

**USAID Business Enabling Project in Serbia
Scope of Work for Consultant**

IT Specialist

I. SCOPE OF WORK

About the Project

USAID's Business Enabling Project ("USAID BEP"), implemented by Cardno Emerging Markets USA and partners, is a five year initiative launched in January 2011. The purpose of the Project is to help the Government of Serbia improve the competitiveness of the Serbian economy, its macroeconomic position and its private sector businesses. The Project will provide technical assistance, training, and other support to improve the business enabling environment, macroeconomic stability, and further develop financial markets. The Project is demand driven: all activities are based on the priorities of the private sector and Government.

USAID BEP Component 2, Macroeconomic Policy and Public Sector Financial Management, will help to advance reforms in financial management and fiscal policymaking that are relevant for business growth and competitiveness. This will include technical assistance to develop better economic forecasts, build capacity in performance-based budgeting, improving public debt management, and strengthen public private dialogue and awareness about key policy issues and developments.

The overall aims of USAID BEP work in these areas will be to:

- 1) Make better use of public funds
- 2) Strengthen fiscal responsibility, planning, and transparency
- 3) Reduce fiscal risks
- 4) Improve the quality and scope of fiscal analysis and policymaking
- 5) Reduce the impact of government financing on business and the economy at large
- 6) Strengthen compliance with requirements for EU accession

The Ministry of Finance and Economy (MFE) and its departments for budgeting, macro fiscal analysis, debt management, and financial services is the main public sector counterpart for BEP work under this component.

Background to SOW

Needs of the Budget Department

Budgeting practices in Serbia need to be significantly improved to bring about more efficient use of scarce public resources. Adoption of program budgeting by 2015, as set out in the Budget System Law, will be an important part of the improvements. This budgeting approach will increase transparency and efficiency because it presents government finances in a way that enables better

measurement of the benefits and costs of how funds are used. It provides a framework for longer-term planning and prioritization. This reform is led by the MFE Budget Department (BD) and coordinated among the General Secretariat (GS), line ministries, and local governments.

The MFE first focused on the program budget approach in 2006. With technical assistance of SIDA and DIFID, the Treasury Department developed a methodology and introduced program budget in five pilot ministries (Education; Health; Public Administration and Local Government Affairs; Religion; and Trade and Services).

During the pilot phase, a budget preparation information system (BPMIS) has been developed (by HP and SRC) for the MFE that supports both line item and program based budgeting. The system has been used by five pilot ministries in period 2008- 2013, and in the 2013 budget cycle the remaining central level budget users switched to it. Throughout this period, the budget users have been experiencing a very slow application response. There have been attempts by the budget department and software developers to resolve this issue, but the exact reasons for poor functioning of the system have not been determined.

In order to provide for smooth implementation of the PB reform, the BD is aiming to improve technical conditions for budget preparation.

The BD is seeking assistance from BEP in conducting an assessment of technical issues related to poor functioning of BPMIS, with recommendations on how to resolve existing problems.

This assignment will be part of the USAID BEP project's Component 2 activities. The assignment includes work under Objective 1, *Improve GoS budgeting, fiscal policy analysis, and financial management efficiency.*

Objective

The central objective of this STTA is to help the BD fully understands the reasons for poor functioning of the budget preparation system in terms of application response time, and make informed decisions on how to provide for better technical conditions for budget preparation.

Tasks

The Consultant will plan and implement the work schedule in accordance with the requirements of the BD. He/she will be expected to perform the following tasks during the period of assignment:

Task 1 Analyses of technical reasons for poor functioning of BMPIS in terms of application response time

The Consultant should identify and analyze problems that the users have so far encountered related to BPMIS application response. The application response time at the budget user lever



should be assessed relative to: 1) application response time when run at the test server hosted by software development company (SRC), and 2) the application response time metrics as contracted and/or metrics that the developers can commit to provide (through further upgrade of the system under existing and/or future maintenance contract).

In conducting the review and assessment, the Consultant should meet with the persons and institutions listed below and review and analyze both hardware and software aspect of the system.

List of interviews that Consultant is required to conduct:

- BD team
- Selected budget users and IT support at the budget users level
- Software programmers (SRC)
- The Treasury IT department responsible for maintenance of servers hosting BPMIS

Task 2

Based on assessment conducted under Task 1, the Consultant should provide explanation of why the problems with functioning of BPMIS occur. This should elaborate on the causes related to: 1) hardware characteristics (servers hosting BPMIS); 2) network problems (at the Treasury and the budget user level); and 3) issues within the application itself (design of the application/database/etc).

The Consultant will also provide options (and their resource implications) on how the identified technical issues can be resolved and outline further steps that need to be undertaken by all the parties involved. This should include information on the minimal hardware requirements that would enable realization of the application response time metrics as contracted and/or metrics that the developers can commit to provide (through further upgrade of the system under existing and/or future maintenance contract).

Level of effort

Consultant will have up to **5 days** of engagement for completion of the tasks.

Deliverables

In addition to the advisory inputs, specific work products to be developed by Consultant include:

- I. A report which includes:
 - Assessment of technical reasons for poor functioning of BPMIS in terms of application response time
 - Recommendations for resolution of identified issues - improvement of application response time

- II. A final STTA report on the work performed and results achieved

A report described as Deliverable I should be submitted in both Serbian and English. The final STTA report should be in English. The consultant will submit a draft report not later than 4 days before expiry of the deadline for submission of the final report. USAID BEP will provide its comments in written not later than 2 days after receiving the draft report and Consultant will submit the final report, taking into considerations comments received, within next 2 days.

To Apply

1. Requirements for eligible candidates:
 - a. At least 10 years of related professional experience
 - b. Bachelor's Degree in Computer Science or Engineering, required (Master's Degree, preferred)
 - c. Work experience should involve technical consulting,
 - d. Candidates must have knowledge of subject area, and have demonstrated analysis and communication skills connecting technology and business problems.
 - e. Contains significant knowledge and necessary data to be able to complete the tasks within the period of performance stated in the SoW.
 - f. Good English writing and communication skills.
2. Applications including CV clearly showing adequate technical background and relevant work experience should be sent by e-mail to: info@bep.rs, by **April 22, 2013**. Only short listed candidates will be contacted.
3. Maximum number of days under this SoW cannot exceed **5 (five) days**.