



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

Position: Short-Term Construction Permitting Specialists. Position is opened for one candidate.

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

In order to meet numerous and complex requirements of creation of business-friendly regulatory and institutional frameworks in the areas of construction permitting, USAID BEP seeks for assistance of the Construction Permitting Specialist.

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. USAID BEP and its partners also helped adjustments of the related laws, such as Law on Planning and Construction, Fire Protection Law, Law on State Survey and Cadaster, as well as new Law on Energy, implementing many of construction permitting best practices. BEP, the MoCTI, and NALED worked on developing the requisite bylaws needed for



the One-Stop-Shop system to become operational and for the reforms to work properly. USAID BEP also helped develop the e-permitting system and initial training for permitting authorities.

The construction permitting reform is still evolving. Its implementation involves more than a dozen of the GoS and provincial institutions and public enterprises, along with 162 municipalities and their public enterprises.

USAID BEP's next step is to focus on to improve capacities of the Business Registries Agency (BRA) to monitor functioning of the construction permitting system, to prepare meaningful reports to the Government of Serbia and general public and to take remedial actions when needed for improving performance of permitting authorities.

Objective

The objective of this STTA is to assist the Government of Serbia, and the Business Registries Agency (BRA) in particular, to develop and implement the framework for reports required for oversight of actions taken by public bodies and authorities in response to application for issuance of location conditions, construction permits, interim construction permits, works approvals (procedural decisions under Art. 145 of the Law on Planning and Construction), usage permits, connection of buildings to infrastructure facilities, and procedures with regard to notification of works, notification of completion of foundations, notification of completion of construction works, and applications for approval of technical documentation. The Consultant will work with Cardno's local subcontractor tasked with providing the capacity building support to the Business Registries Agency for construction permitting (the Subcontract) to make sure that reporting system developed under that subcontract meets high professional standards and needs of the BRA, MCTI, One Stop Shops and other stakeholders.

Tasks

Construction Permitting Specialist will:

- Review reports on the first implementation phase of the Subcontract;
- Review the outputs of the first phase of the new reporting system;
- Review the outputs of the second phase of the new reporting system;
- Review reports on the second implementation phase of the Subcontract;
- Review training materials developed under the Subcontract;
- Attend selected trainings implemented through the Subcontract and report on technical quality of the training, attendance, effects and possible needs for additional training in order to achieve the Subcontract's goals;
- Review the narrative part of the reports on the performance of the construction permitting system developed under the Subcontract;
- Review the specification of additional reporting functionalities that should be developed in the scope of future upgrades to the CEOP and propose amendments to this document.



Level of Effort

The maximum number of days under this LoE cannot exceed 10 (ten) 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 June 20, 2017 to September 15, 2017.

Deliverables

Specific work products to be developed by the Construction Permitting Specialist include:

- Technical assessment of the first implementation phase of the Subcontract;
- Technical assessment of the outputs of the first phase of the new reporting system;
- Technical assessment of the outputs of the second phase of the new reporting system;
- Technical assessment of the second implementation phase of the Subcontract;
- Technical assessment of training materials developed under the Subcontract;
- Technical assessment of the trainings implemented through the Subcontract;
- Technical assessment of the narrative part of the reports on the performance of the construction permitting system developed under the Subcontract;
- Technical assessment of the specification of additional reporting functionalities that should be developed in the scope of future upgrades to the CEOP and proposal of the amendments to this document.
- STTA Final Report.

Construction Permitting Specialist will closely cooperate with USAID BEP staff and consultants, as well as with the BRA, the Subcontractor, MCTI, One Stop Shops and other stakeholders.

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

The Regulatory Reform 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 Deputy Chief of Party.

To Apply

1. Requirements for eligible candidates:

- a. Excellent understanding of construction permitting processes and one stop shop procedure;



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- b. In-depth knowledge of functioning of the One Stop Shops and of the CEOP in particular;
 - c. Good analytical skills;
 - d. Good English speaking and writing skills;
 - e. Excellent writing and good presentational skills.
2. Applications including CV clearly showing adequate technical background and relevant work experience should be sent by e-mail to: info@bep.rs, **by June 14, 2017**. Only short-listed candidates will be contacted.
 3. Maximum number of this under this Scope of Work cannot exceed 10 (ten) days.