



USAID
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Projekat za bolje uslove poslovanja
Business Enabling Project

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

Position: Junior Public Finance Analyst- part time

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

Component 2: Macroeconomic Policy and Public Financial Management

Location: Belgrade

SCOPE OF WORK

About the Project

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

USAID BEP has three components: Component 1, Business Regulation and Economic Governance; Component 2, Macroeconomic Policy and Public Financial Management; Component 3, Financial Market Development. This assignment concerns Component 2.

Component 2 helps to advance reforms in financial management and fiscal policymaking that are relevant for business growth and competitiveness. This includes technical assistance to develop better economic forecasts, build capacity in program and performance-based budgeting, improving public debt management, and strengthen public private dialogue and awareness about key policy issues and developments.

Background to Scope of Work

With USAID BEP's significant assistance, program budgeting (PB) was implemented in the 2015 and 2016 GoS budgets, as required under the Budget System Law. This budgeting approach 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.

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In practical terms, it involves significant changes to the way the budget is classified, compiled, evaluated, prioritized, and ultimately monitored. PB is an approach to budgeting that allows expenditures to be allocated according to intended use. In presenting expenditures this way, the government can better assess how money is spent and whether it is spent in line with high level strategic goals or performance requirements.

USAID BEP has supported the Budget Department (BD) of the Ministry of Finance (MoF) in developing PB framework and Methodological guidelines, piloting the new PB model with twelve budget beneficiaries in 2014 budget, and its utilization by all budget beneficiaries in 2015 and 2016 budgets. During 2016, USAID BEP plans to continue its assistance to the MoF to strengthen PB framework by developing comprehensive regulatory and procedural framework that clarifies roles and responsibilities of various stakeholders and enables full utilization of the PB and planning systems.

Furthermore, our assistance in 2016 will include providing technical support to selected budget beneficiaries on improvement of their PB structures and program information (ie. goals and key performance indicators) in order to properly implement PB for the 2017 budget and prepare for introduction of performance reporting and evaluation procedures and processes. This will include another set of workshops with selected budget beneficiaries and technical support to the MoF BD and budget beneficiaries in preparation of proposals of financial plans for 2017-2019 period.

USAID BEP works with MoF Budget Department (BD) as a team to implement PB model. Each MoF Analyst covers two or three budget beneficiaries, providing guidance on budget preparation and review of budget submissions. A core BEP-MoF team made up of three BEP long-term consultants and two experienced BD analysts monitor PB implementation across government and accordingly adjust the PB approach.

This year, we will work intensively with selected budget beneficiaries to improve their submissions – laggards that have not put enough effort into their submissions in 2015 and 2016. This will include workshops and consulting with the Ministry of Interior, Ministry of Construction, Traffic and Infrastructure, and Ministry of Health to improve their budget structures, goals and performance indicators. This will bring all budget beneficiaries to approximately the same level of sophistication and complexity in budget structures, goals and indicators.

This assignment will be part of the USAID BEP project's Component 2 activities. The assignment includes work under Objective 1: *Improve Government of Serbia budgeting, fiscal policy analysis, and financial management efficiency*, and Task 4: *Assist the Ministry of Finance Budget Department and Government of Serbia to fully implement program budgeting*.

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Objective

The central objective of this assignment is to provide support to USAID BEP team working with the MoF BD on improvement of PB structures of selected budget beneficiaries for 2017 budget submissions. The PB structures established across the government will be utilized to facilitate policy coordination, setting, costing and monitoring of policy priorities. Adequately established PB structures will enable the MoF and GoS to do better analyze budget submissions and prioritize limited budget funds. It will also enable implementation of all functionalities outlined in PB methodology and help integration of budgeting and medium-term planning processes.

Tasks

Responsibilities of the Junior Analyst's (within the assigned subject matter area) are:

- Technical support in preparation of workshops with budget beneficiaries on improvement of PB structures, including drafting presentations and hard copy training materials. May be required to develop basic computer databases, spreadsheets, or other application to hold and analyze information;
- Participate in research and analysis of relevant laws, regulations, institutions, and good practices related to program budgeting;
- Conduct and support research online and by other electronic means, as well as using hard-copy sources in Serbian and English;
- Provide support to short-term technical advisors, such as workshop/meeting/seminar/conference facilitation, logistical and administrative support.

Other responsibilities include:

- Gather and analyze data to support the Project's work;
- Provide administrative support to activities of the Component 2 Team;
- Support Component 2 in work planning, all aspects of implementation, and progress reporting;
- Manage databases and relevant documentation pertaining to Component 2;
- Update and maintain BEP's internal management tool PAD;
- Handle logistical tasks related to organizing meetings, and take meeting notes;
- Provide support in event management;
- Assist in communication with counterparts and consultants;
- Assist with ad hoc written and/or verbal translation;
- Provide other forms of logistical support for the Project's activities.

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Level of effort

Maximum number of days under this LOE cannot exceed 70 (seventy) days, half-time (four hours per day).

Period of Performance

Period of performance of this SoW is 06/20/2016 to 09/31/2016

To Apply

1. The following are the key minimum capabilities required for the proper execution of the SoW:
 - Undergraduate degree or in the final stage of studies. Degree in the field of Economics will be considered an advantage;
 - One to two years of work experience;
 - Experience working on a USAID or other donor projects is preferred;
 - Excellent computer skills and proficiency in Microsoft Office applications (e.g. PowerPoint, Word, and Excel);
 - Fluency in Serbian and excellent English-language writing and speaking skills;
 - Experience in administrative and event management tasks, as well as in managing databases and documentation;
 - Strong organizational and analytical skills;
 - Attention to detail and accuracy;
 - A forward-thinking and pro-active approach to working;
 - Ability to work both independently and as part of a team in a dynamic, high-pressure environment;
 - A positive, friendly, professional, can-do attitude and appearance in serving as a representative of the project and in all interactions with colleagues within the office.

2. Applications including CV and Cover letter should be sent by e-mail to: info@bep.rs, by June 15, 2016 CoB (Close Of Business - day). Only short-listed candidates will be contacted.