

SUSTAINABLE AND INCLUSIVE BELIZE
TERMS OF REFERENCE

Project Administrative Assistant
Belize Tourism Board

DUTY STATION: BTB, Belize City, Belize
PROJECT NUMBER: BL-L1041
Loan No.: 5583/OC-BL and 5584-GR-BL
Process ID: BL-L1041- P00043

1 BACKGROUND

The Sustainable and Inclusive Belize Program – SIBP (5583/OC-BL and 5584-GR-BL) is a response to Belize’s economy high concentration on two sectors, tourism and agriculture. In 2019, tourism contributed to 39% of GDP, 40% of total employment-primarily generated by MSMEs and 42% of total exports. Agriculture accounted for more than 10% of GDP, 16.8% of employment, and 93% of goods exports in 2019. Despite the importance of both sectors in the country’s economic development, these are facing important and similar challenges that undermine their competitiveness and sustainability.

The general objective is to improve incomes and promote sustainable livelihoods in the agriculture and tourism sector. The specific objective is to improve MSMEs competitiveness, climate resilience and environmental sustainability. The project is being funded by the Government of Belize and the Inter-American Development Bank (IDB) through a loan of US\$15 million and non-reimbursable Investment Financing Agreement of US\$800,000.00.

The program is comprised of two substantive components that will achieve the objective:

Component 1: Direct support to farmers, agricultural groups and MSMEs for Sustainable and Inclusive development.

Sub-component 1: Environmentally sustainable and climate resilient farming systems.

Sub-component 2: Sustainable and Inclusive Agri-Foods Markets.

Sub-component 3: Sustainable and Inclusive Tourism

Component 2: Enabling environment for sustainable and inclusive development.

2 OBJECTIVE AND SCOPE OF WORK

The Project Administrative Assistant will support the sub-component 1.3 Inclusive and Sustainable Tourism - Project Coordinator in the implementation of the Program for Sustainable and Inclusive Belize by providing technical assistance, and guidance on all matters pertaining to a smooth and successful implementation of the project.

3 RESPONSIBILITIES/ACTIVITIES

Specific activities of the Project Administrative Assistant include but are not limited to the following:

1. Answer and direct phone calls and emails for the project team to enhance and support proper communication.
2. Support stakeholders in basic queries and escalate queries to specific project member as needed.
3. Provide administrative support to assist the project team with day-to-day operations.
4. Provide support in the preparation of emails, letters and filing application forms.
5. Provide support in the receiving and vetting applications.
6. Assist with setting up and preparing meetings as required by the Project Coordinator.
7. Develop and maintain a filing system for the project as required.
8. Order office supplies for the project team.
9. Conduct logistics support to the project team for workshops, meetings, and site visit submit and reconcile expense reports.
10. Ensure/verify all the beneficiaries comply with all the requirements established in the Project Operational Manual.
11. Ensure that all information collected during the Project life cycle is organized and archived according Sustainable and Inclusive Belize Project Operational manual.
12. Provide support in the preparation of reports according to monitoring and plan and results matrix (Annex 1).
13. Act as a secretary for the vetting and approval committee meetings.
14. Support the Project Coordinator in other activities defined in the Project Operational Manual.

4 QUALIFICATIONS AND EXPERIENCE

4.1 Academic Qualifications

- Associate degree in Business Administration, Accounting, Tourism Management or any related field (minimum).
- Training in Project Management and/or PMP / agile certification will be an asset.

4.2 Experience

- Minimum of 2 years of general working experience.
- Minimum of 2 years working experience as an Administrative Assistant or similar role.
- Experience in Project Management would be considered and asset.

4.3 Skills, Knowledge, and Abilities

- Well-developed interpersonal, communication, and leadership skills.
- Pro-active in seeking information, managing relationships with stakeholders, including building trust and promoting partnership.
- A working understanding of guidelines and procedures typically used by international development agencies and financial institutions.
- The ability to work independently and manage multiple tasks effectively.
- Excellent written and oral communication skills, including the ability to synthesize key issues and draw lessons learned.
- Ability to prepare technical reports.
- Languages: English (minimum), Spanish (will be an asset).
- Good working knowledge of MS Office applications (word, excel, project, PowerPoint) email/internet.

5 SUPERVISION

The focal point and main counterpart for this consultancy is the Belize Tourism Board. The Administrative focal point for this consultancy is the Project Manager for the Sustainable and Inclusive Belize Program of the Central Executing Unit at the Ministry of Economic Development.

6 REPORTING RESPONSIBILITY

The Project Administrative Assistant will report to the Sustainable and Inclusive Tourism Project Coordinator.

7 SALARY RANGE

\$23-25k per annum

8 Duration of Consultancy

3 Years

9 APPLICATIONS

9.1 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.**

9.2 APPLICATION PROCEDURES:

Expression of Interest 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 as one (1) PDF file via e-mail to khamilton.ceu@med.gov.bz marked **SAIB Project Administrative Assistant in** the subject header before or on **date May 31, 2024, by 10:00 a.m.**

Annex 1- Result Matrix

Sub-component 1.3: Sustainable and inclusive tourism									
Indicator	Unit of Measure	Baseline Value	Baseline Year	Year 1	Year 2	Year 3	Year 4	Year 5	End of Project
<u>1.5: Tourism MSMEs receiving technical and managerial assistance with an environmental and climate change approach.</u>	MSMEs	0	2022		50	200	200	150	200
<u>Milestone.</u> <i>Female-led tourism MSMEs receiving technical assistance.</i>	Female-led MSMEs	0			10	40	40	30	40
<u>Milestone.</u> <i>Indigenous-led tourism MSMEs receiving technical assistance.</i>	Indigenous-led MSMEs	0			5	20	20	15	20
<u>1.6: Tourism MSMEs receiving grants to implement business plans, with an environmental and climate change approach.</u>	MSMEs	0	2022			50	100		150
<u>Milestone.</u> <i>Female-led tourism MSMEs receiving grants</i>	Female-led MSMEs	0				10	20		30
<u>Milestone.</u> <i>Indigenous-led tourism MSMEs receiving grants</i>	Indigenous-led MSMEs	0				5	10		15
Component 2: Enabling environment for sustainable and inclusive development.									
<u>Output 2.3: Market information systems strengthened in the agricultural and tourism sectors.</u>	Portal	0						2	2
<u>Output 2.4: Pilot of green certification schemes established.</u>	Pilot	0						2	2