Ministry of Economic Transformation

Request for Expressions of Interest

For:

Consultancy Service from "M&E Specialist for development of MEALS System – Ministry of Economic Transformation (MET)"

Ref No: GCF/RPSP14/CFU/SER/05

Issue date: 30 October 2026

Instructions to Individual Consultant

Reference Number: GCF/RPSP14/CFU/SER/05

30 October 2026

***Consultancy Service from* "M&E Specialist for development of MEALS System for Ministry of Economic Transformation (MET)"**

1. The Government of Belize has received financing from the Green Climate Fund (GCF) towards building institutional capacity. The Ministry of Economic Transformation (MET), in its ongoing commitment to strengthen governance and accountability in climate finance, intends to engage in the identification and establishment of a suitable mechanism for procuring consultancy services through the GCF BLZ-RS-014 Project.

2. The individual consultancy will design a **Monitoring, Evaluation, Accountability, and Learning (MEALS) framework**, supported by standard operating procedures (SOPs), to enhance transparency, compliance, and adaptive learning in climate finance governance.

3. The Ministry of Economic Transformation (MET) intends to engage in the identification and establishment of a suitable mechanism for procuring consultancy services through the Green Climate Fund (GCF), funded by the BLZ-RS-014 Project. The individual consultancy proposed will conduct a thorough gap assessment and design a ***Monitoring, Evaluation, Accountability, and Learning System (MEALS)*** focused on climate finance governance. This ***software*** will address national and regional priorities while enhancing Belize's institutional capacity for transparency, accountability, climate resilience, and sustainable development**.**

   The use of any Green Climate Funding financing shall be subject to MET and Ministry of Finance approval, pursuant to the terms and conditions of the financing agreement, as well as GCF's rules, policies and procedures. GCF and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with BLZ-RS-014 Programme.

4. The client now invites expressions of interest (EOIs) from qualified individual consultants to provide consulting services to execute the assignment: ***Consultancy Service from* "M&E Specialist for development of MEALS System for Ministry of Economic Transformation (MET)"**

5. The Individual Consultant shall not have any actual, potential, or reasonably perceived conflict of interest. An individual consultant with an actual, potential, or reasonably perceived conflict of interest shall be disqualified unless otherwise

explicitly approved by the Fund. The Individual Consultant is considered to have a conflict of interest if there:

a. Is a relationship that provides them with undue or undisclosed information about, or influence over, the selection process and the execution of the contract;
b. Participate in more than one Expression of Interest (EOI) under this procurement action;
c. Have a business or family relationship with any individual that was, has been, or might reasonably be directly or indirectly involved in any part of:
    i. The preparation of this expression of interest,
    ii. The selection process for this procurement, or
    iii. Execution of the contract.

The individual consultant has an ongoing obligation to disclose any situation of actual, potential, or reasonably perceived conflict of interest during preparation of the EOI, the selection process, or the contract execution. Failure to properly disclose any such situation may lead to appropriate actions, including disqualification of the consultant or termination of the contract.

6. The individual consultant is required to comply with the GCF Addressing Fraud, Corruption and Other Prohibited Practices, and Policies Addressing Anti-Money Laundering and Countering the Financing of Terrorism (hereinafter, "GCF's Anticorruption Policy") in competing for, or in executing, the contract.

    a. If it is determined that the individual consultant has, directly or indirectly, engaged in any prohibited practice as defined in the GCF Anti-Corruption Policy, or has committed integrity violations, including sexual exploitation, sexual abuse, or sexual harassment, as defined under the GCF Policy on the Prevention of and Protection from Sexual Exploitation, Sexual Abuse and Sexual Harassment, while competing for or performing the contract, the Client may reject the EOI or terminate the contract, as applicable.
    b. In accordance with GCF's Anticorruption Policy, the Fund has the right to sanction individual consultants, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any GCF-financed and/or GCF-managed activity or operation. A debarment includes, *inter alia*, ineligibility to:

        i. be awarded or otherwise benefit from any GCF-financed contract, financially or in any other manner;

        ii. be engaged as an individual consultant under any GCF-financed contract; and

        iii. receive the proceeds of any loan or grant provided by the Fund. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.

