



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

**Position:** Inspection Oversight Soft Skills Specialist (Consultant)

**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” / “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**

In order to implement new frameworks for the inspection oversight, USAID BEP seeks the assistance of an Inspection Oversight Soft Skills Specialist.

USAID BEP has worked with the Ministry of State Administration and Local Self-Government (“The Ministry”) and the Government of the Republic of Serbia (GoS) in developing a new inspection oversight framework that is harmonized with good international practices and modern inspection standards. As a result, the Law on Inspection Oversight was enacted on April 15, 2016, and published in the Official Gazette of the Republic of Serbia No. 36/15. The Ministry and USAID BEP prepared an Implementation Plan for this Law to address the likely challenges in implementing this piece of legislation. Implementation involves a large number of inspection bodies and inspections that have to implement new concepts and procedures. It includes a number of implementing activities structured within five measures, including measure: “4. Establishing a system of training, continuous improvement of knowledge and skills and professional promotion of inspectors”. After the Law passed the Parliament, USAID BEP in cooperation with the Ministry, regional chambers of commerce, administrative districts,



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business and professional associations, and other stakeholders conducted a number of the events aimed at presenting the Law's features. The Government of Serbia established the Inspection Oversight Coordination Commission (web-site: <http://www.inspektor.gov.rs/#/>) in mid-2015. This Commission and sector Working Groups within the Commission meet regularly and undertake other actions in order to improve inspection oversight coordination. The Coordination Commission endorsed the Implementation Plan for the Law on Inspection Oversight. USAID BEP provided technical assistance to the Ministry, the Government and the Commission in development of the "umbrella" by-laws under the Law on Inspection Oversight, and these by-laws were adopted in 2015. USAID BEP provides technical assistance for inspection business processes analysis, within the efforts to establish unified inspection information system E-Inspector.

USAID BEP and the Partners for Democratic Changes Serbia conduct Train the Trainers program on new inspection oversight framework, skills relevant for conducting inspection oversight and training of the inspectors.

The Inspector Exam should start in May 2016, in accordance with the Law on Inspection Oversight and Rulebook governing Inspector Exam. One of the five areas within the Exam is "Skills needed for conducting inspection oversight", encompassing various communication, social and other soft skills needed for successful exercise of inspection activities. In order help advancement of the inspectors' soft skills and facilitate preparation of the inspectors for the Exam, USAID BEP aims to develop publication which explains various communication, social and other soft skills that inspectors should have in order to successfully conduct inspection oversight and exercise its powers, establish and maintain a professional relationship with the "clients" (controlled entities).

### **Objective**

The objective of this STTA is to assist in implementation of new inspection oversight framework – the Law on Inspection Oversight, by developing publication which explains various communication skills, social and other soft skills needed for conducting inspection oversight.

### **Tasks**

The Inspection Oversight Soft Skills Specialist will provide technical assistance by developing publication which explains various communication skills, social and other soft skills needed for conducting inspection oversight.

### **Level of Effort**

The maximum number of days under this LoE cannot exceed 4 (four) days.

### **Period of Performance**

Period of performance of this SoW is March 10, 2015 to March 31, 2016.



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## **Deliverables**

Specific work product to be developed by the Inspection Oversight Soft Skills Specialist is the publication which explains various communication skills, social and other soft skills needed for conducting inspection oversight, exercise inspector powers, establish and maintain a professional relationship with the “clients” (controlled entities).

As needed, the Inspection Oversight Legal Specialist will closely cooperate with USAID BEP, the Coordination Commission, the Ministry, selected inspection bodies, business and professional associations, and other stakeholders.

The publication will be prepared in Serbian, while the final report on the activities performed and results achieved (STTA Final Report) that will be prepared in English.

The Inspection Oversight Soft Skills Specialist will furnish draft of deliverable to USAID BEP duly and timely. USAID BEP will provide its comments in written timely after receiving the draft deliverable through its authorized representative.

## **To Apply**

1. Requirements for eligible candidates:
  - a. Relevant education, expertise, experience and good understanding of inspection oversight, various communication skills, social and other soft skills needed for conducting inspection oversight;
  - b. Excellent writing skills.
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 March 8, 2016 CoB (Close Of Business - day)**. Only short-listed candidates will be contacted.