

# TRADE AND INVESTMENT FACILITATION PROGRAM

## TERMS OF REFERENCE

### Single Investment Window Associate

TYPE OF ENGAGEMENT: Individual Consultancy  
DUTY STATION: BELTRAIDE, City of Belmopan, Belize  
PROJECT NUMBER: BL-L1040  
LOAN NO.: 5582/OC-BL  
PROCESS ID: BL-L1040-P00007

## **1. BACKGROUND/ DESCRIPTION OF PROGRAM**

The Government of Belize (Borrower and/or Government) has entered into Loan Agreement No. 5582/OC-BL BL-L1040 (Contract and/or Loan) for Trade and Investment Facilitation Program with the Inter-American Development Bank (IADB) in response to the low investment flows and limited international trade competitiveness faced by Belize.

The general objective of the program is to promote Belize's foreign direct investment and trade performance. The specific objectives are to:

- (i) improve investment facilitation through simplification, standardization, and automation of key investment procedures.
- (ii) improve the investment promotion tools and SMEs internationalization through the strengthening of the trade and investment institutional apparatus; and
- (iii) improve trade facilitation through simplifying, standardizing, and automating key trade processes.

The program is comprised of three (3) components that will support achievement of the objectives:

**Component 1. Facilitate Investments in Belize through the Implementation of a Single Investment Window** - This component will contribute to simplifying and automating key investment procedures through the implementation of the Single Investment Window (SIW hereinafter).

**Component 2. Investment Promotion and Export Development** - This component seeks to increase the positive spillovers of Foreign Direct Investment (FDI hereinafter) in the local economy through the improvement of investment promotion programs and the development of a new suppliers' program to accelerate SMEs internationalization, which will promote the growth of direct and indirect exports of the local firms in Belize.

**Component 3. Trade Facilitation** - This component will contribute to reducing delays associated with administrative trade procedures by strengthening trade facilitation through the implementation of a Foreign Trade Single Window.

The Central Executing Unit (CEU) was created within the organizational structure of the Belizean Ministry of Finance, Economic Development, and Investment (MFEDI), which was assigned the responsibilities of the Program Executing Agency (PEA) of this Loan Agreement, as well as for all administrative actions derived from such functions. The CEU may, when required, select and contract technical assistance services, in accordance with the IADB Consultant Policies and the Bank's approved Procurement Plan (PP), or by means of their respective adjustments as needs may require.

BELTRAIDE is a statutory body under the Ministry of Finance, Economic Development, and Investment. The organization serves as Belize's national Investment Promotion Agency and

Export and Trade Promotion Agency. Their focus is on Micro, Small, and Medium Enterprises (MSMEs), Development, Innovation, Entrepreneurship, and delivery of industry-specific training.

## **2. GENERAL OBJECTIVE OF THE CONSULTANCY**

To contract the services of a professional as Single Investment Window Associate to oversee the execution of the project's "*development, implementation and commissioning of the Belize Single Investment Window, transaction platform, including a regulatory and operational layer and the integration of the range of procedures, services and technological developments of the prioritized procedures and services required for its operation*", under IDB Loan Contract 5582/OC-BL.

Additionally, must provide technical assistance by supporting stakeholder engagement; guide and provide local content/ information to the external firm implementing the project activities: assist in the mapping, diagnosis, design, and automation of the Single Investment Window (SIW); as well as the development of the legal and operationalization framework for the said single window.

The Single Investment Window Associate will be responsible for liaising to ensure the successful implementation of additional project activities. The Single Investment Window Associate will work under the direct supervision of the Belize Invest Manager/or Senior Investment Officer, as the senior is currently the primary point of contact for external stakeholders (E-Governance and Digitalization Unit and others).

## **3. SCOPE OF WORKS AND ACTIVITIES**

The activities to be carried out by the Professional are detailed below:

- Serve as technical counterpart of BELTRAIDE/MFEDI for tasks related to the SIW, such as mapping, diagnosis, modelling, simplification / re-engineering, and automation of the processes (pre-operational and prioritized).
- Support in identifying process tasks that require integration with IT management systems of the institutions involved, identifying whether they have on-line and/or interoperable services.
- Assist in defining an industrialized and scalable process so that the consultancy's inputs on process simplification, modelling, and optimization, serve as key inputs for the automation tasks of this project.
- Contribute to the definition of qualitative and quantitative indicators, including but not limited to gender disaggregated data of firm final users, cost, and time to perform and deliver. These indicators will track the performance of processes in the SIW, both currently and after they are simplified, optimized, or automated. This also includes identifying bottlenecks at baseline and after improvements.
- Support BELTRAIDE/MFEDI in implementing the regulations and methodology for simplification and modelling of procedures and develop improvements to the project services based on specific needs and requirements of investors and participating institutions.
- Assist in establishing an operational and legal framework for the operation, management, and maintenance of the SIW to facilitate efficient coordination among all entities involved in attracting foreign direct investment in Belize.
- Develop analysis activities and provide technical assistance on administration processes

and institutional services, under quality principles, proposing best practices, and methodological frameworks to guide all activities.

