

# **STRENGTHENING PUBLIC EXPENDITURE MANAGEMENT IN BELIZE**

## **TERMS OF REFERENCE**

**Updated February 15, 2024**

### **Project Coordinator**

### **Training and Development Unit - Ministry of Public Service, Constitutional and Political Reform and Religious Affairs**

DUTY STATION: Belmopan City, Belize  
PROJECT NUMBER: BL-L1038  
Loan No.: 5353/OC-BL  
Process ID: BL-L1038-P00077

#### **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 Project Coordinator plays a vital role in supporting the Strengthening Public Expenditure Management (SPEM) project within the Training and Development Unit under the Ministry of Public Service, Constitutional and Political Reform and Religious Affairs (MPSCPR&RA)

mandate. Responsible for the coordination of the Strengthening Public Expenditure Management (SPEM) project, Component 1.4 Capacity Building.

This position involves effectively coordinating and managing the project's approved objectives, ensuring they align with the planned parameters of scope, time, and quality. The coordinator's responsibilities are central to the project's success, requiring a high level of organization, strategic planning, and attention to detail.

The Project Coordinator holds a critical role in supervising and directing the work of the Administrative Assistant, bearing the overarching responsibility for the project's performance and the tracking of deliverables. This role demands the application of modern project management technologies and techniques, including the utilization of sophisticated project management software capable of generating network diagrams, conducting critical path analysis, and scheduling resources. The incumbent is tasked with ensuring that all project components, particularly those involving the consulting firm, contracting, and other services, are executed timely and meet the desired quality standards. Additionally, the role encompasses active involvement in project monitoring and evaluation, the preparation of technical summary reports, and the management of the Administrative Assistant's activities, ensuring that all aspects of the project are aligned and progressing towards their defined objectives.

The Project Coordinator must exhibit exceptional communication skills when interacting with various stakeholders who are either directly connected to or affected by the execution of the project. This entails effectively conveying information, understanding stakeholder needs and concerns, and fostering collaborative relationships. These communication skills are essential for ensuring that all parties are aligned and that the project's goals are achieved efficiently and effectively, with the support and understanding of all involved stakeholders.

### **3 RESPONSIBILITIES/ACTIVITIES**

The main responsibilities include, among others:

#### **Coordination**

1. Coordinates and monitors the work of the consulting firm, ensuring the collection of necessary data and the conduct of broad stakeholder consultations; also ensures the quality of deliverables from the consultant.
2. Coordinates internal and external resources to keep the project within its defined scope and schedule.
3. Coordinates with the Central Execution Unit (CEU) for the procurement of goods and services related to the e-learning program.
4. Collaborates with the Consulting Firm on developing the list of facilitators for the Public Financial Management (PFM) Certification Programme.
5. Participates in the curriculum design and scheduling of the PFM Certification modules, ensuring they comply with government regulations, policies, norms, and employ both theoretical and practical methodologies.
6. Collaborates with the Consulting Firm on designing the platform and delivery methodology for the PFM Certification programme.

7. Supervises the operational activities of the project, including its implementation, monitoring, and evaluation.
8. Sets major job objectives and work plans and implements a performance improvement plan for the Administrative Assistant.

### **Reports**

9. Develops quarterly and annual work plans for the project to effectively manage and meet expectations.
10. Develops quarterly, annual, and special reports for the Central Execution Unit (CEU) and the Ministry of the Public Service regarding the project.
11. Reviews the event calendar for project-related tasks to stay aware of upcoming deadlines and important dates.
12. Proofreads project circulars developed by the Administrative Assistant and provides feedback.
13. Analyses the Skills Gap Analysis and the Change Management Plan survey instrument (Questionnaire) and offers feedback to the Consulting Firm.
14. Reviews the draft Skills Gap Analysis and provides detailed feedback to the Director, Training and Development prior to the validation session.
15. Ensures that feedback from heads of units/departments and relevant stakeholders is incorporated following the validation sessions.
16. Reviews and provides feedback on the Public Financial Management (PFM) Certification Programme Final Report and the Change Management Final Plan.

### **Liaison**

17. Troubleshoots issues related to the Public Financial Management (PFM) Certification Programme.
18. Liaises with the Central Execution Unit and the Consulting Firm to ensure the project progresses timely and in accordance with government guidelines and protocols.
19. Plans and conducts site visits before and during the Public Financial Management Certification Programme, project missions, and other activities crucial to project preparation.
20. Participates in focal point meetings and training opportunities, along with the Ministry Representative.
21. Attends meetings and events relevant to the SPEM project, such as Key Stakeholder Interviews and Focus Group Sessions for the Gap Analysis and Change Management Plan, and provides reports to the Director, Training and Development (DTD).

### **Database**

22. Examines the Training and Development Unit's list of stakeholders and participants for the Public Financial Management (PFM) Certification Programme.

## **4 QUALIFICATION AND EXPERIENCE**

### **3.1 Academic Qualifications**

Minimum of a Bachelor's degree in Business Administration, Project Management, Curriculum Development, Public Financial Management, Learning Management Systems, Instructional Design or related field.

### **3.2 Experience**

- i. Minimum general experience of five (5) years since obtaining Associate's Degree is required.
- ii. Minimum project management or project coordination experience (for projects more than 3 months duration) accumulating to a minimum of 12 months is required.
- iii. Minimum of one year supervising/managing professional staff is required (kindly specify time frame and number of staff members supervised/managed).
- iv. Being a member of a senior-level management executive team for more than one (1) year is an asset.

### **3.3 Skills, Knowledge and Abilities**

- i. Certificates in Instructional Design or Finance Management will be considered an asset
- ii. Should demonstrate knowledge of Project Life Cycle Management
- iii. Should demonstrate working knowledge of a Project Management Tools and Software
- iv. Should demonstrate working knowledge of Microsoft Office Suites
- v. Should possess good communication skills
- vi. Ability to effectively convey information among team members and with external stakeholders
- vii. Proficient in the use of Microsoft Office (Word, Excel, Outlook, Power Point).
- viii. Excellent oral and written command of the English language
- ix. Strong organizational and time management skills
- x. Ability to multi-task with ability to adapt to changing needs and priorities
- xi. Effective time management skills to prioritize tasks and meet project deadlines
- xii. Skill in creating clear and comprehensive project documentation
- xiii. Skills in conflict resolution are required, equipping the incumbent to manage and resolve
- xiv. disputes effectively within the workplace
- xv. Solid Leadership and delegation skills and most importantly, the ability to provide technical direction and coordinate functional activities to multiple actors
- xvi. A Team player
- xvii. Possess Strong work ethics

## **4 REPORTING RESPONSIBILITY**

The Project Coordinator will report to the Director, Training and Development within the Ministry of Public Service, Constitutional and Political Reform and Religious Affairs.

## **5 SALARY RANGE**

38-47K BZD per annum

## **6 Duration of Consultancy**

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:

- (i) Application should be submitted in one document using the required application template.

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

**Subject: SPEM Project Coordinator, MPSCPR&RA - *Your Name***