

STRENGTHENING PUBLIC EXPENDITURE MANAGEMENT IN BELIZE

TERMS OF REFERENCE

Procurement Analyst

Procurement Unit, Ministry of Finance

DUTY STATION: Belmopan City, Belize

PROJECT NUMBER: BL-L1038

Loan No.: 5353/OC-BL

Process ID: BL-L1038-P00068

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 Procurement analyst's main responsibility is to collect and analyze government procurement data to identify areas for improvement in the procurement process. The Procurement analyst is expected to collect and analyze data on vendor performance, market conditions, cost trends, and inventory levels; to identify opportunities that will streamline processes, reduce costs, and achieve improved value for money. This can be

achieved by leveraging economies of scale, aggregating demand, and negotiating better pricing with suppliers. In addition, the procurement analyst will identify opportunities for standardization and rationalization of the procurement process, to further improve efficiency, reduce costs that translates to cost-effective procurement. The Procurement Analyst will work in the Procurement Unit within the Ministry of Finance.

3 RESPONSIBILITIES/ACTIVITIES

The main responsibilities include, among others:

- I. Analyzing and evaluating procurement data: The procurement analyst will be responsible for collecting and analyzing all procurement data, for all procuring entities, including entities in which the Government or an agency of the government exercises control. The data will be used to establish and track unit pricing, purchasing history and other procurement related activities. Analyze and recommend updates to Smart Stream Purchasing module and reporting functions.
- II. Developing procurement strategies: The procurement analyst will work with Procuring entities to develop procurement strategies that meet Government needs and achieve cost savings goals. This will include aggregation of demand.
- III. Conducting market research: The procurement analyst will be responsible for conducting market research to identify potential suppliers, and to evaluate the suitability of suppliers based on several factors including, but not limited to, quality, delivery, cost, reliability, life cycle costs.
- IV. Assist in Negotiating contracts: The procurement analyst will advise on contracting strategy including framework agreements, and service level agreements with suppliers, including pricing, terms, and conditions.
- V. Managing supplier relationships: The procurement analyst will coordinate and manage relationships with suppliers, including monitoring supplier performance to address any issues that arise, and assist to develop/manage a supplier performance appraisal system/ database.
- VI. Cost Benefit Analysis: The procurement analyst will conduct routine cost-benefit analysis and contribute to continual process improvement.
- VII. Ensuring compliance: The procurement analyst will ensure that all procurement activities follow proper procurement policies and best practices, as well as relevant laws and regulations.
- VIII. Training: Assist in the development and delivery of end-user training and training materials.
- IX. Reporting: The procurement analyst will prepare reports on procurement activities, including cost savings, supplier performance, procurement trends, and market conditions.

4 QUALIFICATION AND EXPERIENCE

4.1 Academic Qualifications

Minimum of a Bachelor's degree in Procurement, Finance, Economics, Business Administration/ Management, Statistics, Accounting Supply Chain Management, Supply Chain Operations or related field.

Master's degree in Procurement, Business, Finance, Administration, Accounting, Supply Chain Management, Supply Chain Operations or related field is preferred.

4.2 Experience

- i. Minimum general experience of 5 years since obtaining first degree;
- ii. Minimum 2 years' experience working in the field of public procurement;
- iii. Minimum 1 year Experience working with Smart Stream;
- iv. Experience with Government of Belize procurement practices, programs and regulations would be an asset;
- v. Experience working with IFI (IDB, Worldbank, CDB, etc) funded projects is desired.

4.3 Skills, Knowledge and Abilities

- i. Knowledge and experience working with Microsoft Project;
- ii. Excellent computer skills using Microsoft Office; Particularly Access and Excel including Spreadsheet/reporting manipulation/analysis, including pivot tables, and other functions;
- iii. Proficiency in electronic procurement and analytical software (e.g. SAP or QuickBooks) will be an asset;
- iv. In-depth business management, supply chain, and strategic sourcing knowledge;
- v. Working knowledge of internationally accepted accounting principles, guidelines and best practices;
- vi. Working knowledge of Belize's Taxation Regime, as well as relevant financial and procurement-based policies, procedures and/or regulations;
- vii. General awareness of financial practices and procedures of government and private/public initiatives and operations;
- viii. The procurement analyst must be able to analyze complex data sets and identify trends, patterns, and generate clear reports;
- ix. Excellent negotiation and decision making skills;
- x. Task orientated and able to prioritize projects, multitask and meet tight deadlines;
- xi. Fluent in written and spoken English with the ability to express data in a concise and clear manner;
- xii. Team player and possess strong self-motivation and initiative;
- xiii. Sound decision making skills and objectivity with the proven ability to act with confidentiality and discretion;
- xiv. Professional, honest and display strong business ethics and integrity

5 REPORTING RESPONSIBILITY

The Procurement Analyst will report to the Procurement Director in the Ministry of Finance

6 SALARY RANGE

55-65K 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 Procurement Analyst**.

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 Procurement Analyst