(IV) Staff Terms of Reference

1. Development Partnership Coordination Officer / PSIP Officer

PUBLIC SERVICE OF BELIZE
MINISTRY: Ministry of Finance, **Economic Development** and Investment POSITION DESCRIPTION Position Title: Development Partnership Coordination Officer / PSIP Officer Unit: Policy and Planning Unit Reports To: Senior Economist Station: Ministry of Economic Development, Belmopan
Purpose of Position: The Ministry of Economic Development is tasked with overseeing all central organizations involved in planning, projects and overall economic development and advising on general economic and sustainable human development policies. The Ministry is also tasked with the preparation of national and sectoral economic development plans, preparation of annual economic reports, the formulation and management of the Public Sector Investment Programme and coordinating and overseeing the implementation of projects and programmes. Additionally, tasked with the rationalization and coordination of external development assistance. These tasks fall under three (3) broad categories: (i) policy development; (ii) projects/public sector investment; and (iii) donor coordination and are executed chiefly through the Policy and Planning Unit (PPU).
Analysis of Position: Essential Duties and Responsibilities **1. Project/Public Sector Investment:** 1.1 Assist in monitoring and reporting on Government's investment projects; 1.2 Participate in the appraisal, execution, coordination, implementation, monitoring and evaluation (project cycle) of projects/programmes; 1.3 Assist in assessing terms of reference, technical specification and other technical documents as required; 1.4 Assist in the preparation of quarterly and annual Public Sector Investment Programme (PSIP) reports; 1.5 Assist in ensuring that relevant project information is captured for the Ministry's PSIP Management Information System; 1.6 Assist in collect outstanding project documents and maintain a listing of all project documents gathered in the Ministry;

2. Donor Coordination:

2.1 Assist multi-lateral and bi-lateral development partners in the preparation of their various country support strategies and framework for Belize to ensure alignment with national priorities;

2.2 Assist in the coordination of the Development Partners Conference, including all related logistics (agenda, minutes, etc.)

2.3 Be familiar with national and sectoral development polices, strategies and action plans;

2.4 Serve as the lead technical support for the Development Partners Coordination Secretariat;

2.5 Assist in the monitoring and implementation of donor funded projects and programmes, including EU-funded initiatives;

2.6 Provide support to periodic programming missions undertaken by the respective donor agencies; and

2.7 Assist in the coordination of workshops, meetings, and conferences hosted by the Ministry.

3. **Any other duties** that may be assigned from time to time by the Chief Executive Officer or the Director.

Qualifications Required:

Education and Experience:

Essential:
1. Bachelor's Degree in Economics, Finance, Financial Management, International Relations or related field with at least two (2) years experience working with bi-lateral or multilateral organization or experience working in the development of country strategies.

Competencies/ Skills:

Technical:
1. Project management skills
Behavioral:
1. Strong leadership skills.
2. Excellent written, oral, and interpersonal communication skills.
3. Ability to present ideas in business-friendly and user-friendly language.
4. Highly organized, self-motivated, self-directed, and attentive to detail.
5. Ability to effectively prioritize and execute tasks in a high-pressure environment.
6. Extensive experience working in a team-oriented, collaborative environment
7. Ethical skills

Supervisory Responsibility (Number of persons Supervised and their respective positions):
Dependent upon ministry specific needs.

First Reporting Officer: Senior Economist

Second Reporting Officer: _Director, Planning and Policy Unit

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Name of Officer

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Name of Supervisor

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Signature of Officer

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Signature of Supervisor

Date Issued:

2.   Statistician II

STATISTICAL INSTITUTE OF BELIZE
Position: STATISTICIAN II, National Statistical System Unit, Data Dissemination (DD) **Department:** **Supervisor:** Data Dissemination Manager **Duty Station:** Statistical Institute of Belize Headquarters, Belmopan
1.   Job Summary: To collect, compile and review data from internal and external sources for the preparation and publication of indicators to be used in the monitoring and evaluation of the Medium-Term Development Strategy (MTDS). To collect, compile and review data from external sources for the preparation and publication of Sustainable Development Goals (SDG) indicators as well as other national indicators. To update and maintain the Institute's Belize National Statistical System indicators portal. To liaise with and provide technical support to data producing agencies of the National Statistical System (NSS) in the annual compilation and supply of MTDS and other indicators.
2.   Essential Duties and Responsibilities: As a Statistician II within the National Statistical System Unit of the Data Dissemination Department, the Employee is required to perform the following duties and undertake the following responsibilities in a professional manner. 3. Collect, compile and review data from NSS partners and SIB databases to populate the indicators of the Belize National Statistical System (BNSS) indicators portal, including indicators for the monitoring of MTDS and SDG goals and other national indicators. 4. Liaise with and provide technical support to data producing NSS agencies for the annual compilation and supply of MTDS and other indicators. 5. Prepare metadata for all indicators included in the BNSS portal. 6. Update and maintain the BNSS portal with the relevant indicators and metadata. 7. Prepare and maintain documentation on the indicators received from NSS agencies including source, contact person, and how data was collected. 8. Assist in evaluating sources of information and statistical methods and procedures for validity, reliability and accuracy. 9. Assist in evaluating the availability of MTDS, SDG and other national indicators, identifying data gaps, and possible new data sources for closing such data gaps. 10. Provide annually to the Ministry of Economic Development indicators for the monitoring and evaluation of the MTDS. 11. Provide annually to the Sustainable Development Unit indicators for the monitoring of SDG goals and production of Voluntary National Reviews. 12. Assist with responding to requests for statistical data from internal and external clients.