- Maintain the project information system up to date with the documentary and data bases of the system of the entities involved.
- Co-manage communications with the external firm alongside BELTRAIDE to ensure efficient execution of the simplification and modelling of procedures, as well as the optimization and automation of processes.
- Maintain open communication channels with stakeholders and disseminate information about the SIW and its benefits to current and potential counterparts. Additionally, assist BELTRAIDE in coordinating with participating institutions to jointly prioritize the pre-operational investment processes for the simplification, optimization, and automation of procedures.
- Identify risks and opportunities and raise any issue to BELTRAIDE's management.
- Develop progress reports on SIW procedures (simplification/modelling) and processes (optimization/automation). This includes monitoring progress and issuing recommendations on the acceptance/rejection of deliverables.
- Develop progress reports on the specific indicators related to the SIW, including number of participating institutions; number of simplified, investment processes; number of processing days or time to complete SIW processes; number of approved manuals by regulations, and gender disaggregated data.
- Perform other functions assigned by the BELTRAIDE and the CEU that contribute to the achievement of the objectives of the Program.

#### **4. QUALIFICATION AND EXPERIENCE**

##### **Academic and Education Qualification:** (submit relevant attestations)

- ✓ Bachelor's degree in science, Law, Business Administration, Economics, International Relations/Business, Political Science, Public Policy, or related field
- ✓ Master's degree in science, Law, Business Administration, Economics, International Relations/Business, Political Science, Public Policy, or related field would be an asset.

##### **General Experience:** (specify in the curriculum vitae)

- ✓ At least ten (10) years of general work experience is required.

##### **Specific Experience:** (specify in the curriculum vitae)

- ✓ At least 5 years of experience in working or in consulting positions in the areas of FDI or investment policy is required.
- ✓ Experience of at least two (2) projects in areas related to defining legal and operational frameworks for public entities is required.
- ✓ Experience in public sector would be an asset.

### **Other skills: (specify in CV)**

- ✓ Experience in mapping, diagnostics, modelling, simplification / re-engineering, and automation of processes of at least 2 years would be an asset.
- ✓ Experience in the development of Single Windows for Investment and/or Foreign Trade and or being the liaison among different public stakeholders to deploy a common project would be an asset.
- ✓ Process Management Certification would be an asset.
- ✓ Experience working in Latin America and the Caribbean would be an asset.
- ✓ Minimum of Intermediate proficiency in written and spoken English (provide proof if not native language e.g. a secondary school transcript, TOEFL – 75 iBT or higher, IELTS - 6.0 or higher, PTE – 60 or higher, Duolingo 105 or higher, SAT– 500 or higher, ACT – 19 or higher, B2 or higher)

## **5. REPORTING RESPONSIBILITY**

The consultant will be supervised by the Belize Invest Manager/or Senior Investment Officer with coordination and support offered by the Project Manager of the Trade and Investment Facilitation Program of the CEU., when needed.

## **6. SALARY RANGE**

\$46K – \$52K BZD per annum

## **7. DURATION OF CONSULTANCY**

2 Years

## **8. APPLICATIONS**

### **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 including a positive professional reference check. **Only short-listed applicants will be invited for an interview.**

### **APPLICATION PROCEDURES:**

Application should be in the English language and should be submitted in one envelope for printed copies or one pdf document if submitting via email. Note that the required application template should be utilized. Template can be requested from [tjoseph.ceu@med.gov.bz](mailto:tjoseph.ceu@med.gov.bz).

Qualified Consultant should submit their application via e-mail to [tjoseph.ceu@med.gov.bz](mailto:tjoseph.ceu@med.gov.bz) captioned **Single Investment Window Associate (BL-L1040)** in the subject header, and/or submit two (2) hardcopies before or on **Monday, July 1, 2024 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: Single Investment Window Associate (BL-L1040) - *Your Name***