



TERMS OF REFERENCE

PROCUREMENT SPECIALIST

(Part-time)

1. BACKGROUND

- 1.1. 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.
- 1.2. 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.
- 1.3. 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).
- 1.4. A Part-time Procurement Specialist (PPS) is required to support the Programme Executing Unit (PEU) with the procurement of works related to the infrastructure component of the project.

2. OBJECTIVE OF THE CONSULTANCY

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- 2.1. Planning and executing the procurements and contracting within the framework of the operation; guaranteeing faithful compliance with the policies and procedures established by CABEL, as the financing organization, as well as the national regulations applicable to Belize, regarding the contracting of works to be executed with the funds from the Belize Integral Security Programme Loan Contract signed between the Government of Belize and the Central American Bank for Economic Integration (CABEL).

3. SCOPE OF WORKS

The procurement specialist is expected to carry out all procurement processes in accordance with CABEL's Procurement Guidelines and Policies. The procurement specialist will undertake the following activities to ensure smooth and compliant procurement steps towards successful execution of the procurement plan.

- a. Consolidate the operation's General Procurement Plan (GPP) and keep it updated, so as to ensure adequate management and control of contracts generated by procurement processes with the methods established in the GPP, as agreed with the Bank;
- b. Prepare bidding documents for works for the Project in accordance with the guidelines and procedures agreed in the EMP, the Loan Agreement, the Project Operating Manual, and the Procurement Regulations that apply to the particular operation.
- c. Guarantee faithful compliance with the eligibility conditions established in the Operation Document and in CABEL's procurement policies for the use of funds and with the different procurement methods established.
- d. Consolidate the information and content of the non-standard parts of the standard documents and/or the applicable model documents with the areas involved in the Project, ensuring that the information is consistent with the eligibility issues of goods and services and other inputs that govern the procurement processes.
- e. Prepare notices and publication request documents, following up on the corresponding procedures to ensure that the solicitation and advertising of procurement processes is carried out on the appropriate dates and media.
- f. Lead the conformation of the bidding or tender committee and prepare the evaluation reports of the procurement and contracting processes.
- g. Follow up on the progress of the different procurement processes. Similarly, take the necessary steps to resolve any doubts or problems generated in a procurement process related to clarifications, disagreements or protests, requests for information or other matters.
- h. Collaborate with the information to prepare contracts and addenda as required derived from the procurement processes.
- i. Establish and maintain updated physical and electronic files related to procurement processes, and provide clarifications, updates or carry out adjustments, as agreed for the operation of the Project, and to comply with the Bank's pre and post review requirements applicable to the Project.
- j. Ensure the safekeeping of all legal and financial documents that may be required in the performance of its duties.
- k. Support the activities necessary for contract administration, when requested to do so.
- l. Ensure that all procurement documentation is available in the physical and digital file.

- m. Manage, with other specialists of the Executing Unit or Executing Agency, the budgetary provision required to support the acquisitions indicated in the GPP.
- n. Other activities related to the scope of the consultancy.

4. SUPERVISION AND REPORTING

- 4.1. The procurement specialist will work under the direct supervision of the project coordinator but will be required to work closely with other members of the project unit.

5. EXPECTED RESULTS

- 5.1. Properly executed procurement and contracting procedures, as established in the GPP and/or agreed in the Operating Manual, including periodic updates and closures, as applicable to the fiscal years in which the operation is executed.
- 5.2. Update and maintain up to date information on procurement and contracting activities as agreed for the Project's GPP, and any others arising from the procedures carried out under the applicable implementation document.
- 5.3. Available files with updated physical and electronic documentation, prepared with acceptable quality and content for civil works contracts, as applicable for each contracting process.

6. DURATION OF THE CONSULTANCY

- 6.1. The consultancy is foreseen to be carried out over a twelve (12) month period from the day the contract is formalized, which may be extended for an additional period of time as may be necessary to complete all procurement activities.

7. CONFIDENTIALITY

- 7.1. The successful candidate will be required to sign a confidentiality agreement prohibiting him/her from divulging any information relating to all procurement information, including the budget for all pending procurement activities.

8. EXCLUSION

- 8.1. Due to the nature of this consultancy, individuals who are employed, whether part time or full time with any private firms in the construction industry will not be eligible to apply.

9. CONSULTANCY FEE AND PAYMENT METHOD

- 9.1. Payment will be based on the consultant's invoice and acceptance of all activities associated with each procurement activity and the presentation of reports to the satisfaction of the program coordination and in accordance with the payment schedule.
- 9.2. In the case where a procurement activity is incomplete due to the cancellation of the procurement process, the payment for that activity will be pro-rated based on the works completed.

