



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

Position: Short-Term Construction Permitting Monitoring Expert

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 development 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 reform best practices supported by. 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. USAID BEP provided assistance in bringing most other relevant laws in line with the reformed permitting procedure. 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 began training for permitting authorities.

The construction permitting reform is still evolving, and there is a lot of work to do within many of the GoS and provincial institutions, State owned enterprises, and 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 in monitoring of the effects of the construction permitting reform on the investors and permitting authorities, and particularly of the One Stop Shop procedure implementation, and to provide recommendations for its possible improvements.

Tasks

Construction Permitting Monitoring Expert will:

- 1) Prepare report on results of the first 16 months of the One Stop Shop procedure and six months of the ePermitting, from both investors' and permitting authorities' perspectives, including, but not limited to the issues such as duration of different steps of the procedure, ratio of positive versus negative administrative adjudications, and overall legality of administrative decisions;
- 2) Prepare analysis of administrative payments in the ePermitting procedure, including charges paid to One Stop Shops, system operators and permitting agencies, such as the Emergency Sector of the Ministry of Interiors and Republic Geodetic Authority, providing comparison of amounts of administrative fees between different system operators and local governments, their compliance with the GoS Methodology for Fees and availability of information on the amounts payable and effects of the changes of the legal framework for the land contribution charge on investors and local government budgets;
- 3) Draft recommendations for possible improvements of One Stop Shop and ePermitting procedure in accordance with results of the Report on first 16 months of the One Stop Shop procedure and six months of the ePermitting and the overview of administrative payments in the ePermitting procedure.

An integral part of the points One and Two above will be a comparison of performance of all analyzed segments of the construction permitting with the performance of the system before December 2014 legislative reform.



Level of Effort

The maximum number of days under this LoE cannot exceed 10 (ten) 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 May 4, 2016 to September 30, 2017.

Deliverables

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

- Preparation of the report on first 18 months of the One Stop Shop procedure and six months of the ePermitting;
- Preparation of the analysis of administrative payments in the ePermitting procedure;
- Recommendations for possible improvements of One Stop Shop and ePermitting procedure;
- STTA Final Report.

Construction Permitting Monitoring Expert 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. Experience in monitoring and evaluation in the business environment area;
 - c. Good analytical skills;
 - d. Good English speaking and writing skills;
 - e. 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 April 1st, 2016**. Only short-listed candidates will be contacted.
- 3.** Maximum number of this under this Scope of Work cannot exceed 10 (ten) days.