STRENGHTENING 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), funded by the Inter-American Development Bank (IDB), and executed by the Ministry of Finance and Economic Development, aims to bring public finances back to a sustainable path and create meaningful fiscal space. The Program's objective is to promote the fiscal sustainability of Belize by increasing the efficiency of public resources by strengthening public financial management.

The program is comprised of a single component with four subcomponents:
(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

One (1) of the activities under the subcomponent of Procurement will see the strengthening of the Procurement Unit in the Ministry of Finance. This will entail increasing the human resources within the Unit to assist in undertaking the daily operations and mandate of the Unit.

In this regard, the hiring of a Database Manager is essential. The Database Manager position within the Procurement Unit of the Ministry of Finance involves the creation, technical support, and management of multiple database systems. This role plays a pivotal part in ensuring the seamless operation of critical applications by overseeing their design, implementation, and maintenance. Additionally, the position holds the crucial responsibility of safeguarding data through security measures and disaster recovery planning.

3 RESPONSIBILITIES/ACTIVITIES

The main responsibilities include, among others:

I. **Design and create databases for the following:** Supplier Registry, Contractor Registry, Reference Price Data, Procurement Statistics, and any additional required databases.
II. **Data Input:** Design and produce data input forms.
III. **Queries & Reporting**: Develop custom queries, exports, and standard/customized reports for the organization.
IV. **Data Management Procedures:** Develop effective procedures for data management and onboarding of data.
V. **File Handling:** Manage and process incoming data files.
VI. **Integration & Maintenance:** Address database integration challenges, including integration, maintenance, conversion, capacity planning, and compatibility with new applications.
VII. **Performance Monitoring:** Monitor databases to ensure optimal performance, efficient resource use, and proper physical implementations.
VIII. **Diagnostics:** Conduct diagnostic tests to ensure database health and evaluate performance metrics.
IX. **Access Control:** Maintain strict control over database ownership and access privileges.
X. **Security Monitoring:** Keep an eye on and sustain database security, working hand in hand with CITO system administrators. Documenting processes and complying with best practices in database management.
XI. **Team Management:** Oversee the daily activities of the database teams and supervise data entry clerks to ensure data accuracy.
XII. **Collaboration**: Regularly engage with users, analysts, and team members to resolve any arising issues. Supervise the data entry clerk to ensure that information is being properly and accurately recorded and managed.
XIII. **Disaster Preparedness:** Design, test, document, and maintain a comprehensive Disaster Recovery Plan and Backup Strategy. Execute and maintain disaster recovery systems and services.
XIV. **System Availability**: Guarantee that the database and supported applications are operational 24/7.

4 QUALIFICATION AND EXPERIENCE

3.1 Academic Qualifications
Minimum of a Bachelor's degree in Database Management, Management Information Systems (MIS), Computer Science, Information Systems, Information Technology, or a related field. A Master's Degree in Database Management, Management Information Systems (MIS), Computer Science, Information Systems, Information Technology, or a related field is highly desirable. Relevant certifications in database administration or management are highly desirable.

3.2 <u>Experience</u>

    i.   Minimum of seven (7) years of general experience
   ii.   At least five (5) years of specific experience in database management systems administration, including maintenance, structures, and techniques, e.g., MS SQL Server Management Studio, MySQL Workbench, Azure Data Studio.
  iii.   Two (2) years' experience in a supervisory position is desirable.

3.3 <u>Skills, Knowledge and Abilities</u>

     i.   Proficiency in designing and developing database structures.
    ii.   Familiarity with acceptance testing for computer systems, applications, and hardware.
   iii.   Skill in using standard diagramming techniques for data model design.
   iv.   Expertise in installing, maintaining, and upgrading database software.
    v.   Proficiency in interpreting data models.
   vi.   Capability to implement and troubleshoot programming modifications.
  vii.   Knowledge in managing complex relational databases.
 viii.   Ability to maintain and manipulate large, complex data sets.
   ix.   Awareness of current technological trends in the relevant field.
    x.   Understanding of computer and network security protocols and techniques
   xi.   Knowledge of data integrity practices
  xii.   Ability to guide and lead professionals in the relevant field.
 xiii.   Ability to write detailed professional technical and non-technical reports

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

5   SALARY RANGE
50-55K BZD per annum

6   Duration of Consultancy
Three (3) Years

7   APPLICATIONS

7.1 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.**

7.2 APPLICATION PROCEDURES:

Applications should be submitted 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 Consultant should submit their application via e-mail to tjoseph.ceu@med.gov.bz marked ***Application SPEM Database Manager – Your Name*** in the subject header, or submit two (2) hardcopies before or on **November 23, 2023, by 10:00 a.m**. to the following address:

Trudy Joseph
Procurement Specialist
Central Executing Unit
1904 Constitution Drive, 2nd Floor
Belmopan City
Belize, Central America

Subject: ***Application SPEM Database Manager – Your Name***