Position: IT Expert
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 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 Component 2.

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

Program Budgeting Implementation

With USAID BEP's significant assistance, program budgeting (PB) was implemented by all budget beneficiaries starting from the 2015 GoS budget, 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.

USAID BEP has supported the Budget Department (BD) of Ministry of Finance (MoF) in developing PB framework and Methodological guidelines, piloting the new PB model with twelve budget beneficiaries in the 2014 budget, and its utilization by all budget beneficiaries in the 2015 and 2016 budgets. Over the course of 2016, USAID BEP and MoF BD continued joint cooperation to further improve PB framework for Serbia. This included upgrade of the Methodological guidelines for budget beneficiaries to reflect lessons learned during the first two years of PB implementation in Serbia, and series of workshops and consultations to support all line ministries to apply it. These improvements are intended to bring all budget beneficiaries to approximately the same level of sophistication and complexity in budget structures, objectives and performance indicators.

Furthermore, in 2016 USAID BEP helped MoF to develop new information system to support budget preparation process. With the implementation of the new Budgeting Information System (BIS) Ministry of Finance automated entire annual process of budget preparation, including the preparation and adoption of priority areas of financing; collection of proposals of financial plans; preparation and adoption of annual budgets with the projections for the upcoming two-year period; and preparation of supplementary budgets. Utilization of the BIS system contributed to significant increase of effectiveness of budget preparation process.

As USAID holds intellectual property rights on the all elements of the IT system developed in the scope of this project and is entitled to transfer it to any party at its sole discretion. USAID Serbia intends to share the source code developed under the USAID BEP project with other USAID Missions whose counterparts have similar needs. In order to do so, the USAID Serbia Mission/USAID BEP intends to clean the database (which is part of developed information system) of any information entered in 2017 budget cycle by Serbian Ministry of Finance and budget beneficiaries.

In addition, the Ministry of Finance of Serbia stated that the software source code might contain security risks to the integrity of the systemfrom the aspect of data protection and the possibility of outsider "hacker" attacks, and that they would want to additionally examine the software codefrom the security perspective.

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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.*

Objectives and Tasks

The central objective, and accompanying tasks of this STTA are to:
1) analyze concerns and comments received from the Ministry of Finance in regard to the potential security risks to the integrity of the system, and analyze the system source code, in order to provide information on
   - how long it would take to clean the database from user data
   - how long it would take to analyze the source code and detect any system security flaws
   - analyze if any of those actions would in any way affect the MoF in its usage of the system
   - analyze and provide conclusion on the validity of argument made by the MoF that full transfer of ownership of the system to the Ministry is a technical pre-requisite for analyzing potential security risks
   - analyze and give recommendations on the steps and processes needed to be conducted in order to clean the system from any user data or to correct any security issues
   - recommend the steps and the best way to share the source code with other USAID Missions, in terms of technical, IT related processes.

The Project intends to engage a Consultant with significant background and practical experience in the fields of IT, software development, IT security and business processes analysis, to assist USAID BEP in the above mentioned tasks.

The Consultant will plan and implement the work schedule in accordance with USAID BEP in order to examine relevant documentation and conduct necessary interviews and consultations.
The Consultant will consult with the USAID BEP to get fully acquainted with the recently developed Budgeting Information System (BIS) and the system source code. This implies thorough analysis of the Budgeting Information System Operation Report (a document that provides high level of details of the implemented functionalities), the system source code and any other document or consultation that the consultant might require in order to perform this task.

Level of effort
Maximum number of days under this LoE cannot exceed five (5) days.

Period of Performance

Period of performance of this SoW is December 30 to January 31, 2017.

Deliverables

1) Advisory paper that would analyze the MoFs letters and written comments related to the potential security flows of the BIS IT system, and provide estimation of the number of days needed to clean the database from user data; the number of days needed to analyze any system security flaws, as well as recommendations on, and steps to be taken in order to clean the system from any user data or to correct any security issues, and in order to share the source code with other USAID Missions. This paper would also contain the opinion on would the cleaning of the data base and distribution of the source code to other USAID Missions , i.e. other users affect the MoF in its usage of the system.

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2.) Final STTA report on the work performed and results achieved .

Both documents should be prepared in English.

To Apply

USAID BEP intends to engage a Consultant with significant background and practical experience in the fields of IT, software development, IT security and business processes analysis, to assist USAID BEP in the above mentioned tasks.

1. Requirements for eligible candidates:
   a) Relevant educational background and minimum 5 years of experience in similar assignments;
   b) Proven experience in in the fields of IT, software development, IT security and business processes analysis;
   c) Expertise in program and performance budgeting, and proven understanding of budgeting processes and procedures in Serbia will be considered an advantage;
   d) 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 December 23, 2016 CoB (Close Of Business - day). Only short-listed candidates will be contacted.