



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

Position: Inspection Oversight Legal 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” 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 of inspection oversight, USAID BEP seeks the assistance of an Inspection Oversight Legal Specialist. USAID BEP has worked with the Ministry of State Administration and Local Self-Government 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. The Law on Inspection Oversight was enacted on April 15, 2016, and published in the Official Gazette of the Republic of Serbia No. 36/2015. The Ministry of State Administration and Local Government, with USAID BEP support, has 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: 1. Development and adoption of by-laws and documents for implementation, and informing public on Law novelties; 2. Establishing coordination mechanism and building capacities of the Coordination



Commission; 3. Establishment and maintenance of e-Inspections system; 4. Establishing a system of training, continuous improvement of knowledge and skills and professional promotion of inspectors; 5. Providing technical and communication infrastructure, equipment and working conditions for inspections. After the Law passed the Parliament, USAID BEP in cooperation with the Ministry, regional chambers of commerce, administrative districts, business and professional associations, and other stakeholders conducted a number of the events aimed at presenting the Law's features. The presentations encompassed around 1,130 participants, mostly from inspection bodies and business sector. 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.

Objective

The objective of this STTA is to assist in implementation of new inspection oversight framework – the Law on Inspection Oversight.

Tasks

The Inspection Oversight Legal Specialist will provide technical assistance and advisory support in implementation of the Law on Inspection Oversight, including development of the instructions, interpretations, risk criteria, and check-lists. The Inspection Oversight Legal Specialist will provide technical assistance and advisory support in sector inspection legislation harmonization process.

The Inspection Oversight Legal Specialist will provide technical assistance and advisory support to the selected inspection bodies to meet regulatory requirements and to implement the Law on Inspection Oversight, as well as the other deliverables as agreed with USAID BEP authorized representative.

The Inspection Oversight Legal 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 Milan Stefanović, Expert in USAID BEP Business Regulation and Economic Governance Team, Inspection Reform Task Manager.



Level of Effort

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

Period of Performance

Period of performance of this SoW is January 1, 2015 to April 30, 2016.

Deliverables

Specific work products to be developed by the Inspection Oversight Legal Specialist include:

- providing technical assistance and advisory support in implementation of the Law on Inspection Oversight, including development of the instructions, interpretations, risk criteria, and check-lists;
- providing technical assistance and advisory support in sector inspection legislation harmonization process;
- providing technical assistance and advisory support to the selected inspection bodies to meet regulatory requirements and to implement the Law on Inspection Oversight;
- STTA Final Report;
- other deliverables as agreed with USAID BEP authorized representative.

The Inspection Oversight Legal Specialist will closely cooperate with USAID BEP staff and consultants, the Coordination Commission, the Ministry of State Administration and Local Government, selected inspection bodies, other public institutions, business and professional associations, and other stakeholders.

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

The Inspection Oversight Legal 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 authorized representative.

To Apply

1. Requirements for eligible candidates:
 - a. Relevant legal education, expertise, experience and good understanding of inspection oversight, administrative law and business environment related issues
 - b. Excellent writing and good presentational skills;
 - c. Good English speaking and 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, **by December 15, 2015**. Only short-listed candidates will be contacted.
3. Maximum number of this under this Scope of Work cannot exceed 20 (twenty) days.