



## Terms of Reference

### PROCUREMENT OFFICER

#### BELIZE INTEGRAL SECURITY PROGRAMME (BISP)

##### 1. 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 BISP will allow for the improvement of infrastructure and the provision of equipment for the Belize Defence Force (BDF), Belize Police Department (BPD), Belize Coast Guard (BCG) and the National Forensic Sciences Service (NFSS). Infrastructure works will include new construction as well as refurbishment and improvement of existing buildings. Surveillance and monitoring, mobilization, and specialized technical equipment will also be supplied to these institutions.

The BISP is financed by the Central American Bank for Economic Integration (CABEI) through a loan facility with complementary input activities funded by the GOB. The Ministry of Finance, Economic Development and Investment (MFEDI) is the executing body (EB) for the programme with policy direction and oversight provided by a program steering committee (PSC) comprised of representatives from the Office of the Prime Minister, Ministry of Economic Development, Ministry of Finance, Ministry of National Defence and Border Security, Ministry of Home Affairs and New Growth Industries and Ministry of Infrastructure Development and Housing. Execution direction and technical oversight will be provided by a program technical committee (PTC) comprised of representatives from co-executing entities: BDF, BPD, BCG and NFSS. Operational and administrative support for the BISP is being provided by a programme executing unit (PEU) to be established within the executing agency.

A Procurement Officer (PO) is required to support the Programme Executing Unit (PEU).

##### 2. Scope of Works

The Procurement Officer is responsible for overall and day to day activities for the procurement of goods and services 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. The Procurement Officer

will also participate in the preparation of Quarterly and Annual Financial Reports and the maintenance of an updated Procurement Plan, the Project Execution Plan, and the Annual Operating Plan. The Procurement Officer will undertake the activities outlined below:

The duties and responsibilities, among others, include but are not limited to the following:

- 1) Prepare and update the Global Acquisitions Plan (GAP), General Procurement Plan, Project Execution Plan and Annual Operating Plan for the Belize Integral Security Programme complying with CABEI's format.
- 2) In coordination with the Project Execution Team responsible for preparing the technical specifications / terms of reference for all the procurement processes.
- 3) Prepare all bidding documents and submit them to CABEI for the Bank's prior non-Objection.
- 4) Coordinate the integration, convening and functioning of the committees for the reception and evaluation of proposals for the acquisitions of infrastructure projects and equipment.
- 5) Arrange for all publications of Contest Invitations and bidding documents.
- 6) Prepare responses to bidders' queries on bidding documents.
- 7) Organize and convene Public Bid Openings and prepare the Minutes of Committee meetings.
- 8) Prepare the evaluation report of proposals for submission to the Project Coordinator.
- 9) Maintain updated controls of all contracts, amendments and guarantees in order to allow an effective monitoring of the commitments assumed.
- 10) Maintain updated controls of all contracts, amendments and guarantees and establish a proper filing system.
- 11) Ensure appropriate certification and delivery of all works, goods and services procured.
- 12) Responsible for developing and providing an overall monitoring of the procurement processes and recruitment of personnel that will become a part of the PEU and the Inspectorate of the Programme.
- 13) Advise the PEU Project Coordinator in all matters under his or her charge.
- 14) Work with the professionals from the Programme Inspectorate in accordance with the schedule of visits previously programmed and provide them with the relevant documentation requested.
- 15) Advise the Programme Co-Executors in procurement procedures and processes.
- 16) Prepare monitoring reports regarding the procurement processes, as agreed with CABEI and the requirements established by the internal audit of the Ministry of Finance, Economic Development, and Investment.
- 17) Maintain control and monitoring of the procurement plan and its aggregate amounts. Prepare and present GAP re-programming requests to CABEI.
- 18) Perform other functions of his/her area of expertise that may be assigned by the Coordinator of the Executive Unit.

### **3. 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.

#### 4. 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 duration of the consultancy is for **27 months**. The post will be for one year, in the first instance, subject to an annual review and evaluation, Salary will be commensurate with the requirements of the post and the qualifications and experience of the selected candidate.

#### 5. Experience: The consultant must submit documentation to support experience and academic qualifications

- Bachelor’s Degree in Business Administration, Business Management, Accounting, Finance, Economics, or other related discipline
- Master’s degree in accounting, finance, economics, business administration, business management or other related discipline
- Minimum of five (5) years’ experience in procurement processes of goods, works and consulting services.
- Prior project management training or experience will be considered an advantage.
- Experience working with Multilateral Banks. Knowledge of CABEL’s procurement guidelines and procedures will be positively valued.
- Knowledge of the Government of Belize’s laws, procurement policies and regulations.
- Knowledge of written and spoken Spanish would be an asset.

#### 6. Estimate of the consultancy:

The estimated total cost of the consultancy is **US\$60,750.00** that will be disbursed in monthly payments upon presentation and approval of monthly reports.

#### 7. Eligibility verification:

Participants in the process will be verified against CABEL’s prohibited counterparty lists.

#### 8. Selection Process:

The successful candidate will be selected utilizing the Selection of Individual Consultants (Qualification Comparison) Methodology and will be evaluated utilizing the below Evaluation Criteria:

Criteria		Maximum Points	Minimum score to qualify
<b>1. Academic Experience</b>		<b>5</b>	
1.1	Minimum of bachelor’s degree in Accounting, Finance, Economics, Business Administration, Business Management or Related Disciplines.	<i>Comply / No comply</i>	
1.2	Master’s degree (or higher) in Accounting, Finance, Economics, Business Administration, Business Management, or other Related Disciplines	5	5
<b>2. Skills</b>		<b>5</b>	
	Fluent in Spanish	5	5
<b>3 Specific Experience</b>			
3.1	<b>Working experience in Procurement of goods, works and consulting services (Public or Private)</b>	<b>35</b>	<b>25</b>
	<i>More than 8 years’ experience</i>	35	
	<i>6 years – 8 years’ experience</i>	30	
	<i>5 years’ experience</i>	25	
	<i>Less than 5 years’ experience</i>	0	

Criteria		Maximum Points	Minimum score to qualify
3.2	<b>Experience working with Multilateral Banks' procurement processes (world Bank, CABEL, IADB, others)</b>	<b>35</b>	25
	<i>Experience in 2 or more similar consultancies with multi-lateral Bank(s)</i>	35	
	<i>Experience in 1 similar consultancy with Multi-lateral Bank(s)</i>	25	
	<i>No experience</i>	0	
3.3	<b>Experience working with Government of Belize's Procurement Policies</b>	<b>20</b>	5
	<i>5 or more years' experience</i>	20	
	<i>2 years' experience</i>	10	
	<i>1-year experience</i>	5	
<b>Maximum Points</b>		<b>100</b>	<b>65</b>