13. Assist in making technical and logistical arrangements for public relations activities of the Institute, including but not limited to press conferences, media appearances and other public events.
14. Assist in collecting and compiling data from internal and external sources for the SIB's annual Abstract of Statistics, other publications, and online databases.
15. Produce monthly progress reports on all activities assigned and/or undertaken.
16. Assume responsibility for the Institute's assets assigned for the execution of the duties of the substantive post.
17. Perform any other relevant duties required for the effective functioning of the department.

18.   Educational and Professional Requirements:
- Bachelor's degree in Statistics, Mathematics, Economics or related field

19.   Skills and Experience Required:

1. Mature and strong interpersonal skills.
2. Excellent written and verbal communication skills.
3. Strong analytical, quantitative and critical thinking skills.
4. Proficiency in SPSS, Redatam, Microsoft Office, and other relevant statistical software.
5. Highly disciplined and effective team player.
6. Able to handle multiple and complex tasks and meet strict deadlines.
7. Strong visual presentation skills
8. Ability to articulate technical issues in a user-friendly manner
9. Highly disciplined and effective team player

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Name of Officer   Name of Supervisor

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Signature of Officer   Signature of Supervisor

3. Monitoring and Evaluation (M&E) Officer

PUBLIC SERVICE OF BELIZE
MINISTRY: Ministry of Finance, **Economic Development,** and Investment POSITION DESCRIPTION Position Title: MONITORING AND EVALUATION OFFICER Department: Policy and Planning Unit Reports To: Director, Policy and Planning Unit Station: Ministry of Economic Development Belmopan

Background

The Growth and Sustainable Development Strategy (GSDS) 2016-2020 was developed as the first of a series of medium-term strategies prepared within the overarching context of Belize's long-term planning framework - Horizon 2030. The GSDS 2016-2020 expired on March 31st, 2021; therefore, a new strategy for the period 2021 to 2025 has been finalized, namely, the #PlanBelize Medium-term Development Strategy (PBMTDS).

The GSDS gap assessment, completed in mid-2020, indicated that actions were being pursued under each priority outcome area identified (Critical Success Factors). While this assessment concluded that a national policy, strategy or plan existed for almost all related activities (necessary conditions), the resource constraints and gaps in policy and implementation were identified as hindrances that could be addressed in subsequent medium-term strategies.

One of the important gaps in monitoring and evaluation of the GSDS was the limited human resource capacity for data collection, analysis, monitoring of results, evaluation of impacts, and reporting across sectors. Building this capacity is an important aspect of developing strong institutions that are effective, transparent and accountable. Overall, the weakness stemming from lack of formal M&E systems and processes that would hold entities accountable, with the capacities for data capture, availability and accessibility, needs to be addressed in future strategies.

The ministry with responsibility for Economic Development (MED), having the lead mandate for national planning, has worked closely with the ministry responsible for Sustainable Development (MSD) in developing Belize's PBMTDS 2021-2025. The strategy takes into consideration the guiding principles of Plan Belize and will be consensus-driven with actionable initiatives to achieve the vision, mission and strategic goals presented therein. It will also guide and set targets for social, economic and environmental development over the 2021 – 2025 period. The strategy will ensure that processes are followed, an effective and efficient methodology is applied, buy-in and ownership is secured among all key stakeholders - especially government ministries, departments, and agencies that collectively will have a major role in its implementation.

The PBMTDS 2021-2025 will guide the Government of Belize (GOB) to allocate public resources and budgets across ministries with competing priorities, in an efficient, effective and

sustainable manner. It will also assist in mobilizing resources, investment, grants and in-kind contributions from all stakeholders for the achievement of Plan Belize. The strategy will be considered a "living document" allowing for adjustments to be made as new circumstances and opportunities appear during the implementation process.

