

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

Position: Soft Skills Training Expert

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

Component 2: Macroeconomic Policy and Public Financial Management

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 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

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 establishing a permanent training program on PB for public servants through the Government Human Resource Service and building capacity of the MoF Budget Department (BD) to deliver this training program.

Objectives

The objective of this STTA is to further develop soft skills of MoF staff to effectively deliver PB training to the public servants.

The Consultant will help increase the knowledge of MoF BD staff on training methodologies and techniques, preparing and delivering an effective presentation, managing different groups of training participants and providing feedback.

This STTA is a component of a broader Train the Trainers (ToT) program for PB. There will be about 15 participants of the ToT program (MoF BD staff) that will become certified trainers.

Tasks

- 1) Prepare training materials and deliver the following training modules during a two-day ToT retreat
 - Training methodologies and techniques; preparing an effective presentation (1.5 h)
 - Delivering presentation effectively (1.5 h)
- 2) Facilitate a hands –on workshop on how to prepare an effective presentation based on distributed case studies (1.5 h)

- 3) Participate in the workshop during which the MoF BD staff delivers 10-min presentations (training pairs) based on materials developed under task 2) and provide individual feedback (2-3 h)
- 4) Participate in the “final exam”, i.e. delivery of PB training by the selected ToT participants to the public servants and evaluate the new trainers; this evaluation will be the basis for certification of the trainers.

Level of effort

Maximum number of days under this LoE cannot exceed 6 (six) days.

Period of Performance

Period of performance of this Scope of Work is April 18 to June 30, 2016.

Deliverables

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

- 1) Training materials
- 2) A final STTA report on the work performed and results achieved prepared in English.

To Apply

1. Requirements for eligible candidates:

- a. Relevant educational background, proven expertise, and minimum 5 years of experience in similar positions;
- c. Experience in working with the public administration employees will be considered an advantage;
- b. Excellent writing, communication, presentation, and social skills;
- c. Good 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 April 8, 2016 CoB (Close Of Business - day). Only short-listed candidates will be contacted.

3. Maximum number of this under this Scope of Work cannot exceed 6 (six) days