



Terms of Reference

MONITORING AND EVALUATION (M&E) 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 Monitoring and Evaluation Officer (M&E) is required to support the Programme Executing Unit (PEU).

2. Scope of Works

The M&E Officer will be responsible for designing and implementation of the monitoring and evaluation system for the management of BISP. The post will particularly support the Programme's activities in an effective, efficient, and timely manner. The M&E Officer will be responsible for the below duties & tasks:

- (a) Design and implement the programmes's monitoring and evaluation framework.
- (b) Assist in preparing the Annual Operating Plan (AOP).
- (c) Coordinate with the Co-Executors, the presentation of M&E reports for

- the projects considered under the Project.
- (d) Visit infrastructure sites in order to verify the percentage of physical progress reported by the project's technical personnel of the PEU.
 - (e) Coordinate the preparation of various reports and dossiers for technical and environmental monitoring and follow-up reports of the different activities, which are periodically required by CABEL and for which a corresponding timetable must be prepared.
 - (f) Prepare M&E reports of administrative and financial aspects, which will be presented by the Project Coordinator to the PSC and PTC.
 - (g) Prepare a work plan for the presentation of follow-up and monitoring reports; and
 - (h) Perform any other related duties as required.

3. Supervision and Reporting

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

4. Terms

The Monitoring and Evaluation 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

Candidates for the post will be expected to have:

- Minimum of a bachelor's degree in Accounting, Business Administration, Economics, International Development, or other discipline related to M&E with some statistical, data collection or field assessment experience.
- A Master's degree in Accounting, Business Administration, Economics, International Development, or field assessment experience, will be an asset.
- Minimum of five (5) years working experience in designing and implementing of M&E activities
- Minimum of five (5) years working experience in designing tools (Logical Framework, Process evaluation, etc.) and strategies for data collection, analysis, and production of reports.
- Experience and familiarity with the use of M&E tools and methodologies utilized by recognized International Financial Institutions (IFIs) (World Bank, CABEL, IADB, others)
- Knowledge of written and spoken Spanish

6. Estimate of the consultancy:

The estimated total cost of the consultancy is **US\$43,200.00** that will be disbursed in monthly payments upon presentation an 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	0
1.1	Minimum of bachelor's degree in Economics, Business Administration, International Development or Related Disciplines.	<i>Comply / No comply</i>	
1.2	Master's degree (or higher) in Economics, Business Administration, International Development, or other Related Disciplines	5	0
2. Skills		5	5
	Knowledge of written and spoken Spanish	5	5
3 Specific Experience		90	65
3.1	Working experience in Designing and Implementing of Monitoring & Evaluation Activities	40	25
	<i>More than 10 years' experience</i>	40	
	<i>8 years to 10 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 and familiarity with the use of M&E tools and methodologies utilized by recognized International Financial Institutions (IFIs) (world Bank, CABI, IADB, others)	30	25
	<i>Experience in 2 or more similar consultancies with multi-lateral Bank(s)</i>	30	
	<i>Experience in 1 similar consultancy with Multi-lateral Bank(s)</i>	25	
	<i>No experience</i>	0	
3.3	Experience in designing tools (Logical Framework, process evaluation, etc.) and strategies for data collection, analysis, and production of reports	20	15
	<i>More than 7 years' experience</i>	20	
	<i>5 -7 years' experience</i>	15	
	<i>1-4 years' experience</i>	0	
Maximum Points		100	70