



Terms of Reference

ADMINISTRATIVE ASSISTANT

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.

An Administrative Assistant (AA) is required to support the Programme Executing Unit (PEU).

2. Scope of Works

The Administrative Assistant (AA) will be responsible to carry out administrative, operational, and logistical support activities. He/she will be responsible for aiding the PEU in general project implementation, management, and day-to-day liaison with counterparts. In doing so the AA must comply with the following functions:

- a. Ensure efficient and professional operation of the office.
- b. Provide secretarial and logistical support to the Project Executing Unit (PEU).
- c. Assist the Project Coordinator in day-to-day functions and activities including the coordination and management of meetings and schedules.
- d. Assist the Procurement Officer with the printing, copying, collation, sorting, binding, and filing of documents
- e. Responsible for maintaining and organizing office records and files

- f. Responsible for keeping stock of office supplies and make arrangement with the Finance Officer to re-stock.
- g. Responsible for making travel arrangements for the PEU.
- h. Maintain and update a contract ledger for all project contracts.
- i. Responsible for maintaining Human Resources files for each PEU staff.
- j. Assist in keeping control over the maintenance performed over computer and office equipment and watch over the compliance of the corresponding contracts.
- k. Assist with overseeing the delivery of materials to ensure they are in good condition, preparing the respective reception certificates, as appropriate by the type of material received, and maintain stock controls.
- l. Schedule, attend and take minutes of the Project Steering Committee Meetings and/or any other meeting as directed by the Project Coordinator.
- m. Perform other functions of his/her area of expertise that may be assigned by the Project Coordinator of the Executing Unit.

3. Supervision and Reporting

The Administrative Assistant 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 Administrative Assistant 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

- Associates Degree in Business Administration, Business Management, Accounting, Finance, or other related discipline or bachelor's degree in business administration, Business Management, Accounting, Finance or other related discipline
- Minimum of five (5) years' experience in the implementation of administrative procedures regarding records keeping, filing communications management and logistic support for the coordination of meetings and seminars.
- Minimum of five (5) years' experience in secretarial duties/functions or customer care services
- Must be computer literate and have general knowledge of the use of Microsoft Office.
- Prior project management training or experience will be considered an advantage.
- Excellent written and oral communication skills in English; Knowledge of speaking and writing Spanish would be an asset.
- Strong managerial skills, interpersonal skills, and excellent organizational skills

6. Estimate of the consultancy:

The estimated total cost of the consultancy is **US\$32,400.00** 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
1. Academic Experience		5	
1.1	Minimum of associate degree in Business Administration, Business Management, Accounting, Finance, or Related Disciplines.	<i>Comply / No comply</i>	
1.2	Bachelors' degree in Business Administration, Business Management, Accounting, Finance, or Related Disciplines	5	5
2. Skills		5	
	Fluent in Spanish	5	5
3 Specific Experience			
3.1	Working experience in the implementation of administrative procedures regarding record keeping, filing, communications management, and logistic support for the coordination of meetings and seminars.	35	25
	<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	
3.2	Experience working in secretarial duties/functions or customer care services	30	25
	<i>More than 5 years' experience</i>	35	
	<i>5 years' Experience</i>	25	
	<i>Less than 5 years' experience</i>	0	
3.3	Knowledge in the use of Microsoft Office	20	5
	<i>more than 8 years' experience working with Microsoft Office</i>	20	
	<i>6 - 8 years' experience working with Microsoft Office</i>	10	
	<i>5 -year experience working with Microsoft Office</i>	5	
	<i>No experience working with Microsoft Office</i>	0	
Maximum Points		100	65