

STRENGTHENING PUBLIC EXPENDITURE MANAGEMENT IN BELIZE

TERMS OF REFERENCE

Database Manager

Procurement Unit - Ministry of Finance

DUTY STATION: Belmopan City, Belize

PROJECT NUMBER: BL-L1038

Loan No.: 5353/OC-BL

Process ID: BL-L1038-P00071

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 Database Manager will be responsible for creating and technically supporting multiple implemented database systems of the Procurement Unit (Supplier Registry, Contractor Registry, Reference Price Registry) within the Ministry of Finance which will support the various implemented applications. Under general supervision, the Database Manager will provide technical expertise in the design, implementation, and maintenance of database management systems. The Database Manager will also be responsible for Data Security and Disaster Recovery planning and execution for all database systems.

3 RESPONSIBILITIES/ACTIVITIES

The main responsibilities include, among others:

- I. Design and Implement Database for the Supplier Registry, Contractor Registry, Reference Prices.
- II. Develop and implement procedures for effective data management & Onboarding.
- III. Identify, and act on, areas for process improvement, and automation.
- IV. Manage Incoming data Files.
- V. Oversee and supervise the daily activities of database teams.
- VI. Maintain database ownership and access privileges.
- VII. Design and create Data Input Forms.
- VIII. Create queries, exports, and reports, including customized reports as needed.
- IX. Monitor databases to optimize database performance, resource use, and physical implementations of databases; address a variety of database integration issues including integration, maintenance/conversion, capacity planning issues, and new applications.
- X. Conducting diagnostic tests and evaluating performance metrics.
- XI. Interact with users, analysts, and other team members to resolve issues.
- XII. Monitor and maintain database security and database software, in cooperation with CITO system administrators.
- XIII. Documenting processes and complying with best practices in database management.
- XIV. Ensuring that the database and applications supported are available 24/7.
- XV. Design, test and document Disaster Recovery Plan and Backup Strategy; design, develop, maintain, and execute disaster recovery systems and services.
- XVI. Supervise the data entry clerk to ensure that information is being properly and accurately recorded and managed.

4 QUALIFICATION AND EXPERIENCE

4.1 Academic Qualifications

Minimum of a Bachelor's degree in Database Management, Management Information Systems (MIS), Computer Science Information Systems or Information Technology or related field.

4.2 Experience

- i. Minimum general experience of 5 years since obtaining first degree;
- ii. Minimum 2 years' experience in database management systems administration maintenance, structures, and techniques e.g. MS SQL Server Management Studio, MySql Workbench, Azure Data Studio;
- iii. Minimum 2 years' experience in a supervisory position

4.3 Skills, Knowledge and Abilities

- i. Ability to develop database structures is required
- ii. Working knowledge of acceptance testing on computer systems, applications, and hardware is required
- iii. Ability to use standard diagramming techniques to design and develop computer data models
- iv. Ability to install, maintain modify, and upgrade database software
- v. Ability to interpret data models
- vi. Ability to implement and troubleshoot programming changes and modifications
- vii. Ability to program, configure, manage, and maintain the operation of complex relational databases.
- viii. Ability to maintain and manipulate large, complex data sets
- ix. Knowledge of current technological developments/trends in area of expertise
- x. Knowledge of computer and/or network security systems, applications, procedures, and techniques
- xi. Knowledge of data integrity methods and techniques
- xii. Ability to provide technical guidance and leadership to professional personnel in area of expertise
- xiii. Ability to write detailed professional technical and non-technical reports

5 REPORTING RESPONSIBILITY

The Database Manager will report to the Procurement Director within the Ministry of Finance

6 SALARY RANGE

50-55K 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 Database Manager**.

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 Database Manager