

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

Position: Public Finance and IT Expert

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

Location: Belgrade

I. SCOPE OF WORK

About the Project

USAID's Business Enabling Project ("USAID BEP"), implemented by Cardno Emerging Markets USA Ltd. and partners, is a seven-year initiative launched in January 2011. The purpose of USAID BEP is to help the Government of Serbia improve the competitiveness of the Serbian economy, its macroeconomic position and its private sector businesses. USAID BEP provides technical assistance, training, and other support to improve the business enabling environment, improve public financial management, and further develop financial markets. USAID BEP is demand driven: all activities are based on the priorities of the private sector and Government.

USAID BEP has three components: Component 1, Business Regulation and Economic Governance; Component 2, Macroeconomic Policy and Public Financial Management; Component 3, Financial Market Development. This assignment concerns Components 1 and 2.

Component 1 streamlines laws, regulations, and institutions to improve regulators' capacity to implement laws and improve analysis and public-private dialogue. The project provides technical assistance to improve construction permitting, inspection oversight, and other legal, regulatory and institutional reforms. In the area of inspections reform, USAID BEP helped develop and enact the Law on Inspection Oversight and related bylaws, and is helping implement the Law. An important part of implementation is development of an inspection information system – e-Inspector. The Ministry of State Administration and Local Self-Government ("MoSALSG") and GoS Directorate for e-Government ("Directorate") are the main public sector counterparts for USAID BEP's assistance to implement an e-inspector system.

Component 2 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. BEP has helped the Ministry of Finance (MoF) to implement program budgeting in the GoS.

Background to SOW

Inspections Reform

USAID BEP is working with the Government of the Republic of Serbia (GoS) to develop and implement 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, 2015. Implementation of the new Law involves a large number of inspection bodies that have to implement new concepts and procedures. It includes establishment and maintenance of a unified inspections information system (e-Inspector), which is planned to encompass different functionalities and functions, including: information sharing among the different inspections, risk-based planning, enabling preventive function, management of inspections orders and reports, work and process scheduling, database of check-lists and automated generation of reports, with considerable significance to inspections' and businesses' daily-basis operations and work.

The GoS, with USAID BEP's help, procured an inspection business process analysis that will provide the information necessary to procure an e-Inspector system. The GoS intends to procure the e-Inspector system software in 2016. The Directorate has requested USAID BEP's assistance in developing specifications for the system and software, preparation of the terms of reference for the implementation of software development phase, and technical assistance in management of the software implementation.

Program Budgeting Implementation

With USAID BEP's significant assistance, program budgeting (PB) was implemented in the 2015 and 2016 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. PB is an approach to budgeting that allows expenditures to be allocated according to intended use. In presenting expenditures this way, the government can better assess how money is spent and whether it is spent in line with high level strategic goals or performance requirements.

During 2016, USAID BEP plans to continue strengthening PB framework. This will include technical support to the MoF Budget Department and selected budget users. It will also include development

of a budgeting information system for the MoF. USAID BEP is procuring this system under a grant, through a Purchase Order with Elektronika Inzenjering.

Objectives

The objective of this STTA is to:

- 1) help develop the e-inspections system;
- 2) help oversee development of the MoF budget information system;
- 3) help improve PB structures and information of selected budget beneficiaries

The Consultant will be part of a USAID BEP Task Management team that will work with the Ministry and the Directorate to develop the e-inspections system. The Consultant will also be part of a USAID BEP Task management team that will work with the MoF and vendor to implement the budgeting information system.

Tasks

E-inspector (up to 10 days)

- In cooperation with the Directorate and company ATOS, review, verify and, if necessary, modify the terms of reference for the Software Development Phase within e-Inspector project development process;
- Assist the Directorate and company ATOS in review and, if needed, modification of delivered inspection Business Process Analysis;
- Assist the Directorate in evaluation of the received proposals based on the published terms of reference for the Software Development Phase.

Program Budget (up to 10 days)

- Assist in development of budgeting information system, including oversight of the vendor and review of the Vendor's modified scope of work, review of the list of functionalities, and development of the list of reports to be generated by the system;
- Participation in sprint review meetings and in cooperation with the MoF, review, verification and quality control of milestones agreed based on Sprint methodology;
- Deliver analyses of program budget inputs to 2016 budget of the Ministry of State and Local Administration, Ministry of Exterior, Ministry of Justice, and selected independent budget beneficiaries.

Level of effort

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

Period of Performance

Period of performance of this SoW is March 7 to August 31, 2016.

Deliverables

In addition to the advisory inputs, specific work product to be developed by Consultant includes:

- 1) A final STTA report on the work performed and results achieved prepared in English.
- 2) Comments on financial plans for the 2016 budget of the Ministry of State and Local Administration and Ministry of Justice.;

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 9, 2016 CoB (Close Of Business - day). Only short-listed candidates will be contacted.