee (8h per day) that includes all costs related to the delivery of lectures and mentoring activities. If the **expert's physical presence** is required, travel costs will be calculated separately. Prior to any official trip, the hired expert must submit an **overview of planned travel costs** for STPB approval. The **financial assessment** will be based on the proposed daily fee.
- 3) **Filled Annex 1** - General information,
- 4) **Filled and signed Annex 2** - Statement of non-conviction (both statements for legal entities and natural persons are attached, so please choose the applicable one),
- 5) **Filled and signed Annex 3** - Statement of compliance concerning sanctions related to the situation in Ukraine (for signing only by legal entities).

Technical evaluation will be conducted only if the formal conditions are met (timely and complete proposal sent), based on the following scale:

Evaluation criteria		Maximal points
Financial offer		30
Technical points	Mandatory conditions	40
	Specific experience in entrepreneurship, innovation / technological products / services, early-stage startups investment	15
	Mentorship and evaluation experience	15



TOTAL	100
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8. APPLICATION PROCEDURE

The proposal must be sent to the following address: nabavke@ntpark.rs. The deadline for submission of proposal is **25.09.26. till 10 AM**. Only timely and complete proposals will be considered.

9. ADDITIONAL INFORMATION

For any additional questions about the Call, please contact us at: nabavke@ntpark.rs.