



GOVERNMENT OF BELIZE  
SECOND ROAD SAFETY PROJECT

CONSULTANCY SERVICES FOR PROCUREMENT OFFICER

**REQUEST FOR EXPRESSIONS OF INTEREST**

The Government of Belize (*GOB*) has applied for financing from the Caribbean Development Bank (CDB) in an amount equivalent to US\$5,850,000 towards the cost of a Second Road Safety Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of GOB and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOB shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

Ministry of Economic Development and Petroleum (MEDP), the Executing Agency, now wishes to procure consultancy services for a Procurement Officer. The objective of the consultancy is to ensure that the PMU is enabled to efficiently complete all aspects of project procurement requirements during the initial six months of the Project Implementation Period and within the Procurement Guidelines of CDB and GOB. The duration of the assignment is expected to be for a period of twelve (12) months.

Ministry of Economic Development and Petroleum (MEDP) now invites interested eligible individual consultants to submit Expressions of Interest indicating qualifications and experience required to provide these consultancy services.

Consultants shall be eligible to participate if:

- (a) the persons are citizens or *bona fide* residents of an eligible country; and
- (b) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB.

The attention of interested Consultants is drawn to paragraph 1.9 of CDB's Guidelines for the Selection and Engagement of Consultants (2011), setting forth CDB's policy on conflict of interest.

In the assessment of submissions, consideration will be given to qualifications and experience on similar assignments. All information must be submitted in English. Further information may be obtained from the first address below between 0900 and 1600 hours Monday to Friday.

Three hard copies of the Expressions of Interest must be received at the first address below no later than 1630 hours on Wednesday, June 12, 2019 and an electronic copy must be sent simultaneously to CDB at the second address below. The sealed envelope containing each submission should include the name and address of the applicant and shall be clearly marked **“Expression of Interest – Consultancy Services for Procurement Officer”**

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to negotiate a contract to provide the consultancy services. GOB reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not engaging the services of any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

1. Chief Executive Officer  
Ministry of Economic Development and Petroleum  
**(Economic Development)**  
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*Attn.: Second Road Safety Project Management Unit*

2. Procurement  
  
Caribbean Development Bank  
P.O. Box 408  
Wilkey, St. Michael  
Barbados, W. I. BB11000  
Fax: 246 426 7269  
Tel: 246 431 1600  
  
Email: [procurement@caribank.org](mailto:procurement@caribank.org)

## **TERMS OF REFERENCE**

### **PROCUREMENT OFFICER CONSULTANCY**

1. The Procurement Officer (PO) will be located in the Road Safety Unit (RSU) and will report to the Project Manager. He/she will be responsible for assisting RSU staff with all aspects of project procurement during the initial six months of the Project. PO will be supported by administrative staff within the RSU. The PO's duties will include, but not be limited to:
  - (a) Plan, supervise and coordinate procurement activities for goods and services;
  - (b) Examine relevant documents and develop technical specifications for goods and works;
  - (c) Research market for potential bidders;
  - (d) Finalise Terms of Reference for consultant services;
  - (e) Prepare bidding documents;
  - (f) Prepare bid evaluation reports;
  - (g) Train bid evaluation committees;
  - (h) Negotiate and follow-up as required with respect to delivery of goods and services;
  - (i) Any other duties assigned from time to time.
  
2. Prospective candidates should have a minimum of the following qualifications: A Bachelor's Degree in Management Studies, Finance, Engineering or Procurement Management or other related field from a recognised university. Computer competence in software packages: Microsoft Word and Excel. More than 5 years in procurement management within project funded by international organisations, proposed personnel with experience with CDB's procurement procedures are desirable. Excellent written, oral and interpersonal skills and ability to communicate effectively with the financiers.