Purpose of Position
The GOB recognizes that there is need for effective planning to optimize the attainment of development results embedded in Horizon 2030 and the PBMTDS. This will require arriving at an optimal mix of strategies in terms of stabilization and growth strategies, as well as strategies across the social and environmental dimensions of sustainable development. Effective planning requires careful analysis of the current circumstances confronting the country; an understanding of the factors that contribute to a less than optimal achievement of desired development results (or the factors likely to constrain the achievement of these results); and the articulation of strategies to address these inhibiting factors. The GOB has recently finalized its next medium-term plan, which incorporates sustainable development principles. Various other plans exist and/or are expected to be crafted to guide the pursuit of development results within specific sectors or thematic areas as developed and implemented by ministries, statutory bodies, and state-owned enterprises. It will be important for these plans to be consistent with each other towards the attainment of the common country goals. Inconsistencies between these plans, or missed opportunities to build synergies among them, will mean that each plan would be less efficacious than is possible and may even be counterproductive to achieving their objectives.

However, to complete the planning cycle, the pursuit of desired results and the level of their achievement needs to be closely **monitored and evaluated**. Planning will not be as effective as desired unless monitoring and evaluation are well-executed, and the findings subsequently used to inform actions to improve performance. Therefore, completing the planning cycle requires putting in place an appropriate monitoring and evaluation (M&E) framework to guide the implementation of the PBMTDS. Developing an effective and efficient M&E framework will help to strengthen accountability and provide an objective and transparent means by which to assess progress and achievements.

Objective of the M&E Officer

The Government of Belize desires to hire an M&E Officer to assist the MED and the Ministry of Sustainable Development to lead the process of developing a medium-term results framework and M&E system for the PBMTDS. A complementary objective of the M&E Officer is to improve the capacity of staff within MED and other ministries and agencies to develop sound results frameworks and operationalize effective monitoring and evaluating systems.

Scope of Work
The scope of activities to be conducted by the M&E Officer includes the following:
1. Leading the development of a **results framework** (M&E indicator framework) for the PBMTDS 2021-2025, and also the process to update and revise the H2030 results framework.

1.1. This will be done in conjunction with support from key partners, namely, the ministry responsible for Sustainable Development (MSD) and the SIB. The process will naturally include consultations with other ministries and public sector agencies.
2. Working closely with the MSD to ensure all relevant goals, indicators and targets of the SDGs are incorporated into the PBMTDS **results framework**.
    2.1. This is an important element of the assignment given GOB's intent to have the PBMTDS results framework serve as the foundation for national reporting obligations under the UN's Agenda 2030 compact.
3. Building the capacity within staff of the MED and MSD in developing results frameworks.
4. Designing and advising on an effective and efficient **M&E system.**
    4.1. The M&E system should ensure coherence across the different elements and entities of the system (line ministries, statutory bodies, state-owned enterprises, coordination/strategic objectives committees, PBMTDS Sub-committee of the CEO Caucus, the Statistical Institute of Belize in its mandated role of developing the Belize National Statistical System, etc.)
    4.2. This work also entails reviewing the existing M&E landscape across key implementing entities to establish current capacities and gaps. In developing an appropriate M&E system, the design should seek to utilize existing institutional/coordination arrangements that can contribute to the process in order to optimize use of resources, as well as to avoid redundancy and duplication.
5. Developing a reporting mechanism which will improve performance and accountability of results at the national and sector levels.
    5.1. Work should also include recommending actions to be taken to further develop M&E systems for the PBMTDS and subsequent medium-term strategies, including actions for improving the collection, processing, and analyzing and dissemination of performance information. Efforts in this regard must be coordinated with the MSD and the SIB.
    5.2. Reviewing the format of the Annual Technical Report proposed under the PBMTDS and making recommendations on how to strengthen and incorporate within the wider M&E system developed.
    5.3. Make recommendations to link the budget to the GSDS or other sector planning documents, especially with regard to reflecting performance information in the budget
6. Making other recommendations or performing other tasks that will contribute towards improving the results framework and the M&E system for the implementation of the PBMTDS.

Qualifications, Experience and Skills
The M&E Officer should have the following qualifications and experience:
1. A master's degree in Development Studies, Economics, Sustainable Development, Project Management or related discipline with at least 5 years of experience in development policy and planning. At least 5 years of experience in results framework and M&E design and implementation.
2. A Good knowledge of concepts and framework for monitoring and evaluation and results measurement.
3. Experience in indicator development, data collection and analysis, data quality assessments, and/or performance monitoring and reporting.

