



## **USAID Business Enabling Project in Serbia JOB DESCRIPTION AND STATEMENT OF WORK**

**Position:** 6 Short-Term Construction Permits Specialists

**Employer:** Cardno Emerging Markets USA Ltd., Washington DC, Belgrade Representative Office

**Component 1:** Business Regulation and Economic Governance

**Location:** Belgrade

### **I. SCOPE OF WORK**

#### **About the Project**

USAID Business Enabling Project (“USAID BEP” or “the Project”), implemented by Cardno Emerging Markets USA Ltd. and partners, is a seven 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 provides 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 1, Business Regulation and Economic Governance, streamlines 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 Project provides technical assistance to improve construction permitting, inspection oversight, and other legal, regulatory and institutional reforms.

#### **Background to SOW**

USAID BEP seeks the assistance of The Construction Permits Specialist to help implementation of e-permitting and e-one-stop-shop (OSS) procedures.

USAID BEP has worked with the Ministry of Construction, Transportation and Infrastructure (MCTI) and the Government of the Republic of Serbia (GoS) in developing a new construction permitting framework that is harmonized with good international practices and modern construction standards. The National Assembly adopted the Amendments to the Law on Planning and Construction as well as amendments to the Fire Protection Law and a new Law on Energy, implementing many of construction permitting reform best practices supported by the USAID BEP and its partners. USAID BEP also helped development of the related by-laws. The MCTI, with USAID BEP support, has prepared an Implementation Plan for the construction permitting reform to address challenges in implementing this reform. Implementation of the construction permitting reform involves more than a dozen GoS and provincial institutions and



public enterprises, along with 167 municipalities and their public enterprises. BEP is currently engaged on bringing other relevant laws in line with the reformed permitting procedure, developing the requisite bylaws, carrying out preparatory activities ahead of the introduction of e-Permitting, and coordinating activities with other donor organizations.

USAID BEP also provided a grant for implementation of the Call Center for expert advice for implementation of the permitting reform. The Call Center takes calls from municipalities, investors, and others on technical issues relating to implementation of the LPC and related bylaws and sector laws. The first phase of the Call Center's operations – and the Project's assistance through the grant – was completed in August. The first phase was intensive because it coincided with the implementation of the new legislation. BEP's assistance has then moved to low intensity mode until the eve of introduction of the e-Permitting, when the Call Center assistance will switch to high intensity mode again. This period of high intensity assistance will likely take place between December 2015 and February 2016.

## **Objective**

The objective of this STTA is to help implementation of e-OSS procedure and introduction of the e-permitting system, which should be operational starting with January 1, 2016.

## **Tasks**

BEP is already working with partners in the government, donor community, and NGOs to facilitate implementation of the reforms stipulated in the Law on Planning and Construction. Further, BEP provides technical assistance for introduction of e-permitting system as well as support for the full implementation of the OSS concept. In order enable timely and full implementation of e-OSS procedure, the Construction Permits Specialist will:

- Train representatives of local governments and other permitting authorities to become advanced users of e-permitting system, who should be able to administer the permitting process using dedicated software and assist their colleagues to competently use the e-Permitting system;
- Provide other consultancy support for implementation of the One Stop Shop Procedure for Construction Permits as agreed with USAID BEP authorized representative.

## **Level of Effort**

The maximum number of days under this LoE cannot exceed 12 (twelve) days. The Consultant will obtain approval by the USAID BEP authorized representative on the number of days billable for each activity under this SoW and on deadlines for completion of each activity before he/she engages in that activity.



## Period of Performance

Period of performance of this SoW is December 8, 2015 to December 31, 2016.

## Deliverables

Specific work products to be developed by the Regulatory Reform Specialist include:

- Trainings delivered;
- Other deliverables as agreed with USAID BEP authorized representative;
- STTA Final Report.

The Construction Permits Specialist will closely cooperate with USAID BEP staff and consultants, as well as with the government, public institutions, business and professional associations, non-governmental organizations, private sector, experts and practitioners.

All documents will be prepared in Serbian, except the final report on the activities performed and results achieved (STTA Final Report) that will be prepared in English.

The Construction Permits Specialist will furnish drafts of deliverables to USAID BEP duly and timely. USAID BEP will provide its comments in written timely after receiving the draft deliverable through its head of the Business Regulation and Economic Governance Team.

## To Apply

### 1. Requirements for eligible candidates:

- a. Excellent understanding of all aspects of the construction permitting procedure;
- b. Advanced knowledge of IT systems, and particularly of the document management systems;
- c. In depth knowledge of all aspects of functioning of the Business Registry Agency's e-Permitting software;
- d. Good presentational skills.

Experience with delivering training to the public sector employees, and particularly to the local government staff would be an advantage.

2. Applications including CV clearly showing adequate technical background and relevant work experience should be sent by e-mail to: [info@bep.rs](mailto:info@bep.rs), **by November 25, 2015**. Only short-listed candidates will be contacted.
3. Maximum number of this under this Scope of Work cannot exceed 12 (twelve) days.