



Terms of Reference

PROJECT COORDINATOR

BELIZE INTEGRAL SECURITY PROGRAMME (BISP)



1. Background

The Government of Belize (GOB) is implementing a security programme with the overall objective to contribute to improving the quality of life of Belizeans and to support regional efforts that seek 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 allow for the improvement of 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 Development, Petroleum, Investment, Trade and Commerce (MEDP) is the executing body (EB) for the programme with policy direction and oversight provided by a program steering committee (PSC) comprised of representatives from the Office of the Prime Minister, Ministry of Economic Development, Ministry of Finance, and Ministry of Works. Execution direction and technical oversight will be provided by a program technical committee (PTC) comprised of representatives from co-executing entities: BDF, BPD, BCG and NFSS. Operational and administrative support for the BISP is being provided by a programme executing unit (PEU) to be established within the executing agency.

A Project Coordinator (PC) is required to head the Programme Executing Unit (PEU).

2. Scope of Works

The Project Coordinator (PC) is expected to employ a collaborative approach to ensure that the different components of the BISP are implemented and that inputs from all the key stakeholders, including the four Co-Executors, are incorporated to facilitate successful implementation of the Program. The PC is responsible for leading the Program Execution Unit (PEU) and will be responsible for providing critical technical, logistical and administrative inputs during program implementation. The PC will undertake the following activities as well as any other defined action necessary to facilitate smooth execution of the program:

- (a) Responsible for the coordination, execution, supervision and control of the BISP, acting at all moments as the counterpart to CABEL in technical, administrative and financial aspects.
- (b) Ensure the compliance of the Loan Agreement, Operations Manual and other applicable norms and regulations.
- (c) Develop and maintain a project execution/management plan, Annual Operative Plan (AOP) and Procurement Plan.
- (d) Coordinate and supervise the actions of the Co-Executors and other administrative areas related to BISP execution.
- (e) Convene periodic and/or extraordinary meetings with the Co-Executors to verify the progress made in the Operational Plan and resolve any problem that could affect the successful execution of the Programme.
- (f) Coordinate the contracting of PEU personnel in accordance with the Terms of Reference approved by the PSC and CABEL.
- (g) Support the preparation, finalization, and updating the Operations Manual; as well as the updating of the Administrative and Internal Control Procedures Manuals, the Job Description Manual and other instruments and mechanisms for the follow-up and evaluation of the Programme.
- (h) Ensure the proper implementation and financial administration of CABEL Funds.
- (i) Approve the requests for disbursement, as well as the expense justifications that must be presented to the Ministry of Economic Transformation and CABEL.
- (j) Approve and present to the Programme Steering Committee (PSC) and Programme Technical Committee (PTC) the Administrative and Financial Monitoring and Evaluation Reports, including the audited financial statements report.
- (k) Oversee all contracts for services, goods and works under the Project, delegating where appropriate to project implementation team staff
- (l) Coordinate the supervision, project evaluation, interim and final evaluation, and may make relevant comments and objections and make appropriate actions in a timely manner in order to correct and overcome any findings reflected in the project supervision.
- (m) Approve the reports presented by the external auditors aimed at reviewing the management of funds provided by CABEL and request CABEL's Non-Objections on these reports.
- (n) Ensure that an effective filing system is kept in place for the documentation on expenditures deemed eligible and that it is made available for verification by CABEL and the external auditors.
- (o) Ensure the effective closing and liquidation of the Programme.
- (p) Implement any other activity conducing to the effective and proper functioning of BISP within the realm of his or her assigned attributions.
- (q) Develop Quarterly progress reports.

3. Supervision and Reporting

The Project Coordinator (PC) is required to head the Program Execution Unit (PEU). The PC will work under the overall direction and supervision of the Chief Executive Officer (CEO) Ministry of Economic Transformation (MET), as the Executing Agency. The PC will report his/her activities and progress on the implementation of the project, by writing reports to the CEO MET. The Project Coordinator will act as a secretary to the Programme Steering Committee (PSC) and Program Technical Committee (PTC), where he/she will provide written reports and verbal updates at least every quarter to the PSC and will discuss implementation on a monthly basis with the PTC.

4. Terms

The Project Coordinator will be selected by a competitive process in accordance with the Policy for the Procurement of Goods, Works, Services and Consultancies with CABEL resources and its Norms for Application (DI-52/2020 / PRE-40/2021). The duration of the post will be for **fourteen months**, in the first instance, and according to annual review and evaluation, for the time necessary while the project is in the execution stage. Salary will be commensurate with the requirements of the post and the qualifications and experience of the selected candidate.

5. Qualification and Experience

- Master's degree in Engineering, Accounting, Finance, Economics, Business Administration, Business Management or other related discipline
- Minimum of Bachelor's degree in Engineering, Accounting, Finance, Economics, Business Administration, Business Management or other related discipline
- Minimum of five years' experience in project management.
- Minimum of four years' working experience in implementing multilateral or internationally funded projects/programmes with an infrastructure component.
- Experience working with the Government of Belize's procurement policies and regulations.
- Excellent written and oral communication skills in English would be an asset.