4. Training in managing for development results; training as a trainer would be an advantage.
5. Relevant extensive experience working within a ministry of development planning, a ministry of finance, a development bank or multilateral agency.
6. Excellent grasp of development planning function, and experience in preparing or /and implementing development plans.
7. Excellent oral and written communication skills and superior analytical capabilities
8. Strong understanding of the economic, social and environmental issues facing Belize would be an advantage.

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Name of Officer   Name of Supervisor

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Signature of Officer   Signature of Supervisor

Date Issued:

4.   Software Developer I:

PUBLIC SERVICE OF BELIZE

MINISTRY: Ministry of Finance, **Economic Development,** and Investment

POSITION DESCRIPTION

Position Title: SOFTWARE DEVELOPER I
Unit: Policy and Planning Unit
Reports To: Senior Economist
Station: Ministry of Economic Development, Belmopan

Basic Purpose of Position:

The Public Sector Investment Program's Management Information System (PSIP-MIS) is a customized enterprise-level web-based information system that integrates all the PSIP ecosystem's stakeholders into a single multi-functional web application. The PSIP is designed to process data in real time to provide relevant, accurate and timely information to users, managers, and decision-makers.

The PSIP web application is a multilayered architecture constructed on Linux, Apache, MySQL, and PHP (LAMP) architecture.

The Software Developer I will be responsible for the day-to-day execution of the PSIP business processes and application functions, provide ongoing technical support for users, as well as ongoing maintenance required to fix any errors, omissions, or new requirements that may arise from system owners and users. This includes but is not limited to program maintenance to resolve any software defects or bugs and errors, system recovery if the application or database management system crashes or if there is any loss of data, technical support to the application's user-based and system enhancements that may arise from new business problems, new business requirements, new technical problems, or new technology requirements.

Analysis of Position:

Essential Duties and Responsibilities

1. Analyze user requirements and translate them into software design specifications.
2. Analyze and document security and resilience requirements including identification, authentication, authorization, integrity, non-repudiation, and privacy requirements.
3. Implement software design using industry best practice for threat modelling, secure architecture, and security.
4. Employ secure coding practices to mitigate or minimize implementation-level vulnerabilities across the entire web application architecture when designing and

constructing PSIP web application features according to approved software design specifications.
5. Maintain PSIP web application by monitoring and correcting software defects.
6. Conduct penetration testing of the PSIP web application and its infrastructure and correct identified security issues.
7. Develop and coordinate user acceptance testing for new or updated PSIP functions with end-users.
8. Provide additional training as necessary to the PSIP web application end-users.
9. Design and develop integration mechanisms between the PSIP web application and third-party business systems using established data exchange protocols such as APIs or web services.
10. Write and maintain development and operation documentation.
11. Ensure the responsiveness of the web application is within acceptable bounds.
12. Maintain proper versioning control of the system documentation and source code.
13. Establish and maintain incident response procedure for documenting and resolving programming problems for future reference.
14. Ensures that software components in the entire architecture are operating on supported versions.
15. Ensures that the relational database management system is optimized and secure.
16. Establish disaster recovery and business continuity plans to maintain high availability of the PSIP web application.

Qualifications Required:

Education:
     Essential:
          1. Bachelor's Degree in Information Technology or related field with with at least five (5) years' experience in the developing full-stack PHP applications.

 Experience:
          1. Full-stack PHP developer having at least 5 years' experience developing solutions across the software development life cycle.

Competencies/ Skills:

Technical:

1. Strong working knowledge of PHP 5.4 and higher including the FPDF Library 1.81.
2. Strong working knowledge of Bootstrap 3.0.
3. Strong working knowledge of JavaScript
4. Working knowledge of Linux – CentOS 6.9
5. Strong working knowledge of Apache Application Server/Web Server 2.2+
6. Strong working knowledge of MySQL 5.5
7. Working knowledge of an Integrated Development Environment for code development, testing, and debugging features.
8. Strong understanding of software development life cycle.

9. Analytical and problem-solving skills
10. Knowledge of database architecture, design, implementation, and optimization.
11. Ability to interpret written requirements and technical specification documents.
12. Ability to code software according to published standards and design guidelines.
13. Flexible attitude, ability to perform under pressure.
14. A commitment to quality and a thorough approach to the work.
15. Ability to work well within a team
16. Project management Skills

Behavioral:
1. Exhibit strong customer service orientation
2. Have patience
3. Strong communication skills
4. Interpersonal skills
5. Research skills
6. Strong leadership skills.
7. Ability to present ideas in business-friendly and user-friendly language.
8. Highly organized, self-motivated, self-directed, and attentive to detail.
9. Ability to effectively prioritize and execute tasks in a high-pressure environment.
10. Extensive experience working in a team-oriented, collaborative environment
11. Good work ethics

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Name of Officer   Name of Supervisor

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Signature of Officer   Signature of Supervisor

Date Issued: