

THE PUBLIC OUTREACH AND STAKEHOLDER ENGAGEMENT SPECIALIST

Project Country	Belize
Contracting Agency	Ministry of Finance, Economic Development, and Investment
Project Name	MCC Compact Development –Belize
Consultancy Name	Public Outreach and Stakeholder Engagement Specialist
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 diagnostic of the constraints to economic growth, prepare concept notes, develop project proposals and plan for project implementation.

During the development of a compact program, each eligible country must build mechanisms that provide transparent information on the status and content of the compact development process, allow for public comment, and incorporate meaningful input from stakeholders and potential beneficiaries into the selection and design of projects. The Public Outreach and Stakeholder Engagement Specialist will lead these efforts by preparing stakeholder engagement, outreach and communication plans; conducting stakeholder analysis, engaging relevant stakeholders at the national, regional and local level; developing and implementing mechanisms to gather public input and respond to public comment; developing and disseminating reports on the stakeholder feedback from consultations; and otherwise ensuring transparency throughout the compact development process.

To be successful, the Public Outreach and Stakeholder Engagement Specialist must be motivated and highly organized; be able to sustain engagement with a wide range of stakeholders; and be able to work collaboratively with interdisciplinary teams. In particular, they will work in close collaboration with the Compact Development Team private sector specialist and gender and social inclusion specialist.

Duties and Responsibilities: The 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 Public Outreach and Stakeholder Engagement Specialist will be a member of this team and will be working closely with the MCC GSI team lead assigned to the Belize country team, in order to:

- Develop a communications and stakeholder engagement strategy drawing on inputs from the MCC and Compact Development Teams to ensure broad public awareness of the compact development process. Lead the development of an informative public website and ensure it is maintained with relevant and timely content on a regular basis.
- Lead a detailed stakeholder analysis and mapping exercise to identify, categorize and prioritize relevant stakeholders among community leaders; women’s organizations, environmental organizations and other civil society organizations; business and the private sector; interest groups; local, regional and national political leaders; international development partners; and potential beneficiaries.
- In coordination with other MCC and Compact Development Team members, lead the development of a detailed, written Stakeholder Engagement Plan structured in a manner consistent with applicable IFC guidelines² that defines the broad parameters of a timely, meaningful and participatory consultative process. Among other details, the plan should clarify who the key stakeholders are; the issues on which the Compact Development Team will share information with or solicit feedback from key stakeholders; define a timeline for engaging with key stakeholders; describe the strategic approach and specific mechanisms for sustained, ongoing consultations; and set a general expectation that the results of stakeholder consultations will be captured, documented, updated and utilized throughout the compact development process. The Stakeholder Engagement Plan should also include methods for ensuring equal opportunities for women and disadvantaged groups and social minorities to participate in consultations.
- Design participatory mechanisms for gathering and incorporating meaningful feedback, as well as registering grievances, from key stakeholders, in full compliance with MCC policies and the IFC Performance Standards.
- Manage and oversee the actual implementation of a timely, meaningful and participatory process for engaging a wide variety of stakeholders at various stages of the compact development process.
- Develop, maintain, and safeguard a stakeholder/contact database to track the timing and content of contacts between the Compact Development Team and key stakeholders.
- Write detailed Stakeholder Engagement Reports to document ongoing consultations and capture feedback and input from stakeholders. Provide the reports to other members of the Compact Development Team as a tool to ensure that relevant stakeholder input is taken to account during the identification of constraints to economic growth, and ultimately the identification, selection and design of proposed projects.

² Please see *Stakeholder Engagement: A Good Practice Handbook for Companies Doing Business in Emerging Markets*, International Finance Corporation, May 2007

- Develop press materials, engage reporters, radio, newsprint, and other innovative media as methods of reaching all members of society as needed to ensure timely provision of public information.

Required Qualifications:

- Academic degree in communications, public policy, community development, public relations, or other relevant field – including social science fields with strong qualitative field methods training.
- Five (5) years of prior work experience planning broad communication and outreach strategies and conducting, organizing, managing and leading large-scale participatory stakeholder consultations or targeted outreach events in a context related to economic development.
- Demonstrated ability to develop a stakeholder engagement plan and conduct a detailed stakeholder analysis and mapping exercise for the identification, targeting and engagement of a wide range of stakeholders.
- Demonstrated ability to work with technical specialists such as economists, private sector experts, environmental specialists and social and gender specialists to incorporate public feedback into program and project design.
- Prior experience working for a government agency or international development partner and/or experience working at a national level on project design, strongly preferred.
- Demonstrated ability to map stakeholders and develop a Stakeholder Engagement Plan. Experiences consistent with Stakeholder Engagement: A Good Practice Handbook for Companies Doing Business in Emerging Markets, published by the International Finance Corporation (IFC), strongly preferred.
- Strong oral and written communication skills, organizational, and interpersonal skills.
- Qualitative field research experience or experience with participatory or grassroots development programming strongly preferred.
- Experience engaging a wide range of stakeholders – from business leaders and professionalized associations to vulnerable groups and marginalized populations, non- governmental organizations, and civil society groups.
- Experience in, and comfortability with, engaging diverse groups across multiple social strata (including gender, ethnicity, race, class, income, language, religion, region, nationality, political affiliation, etc.).
- Familiarity with ethical standards, norms, best practices, and social safeguards related to engaging and conducting research with a diversity of human subject groups.

Level of effort: The Public Outreach and Stakeholder Engagement Specialist in particular will work full time in close collaboration with the private sector specialist and gender and social inclusion specialist of Compact Development Team and with the MCC’s Country Team Lead (CTL) and his/her deputy (Point of Contact), to ensure that outreach and stakeholder engagement concerns and activities are addressed and fully integrated into the Constraint Analysis, Concept Notes, Concept Papers, program logic, and project 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: 23 September, 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 16 September 2022. Responses will be provided within three days.

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