

Strategic Development Consulting (SDC) in the frameworks of the USAID's Strengthening Resource Mobilization Activity is publishing a

**Call for**

**selection of (2) junior experts to provide technical assistance to selected 16 local self-government units for municipal budget planning**

## **1. Project Background**

North Macedonia aspires to be prosperous, self-reliant, and inclusive democratic society, whereas USAID Strengthening Resource Mobilization Activity (2021 – 2026) will assist Macedonia's government institutions to raise and independently manage the necessary administrative, fiscal and policy changes foreseen in the Activity Plan of the Project. USAID Strengthening Resource Mobilization Activity will work on improving financial disciplines of local administration by strengthening capacity in budget planning, execution, and reporting.

The experts' technical assistance will be provided within the framework of the developed Guideline for Municipal Finance Management. The Guideline will be developed by the senior expert for budget planning based on the results from the conducted Municipal Scorecard results and identified gaps by the project team and will offer support to local self-government units (LSGUs) in both adhering to the existing budgeting legislation and utilizing practical planning and execution tools. The consultants will assist the senior expert for budget planning in providing direct technical assistance (TA) support to the first cohort of 16 LSGUs in order to improve budget planning and execution.

## **2. Objective and Scope of Engagement**

In order to provide quality and expert assistance, the consultants shall undertake the following steps and perform the following tasks, as listed below:

- Get acquainted with the Guideline for Municipal Finance Management to be used by all LSGUs. This Guideline shall include amongst other aspects, procedures for medium-term budget preparation (budget cycle, budget formulation practices, budget estimates and monitoring indicators, budget approval, and supplementary or revised budgets), system for control and monitoring of budget execution, expenditure and asset management, internal controls, accounting policy and procedures, reporting, etc. As a separate annex to this Guideline will be a template for municipal administration in developing a Citizens Budget.
- Assist the senior budget planning expert in delivering one-day workshop with all representatives of all 16 LSGUs regarding different aspects of budget planning (including provisions of new organic Law on budgets to be adopted) and issues relating to budget calendar, budget circular, budget rules, delineation of responsibilities, procedures for controls of arrears

etc. and presenting the key parts of the prepared Guideline for Municipal Finance Management and elaborating on-the-job working agenda for the future period.

- Support the senior expert for budget planning in mentoring and on-the-job training to all 16 LSGUs upon request within the allocated LOE. This may include online advice, direct meetings with individual or group representatives of LSGUs as well as review of documents.
- Provide regular weekly updates to the senior expert for budget planning and contribute to the monthly reports to Component Lead on progress of activities with each LSGU. Consultants need to work as a team, guided by the senior expert for budget planning. In addition, they need to coordinate with SRMA team members providing other types of TA to ensure a coordinated SRMA approach to each LSGU.

### **3. Deliverables**

- After getting acquainted with the developed Municipal Financial Management Guideline, the junior experts shall provide support to the senior budget planning expert in delivering the one-day workshop with all representatives of all 16 LSGUs on budget planning;
- Prepare and implement a work plan for mentoring/on-the-job training to all 16 LSGUs and submit monthly narrative reports

The Consultants will have an intermediate reporting obligation to SRMA Objective 3 Lead, and will submit the deliverable(s) as developed.

The Consultants engagement will be assessed by fulfilling the following indicators:

- Number of new municipalities trained in budget planning, preparation, monitoring and execution per year,
- Number of municipal employees trained/mentored,
- Number of LGUs receiving USG assistance with improved ratio of actual-to-planned budget expenditures.

### **4. Period of execution of activities**

The engagement will be executed in the period September 15<sup>th</sup> 2021 – December 31<sup>st</sup>, 2021.

The overall consultancy engagement will include 30 days (15 days per consultant):

Deliverable 1 – 2 days (1 day per consultant)

Deliverable 2 – 28 days (14 days per consultant)

### **5. Criteria and qualifications**

#### **- Academic qualifications:**

- University degree in Economics, Financial Management, Public Finances and similar.



- Professional experience:

- At least three (3) years of working experience covering issues related to public finances, budget process, budget transparency and accountability at national and local level;
- Knowledge of overall municipal budgeting process.

- Language:

- Excellent knowledge of Macedonian and English language.

- Other criteria:

- Proven ability to work with tight schedule and delivering the services with the given time frame;
- Public servants are not eligible.

**Intellectual property:** All works created under this assignment, including creations, inventions, ideas, designs, copyrightable materials, trademarks, and other technology and rights, shall be works made for hire. The consultant is not allowed to publish any part of the deliverables.

It is envisaged that only (individual) consultants, will be eligible to apply and to be contracted to perform the activities listed in this SoW.

## **6. Application procedure**

To be considered the interested applicants needs to submit the following documents:

- Cover letter,
- CV with contacts of two references;
- Proposed gross daily rate in USD inclusive of all costs.

The requested documents should be submitted on the following e-mail address: [contact@sdccom.mk](mailto:contact@sdccom.mk), no later than **6th of September 2021 by 17:00 PM**. Incomplete applications will not be considered for evaluation.