



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

Call for

selection of senior expert to provide technical assistance to selected 14 local self-government units for budget forum implementation

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 fiscal transparency and accountability of local administration by strengthening capacity in developing and utilising tools for citizen participation in the municipal budget development.

The Project works on determining tools for citizen participation and developing internal procedures for partner LSGUs. These procedures help regulate the framework and procedure for including citizens in decision-making processes.

The experts' technical assistance will be 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 improving fiscal transparency and accountability. The consultant will provide direct technical assistance (TA) support to a cohort of 14 LSGUs to develop and increase skills for conducting budget forums.

2. Objective and Scope of Engagement

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

- Together with the project team conduct one two-day workshop with representatives of 14 partner LSGUs regarding aspects of budget transparency and citizens participation in municipal budget planning based on the budget forum concept already developed and adopted by most of the LSGUs.
- Alongside the project team Provide mentoring and on-the-job training to all 14 LSGUs upon request within the allocated LOE. This may include online advice and direct meetings with individual or group representatives of LSGUs, visits to forum session as well as review of documents and advice related to the budget forum implementation such as

roles and responsibilities of LSGUs staff, citizen friendly forum documents (revenue and expenditure presentations), agendas, citizens mobilization, budget forum rules, criteria and reporting, prioritisation of citizens needs and recommendation into the budget etc.

- Provide regular monthly reports to Component Lead on progress of activities with each LSGU. The consultant should propose recommendations for modification of actions if necessary and timely inform on any bottlenecks. Also, consultant needs to coordinate with SRMA team members providing other types of TA in order to ensure a coordinated SRMA approach to each LSGU.

3. Deliverables

The Consultant will have an intermediate reporting obligation to SRMA Objective 3 Lead and will provide regular monthly timesheets and reports as basis for payment. More detailed deliverables will be specified in the contract.

- Agenda, presentations, exercises and report for the workshop on Budget Forums implementation (to take place September 15-16th in Skopje),
- Mentoring and on the job support for LSGUs for conducting budget forums and reporting.

The expert will have monthly reporting obligation to SRMA Objective 3 Lead

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

- Number of mechanisms for external oversight of public resources use supported by USG assistance.
- Number of new municipalities trained in budget planning, preparation, monitoring, and execution.
- Number of municipal employees trained/mentored.

4. Period of execution of activities

The engagement will be executed in the period of four months (September 2022 – December 2022) with an overall consultancy engagement of up to 10 days.

Deliverable 1 – 3 days

Deliverable 2 – 7 days.

5. Criteria and qualifications

- Academic qualifications:

- University degree in Law, Economy, Sociology and similar.

- Professional experience:

- At least ten (10) years of professional experience in the citizens participation in local government decision-making, transparency of municipal finances and accountability on local level;
- Experience in conducting trainings and workshops on topics related to decentralization and work of LSGUs.

- Language:

- Excellent knowledge (oral and written) 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.

- Related previous experienced:

- At least five (5) assignments referring to increasing transparency and accountability of LSGUs (forums, workshops, trainings etc.).

Intellectual property – the beneficiary of the engagement will own all rights and to any work created in connection with this agreement, including data, information, documents, government secrets or other proprietary rights in and related to the work. The consultant is not allowed to publish any part of the deliverables.

6. Application procedure

In order to be considered the interested applicant needs to submit the following documents:

- Cover letter,
- CV,
- Comparable reference list with five similar assignments with contact details of 2 references,
- Proposed gross daily rate in MKD inclusive of all costs.

The requested documents should be submitted on the following e-mail address: contact@sdccom.mk, no later than **29th August 2022 by 16:00 PM**.

Incomplete applications will not be considered for evaluation.