



**Terms of Reference**  
**ASSISTANT PROJECT ENGINEER**  
**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 Defense 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 Defense 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 Assistant Project Engineer is required to support the Programme Executing Unit (PEU).

**1. Scope of Works**

The Assistant Project Engineer will be responsible to assist the Project Engineer in coordinating and supervising the execution of the technical components of the Programme.

The Assistant Project Engineer will be responsible for the duties & tasks listed below:

- (a) Assist with the preparation and submission of the terms of references for: the recruitment of the pre-investment for the design of the infrastructure projects; equipment specifications; the recruitment of the engineer consultants and contractors. Assist with the verification of the lands where the infrastructure works will be built and with the suppliers, the verification of the characteristics of the works to be executed, rehabilitated, and supervised. Respond to inquiries that may arise from such visits.
- (b) Assist with the management of the construction and/or rehabilitation contracts for the infrastructure works and the purchase of equipment in coordination with the Co-Executors.
- (c) Assist with the monitoring and evaluation of the effective implementation of infrastructure projects and equipment with each Co-executor; to be done through field inspections to ensure compliance with the implementation schedule and terms of reference agreed upon in the respective contracts with the expected quality specifications and design, drawings, and pre-investment product.
- (d) Support the evaluation processes required for the CABEI Mid Term, Ex-Post Evaluations, monthly reports and perform any other duties that may

be assigned.

## **2. Supervision and Reporting**

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

## **3. Terms**

The Assistant Project Engineer will be selected by a competitive process in accordance with the Policy for the Procurement of Goods, Works, Services and Consultancies with CABEI 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.

## **4. Experience:**

**The consultant must submit documentation to support experience and academic qualifications**

- Bachelor's degree in Civil/Construction/Structural Engineering or Architecture; Or Master's degree in Civil/Construction/Structural Engineering or Architecture.
- Minimum of three (3) years professional working experience in position as an assistant supervisor of works of similar concrete buildings or of similar complexity done in Belize, Central American countries or the Caribbean.
- Minimum of three (3) years previous working experience in the review and preparation of designs/drawings/Bill of Quantities and Bidding Documents for construction works; in the last three (3) calendar years (2019- 2021).
- Experience in Project Management.
- Knowledge and skill in the use of MS Office and Microsoft Project.
- Minimum of three (3) years' experience working with design and drafting Software (AutoCAD, etc.).
- Excellent written and oral communication skills in English.
- Ability to write and speak in Spanish.
- Reside in Belize during program execution and willingness to travel regularly to the project location.
- Member in good standing of the Association of Professional Engineers of Belize (APEB) or.
- Member in good standing of the Association of Professional Architects of Belize (APAB)

## **5. Estimate of the consultancy:**

The estimated total cost of the consultancy for a year is **US\$28,800.00** and will be disbursed in monthly payments upon presentation and approval of monthly reports.

## **6. Eligibility verification:**

Participants in the process will be verified against CABEI'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>	<b>0</b>
1.1	Minimum of bachelor's degree in Civil, Structural Engineering or Architecture.	<i>Comply / No comply</i>	
1.2	Master's degree in Civil, Structural Engineering or Architecture	5	0
<b>2. Skills</b>		<b>5</b>	<b>5</b>
	Fluent in Spanish	5	5
<b>3 Specific Experience</b>		<b>90</b>	<b>65</b>
3.1	<b>Working experience in Supervision of Concrete buildings in Belize, Central America, or the Caribbean Regions (Public or Private)</b>	<b>30</b>	20
	<i>More than 6 years' experience</i>	30	
	<i>4 years – 6 years' experience</i>	25	
	<i>3 years' experience</i>	20	
	<i>Less than 3 years' experience</i>	0	
3.2	<b>Experience in the preparation/design of drawings, Bill of Quantities and Bidding Documents for construction in the last 3 calendar year (2019-2021)</b>	<b>30</b>	20
	<i>More than 6 years' experience</i>	30	
	<i>4 years – 6 years' experience</i>	25	
	<i>3 years' experience</i>	20	
	<i>Less than 3 years' experience</i>	0	
3.3	<b>Experience working with Design and Drafting Software (AutoCAD, etc.)</b>	<b>15</b>	10
	<i>4 or more years' experience</i>	15	
	<i>3 years' experience</i>	10	
	<i>Less than 3 years' experience</i>	0	
3.4	<b>Experience in Project Management</b>	<b>5</b>	5
	<i>3 years' experience or more</i>	5	
	<i>Less than 3 years</i>	0	
3.5	<b>Knowledge and Skill in the use of MS Office, MS Project</b>	<b>5</b>	5
	<i>3 years' experience or more</i>	5	
	<i>Less than 3 years' experience</i>	0	
3.6	<b>Professional Membership</b>	<b>5</b>	5
	<i>Member of Association of Professional Engineers of Belize (APEB) or Association of Professional Architects of Belize (APAB)</i>	5	
<b>Maximum Points</b>		<b>100</b>	<b>70</b>

The resume and supporting documentation must be attached. The Consultant that does not comply with all criteria will not pass to the Technical Offer evaluation stage.

Criteria 1: Capacity to be bound and contract	
Evaluation	Evidence Presented
Complies/Does not Comply	1. Participation confirmation letter and presentation of Curriculum Vitae.
Complies/Does not Comply	2. Copy of social security card or passport

Criteria 2: Capacity to contract with CABEL financing		
Requirement	Evaluation	Required documentation
The consultant is not included in the List of Prohibited Counterparts of CABEL or other list of ineligibility of CABEL	Comply/Does not Comply	Search in the list of disabled, sanctioned or

The consultant has not been disqualified or declared as ineligible or sanctioned for obtaining resources or awarding contracts financed by organizations recognized by CABI for such purpose.	Comply/Does not Comply	declared ineligible by CABI and in the list of the organizations recognized by CABI
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