

Terms of Reference

OFFICE CLEANER

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 Office Cleaner is required to support the Programme Executing Unit (PEU).

2. Scope of Works

The Office Cleaner will be responsible to maintain the cleanliness and orderly conditions of all office spaces. In doing so the Office Cleaner must comply with the following functions:

- Cleaning of the office space, conference room, restrooms, storeroom, kitchen, and dusting and polishing of its furniture and cleaning of equipment
- Disposal of office garbage
- Notify management of occurring defects or needs for repairs
- Secure facilities after operating hours by locking doors, closing windows, turning off light and Air condition units
- Perform any other duties assigned from time to time

3. Supervision and Reporting

The Office Cleaner will work under the general guidance of the Administrative Assistant and will report directly to the Administrative Assistant and the Project Coordinator. The position will be based at the Project Executing Unit's office located at #1904 Constitution Drive, 2nd floor, Unit#3, Belmopan City.

4. Terms

The Office Cleaner 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.

5. Experience:

The consultant must submit documentation to support experience and academic qualifications

- Minimum of a Primary School Certificate
- At least two (2) years' experience in providing cleaning services in a professional organizational setting

- At least two (2) years’ experience in providing cleaning services in a domestic setting
- Have a “clean” police record
- In possession of a Social Security Card that is valid for employment in Belize
- Fluent in English
- Preferably living within the Belmopan area
- At least one (1) letter of reference from previous employer

6. Estimate of the consultancy:

The estimated total cost of the consultancy for the entire period is **US\$12,150.00** and will be disbursed in monthly payments upon presentation and approval of monthly reports.

7. 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
1. Academic Experience		10	0
1.1	Minimum of Primary School Diploma	<i>Comply / No comply</i>	
1.2	High School Diploma or Higher	10	0
2. Skills		5	5
	Fluent in English	5	5
3 Specific Experience		85	65
3.1	Working experience of cleaning in a professional organizational setting	40	30
	<i>More than 4 years’ experience</i>	40	
	<i>3 years – 4 years’ experience</i>	35	
	<i>2 years’ experience</i>	30	
	<i>Less than 2 years’ experience</i>	0	
3.2	Working experience of cleaning in a domestic setting	30	20
	<i>More than 4 years’ experience</i>	30	
	<i>3 years – 4 years’ experience</i>	25	
	<i>2 years’ experience</i>	20	
	<i>Less than 2 years’ experience</i>	0	
3.3	Police Record	5	5
	<i>Clean Police Record</i>	5	
	<i>Any Record of infractions/No Police Record</i>	0	
3.4	Valid Social Security Card	5	5
	<i>Social Security Card Valid for employment in Belize</i>	5	
	<i>No Social Security Card/ not valid for employment in Belize</i>	0	
3.6	Letter of Reference	5	5
	<i>Positive Letter of Reference</i>	5	
	<i>No Letter of Reference</i>	0	
Maximum Points		100	70

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 CABEI financing		
Requirement	Evaluation	Required documentation
The consultant is not included in the List of Prohibited Counterparts of CABEI or other list of ineligibility of CABEI	Comply/Does not Comply	Search in the list of disabled, sanctioned or declared ineligible by CABEI and in the list of the organizations recognized by CABEI
The consultant has not been disqualified or declared as ineligible or sanctioned for obtaining resources or awarding contracts financed by organizations recognized by CABEI for such purpose.	Comply/Does not Comply	