



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

Position: Short-Term Construction Permitting Specialist

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 areas of construction permitting, USAID BEP seeks for assistance of the Construction Permitting Specialist.

USAID BEP has worked with the Ministry of Construction, Transportation and Infrastructure (MCTI) and the Government of the Republic of Serbia (GoS) in developing a new construction permitting framework that is harmonized with good international practices and modern construction standards. The National Assembly adopted the Amendments to the Law on Planning and Construction and to the Fire Protection Law as well as new Law on Energy, implementing many of construction permitting reform best practices supported by USAID BEP and its partners. USAID BEP also helped development of the related by-laws. The MCTI, with USAID BEP support, has prepared an Implementation Plan for the construction permitting reform to address challenges in implementing this reform. Implementation of the construction



permitting reform involves more than a dozen GoS and provincial institutions and public enterprises, along with 162 municipalities and their public enterprises. BEP is currently focused on bringing other relevant laws in line with the reformed permitting procedure, developing the requisite bylaws, carrying out preparatory activities ahead of the introduction of e-Permitting, and coordinating activities with other donor organizations.

USAID BEP also provided a grant for implementation of the Call Center for expert advice for implementation of the permitting reform. The Call Center takes calls from municipalities, investors, and others on technical issues relating to implementation of the LPC and related bylaws and sector laws. The first phase of the Call Center's operations – and the Project's assistance through the grant – was completed in August. The first phase was intensive because it coincided with the implementation of the new legislation. BEP's assistance has now moved to low intensity mode until the eve of introduction of the e-Permitting, when the Call Center assistance will switch to high intensity mode again. This period of high intensity assistance will likely take place between December 2015 and February 2016.

Objective

The objective of this STTA is to assist in implementation and promotion of construction permitting reform in Serbia by providing legal assistance in completion of the regulatory framework for construction permits and by providing consultancy support to implementing bodies.

Tasks

BEP is already working with partners in the government, donor community, and NGOs to facilitate implementation of adopted changes to the Law on Planning and Construction. In order to finalize development of a new construction permitting framework that is harmonized with good international practices and modern construction standards in the area of construction permitting reform, and to assist implementing officials with implementing that reform, the Construction Permitting Specialist will provide support in:

- Providing input for and comments on the drafts of sector laws and bylaws (e-Archiving Law and bylaws stemming from that law, the Rulebook for e-permitting, and amendments to other sectoral laws, such as Law on Water, Law on Roads and Environmental Protection Law).
- Technical assistance for preparation of answers to collected questions via Call Center). This will entail taking questions from the Call Center and preparing answers for review by BEP and MCTI.
- Participating in institutional capacity building by providing consultations, preparing training materials and participating in selected training events for the implementing bodies, such as the MCTI, Business Registry Agency, local governments and public agencies; provide contributions for knowledge dissemination activities, such as detailed



explanations pertaining to specific construction permitting procedures, as agreed with the USAID BEP authorized representative.

Level of Effort

The maximum number of days under this LoE cannot exceed 12 (twelve) days. The Consultant will obtain approval by the USAID BEP authorized representative on the number of days billable for each activity under this SoW and on deadlines for completion of each activity before he/she engages in that activity.

Period of Performance

Period of performance of this SoW is September 1, 2015 to June 30, 2016.

Deliverables

Specific work products to be developed by the Construction Permitting Specialist include:

- Input for, and comments on, the Draft Law on e-Archiving;
- Input for, and comments on, the bylaws stemming from the Law on e-Archiving, if envisaged;
- Input for, and comments on, the Rulebook on e-Permitting;
- Input for, and comments on, the Proposal of the changes to the laws on water, roads and/or environmental protection, as instructed by authorized USAID BEP representative;
- Draft answers to questions directed to the Call Center to help successful implementation of the changes to the LPC;
- Material for and participation in the training and knowledge dissemination activities pertaining construction permitting and/or
- Other deliverables as agreed with USAID BEP authorized representative.

Construction Permitting Specialist will closely cooperate with USAID BEP staff and consultants, as well as with the government, public institutions, business and professional associations, non-governmental organizations, private sector, experts and practitioners.

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

The Regulatory Reform 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 head of the Business Regulation and Economic Governance Team.

To Apply

1. Requirements for eligible candidates:

- a. Good understanding of construction permitting and one stop shop procedure, and business environment related issues;
- b. Proven expertise and significant experience in construction and real-estate legislation;



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- c. Proven expertise and significant experience in drafting legislation;
 - d. Good analytical skills;
 - e. Good English speaking and writing skills;
 - f. Excellent writing and good presentational 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 August 21, 2015**. Only short-listed candidates will be contacted.
- 3.** Maximum number of this under this Scope of Work cannot exceed 12 (twelve) days.