6. Estimate of the consultancy:

The **estimated** total cost of the consultancy is **US\$42,000.00**, a portion of which will be disbursed in monthly payments. The monthly consultancy fee is estimated at US\$3,000.00.

7. Eligibility verification:

Participants in the process must be eligible to sign a contract with CABEL's financing, and therefore may not be included in the CABEL's list of prohibited counterparties and recognized by CABEL, which are:

- i. United Nations Security Council (UN) Consolidated List of Sanctions: <https://scsanctions.un.org/search/>

- ii. Consolidated list of individuals, groups, and entities subject to European Union (EU) financial sanctions. To gain access, a free account must be created within the EU platform: <https://webgate.ec.europa.eu/fsd/fsf#!/files>
- iii. Consolidated list of individuals, groups, and entities subject to World Bank (WB) sanctions: <https://www.worldbank.org/en/projects-operations/procurement/debarred-firms>
- iv. Office of Foreign Assets Control (OFAC) Consolidated List: <https://sanctionssearch.ofac.treas.gov/>
- v. HM Treasury Consolidated List of Targets: <https://sanctionssearch.ofsi.hmtreasury.gov.uk/>
- vi. CABEL List of Prohibited Counterparties.

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 (Attached)
- 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 CABEL's eligibility conditions and is eligible to sign a contract with CABEL's financing, in accordance with CABEL's policies. The evaluation will be based on the Evaluation Criteria below:

Criteria		Maximum Points	Minimum score to qualify
1. Academic Experience		10	
1.1	Minimum of a bachelor's in Engineering, Accounting, Finance, Economics, Business Administration, Business Management, Project Management or other related discipline	<i>Comply / No comply</i>	
1.2	Master's degree in Engineering, Accounting, Finance, Economics, Business Administration, Business Management, Project Management or other related discipline	10	10
2 General Experience		30	
2.1	Experience working as a Project Manager		20
	<i>More than 8 years of experience</i>	30	
	<i>7 - 8 years' experience</i>	25	
	<i>5 - 6 years' experience</i>	20	
	<i>Less than 5 years' experience</i>	0	
3 Specific Experience		35	
3.1	Experience in implementing projects/programmes related to infrastructure with funds from multilateral or international organizations (World Bank, CABI, IADB, CDB, others)		30
	<i>More than 4 years of implementation experience with a multi-lateral Bank(s) that had an infrastructure component</i>	35	
	<i>4 years of implementation experience with a Multi-lateral Bank(s) that had an infrastructure component</i>	30	
	<i>Less than 4 years implementation experience with a Multi-lateral Bank (s) that had an infrastructure component</i>	0	
3.2	Experience working with the Government of Belize's Procurement Policies	25	15
	<i>More than 6 years' experience</i>	25	
	<i>4 - 6 years' experience</i>	20	
	<i>2 - 3 years' experience</i>	15	
<i>In the event of a tie between the scores of several consultants, the tie-breaking criterion will be the specific experience (criterion 3.1), such that the consultant with the most years of experience working with Multilateral Banks will be selected.</i>			
		100	75

Annex 1. AFFIDAVIT

Process No: CABEL-CS-005-2147/2026 Project Coordinator

I *[Name of Consultant]*, with identification document _____
number

_____, in my capacity as

Individual Consultant. Certify and

declare the following:

- i. That I have not been involved in activities related to money laundering and financing of terrorism;
- ii. I am not in bankruptcy;
- iii. I am not under judicial interdiction;
- iv. I do not have a conflict of interest as described in the Terms of Reference and the Bank's Procurement Policy and its Application Rules.
- v. That I am not included in CABEL's List of Prohibited Counterparties or any other list of ineligibility recognized by CABEL;
- vi. That I have not been disqualified or declared by any entity or authority as ineligible for obtaining resources or awarding contracts financed by any other entity, nor are there any sanctions of this type in force;
- vii. That I have not been found guilty of crimes or sanctions related to Prohibited Practices by the competent authority.
- viii. That I have no history of breach of contract in the last 10 years.

Likewise, I authorize the corresponding (Name of the Contractor) and the Central American Bank for Economic Integration (CABEI) to carry out the verifications it deems pertinent in order to corroborate the above with any search system or database that the Contractor or CABEI may have for such purposes, as well as with any competent authority deemed necessary.

Likewise, I certify and declare that I know the origin of the funds of my patrimony and that they do not come from any illicit activity.

Finally, and if applicable, I declare that the funds provided will be managed in accordance with best practices, transparency, and integrity and at no time will be used for illicit activities.

I further declare that immediate notice will be given to the Employer and

CABEI in the event of any change in the conditions.

I agree that the Employer shall have the right to exclude me from this bidding process if the information provided in this Affidavit is false or if the change in condition occurs at a time subsequent to the delivery of this Affidavit.

Name: *[Full name of consultant]*

Signature: (signature of the person whose name and title appear above). Date: (day, month, and year this affidavit is signed)