

# TERMS OF REFERENCE

## National Coordinator

<b>Project Country</b>	Belize
<b>Contracting Agency</b>	Ministry of Finance, Economic Development, and Investment
<b>Project Name</b>	MCC Compact Development –Belize
<b>Consultancy Name</b>	<b>National Coordinator</b>
<b>Contract Period</b>	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 MCC Compact Development Team in Belize that will work together with a U.S.-based MCC Team to conduct a diagnosis of the constraints to economic growth, prepare concept notes, develop project proposals, and plan for project implementation. The National Coordinator leads these efforts and process by managing the detailed day-to-day work of the specialized staff of the Compact Development Team and by engaging the key stakeholders across government ministries and agencies, the business community and civil society organizations.

To be successful, a National Coordinator must be able to manage and respond to pressures from political leaders, business leaders, and the public; coordinate multiple streams of complex work; delegate tasks without losing sight of details; communicate clearly and effectively; and inspire and motivate stakeholders and staff.

### Duties and Responsibilities

The “Program Coordinator” will work in close partnership with the US-based MCC Team, and is responsible for the following:

- 1) Serve as the primary point of contact for the exchange of critical operational information between the Government and MCC, to include developing a clear and complete understanding of MCC’s compact development process, requirements, and investment criteria.
- 2) Organize and execute the compact development process and make critical decisions throughout the compact development process.
- 3) Lead the recruitment, hiring and management of the Belize Compact Development Team

- 4) Set up, organize and conduct meeting of the MCC Belize steering committee to manage cooperation across the key Ministries of Government.
- 5) Manage the team's detailed daily work throughout the compact development process.
- 6) Manage effectively and efficiently the Compact Development program budget coming from the MCC and from the Government.
- 7) Engage key stakeholders across the government, the business community, and civil society organizations.
- 8) Share relevant information with the political points of contact and other senior officials.
- 9) Ensure the overall quality of the Compact Development Team's work, including official submissions to MCC.
- 10) Organize and prepare technical and financial reports for the Government and the MCC.
- 11) Actively engage important political stakeholders, private business leaders, civil society organizations, and international donors throughout the compact development process, and otherwise serve as a visible public representative of the Government's compact development efforts.

## **Required Qualifications**

Successful candidates for the national coordinator position are expected to possess:

- 1) Post graduate academic degree, at least a Masters, in a relevant discipline, e.g., economics, development planning, project management, business management, and sustainable development.
- 2) Ten (10) or more years of prior experience in leadership and management experience working at the highest levels of government, the private sector, or non-governmental organizations.
- 3) A high degree of comfort with the management of large, complex, interdisciplinary teams, and management of interactions with multisectoral stakeholders and processes.
- 4) Proven communication and writing skills gained through publications, technical reports, conference presentations, education/training experience.
- 5) Knowledge of economic development issues or prior work with international development organizations, and
- 6) Sound exposure to the discipline of project management and project cycle management.

**Level of effort:** The Coordinator is expected to be a full time equivalent, working closely with the US based MCC Leader and Team to ensure that the project outputs of the Belize Compact Team are well planned, implemented and presented throughout the entire compact development process, i.e., Constraint Analysis, Concept Notes, Concept Projects, program logic, and project designs.

**Reporting:** The Program Coordinator shall report to the CEO of the Ministry of Finance, Economic Development and Investment.

**Duty Station:** Belize 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 will be interviewed.

**Deadline for application: November 10<sup>th</sup>, 2023 at 4:00pm:** Application can be sent via email to: [Admin.Officer@med.gov.bz](mailto:Admin.Officer@med.gov.bz) or hand delivered to the address indicated below:

**Chief Executive Officer**  
Ministry of Economic Development  
Sir Edney Cain Building  
Ground Floor, Right Wing  
Belmopan City, Belize C.A.

Any request for clarification should be sent via email to [Admin.Officer@med.gov.bz](mailto:Admin.Officer@med.gov.bz) no later than **3<sup>rd</sup> November 2023**. Responses will be provided within three days.