

STRENGTHENING PUBLIC EXPENDITURE MANAGEMENT IN BELIZE

TERMS OF REFERENCE

Data Entry Clerk (2 positions) **Procurement Unit, Ministry of Finance**

DUTY STATION: Belmopan City, Belize
PROJECT NUMBER: BL-L1038
Loan No.: 5353/OC-BL
Process ID: BL-L1038-P00072 and BL-L1038-P00073

1 BACKGROUND

The Strengthening Public Expenditure Management Program – SPEM (5353/OC-BL-L1038) is a response to the consolidation efforts to bring public finances back to a sustainable path and create meaningful fiscal space require the adaptation of reforms to reduce inefficiencies in public expenditure, which amounts to 6.3% of GDP at the level of the wage bill, procurement, and transfers, the third highest in the region. To face this challenge the government is committed to implementing a comprehensive fiscal consolidation plan, with a strategy centered on three areas: (i) expenditure reduction (ii) increased revenues; and (iii) debt restructuring.

The general objective is to promote the fiscal sustainability of Belize. The specific objective is to increase the efficiency of public resources by strengthening public financial management. The project is being funded by the Government of Belize and the Inter-American Development Bank (IDB) through a loan of US\$8 million.

The program is comprised of a single component with four subcomponents that will achieve the objective:

(i) Financial Management, to improve the efficiency of key expenditure functions;

(ii) Procurement, to improve efficiency by promoting economies of scale and competitiveness among suppliers in the acquisition of all goods and services; (iii) Technological Infrastructure, to promote a more sustainable technological infrastructure enabling processes to be more reliable and faster; and (iv) Strengthening Capacity Building, to improve institutional capacity for personnel to carry out processes and operate systems efficiently.

2 OBJECTIVE AND SCOPE OF WORK

The Data Entry Clerks will support the Procurement Unit in the Ministry of Finance by inputting data, documentation, lists or any other information into a filing system and conduct periodic maintenance of stored data in the database. These persons are required to have knowledge of record-keeping systems and procedures.

3 RESPONSIBILITIES/ACTIVITIES

The main responsibilities include, among others:

- I. Collect and organize information prior to entering it into a database, using Microsoft Excel, Access, or specialized database.
- II. Transfer data from hard copy to a digital database.
- III. Update supplier or other information in a database.
- IV. Sort, file and organize hard copies of paperwork after entering data electronically.
- V. Review data for deficiencies or errors.
- VI. Organize existing data in a report format.
- VII. Verify outdated data and make any necessary changes to records.
- VIII. Provide occasional administrative and clerical support including filing, scanning, and photocopying.
- IX. Request further information for incomplete documents.
- X. Perform regular database backups to secure data.

4 QUALIFICATION AND EXPERIENCE

4.1 Academic Qualifications and Specific Experience

Associates degree with a minimum of two (2) years' experience in data entry and records keeping or High School Diploma with a minimum of four (4) years' experience in data entry and records keeping.

4.2 General Experience

- i. Minimum general experience of 4 years from highest academic qualification;

4.3 Skills, Knowledge and Abilities

- i. Computer literate with working knowledge of database and excel spreadsheet applications required.
- ii. Ability to clearly and efficiently communicate and retrieve important information to update records.
- iii. Ability to proofread documents.
- iv. Ability to organize files and information.
- v. Attentive to details.
- vi. Excellent oral and written English communication skills.
- vii. Strong analytical skills and problem-solving skills.
- viii. Excellent interpersonal skills and ability to work well in a team environment.

5 REPORTING RESPONSIBILITY

The Data Entry Clerk will report to the Database Manager

6 SALARY RANGE

24-27K per annum

7 Duration of Consultancy

3 Years

8 APPLICATIONS

8.1 CRITERIA for SELECTION

Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank](#) (GN-2350-15) – individual consultants and is open to all eligible candidates as defined in the IDB policies. The individual consultant will be selected based on their experience and competence relevant to the assignment and most appropriate qualifications and references in accordance with the Comparison of Qualifications method set out in the Consultant Policies. **Only short-listed applicants will be invited for an interview.**

8.2 APPLICATION PROCEDURES:

Expression of Interest should be submitted in one document including:

- (i) Cover letter briefly explaining interest, experience, and competence of the consultant
- (ii) Comprehensive resume utilizing template provided
- (iii) Copy of degrees/certificates
- (iv) List of at least two references with contact information
- (v) Proof of nationality: copy of documentation of nationality

Qualified Consultants should submit two (2) hardcopies of their application to the address below and one (1) pdf copy via e-mail to tjoseph.ceu@med.gov.bz clearly indicating **SPEM Data Entry Clerk**.

The Deadline for submission is no later than Monday, August 21, 2023, by 10:00 a.m. No late submissions will be accepted. Hard copies of the application should be submitted to the following address:

Trudy Joseph
Procurement Specialist
Central Executing Unit
#8 St. Mark Street (Upper Flat)
Belize City, Belize

Subject: SPEM Data Entry Clerk