



USAID
FROM THE AMERICAN PEOPLE

Projekat za bolje uslove poslovanja
Business Enabling Project

USAID Business Enabling Project in Serbia
Contract No.
Scope of Work
for Consultant for Developing Training Material and Manual for Investors on Implementing Reformed Construction Permitting Procedures

I. BASIC INFORMATION

Background

USAID's Business Enabling Project, implemented by Cardno Emerging Markets USA, 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 and its private sector businesses. The Project provides technical assistance, training, and other support to improve the business enabling environment, maintain 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. The Project's activities are described in more detail on the Project's website: www.bep.rs.

The Business Enabling Project's Component 1, Business Regulation and Economic Governance, has a goal to streamline laws, regulations, and institutions, to improve regulators' capacity to implement laws and improve analysis and public-private dialogue.

The project's approach to achieving reforms is to help the Government work closely with the private sector and outside experts to make reforms that improve business competitiveness. The steps in this collaborative reform process include:

- Determine priorities by engaging with businesses, including surveys of businesses, and using regulatory impact assessment and other tools to measure the benefits of reforms
- Build demand for reforms through outreach and education
- Partner with the Government to plan and implement various priority reforms
- Build Government and private sector capacity to properly implement and sustain reforms
- Help the Government and private sector to monitor reform efforts.

These activities reduce the time and money spent by Serbian businesses to comply with laws and regulations and will help the Government to be more efficient. The activities also enable businesses to attract necessary investment at an appropriate cost. As result, Serbian businesses will be able to aggressively compete in the global economy. This will lead to export-led economic growth and increased employment.

Streamlining of Construction Permitting

As with previous efforts to reform the construction permitting process, reforms of procedures in the construction field introduced by legislation adopted in 2009 and then in 2011 proved to be short-lived and not fully implemented. Considering that Doing Business 2014 reports that an investor in Serbia has to go through 18 procedures and spend in average 269 days¹ to obtain a construction permit, it is not surprising that this procedure is often used in Serbia as an example of public administration inefficiency.

To address deficiencies of the existing system, USAID BEP has performed in-depth diagnostics of the system and has proposed very concrete measures to improve relevant processes. USAID BEP prepared **The Assessment of Constraints to Construction Permits in Serbia** (May 2012), which gave by far the most comprehensive diagnosis of problems with construction permits in Serbia and offered a number of concrete recommendations. Responding to the positive feedback on the findings and recommendations from the Assessment, USAID BEP produced in January 2013 **A Roadmap for the Government of Serbia to Streamline Construction Permits**, comprising a set of recommendations for improvements of the constructions permits with a roadmap for their implementation. USAID BEP then prepared **The Concept for Reform of Construction Permits in Serbia**, which included a description of a reformed institutional setup, legal responsibilities and process flows, and a legal framework for implementation. The minister of Urbanism and Construction publicly supported the Roadmap and Concept.

Next, USAID BEP provided technical assistance to amend the Law on Planning and Construction, which was enacted on December 8, 2014. The amended law enables shortening of the permitting procedures, introduction of the One Stop Shop mechanism, envisaged e-Permitting system and possibility to acquire construction permit based on the usage rights on the construction land. The scope of these changes requires focused intergovernmental effort to ensure proper implementation of the reform. The Ministry of Construction, Transportation and Infrastructure asked USAID BEP to provide technical assistance and other support in this process. Thereby, UASID BEP intends to assist the Government with information sharing, training and capacity building of both private agencies and the private sector to provide for as smooth implementation of the construction permits reform as possible.

¹ BEP research indicate that there are as many as 20 administrative decisions preceding the issuance of each construction permit, around 70 instances of contacts between an investor and various institutions and 12-14 institutions that can slow down the procedure or halt it altogether.

Scope of Work

This assignment will be part of the BEP project's Component 1: Business Regulation and Economic Governance activities, and is incorporated in BEP's Objective 1: Improve and streamline business regulation – Task 4: Streamline Construction Permitting.

Tasks

Within the scope of this SoW, the Consultant will work on preparation and delivery of material to help implement the construction permitting reform. More specifically, the Consultant will:

- Participate in development of the training materials and the manual for investors for complying with the reformed construction permitting regulations;
- Provide comments on the training material and the manual for public agencies for implementing the construction permitting procedures;
- Participate at least public presentations of the material for implementation of the reformed construction permitting regulations.

Level of Effort

Consultant will have up to 15 days of engagement for completion of the tasks.

Consultant is required to confirm with the Project's representative number of working days available per each task and deadline for completion before engaging in execution of an individual task.

Period of Performance

Period of performance of this SoW is from January 5, to June 3, 2015. Maximum number of days under this SoW cannot exceed 15 days.

Deliverables

Specific work products to be developed by Consultant include:

1. Training materials and the manual for investors for complying with the reformed construction permitting regulations (by February 15);
2. Comments on the training material and the manual for public agencies for implementing the construction permitting procedures (by February 10);
3. Delivery of at least three public presentations of the developed materials (by May 31);
4. Final consultancy report.

Consultant will provide drafts of the deliverables listed above to USAID BEP 5 (five) days before expiry of the deadline of agreed deadline. USAID BEP will provide its comments in written not later than 3 (three) days after receiving the draft report and Consultant will submit the final report, taking into considerations comments received, within next 2 days.

Deliverables 1 through 3 must be prepared in Serbian unless expressly authorized otherwise in writing by the Cardno Emerging Markets representative.

Deliverable 4 must be prepared in English.

To Apply

1. Requirements for eligible candidates:

- Proven expertise and significant experience in the field of real estate, construction permits and similar;
- In-depth knowledge of the provisions of the changed Law on Planning and Construction;
- Extensive understanding of the investors' perspective in dealing with construction permits under previously applicable regulations
- Experience in drafting manuals for implementation of policies, laws and/or regulations.

2. Applications including CV clearly showing adequate technical background and relevant work experience should be sent by e-mail to: info@bep.rs, by December 31, 2014. Only short-listed candidates will be contacted.

3. Maximum number of consulting days under this Scope of Work cannot exceed 15 days.