



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 28.11.2014.

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**Country: Serbia**

**Description of the assignment:** Expert on evidence based policy making and analysis

**Project name:** Enhanced Capacities for Human Development

**Period of assignment/services (if applicable):** December 2014 – February 2015

Proposal should be submitted at the following address: <http://www.rs.undp.org/serbia/en/home.html> under section “Jobs” no later than **03 December 2014**.

**Any request for clarification must be sent by standard electronic communication to the e-mail [vacancy.rs@undp.org](mailto:vacancy.rs@undp.org). The procuring UNDP entity will respond by standard electronic mail and will send response, including an explanation of the query without identifying the source of inquiry, to all consultants.**

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### 1. BACKGROUND

The Public Policy Secretariat is a new Government institution, established in April 2014 by the Law on Ministries (Art. No.33). The Secretariat has been mandated to reform the strategic planning system and integrate strategic planning with policy and budgeting, upgrade the methodological framework for the analysis and development of public policies, oversee implementation of regulatory reform and analysis of effects of proposed legislation changes, coordinate these processes with Ministries and government institutions, etc.

The Secretariat is located under the Prime Minister’s office and reports directly to the Prime Minister and the Government of Serbia. Together with the General Secretariat, Ministry of Finance and Legislature Secretariat, Public Policy Secretariat forms the Centre of Government of the Republic of Serbia.

In the last ten years there has been limited progress in the area of strategic planning, mainly through the project initiatives funded by British, Norwegian and Swedish Governments and the EU, and channelled through the General Secretariat of the Government. A number of pilot ministries have been distributing detailed annual operational plans, including medium term projections, to the General Secretariat. Due to the limited capacity of the General Secretariat to follow up on these plans, and the fact that this

procedure has not been enforced by the legislation change, the Ministries have abolished this practice.

More significant progress has been lacking due to the inertia and the lack of capacity in the public administration system, coupled with the absence of strategic priority setting from the top. The Public Policy Secretariat is developing the Action plan for implementation of Government programme to address the strategic priority setting. The Secretariat has defined four main strategic priorities for Serbia for the coming period: reduction of fiscal deficit/fiscal sustainability, increase in income/GDP, increase in employment and EU integration.

Based on those four strategic priorities, the Secretariat has agreed medium-term priorities and objectives with each Ministry. The Ministries are forwarding detailed plans to the Secretariat where they are specifying policy measures they will implement in order to achieve the agreed aims and estimated cost for each policy measure. The links with program budgets are currently being mapped, in order to enable the Secretariat to monitor and evaluate the progress in reaching the objectives agreed in priority areas.

In addition, the Secretariat has started developing analytical capacity necessary to undertake research and analysis necessary to inform the decision making process and to influence the policy debate within the Government. The Secretariat's objective is to have a capable and skilful team of policy analysts who will specialize in their area of expertise based on specific sectors and cross-cutting issues and be able to complement already existing analytical structures in the Ministry of Finance, National Bank and others.

The analytical team would primarily be tasked with undertaking cost-benefits analysis of different policy options and would present to the Government policy recommendations based on strong evidence supported by statistical data collected from various sources. Systematic evaluation of the effectiveness of policy will be built into the policy making process, which has been lacking in Serbia in the past. This would require clear definition of success criteria and building means of evaluation into the policy making process from the outset.

The Secretariat will be expected to coordinate economic policy, as per EU Directives for chapter 17: Economic and Monetary Policy as well as provide constructive inputs for the Strategy documents, such as Fiscal Strategy and Pre-accession economic programme. In order to be able to contribute effectively, the Secretariat has to develop the capacity for macroeconomic modelling.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The expert will:

- Draft the plan for training/mentoring with timeline for its implementation and mapping specific curriculum modules to be delivered
- Deliver training to the team of policy analysts that will enable them to undertake policy analysis based on evidence and statistical data, including cost-benefits analysis and other techniques and methods available
- Deliver training in quantitative research methods
- Deliver training in macroeconomic modelling: basic economic concepts behind macroeconomic models, formulating and building a macroeconomic model, analysing the model, interpretation of results, case studies, group discussions and simulation exercises

The consultant will be required to meet in Belgrade, at the Secretariat premises, with relevant Secretariat management and personnel to discuss the topics listed above.  
For detailed information, please refer to Annex 1 - Terms of Reference

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- PhD in Economics, Mathematics, Statistics or related field

#### II. Years of experience:

- At least five years of experience in policy making and policy analysis in either Government institution, think-tank, university policy or research centre or other institution involved in high level policy making and analysis;
- Minimum three years of experience in delivering training in evidence based policy making, quantitative analysis and macroeconomic modelling or related field;
- Expert knowledge on how to apply macroeconomic modelling to policy development;

#### III. Competencies:

Excellent ability to transfer knowledge and experience to others, excellent communication skills (spoken and written), excellent academic record, excellent research and analytical skills.

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

#### **Application Procedure:**

Qualified and interested candidates are asked to submit their applications via UNDP Web site: [UNDP in Serbia](#) under section “Jobs” **no later than 03 December 2014**.

Applications should include:

- P11 (PDF format) containing e-mail contacts of at least three referees (section 26 & 29). P11 may be downloaded at: <http://www.undp.org.rs/download/ic/P11.doc>;
- Offeror’s Letter (PDF format) confirming Interest and availability for the Individual Contractor (IC) Assignment. Can be downloaded from the following link: <http://www.undp.org.rs/download/ic/Confirmation.docx> (only PDF will be accepted).

### 5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or

upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel to Belgrade, per diems, and number of anticipated working days).

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

## 6. EVALUATION

### 2. Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

*a) responsive/compliant/acceptable, and*

*b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; [To be determined]*

*\* Financial Criteria weight; [To be determined]*

*Only candidates obtaining a minimum of XXX point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		70 points
• Criteria A	Professional experience	30
• Criteria B	Evidence of delivering successful training in the relevant area	30
• Criteria C	Qualifications	10
<u>Financial</u>		30 points

## ANNEX

### ANNEX 1- TERMS OF REFERENCES (TOR)

### ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS