

Request for Expression of Interest

Project Country	Belize
Contracting Agency	Ministry of Finance, Economic Development, and Investment
Project Name	MCC Compact Development –Belize
Consultancy Name	Procurement Director
Contract Period	2 years

Background: The US Government-funded Millennium Challenge Corporation (MCC) has selected Belize as one of only two countries in the world for a five-year government to government grant to fund a program aimed at reducing poverty and stimulating economic growth. Belize was selected because it offers MCC the opportunity to engage with a country that is committed to democratic governance, reducing the rising poverty rate, addressing the significant challenges to economic growth, and mitigating its vulnerability to external shocks.

The Government of Belize through the Ministry of Finance, Economic Development, and Investment, intends to contract a team of individual consultants to form a Compact Development Team in Belize that will work together with a U.S.-based MCC Team to conduct a diagnosis of the constraints to economic growth, prepare concept notes, develop project proposals, and plan for project implementation.

The Procurement Director will contribute to compact development by planning, managing, and carrying out procurements on behalf of program development.

To be successful, the Procurement Director must be able to work collaboratively with interdisciplinary teams; have knowledge and experience in managing procurements using open and competitive processes; have the highest level of integrity; be able to establish detailed plans that clarify responsibilities and timelines; and communicate and write clearly and effectively.

Duties and Responsibilities: The Belize Compact Development Team will be led by a National Coordinator who will manage the team, engage key stakeholders across all sectors, and bear responsibility for the overall performance and work quality of the team. The Procurement Director will be a member of this team and will be responsible for the following duties in close coordination and partnership with MCC's procurement lead:

- Planning and procuring consulting services and goods in support of the development of an MCC Compact program. S/he ensures that all procurement transactions are implemented in accordance with MCC Program Procurement Guidelines (MCC PPG), facilitates the smooth interaction between all elements of the procurement process, consolidates and keeps records of procurement activity, and reports on progress of this activity.

- Execute the duties of the Procurement Agent as set out in the Fiscal Accountability Plan for processing requests to the Fiscal Agent for payment of funds due the suppliers and contractors pursuant to procurement contracts.
- Carry out procurements in accordance with the Procurement Operations Manual, including procedures, procurement and contract templates, bidding documents, forms, and instructions
 - Prepare procurement plans, with the support from the Compact Development Team.
 - Ensure that the documents describing the objects of the procurements, including the scopes of work, statements of requirements, specifications, terms of reference, etc., are adequately prepared and finalized in a reasonable and balanced manner without being overly restrictive.
 - Prepare and manage the timely review and approval of procurement and contract documents.
 - Guide evaluation panels in their review and evaluation of proposals and bids.
 - Conduct procurements in a manner that provides open competition to the maximum extent practical in order to assure advantageous prices and equal and fair access for eligible suppliers and consultants.
 - Prepare and manage the advertisement of procurement opportunities to ensure transparency, maximize competition.
 - Facilitate a contract administration system to track compliance with terms and conditions of contracts, and certify performance of services, completion of works and delivery of goods.
 - Manage and administer amendments, variation orders, and change orders that modify the original contract.
- Guard against conflicts of interest, real or apparent, in the operation of the procurement activity.
 - Maintain controls throughout the procurement activity to ensure good faith, fair dealing, and appropriate confidentiality by the Procurement Unit, Evaluation and Bid Review Panel members, and others who are officially involved in the procurement activity.
 - Protect the procurement activity from fraud, waste, and abuse.
 - Respond promptly and fairly to bid challenges to the procurement activity.

Required qualifications:

- Bachelor's Degree in Procurement, Logistics, Business, Management, Finance, Accounting, Law, Economics, Public Administration, or related field. An internationally-recognized procurement qualification or certification (e.g. NIGP-CPP, CPPO from UCCPP, MCIPS, CPSM, and CPSD) is an advantage. Project/program management certification is also an advantage. Master's degree in the above fields is an advantage.
- At least 5 years of experience administering procurements in accordance with international standards, 10 years preferred.
- Extensive knowledge of international best practices in procurement procedures, project administration, contract procedures, and project follow-up.

- Experience negotiating and administering contracts for procurements and managing vendor relationships.
- Demonstrated ability to develop, follow, and document adherence to procurement and acquisition guidelines.
- Excellent communication and interpersonal skills and experience in working with high-level government officials and business executives.
- Superior organizational and time management skills.
- Written and verbal fluency in English.
- Computer skills in word processing and spreadsheet.

Level of effort: The Procurement Director is expected to be a full time equivalent, working closely with other members of the Belize Compact Development Team and the MCC to ensure that the relevant goods and services can be provided in a timely manner to support the development of a high-quality program design.

Reporting: All team members will report to the National Coordinator.

Duty Station: Belmopan City, Belize

Remuneration: Competitive salary and benefits are offered, commensurate with academic level, work experience and other relevant strengths of the winning candidate.

Application Submission: Interested candidates are requested to submit ONE PDF File that shall include: a) Letter of Interest indicating the post being applied for; b) the curriculum vitae, c) copies of university degrees, and d) the names of 3 references who can be contacted later.

Subsequently the top 3 applicants for each post will be interviewed.

Deadline for application: April 15, 2022: The application can be sent via email to: econdev@med.gov.bz

Clarification: Any request for clarification should be sent via email to econdev@med.gov.bz not later than **April 11, 2022**. Responses will be provided within three days.