c. The individual consultant is required to fully cooperate with any investigation conducted by the Government of Belize (GOB) or the Green Climate Fund (GCF). This includes making themselves available for interviews and providing full access to any and all accounts, premises, documents, and records (including electronic records) relating to this selection process or the execution of the contract. The consultant shall also permit such accounts, premises, records, and documents to be audited and/or inspected by auditors and/or investigators appointed by the GOB or the Fund.

d. The individual consultant has an ongoing obligation to disclose in his Expression of Interest (EOI) and later in writing as may become relevant:
   i. Any sanction(s), criminal conviction(s), or temporary suspension(s) imposed for fraud, corruption, or related integrity violations; and
   ii. Any commission(s) or fee(s) paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, the consultant must disclose the name and contact details of the agent or other party, together with the reason, amount, and currency of the commission or fee paid or to be paid.

   Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract

e. The individual consultant is required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, if awarded the contract, after execution of the contract.

7. The Fund requires that all beneficiaries of GCF funding or funds administered by GCF, including the client, any individual consultant, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts.

8. **Procedure**: Procurement for this Consultancy will be carried out through **Individual Consultant Selection (ICS)** method in accordance with procurement policies and best practices of the Government of Belize. The Ministry of Economic Transformation (MET), as the client, will evaluate the Expressions of Interest (EOIs) using the criteria provided in Annex 3.

9. ***Any request for clarification*** on this EOI should be sent via e-mail to the address no later than 4:00 p.m., local time, 11th November 2026. The response to all clarification requests will be made by 16th November 2026.

10. **Submission Procedure:** EOIs can be submitted either physically or electronically. Qualified individual consultants should submit in English via email, in PDF format as a single document to procurement@met.gov.bz or submit one (1) original and two (2) copies in a sealed envelope properly marked "***Consultancy Service from*** **"M&E Specialist for development of MEALS System for Ministry of Economic Development (MED)"**

11. **Consultancy:** the Deadline for submission is no later than Monday 30th November **2026, by 10:00 a.m. local (Belize) time**. Hard copies of the expression of interest should be submitted to the following address:

Attention:
Procurement Officer,
Sir Edney Cain Building,
Ground Floor,
Right Wing
Belmopan City,
Belize, CA.

Annex 1

Form EOI-1

EOI Submission Form

(Date/Location)

(authorised person's name)

1. **Re: "*Consultancy Service from* "M&E Specialist for development of MEALS System for Ministry of Economic Transformation (MET)"**

"

(GCF BLZ-RS-014)

Ref: GCF/RPSP14/CFU/SER/05

I, the undersigned, declare that:

1. I am expressing my interest in providing the individual consulting services for the above-mentioned assignment and have no reservations to the EOI, the instructions to the consultant and any addenda thereto.

2. The expression of interest is open for acceptance for a period of ninety (90) days.

3. The individual consultant has not been declared ineligible by the Fund and has not been subject to sanctions or debarments under the laws or official regulations of the client's country, nor been subject to a debarment recognized under the Policy on Prohibited Practices, beyond those declared in paragraph 6 section b and 6, b, iii of this EOI submission form.

4. The individual consultant acknowledges and accepts the GCF Anticorruption Policy, certifying that there is no engagement in any prohibited practices. Further, the consultant acknowledges and understands the obligation to report to the integrity@gcfund.org any allegation of prohibited practice that comes to their attention during the selection process or the execution of the contract.

5. No attempt has been made or will be made by the individual consultant to induce any other consultant to submit or not submit an EOI for the purpose of restricting competition.

6. The individual consultant acknowledges and accepts the GCF's Prevention and Protection from Sexual Exploitation, Sexual Abuse, and Sexual Harassment Policy. The consultant certifies that there has been any engagement in any sexual harassment, sexual exploitation, or abuse. Further, the consultant acknowledges and understands the obligation to report to the integrity@gcfund.org of any allegation of sexual harassment, sexual exploitation, or abuse that comes to his attention during the selection process or the execution of the contract.

