

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), 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 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 Procurement Analyst is essential. The Procurement Analyst’s main responsibility will be to collect and analyze Government procurement data to identify areas for improvement in the procurement process. The Procurement Analyst will be 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.

3 RESPONSIBILITIES/ACTIVITIES

The main responsibilities include, among others:

- I. **Analyze and evaluate procurement data:** responsible for collecting and analyzing all procurement data, from 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. **Develop procurement strategies:** work with procuring entities to develop procurement strategies that meet Government needs and achieve cost savings goals. This will include aggregation of demand.
- III. **Conduct market research:** undertake 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:** advise on contracting strategies including framework agreements, and service level agreements with suppliers, including pricing, terms, and conditions.
- V. **Manage supplier relationships:** 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. **Conduct Cost Benefit Analysis:** conduct routine cost-benefit analysis and contribute to continual process improvement.
- VII. **Ensure compliance:** ensure that all procurement activities follow proper procurement policies and best practices, as well as relevant laws and regulations.
- VIII. **Conduct training:** Assist in the development and delivery of end-user training and training materials.
- IX. **Write Reports:** prepare reports on procurement activities, including cost savings, supplier performance, procurement trends, and market conditions.

4 QUALIFICATION AND EXPERIENCE

3.1 Academic Qualifications

A Bachelor's degree in Finance, Economics, Business Administration, Management, Statistics, Supply Chain Management, or a related field is required.

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

Professional certifications such as Certified Procurement Professional (CPP) or Certified Supply Chain Professional (CSCP) are also desirable.

3.2 Experience

- i. Minimum general experience of five (5) years
- ii. Minimum three (3) years' experience working in the field of public procurement including practices, programs and regulations.
- iii. Experience in working with Enterprise Resource Planning (ERP) systems like SAP, Oracle, etc., is desired.

- iv. Proficiency in data analysis tools such as Microsoft Power BI, Excel, SQL, or similar tools is desired.
- v. Minimum of one (1) year experience working with IFI-funded projects is required.

3.3 Skills, Knowledge and Abilities

- i. Basic working knowledge of Smart Stream.
- ii. Familiarity with Microsoft Project.
- iii. Advanced computer proficiency in Microsoft Office, especially Access and Excel. This includes spreadsheet/reporting analysis, pivot tables, and other complex functions.
- iv. Proficiency in electronic procurement and analytical software, such as Power BI, is a plus.
- v. Comprehensive knowledge of business management, supply chain, and strategic sourcing.
- vi. Understanding of financial practices and procedures in both governmental and private/public initiatives.
- vii. Aptitude for analyzing complex data sets, identifying trends and patterns, and producing clear reports.
- viii. Exceptional negotiation skills and decision-making abilities.
- ix. Task-driven with the capability to prioritize projects, multitask, and adhere to tight deadlines.
- x. Proficiency in both written and spoken English, with the capacity to articulate data clearly and concisely.
- xi. Collaborative team player, showcasing high self-motivation and initiative.
- xii. Sound decision-making acumen paired with the ability to maintain confidentiality and act with discretion.
- xiii. Demonstrates professionalism, honesty, and a strong sense of business ethics and integrity.

4 REPORTING RESPONSIBILITY

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

5 SALARY RANGE

55-65K 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:

Application file 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 Consultant should submit their application via e-mail to tjoseph.ceu@med.gov.bz marked **Application SPEM Procurement Analyst – Your Name** in the subject header and/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 Procurement Analyst – Your Name*