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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 Analyst

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 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 2, Macroeconomic Policy and Public Sector Financial Management, 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.

The overall aims of USAID BEP work in these areas are to:

- 1) Make better use of public funds
- 2) Strengthen fiscal responsibility, planning, and transparency
- 3) Reduce fiscal risks
- 4) Improve the quality and scope of fiscal analysis and policymaking
- 5) Reduce the impact of government financing on business and the economy at large
- 6) Strengthen compliance with requirements for EU accession.

The Ministry of Finance (MoF) is the main public sector counterpart for BEP work under this component. The MoF Budget Department is BEP's main counterpart in efforts to implement program budgeting.

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Background to SoW

With USAID BEP's significant assistance, program budgeting (PB) was implemented in the 2015, 2016 and 2017 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.

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, 2016 and 2017 budgets. In 2016 BEP also help the MoF BD develop and launch Train-the-Trainers program in cooperation with the Government's Human Resources Management Service (HRMS), through which 6 analysts were certified as official HRMS trainers for PB courses. At the same time, we institutionalized a comprehensive two-day PB Course as an integral part of the General Professional Training Program offered annually to public servants across government.

With BEP's support a new Budget Information System (BIS) for the GoS was implemented in 2016. Budget beneficiaries used it to submit proposals of financial plans for 2017, formatted to comply with PB requirements. The system allows effective planning and budget management, impact analysis of budgetary spending, and transparent allocation of financial resources in accordance with policy priorities of the GoS.

BEP provided assistance to the MoF BD to prepare additions and modifications of the Budget System Law and Program Budget Methodology, aiming to strengthen budget transparency and oversight of effectiveness and efficiency of public spending. Furthermore, upgrades of Program Budget Methodology reflect lessons learned during the first two years of PB implementation in Serbia, and include relaxation of performance information requirement for selected types of activities and focus on performance indicators related to capital projects, subsidies, and provision of public service. In addition, we provided support in development of the *Methodology for monitoring and reporting on achieved program performance*, which will be adopted by the MoF in January 2017.

In 2017 BEP will help the MoF to fully utilize a well-rounded system of program budgeting, performance monitoring and reporting across the government. Specifically, our assistance will cover activities:

- Assistance to MoF to further develop regulation and procedures related to financial planning of budgetary social funds



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- Technical support to selected budget users to upgrade program budgets structures, goals and performance indicators
- Assistance to the MoF in upgrade of the budget preparation information system (BIS) with module for reporting and monitoring on performance
- Further assistance to the MoF Budget Department in building in-house capacity for training and advisory to budget users, and institutionalization of training programs
- Building capacities of the MoF BD on introduction of spending reviews in budgetary procedure.

In particular, our assistance in 2017 will include providing technical support to selected budget beneficiaries to improve their PB structures and program information (ie. goals and key performance indicators) in order to properly implement PB for the 2018 budget and prepare for introduction of performance reporting and evaluation procedures and processes. This will include another set of workshops with selected budget beneficiaries (line ministries and independent budget beneficiaries) to prepare priority areas of financing and proposals of financial plans submissions for 2018-2020 period. Support will be provided to those budget beneficiaries that have not put enough effort into their submissions previous years, in order to 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*.

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 2018 priority area of financing and budget submissions. Furthermore under this assignment, Junior Analyst will assist USAID BEP Macroeconomic Policy and Public Financial Management Team with administration, planning, organization and logistics of other ongoing project activities.

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 and implementation PIM system, 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;

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- 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.

Period of Performance

Period of performance of this SoW is 01/15/2017 to 07/15/2017.

To Apply

1. Requirements for eligible candidates:

- a) Degree in the field of Economics will be considered an advantage;
- b) One to two years of work experience;
- c) Experience working on a USAID or other donor projects is preferred;
- d) Excellent computer skills and proficiency in Microsoft Office applications (e.g. PowerPoint, Word, and Excel);
- e) Fluency in Serbian and excellent English-language writing and speaking skills;
- f) Experience in administrative and event management tasks, as well as in managing databases and documentation;
- g) Strong organizational and analytical skills;
- h) Attention to detail and accuracy;
- i) A forward-thinking and pro-active approach to working;

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- j) Ability to work both independently and as part of a team in a dynamic, high-pressure environment;
- k) 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 clearly showing adequate technical background and relevant work experience should be sent by e-mail to: info@bep.rs, by **January 9, 2017 CoB** (Close Of Business - day). Only short-listed candidates will be contacted.