

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

**Position:** Public Finance / IT Expert (Consultant)

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

**Component 2:** Macroeconomic Policy and Public Financial Management

**Location:** Belgrade

### **I. 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 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, improve public financial management, 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 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 Components 1 and 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. BEP has helped the Ministry of Finance (MoF) to implement program budgeting in the GoS. As part of BEP's assistance to the GoS on budgeting, BEP is helping make improvements to the GoS IT system for public financial management.

#### **Background to SOW**

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. 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.

In 2015, USAID BEP procured a new budget management IT system, developed in line with best European practice, that enhances the efficiency and effectiveness of the preparation and management of the Budget of the Republic of Serbia. The software functions of the new information system allow efficient management and automation of business processes in accordance with the needs of the Ministry of Finance. The system allows the Ministry of Finance to conduct analyses of the results achieved by budget beneficiaries, and serve as an efficient tool for controlling the appropriateness of expenditures and allowing adequate and transparent allocation of funds in line with Government priorities and policies. Thus far, the vendor has completed the Analysis & Design phase delivering the application software functional and technical design document and currently is working on the Module for Priority Areas of Financing.

During 2016, USAID BEP plans to continue strengthening PB framework. This will include technical support to the MoF Budget Department and selected budget users. It will also include assistance in managing the implementation of the budgeting information system, verification of milestones and quality control of project documentation.

## **Objectives**

The objective of this STTA is to help implement a sound budget preparation information system through product management and quality control. The consultant shall work closely with the project team comprising of MoF representatives, software developers, and USAID BEP.

## **Tasks**

- Participation in by-weekly Sprint meetings of project team; review and revise as needed conclusions from the meetings;
- Monitoring, requirement compliance check and technical support to the MoF and the implementers during the implementation of these project activities;
- Provide technical assistance in process management;



- In cooperation with the MoF and the project team, review and verification of milestones agreed based on Sprint methodology;
- Quality control of the project documentation and verification that the functionalities are in line with the terms of reference and project implementation plan;
- Document required system functionalities, based on discussions with the project team
- Draft Functional specification of additional system modules (Monitoring and reporting module and MTP module- if regulation is adopted within timeframe of this project)
- Draft upgrade of Functional and Technical Specification Document in line with actual functionalities implemented

#### **Level of effort**

Maximum number of days under this LoE cannot exceed 20 (twenty) days.

#### **Period of Performance**

Period of performance of this SoW is March 1 to June 15, 2016.

#### **Deliverables**

In addition to the advisory inputs, specific work product to be developed by Consultant includes:

- 1) Documentation of required and implemented system functionalities
- 2) Functional specification of additional system modules (Monitoring and reporting module and MTP module- if regulation is adopted within timeframe of this project)
- 3) A final STTA report on the work performed and results achieved prepared in English

Applications including CV clearly showing adequate technical background and relevant work experience should be sent by e-mail to: **info@bep.rs**, by February 26, 2016. Only shortlisted candidates will be contacted.