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Projekat za bolje uslove poslovanja
Business Enabling Project

USAID Business Enabling Project in Serbia Procurement of Services

Service: Soft Skills Training for Trainers

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

Component 2: Macroeconomic Policy and Public Financial Management

Location: Belgrade, Serbia

USAID's Business Enabling Project is seeking a firm to provide service of **Soft Skills Training for Trainers** during the period **May 9 to June 30, 2016**. Offers shall be submitted electronically to info@bep.rs by **17:00 hours Local Belgrade Time on May 6th, 2016**. Offerors should submit any questions concerning this procurement via email to info@bep.rs. The deadline for receipt of requests for clarifications/explanations is **May 6th, 2016 by 16:00 hours Local Belgrade Time**. No questions will be accepted after this date.

The scope of work and needed content of the offer for provision of this service is described below.

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.

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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 Scope of Work

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 service is to further develop soft skills of MoF BD staff to effectively deliver PB training to the public servants.

The Offeror 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 service 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.



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Tasks

1. Prepare training materials and deliver the following training modules during a two-day ToT retreat
 - Training methodologies and techniques; principles of adult learning, verbal and non-verbal communication; motivation, influence and engagement of participants (2 h)
 - Preparing and delivering an effective presentation (2 h)
 - Facilitate a hands –on workshop on how to prepare an effective presentation based on distributed case studies (1 h)
 - 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 (3 h)
2. 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.

Period of Performance

Period of performance of this service is May 9 to June 30, 2016.

Deliverables

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

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

To Apply

1. Requirements for eligible offerors:

- a. Proven expertise in developing and conducting Train the Trainers Program, and other soft skills trainings;
- b. Previous experience in similar trainings.

Experience in working with the public administration employees will be considered an advantage.

2. Please submit your training proposals, including costs, CV(s) of trainer(s) and list of references, via e-mail to: info@bep.rs, by **17:00 hours Local Belgrade Time on May 6th, 2016**. Only short listed offerors will be contacted.

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