



REQUEST FOR APPLICATIONS FOR PROJECT COORDINATOR AND ADMINISTRATIVE ASSISTANT
Training and Development Unit - Ministry of Public Service, Constitutional and Political Reform and
Religious Affairs

Relaunch – May 29, 2024

Institution: Ministry of Finance, **Economic Development** and Investment
Country: Belize
Project: Strengthening Public Expenditure Management in Belize (SPEM)
Sector: Finance and Public Service
Abstract: This project aims to promote the fiscal sustainability of Belize. The specific objective is to increase the efficiency of public resources by strengthening public financial management.
Loan No.: 5353/OC-BL
Deadline: **Tuesday, June 18, 2024;** 10:00 a.m. (Local Belize Time)

The Government of Belize has received eight million US Dollars (US \$8M) in loan financing from the Inter-American Development Bank (IDB) for the implementation of the Project – Strengthening Public Expenditure Management in Belize. One subcomponent of this project will focus on Strengthening Capacity Building, to improve institutional capacity for personnel to carry out processes and operate systems efficiently. This objective will require the support and assistance of specific additional personnel to complement the dedicated efforts of the Training and Development Unit under the Ministry of Public Service, Constitutional and Political Reform and Religious Affairs (MPSCPR&RA).

In this regard, the Ministry is now relaunching the process to fill the following two (2) contractual positions, as consulting services, under the Project:

The **Project Coordinator (PC)** will provide support in the coordination and execution of Component 1.4, Capacity Building. The PC will hold 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 **Administrative Assistant** also support with Component 1.4 and have a crucial role in the smooth operation of the Training and Development Unit within the SPEM project, working closely with the Project Coordinator and the Director of Training and Development (DTD). Key responsibilities include effective management of project records, resources, and general administration tasks. This role involves regular consultation with the Project Coordinator and DTD, offering recommendations and updates on various project and administrative aspects. The incumbent is expected to work both independently and collaboratively within the team, making informed decisions and solving routine challenges in line with established policies and procedures, all aimed at achieving the unit's goals and objectives.

The Ministry of Finance, Economic Development and Investment now invites eligible Individual Consultants to submit applications in providing the services. Further information, including the required template for the application and full Terms of References, can be obtained via <https://med.gov.bz/>, by emailing tjoseph.ceu@med.gov.bz or calling 501-672-0848 during the hours 8:00am – 4:30pm from Mondays to Fridays prior to **June 12, 2024**. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

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 and is open to all eligible candidates as defined in the policies. The Consultants will be selected based on qualifications. **Only short-listed applicants will be invited for an interview.**

Qualified Consultants should submit one (1) pdf copy via e-mail to tjoseph.ceu@med.gov.bz and/or two (2) hardcopies of their application to the address below clearly indicating **the specific position being applied for**.

The Deadline for submission is no later than Tuesday, June 18, 2024, by 10:00 a.m. **No late submissions will be accepted.** Hard copies of the application should be submitted to the following address:

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

Ref: **Specify Position - Your name**