



USAID
FROM THE AMERICAN PEOPLE

Projekat za bolje uslove poslovanja
Business Enabling Project

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

Position: Grants Management Consultant

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

Location: Belgrade

Project Summary

The Serbia Business Enabling Project (“BEP”) is a seven-year USAID-funded project awarded to Cardno Emerging Markets USA, Ltd. to assist the Government of Serbia to strengthen the business environment, fiscal and macroeconomic management, financial market development, and business education throughout the country. It provides long-term technical assistance and other financial support to help advance legal and regulatory reforms, build institutional and professional capacity, and other activities as may be requested by the GoS. The project is organized around three components, each implemented by a resident team of Serbian and international professionals: Component 1 – Business Regulation and Economic Governance; Component 2 – Macroeconomic Policy and Public Financial Management; Component 3 – Financial Markets Development.

BEP has a grants component that provides grants to organizations to undertake activities within the scope of BEP’s activities. The BEP Grants Under Contract mechanism for an amount of up to \$1.7 million provides grants to non-profit, for-profit, research, and academic organizations (most have been Serbian but in most cases U.S. organizations are also eligible). Grants support analyses, conferences, workshops, publications, research, study tours, trainings and seminars. Grants have also been used for the purchase of ICT hardware and/or software for use by governmental and non-governmental organizations. The overall objective of the Grants Program is to assist policy makers, business representatives, experts, and others to improve the business enabling environment and macroeconomic framework. The grants provide technical assistance and training to improve the business enabling environment, support fiscal and macroeconomic stability, and improve access to finance and development of financial markets.

SCOPE OF WORK (SoW)

BACKGROUND TO SOW

In the first five years of the project, most of the Grants Fund was awarded by BEP and only a few grants are ongoing in 2016. Thus, BEP’s full-time Grants Manager position was no longer necessary. BEP now seeks a part-time Grants Management Consultant to help administer the remaining grants and close all grants by July 31, 2017.

The part-time Grants Management Consultant will provide assistance and education to BEP's Task Managers as they act as Grants Managers for the remaining grants. The Consultant will also ensure that grants documentation is thorough and accurate and that grants are properly closed out.

OBJECTIVES

The primary objectives of this assignment for each of the tasks are to assist BEP's Task Managers in their role as Grants Managers, and ensure that grants are properly documented.

DETAILED ACTIVITIES AND TASKS

Detailed activities are listed below. The Consultant will plan and implement the work schedule in cooperation with the Project, and will report to the BEP Chief of Party.

In order to attain the objectives set above the Consultant shall undertake the tasks set forth below:

1. Assistance to Grants Managers

Since January 1, 2016, BEP's Task Managers who are responsible for the remaining grants have been acting as Grants Managers. They received training from BEP's previous full-time Grants Manager, but need further assistance to ensure that all procedures are followed and documentation is properly completed.

This assistance will include review and consulting on management of existing grants, making sure that all requirements are being met by the grant managers and the grantees and that the grants managers understand what they need to be doing.

2. Grants Documentation and Close Out

Thanks to the efforts of BEP's previous full-time Grants Manager, the grants files and documentation are in excellent order. However, further work is needed to ensure that the remaining grants are properly documented, reported, and closed out.

The Consultant will:

- Review status and documentation of active grants
- Review grantee interim and final reports and payment requests
- Review payment requests prepared by Task Managers/Grants Managers
- Communicate with grantees as necessary
- Close out grants and assist with packing binders
- Prepare documentation for follow on grant as needed
- Prepare the grants section for the quarterly reports.

It is envisioned that the Grants Management Consultant will work during the following periods in 2016:

March - 2 days

April – 4 days (one day per week)

May – 4 days (one day per week)

June/July – 14 days total

DELIVERABLES

Specific work products to be developed by Consultant in cooperation with USAID BEP and the stakeholders include:

- Revised documentation, including reports, of active grants
- Revised payment requests
- Communications with grantees
- Documentation for close out of grants
- Documentation for follow on grant
- Grants section for the quarterly reports
- Consultant's Final Report/Memo on Activities.

Period of Performance

All deliverables including the final report/memo on activities should be prepared in English.

Drafts of all deliverables need to be supplied for comments to the USAID BEP Chief of Party before delivery. The Consultant will make adjustments to the deliverables in line with Cardno Emerging Markets' comments within a week after such comments have been provided. The final STTA report should be provided in ten working days after the end of the period of performance.

To Apply.

1. Requirements for eligible candidates:
 - a) Relevant education and minimum of 5 years of expertise and experience in similar positions;
 - b) Excellent English 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 March 11, 2016 CoB (Close Of Business - day). Only short-listed candidates will be contacted.