10. DELIVERABLES AND PAYMENT SCHEDULE

10.1. The specific activities listed in the schedule below may be removed or new activities added.

Item No.	Activity	Description	Other Deliverables	Payment
1	Construction and Equipment of a 911 facility and police Station	Completion of all the stages of the procurement process; from preparation of bidding documents to signing of contract.	All required documents (GPP; Physical and electronic files; progress report on all on-going procurement processes) must be updated and accepted.	BZ\$3,000.00
2	Construction Belmopan police station and kitchen	Completion of all the stages of the procurement process; from preparation of bidding documents to signing of contract.	All required documents (GPP; Physical and electronic files; progress report on all on-going procurement processes) must be updated and accepted.	BZ\$3,000.00
3	Design, build and equipment of Fairweather Camp Kitchen and Residual Water Treatment System	Completion of all the stages of the procurement process; from preparation of bidding documents to signing of contract.	All required documents (GPP; Physical and electronic files; progress report on all on-going procurement processes) must be updated and accepted.	BZ\$3,000.00
4	Construction and Equipment of Camp Belizario Operations	Completion of all the stages of the procurement	All required documents (GPP; Physical and	BZ\$3,000.00

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	Headquarters, Hurricane Shelter	process; from preparation of bidding documents to signing of contract.	electronic files; progress report on all on-going procurement processes) must be updated and accepted.	
5	Design, Build and Equipment of Orange Walk Police Station	Completion of all the stages of the procurement process; from preparation of bidding documents to signing of contract.	All required documents (GPP; Physical and electronic files; progress report on all on-going procurement processes) must be updated and accepted.	BZ\$3,000.00

11. CONDITIONS OF THE CONSULTANCY

- 11.1. The consultant will be contracted on a part-time basis but will be required to be present at the Belize Integral Security Programme's Office in Belmopan for bid openings, evaluations, in-person meetings, or when required by the programme coordinator. The consultant will not have an assigned workstation, but work space will be provided when required.
- 11.2. The consultant will be required to find his/her own way to and from the office.
- 11.3. The consultant will not be eligible for any vacation leave.
- 11.4. The consultant will not be eligible for any allowance and fees.

12. CONSULTANT PROFILE

- a) Bachelor's degree in Business Administration, Business Management, Project Management, Procurement, Economics, Engineering, or any other related disciplines.
- b) Minimum of two (2) years' experience in procurement processes of goods or works.
- c) Minimum of eighteen (18) months of experience as procurement Specialist / Officer / Analyst, applying Procurement and Contracting Policies of multilateral organizations such as IDB, WB or CABEL or any other international funding agency
- d) Minimum experience of having carried out at least one (1) International Bid / Tender for the procurement of works or goods, under IDB, WB or CABEL Procurement and Contracting Policies and Procedures.

- e) Minimum experience of having carried out at least one (1) national bid / tender for the procurement of works or goods, under IDB, WB or CABEL Procurement and Contracting Policies and Procedures.

13. 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.

14. DOCUMENTS 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.

15. 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:

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)

Evaluation Matrix

Criteria and Sub-criteria		Score	Minimum
1. Academic level, knowledge, and eligibility			
1.1	The consultant is not on the List of Prohibited Counterparties of CABEL and those recognized by CABEL.	Complies: Yes / No/	
1.2	University graduate with at least as bachelor's degree in Business Administration, Business Management, Project Management, Procurement, Economics, Civil Engineering, or any other related discipline.	Complies: Yes / No/	
2. General Experience		20	10
2.1	At least two (2) years' experience in procurement processes of goods or works using the Government of Belize's and international funding institutions guidelines, policies and procedures. More than five (5) years More than 4 years – 5 years 2 – 4 years Less than 2 years	20 15 10 0	10
3. Specific Experience		80	60
3.1	Minimum of eighteen (18) months of experience as procurement Specialist / Officer / Analyst, applying Procurement and Contracting Policies of multilateral organizations such as IDB, WB or CABEL or any other international funding agency. More than four (4) years More than two (2) years to four (4) years Eighteen (18) months to Two (2) years Less than eighteen (18) months	20 20 18 15 0	15
3.2	Minimum experience of having carried out at least one (1) International Bid / Tender for the procurement of works or goods, under IDB, WB or CABEL Procurement and Contracting Policies and Procedures (*). More than two (2) processes Two (2) Processes One (1) Process Less than one (1) process	25 25 22 20 0	20
3.3	Minimum experience of having carried out at least one (1) national bid / tender for the procurement of works or goods, under IDB, WB or CABEL Procurement and Contracting Policies and Procedures (*). More than four (4) processes Three (3) Processes Two (2) processes Less than one (1) process	35 35 30 25 0	25
Total Score		100	70

(*) The processes presented as experience must be listed in the resume and in case of being selected, evidence of the experience presented must be accredited, which may be contracts, certificates or work references.