



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

Position: Short-Term Construction Permitting Specialist, Engineering. Position is opened for one candidate.

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. USAID BEP and its partners also helped adjustments of the related laws, such as Law on Planning and Construction, Fire Protection Law, Law on State Survey and Cadaster, as well as new Law on Energy, implementing many of construction permitting best

practices. BEP, the MoCTI, and NALED worked on developing the requisite bylaws needed for the One-Stop-Shop system to become operational and for the reforms to work properly. USAID BEP also helped develop the e-permitting system and initial training for permitting authorities.

The construction permitting reform is still evolving. Its implementation involves more than a dozen of the GoS and provincial institutions and public enterprises, along with 162 municipalities and their public enterprises.

USAID BEP's next step is to focus on improving construction related legislation (sectoral laws and bylaws) and harmonizing e-permitting one stop shop procedure with it. USAID BEP will also focus on facilitating implementation of the one stop shop procedure and ePermitting by providing practical materials and trainings to the stakeholders.

Objective

The objective of this STTA is to assist the Government of Serbia and other construction permitting stakeholders to better implement reforms in this area and to facilitate reforms by ensuring harmonization between different elements of the regulatory framework. This support is focused on improving functioning of the One Stop Shops, as key agents of the construction permitting. Additionally, the objective is to assist both applicants and construction permitting officials learn and avoid commonly made mistakes in preparation, submission and processing of applications, in order to reduce the time needed to prepare and review applications, and to reduce the rate of rejection decisions.

Tasks

Construction Permitting Specialist will:

- Provide expertise in designing tools aimed at increasing efficiency of construction permitting process and analyze and advise on improving the general business environment related to the proposed sectoral regulatory changes.
- Provide assistance with developing policy analyses aimed at improving construction permitting and the business environment.
- Provide technical assistance to the USAID BEP, MCTI and partners in developing official opinions and instructions for implementation of the construction permitting regulations.
- Provide second round of analyses of the administrative acts issued in the course of issuing construction permits, and to identify patterns of mistakes made by applicants and/or permitting officials within the construction permitting procedure.
- Participate in preparation and delivery of the training on implementation of the construction permitting procedures.

Level of Effort

The maximum number of days under this LoE cannot exceed 31 (thirty one) 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 January 1, 2017 to September 15, 2017.

Deliverables

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

- Analyses of and/or input for:
 - Various USAID BEP activities aimed at improving construction permitting and the business environment;
 - Regulatory changes proposed by other stakeholders that might have an impact on construction permitting efficiency and on the business environment.
- Analyses of the administrative acts issued in the construction permitting procedures, to identify patterns of mistakes made by applicants and/or permitting officials in the construction permitting procedure, and related recommendations.
- Inputs / assistance in drafting of further, general and sectoral, official opinions, interpretations and instructions needed for implementation of the construction permitting regulations, as needed.
- Inputs / assistance in developing the materials for the training on implementation of the construction permitting procedures.
- Participation in the delivery of the training on implementation of the construction permitting procedures.
- STTA Final Report.

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 Deputy Chief of Party.

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;
 - c. Significant experience in drafting regulations;
 - d. Excellent knowledge of engineering aspects of the construction permitting;
 - e. Good analytical skills;
 - f. Good English speaking and writing skills;
 - g. 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 December 15, 2016**. Only short-listed candidates will be contacted.
3. Maximum number of this under this Scope of Work cannot exceed 25 (twenty five) days.