



GOVERNMENT OF BELIZE
MINISTRY OF FINANCE, ECONOMIC DEVELOPMENT, AND
INVESTMENT
REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTANCY FOR PROCUREMENT OFFICER FOR THE BELIZE INTEGRAL
SECURITY PROGRAMME (BISP)

Nº CABEI-001-2021/2147

BACKGROUND

The Government of Belize (GOB) is implementing a security programme with the overall objective to contribute to improving the quality of life of Belizeans and to support regional efforts that seek to combat crime. The key goal of the Belize Integral Security Programme (BISP) is to strengthen citizen security by providing support to those institutions directly engaged in maintaining national security. The Central American Bank for Economic Integration (CABEI), as part of the services it provides to its beneficiary member countries, is providing the total financing for the procurement of a consultant to fill the role of Procurement Officer in the framework of the Belize Integral Security Programme (BISP). The Ministry of Finance, **Economic Development**, and Investment will be responsible for the execution of the Programme and all its components, reporting all progress to CABEI and ensuring the execution of each component under the terms established for CABEI formulation and approval. The execution of BISP components will be carried out by the Co-Executors: Belize Police Department, Belize Defence Force, Belize Coast Guard and National Forensic Science Services.

The General Objectives of the consultancy to be contracted is to ensure timely procurement of all Goods, Works, Services and Consultancies subject to CABEI's Procurement Guidelines and Belize's Procurement guidelines.

The Ministry of Finance, **Economic Development** and Investment now invites interested consultants to present their expressions of interest along with their respective resume to participate in the selection process for the consultancy of a Procurement Officer with the Belize Integral Security Programme (BISP).

SCOPE OF WORK

The Procurement Officer is responsible for overall and day to day activities for the procurement of goods, services and consultancies subject to CABEI Procurement Guidelines and in accordance with the Project's Operations Manual and the Loan Contract. The Procurement Officer will prepare Annual Procurement Plans (APP) and develop technical specifications for goods and services contained in the APP. In addition to preparing monthly Procurement Reports for the Project Coordinator, he/she will prepare Quarterly Reports, detailing the goods and services procured and funds disbursed for the previous period, problems found and how they were dealt with. He/she will also be responsible for contract administration.

SUPERVISION AND REPORTING

The Procurement Officer will work under the general guidance and report directly to the Project Coordinator. The post will be based at the Office of the Programme Executing Unit in Belmopan.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

The successful candidate shall have at least a Bachelor's Degree in Business Administration, Business Management, Accounting, Finance, Economics, or other related discipline or Master's degree in accounting, finance, economics, business administration, business management or other related disciplines. A minimum of five (5) years' experience in procurement processes of goods, works and consulting services and prior project management training or experience will

be considered an advantage. Experience working with Multilateral Banks and knowledge of CABEL's procurement guidelines and procedures will be positively valued. Knowledge of written and spoken Spanish would be an asset.

TERMS

The Procurement Officer will be selected by a competitive process in accordance with the Policy for the Procurement of Goods, Works, Services and Consultancies with CABEL resources and its Norms for Application (DI-52/2020 / PRE-40/2021). The successful candidate will be employed on a fulltime contractual basis; the initial contract will be for a one-year period.

Interested eligible Consultants may obtain further information and a complete Terms of Reference from the Programme Execution Unit of the BISP. Requests should be addressed to projectcoordinator.bisp@med.gov.bz during office hours of 9:00 a.m. to 4:00 p.m. local time from Monday to Friday; or you can visit the Ministry of Economic Development's webpage, www.med.gov.bz to download the Terms of Reference. Additionally, the consultancy announcement can be found on the Belize Procurement Notice Board's webpage <https://blz-cppnb.caricom.org/epps/home.do>

Deadline for submission of Expressions of Interest is **Monday August 2nd, 2021**. Expressions of interest along with Resume, must be sent via electronic mail (email) to projectcoordinator.bisp@med.gov.bz or via direct mail or hand delivered to the address indicated below by **3:00 p.m. on Monday August 2nd, 2021**.

Late submissions will not be considered.

**Project Coordinator
Belize Integral Security Programme (BISP)
Project Management Unit
1904 Constitution Drive
2nd Floor, Unit #3
Belmopan City, Belize C.A.
Ref: Belize Integral Security Programme (BISP)
Procurement Officer**