

GOVERNMENT OF BELIZE

MULTI-HAZARD IMPACT-BASED FORECASTING AND EARLY WARNING SYSTEM FOR THE BELIZE RIVER WATERSHED-BELIZE PROJECT

CONSULTANCY SERVICES FOR PROJECT COORDINATOR

REQUEST FOR EXPRESSIONS OF INTEREST

The Government of Belize (GOB) has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to USD1,225,896 (One million two hundred and twenty-five thousand eight hundred and ninety-six United States Dollars) towards the cost of the implementation of a Multi-Hazard Impact Based Forecasting and Early Warning System for the Belize River Watershed-Belize Project and intends to apply a portion of the proceeds of this financing to eligible payments under contracts procured under this project. Payments by CDB will be made only at the request of GOB and upon approval by CDB and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOB shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Ministry of Economic Development, the Executing Agency, now wishes to procure consultancy services for a Project Coordinator.

The objective of the consultancy is to manage the implementation of The Multi-Hazard Impact-Based Forecasting and Early Warning System Project for the Belize River Watershed in Belize. The Project Coordinator will be responsible for Project Management, Financial Management, Technical Implementation, Stakeholder Engagement, and Reporting and Deliverables (Narrative and Financial Reports).

The duration of the assignment is expected to be for a period of 24 months and based in Belize.

The Ministry of Economic Development now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB and is extended to countries eligible for procurement under the European Union (EU)-funded programme, which are not CDB member countries, in accordance with the EU Eligibility Rules. Consultants are advised to review the detailed eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the *Procurement Procedures for Projects Financed by CDB (January 2021)*, as published on CDB's website.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments.

All information must be submitted in English. Further information may be obtained from the first address below between 8:00 am and 5:00 pm hours Monday to Friday.

An electronic copy of the Expressions of Interest must be received at the following two addresses below no later than (4:00 pm (Belize Time) on Thursday, May 9th, 2024). The subject line should read **“Expression of Interest – Consultancy Services for Project Coordinator”**.

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. GOB reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

1. Ms. Celina M. Flores
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TERMS OF REFERENCE

PROJECT COORDINATOR

1. BACKGROUND

1.01 The Project Coordinator will be responsible for managing the implementation of the multi-hazard impact-based forecasting and early warning system project for the Belize River Watershed in Belize. The project aims to improve the current observation network, modelling and analysis tools, undertake risk analysis and vulnerability assessment, develop multi-hazard maps, establish a reliable and operational forecasting and warning system, and enhance the technical staff capacity of the National Meteorological Service (NMS) of Belize and the National Emergency Management Office (NEMO) of Belize.

2. KEY RESPONSIBILITIES

2.01 The Project Coordinator will have the following responsibilities:

(a) **Project Management:**

- (i) Develop and maintain a detailed project plan, including timelines, milestones, and deliverables.
- (ii) Coordinate and oversee all project activities, ensuring their timely and successful completion.
- (iii) Monitor project progress, identify potential risks and issues, and develop mitigation strategies.
- (iv) Facilitate effective communication and collaboration among project stakeholders.
- (v) Oversee all incoming and outgoing project documentation.
- (vi) Update project procurement plan as necessary and at least annually.
- (vii) Prepare regular progress reports and present them to project stakeholders and Project Steering Committee (PSC).
- (viii) Maintain records of PSC meetings, decisions and actions.

(b) **Financial Management:**

- (i) Assist with the financial management of the project, including budgeting, tracking expenditures, and ensuring compliance with funding requirements.
- (ii) Coordinate the engagement of consultants and the procurement of goods and services.
- (iii) Monitor project expenditures and ensure efficient utilisation of project funds.

(c) **Technical Implementation:**

- (i) Work closely with the NMS and NEMO to coordinate and oversee the implementation of project activities.
- (ii) Provide guidance and support in improving the observation network, modelling and analysis tools, and multi-hazard mapping.
- (iii) Facilitate the establishment of a reliable and operational forecasting and warning system.
- (iv) Coordinate capacity-building initiatives to enhance the technical staff capacity of the NMS and NEMO.

- (d) **Stakeholder Engagement:**
 - (i) Liaise with relevant government agencies, regional institutions (e.g. Caribbean Institute for Meteorology and Hydrology, the University of the West Indies) and community stakeholders to ensure their active participation and support in the project.
 - (ii) Organise and facilitate meetings, workshops, and training sessions to promote stakeholder engagement and collaboration.
 - (iii) Foster effective relationships and partnerships with key stakeholders to achieve project objectives.

- (e) **Reporting and Deliverables**
 - (i) The Project Coordinator will report to the NMS. Key deliverables include:
 - (aa) Preparation of a Work Plan with timeline for the project.
 - (bb) Preparation of progress narrative and financial reports to NMS on a monthly and quarterly basis highlighting project advancement, challenges and adjustments. Upon validation of these reports by NMS, submit them to CDB for review and approval.

3. QUALIFICATIONS AND EXPERIENCE

3.01 The ideal candidate for the position of Project Coordinator should possess the following qualifications and skills:

- (a) A Bachelor's (preferably a Master's degree) in a relevant field (e.g., project management, environmental sciences, disaster management).
- (b) Proven experience of at least 5 years in project management, preferably in the field of climate resilience, disaster risk reduction, or meteorology.
- (c) Strong organisational and leadership skills, with the ability to manage multiple tasks and stakeholders simultaneously.
- (d) Excellent communication and interpersonal skills, with the ability to engage and collaborate with diverse stakeholders.
- (e) Proficiency in English is essential. Proficiency in Spanish is an asset.
- (f) Knowledge of multi-hazard impact-based forecasting and early warning systems is highly desirable.
- (g) Familiarity with the institutional and operational aspects of meteorological services and emergency management is an advantage.
- (h) Proficiency in project management software and tools.
- (i) Knowledge of the cultural and socio-economic context of the Caribbean and experience working in the Caribbean

4. DURATION AND LOCATION

4.01 The Project Coordinator will be engaged for 24 months and will be based in Belize.