7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate "none.")

8. The individual consultant declares that there is no actual, potential, or perceived conflict of interest regarding this selection process or the execution of the contract. *[insert if needed: "other than the following:" and provide a detailed account of the actual, potential, or perceived conflict]*. The consultant understands that there is an ongoing disclosure obligation with respect to such actual, potential, or perceived conflicts of interest and shall promptly inform the client and the Fund should any such conflicts arise at any stage of the procurement process or contract execution.

9. The following criminal convictions, administrative sanctions (including debarments), and/or temporary suspensions have been imposed on the individual consultant:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of individual convicted, sanctioned, or suspended	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

10. The individual consultant acknowledges and understands the obligation to promptly inform the client about any material change regarding the information provided in this EOI submission form.

11. The individual consultant further understands that failure to properly disclose any information in connection with this EOI submission form may lead to appropriate actions, including disqualification as a consultant, termination of the contract, and any other measures deemed appropriate under the GCF Corruption Policy in its Projects and Operations.

12. The individual consultant understands that the client is not bound to accept any EOI received.

Annex 2

Expression of Interest (EOI)

Project Name	
Assignment	
Process IDs #	

I. Individual Consultant Information

Individual Consultant Name:	Country:
EOI submission Authorized by:	Position:

I confirm that:

☐ **I confirm that I am submitting this EOI as an individual consultant and not on behalf of a firm, consortium, joint venture, association, or sub-consultancy arrangement.**

Annex 3

MINISTRY OF ECONOMIC TRANSFORMATION

GCF READINESS 14 | PROJECT BLZ-RS-014

ANNEX – EVALUATION CRITERIA

Individual Consultant Selection (ICS) – MEALS Consultancy

Assignment: Development of a Monitoring, Evaluation, Accountability and Learning System (MEALS) for the Ministry of Economic Transformation (MET).

Ref.	Evaluation criterion	Maximum points
A	**ACADEMIC QUALIFICATIONS**	**25**
A1	Master's degree or higher in Monitoring and Evaluation, Climate Change, or a closely related field.	**25**
B	**PROFESSIONAL EXPERIENCE**	**45**
B1	At least five (5) years of relevant professional experience in Monitoring and Evaluation (M&E).	**20**
B2	At least two (2) completed assignments for or in support of public-sector institutions involving the development, implementation, or strengthening of M&E/MEALS frameworks, reporting systems, monitoring tools, or related institutional M&E procedures.	**25**
C	**TECHNICAL EXPERTISE AND COMPETENCIES**	**25**
C1	Experience in institutional assessments; developing indicators, baselines, reporting and data-management tools; preparing analytical reports, practical toolkits, and institutional-strengthening recommendations.	**15**
C2	Communication and delivery competencies, including stakeholder engagement, knowledge transfer, capacity building, data governance, confidentiality, and independent delivery.	**10**
D	**ADDITIONAL QUALIFICATIONS AND EXPERIENCE (DESIRABLE)**	**5**
D1	Experience applying research and evidence-generation methods, including document review, interviews, focus groups, comparative analysis, or evidence synthesis.	**1**
D2	Experience applying evaluation methodologies, including baseline, mid-term, final, process, outcome, or impact evaluation.	**1**
D3	Knowledge or experience in project and programme management, including work planning, milestones, budgets, risks, deliverables, and reporting.	**1**
D4	Familiarity or experience with climate-finance and donor monitoring and reporting requirements (e.g., GCF, Adaptation Fund, World Bank, IDB, or UN agencies).	**1**
D5	Relevant experience in climate-finance readiness, institutional strengthening, or capacity development within Caribbean Small Island Developing States (SIDS).	**1**
	TOTAL	**100**

Evaluation and eligibility notes

- Academic qualifications, five (5) years of relevant M&E experience, and at least two (2) completed qualifying assignments are minimum eligibility requirements.
- Professional integrity, debarment, and conflicts of interest are