



TERMS OF REFERENCE

PROCUREMENT OFFICER

BELIZE INTEGRAL SECURITY PROGRAMME (BISP)

1. Background

The Government of Belize (GOB) is implementing a security programme with the overall objective of improving the quality of life of Belizeans and supporting regional efforts to combat crime. The key goal of the Belize Integral Security Programme (BISP) is to strengthen citizen security by providing support to those institutions directly engaged in maintaining national security.

The BISP will support improvements in infrastructure and the provision of equipment for the Belize Defence Force (BDF), Belize Police Department (BPD), Belize Coast Guard (BCG), and the National Forensic Sciences Service (NFSS). Infrastructure works will include new construction as well as refurbishment and improvement of existing buildings. Surveillance and monitoring, mobilization, and specialized technical equipment will also be supplied to these institutions.

The BISP is financed by the Central American Bank for Economic Integration (CABEI) through a loan facility with complementary input activities funded by the GOB. The Ministry of Economic Transformation is the executing body (EB) for the programme, with policy direction and oversight provided by a program steering committee (PSC), and operational and administrative support for the BISP is being provided by a programme executing unit (PEU).

A Procurement Officer (PO) is required to support the Programme Executing Unit (PEU).

2. Scope of Works

The Procurement Officer is responsible for overall and day-to-day activities for the procurement of goods, works, and services subject to CABEI Procurement Guidelines and in accordance with the Project's Operations Manual and the Loan Contract. The Procurement Officer will prepare Annual Procurement Plans (APP) and develop technical specifications for goods, works, and services contained in the APP. In addition to preparing quarterly Procurement Reports for the Project Coordinator, he/she will prepare Quarterly Reports detailing the goods, works, and services procured and funds disbursed for the previous period, challenges encountered, and how they were dealt with. He/she will also be responsible for contract administration. The Procurement Officer will also participate in the preparation of Quarterly and Annual Financial Reports and the maintenance of an updated Procurement Plan, the Project Execution Plan, and the Annual Operating Plan. The Procurement Officer will undertake the activities outlined below:

The duties and responsibilities, among others, include but are not limited to the following:

- i. Prepare and update the Global Acquisitions Plan (GAP), General Procurement Plan, Project Execution Plan, and Annual Operating Plan for the Belize Integral Security Programme, complying with CABEL's format.
- ii. In coordination with the Project Execution Team, responsible for preparing the technical specifications/terms of reference for all the procurement processes related to infrastructure.
- iii. Prepare all bidding documents relating and submit them to the Project Coordinator for review.
- iv. Coordinate the integration, convening, and functioning of the committees for the reception and evaluation of proposals for the acquisition of goods, works, and services.
- v. Arrange for all publications of Bidding Documents for goods, works, and consultancy services, and be responsible for bidders' queries on bidding documents
- vi. Organize and convene Public Bid Openings and prepare the Minutes of Committee meetings.
- vii. Prepare the evaluation report of proposals for submission to the Project Coordinator.
- viii. Maintain updated controls of all contracts, amendments, and guarantees in order to allow effective monitoring of the commitments assumed.
- ix. Maintain updated controls of all contracts, amendments, and guarantees, and establish a proper filing system.
- x. Ensure appropriate certification and delivery of all goods, works, and services procured.
- xi. Responsible for developing and providing an overall monitoring of the procurement processes.
- xii. Advise the PEU Project Coordinator in all matters under his charge.
- xiii. Work with the professionals from the Programme Inspectorate in accordance with the schedule of visits previously programmed and provide them with the relevant documentation requested.
- xiv. Advise the Programme Co-Executors in procurement procedures and processes.
- xv. Prepare monitoring reports regarding the procurement processes, as agreed with CABEL and the requirements established by the internal audit of the Ministry of Economic Transformation.
- xvi. Maintain control and monitoring of the procurement plan and its aggregate amounts.
- xvii. Perform other functions of his/her area of expertise that may be assigned by the Coordinator of the Executive Unit.

3. Supervision and Reporting

The Procurement Officer will work under the general guidance of the project coordinator and report directly to the project coordinator. The post will be based at the Office of the Programme Executing Unit in Belmopan.

3.1 Deliverables:

Monthly Procurement Progress Reports	US\$2,250.00
Bidding Documents Assigned	
Bid Evaluation Reports based on bids completed	

4. Terms

The Procurement Officer will be selected by a competitive process in accordance with the Policy for the Procurement of Goods, Works, Services, and Consultancies with CABEI resources and its Norms for Application (DI-52/2020 / PRE-40/2021). The duration of the consultancy is **24 months**. The post will be for one year, in the first instance, subject to an annual review and evaluation. Salary will be commensurate with the requirements of the post and the qualifications and experience of the selected candidate.

5. Experience: The consultant must submit documentation to support experience and academic qualifications

- Bachelor's Degree in Business Administration, Procurement, Public Administration, Accounting, Finance, Economics, Law, Engineering, or any other related disciplines.
- A specialized certificate in Procurement, Supply Management, or Contract Management from a recognized institution plus relevant experience.
- Minimum of three (3) years' experience in procurement processes of goods, works, and consulting services.
- Prior project management training or experience will be considered an advantage.
- Experience working with Multilateral Banks.
- Knowledge of CABEI's procurement guidelines and procedures will be positively valued.
- Knowledge of the Government of Belize's laws, procurement policies, and regulations.
- Knowledge of written and spoken Spanish would be an asset.

6. Estimate of the consultancy:

The **estimated** total cost of the consultancy is **US\$64,800.00, inclusive of gratuity payment**, a portion of which will be disbursed in monthly payments upon presentation and approval of monthly reports. This is based on qualifications and experience.

7. Eligibility verification:

Participants in the process will be verified against CABEI's prohibited counterparty lists.

8. Documentation to be Submitted:

The information that the consultant must submit along with the resume must include:

- i. Expression of interest in participating specifically in this process.
- ii. Resume, which shall include the following statement from the consultant:

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this resume accurately describes myself, my qualifications, and my experience. I agree that any false information or omissions contained in this resume and its attachments may be grounds for disqualification.

- iii. Affidavit, duly signed and dated (**will be provided upon request**)

iv. Supporting documentation of the accreditations must be included in the application package.

9. Selection Process:

The successful candidate will be selected utilizing the Selection of Individual Consultants (Qualification Comparison) Methodology. The award will be made to the bidder that obtains the best

qualification and complies with CABEI's eligibility conditions and is eligible to sign a contract with CABEI's financing, in accordance with CABEI's policies. The evaluation will be based on the Evaluation Criteria below: