



GOVERNMENT OF BELIZE
SECOND ROAD SAFETY PROJECT
CONSULTANCY SERVICES FOR FINANCE 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 Finance Officer. The objective of the consultancy is to ensure that the PMU reports effectively, efficiently and accurately on all financial aspects of the Project. The duration of the assignment is expected to be for a period of twenty-four (24) months in the first instance with an option to renew the consultancy.

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 Finance 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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cc.: pmu03cdbgobz@gmail.com
cc.: pmucdbgobz@gmail.com
Attn.: Second Road Safety Project Management Unit

2. Procurement

Caribbean Development Bank
P.O. Box 408
Wilkey, St. Michael
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Fax: 246 426 7269
Tel: 246 431 1600

Email: procurement@caribank.org

TERMS OF REFERENCE

FINANCE OFFICER CONSULTANCY

1. The Finance Officer (FO) will be located in the Road Safety Unit (RSU) and will report to the Project Manager. He/she will be responsible for coordinating and working with all aspects of managing and reporting on the financial aspect of the Project. FO shall be assigned exclusively to the Project and will be supported by administrative staff within the RSU. The FO's duties will include, but not be limited to:
 - (a) maintaining records and carrying out the day-to-day financial management of the Project, including the preparation of regular financial progress reports;
 - (b) assisting in the monitoring and controlling of project cost, preparing/reviewing withdrawal applications, supervising preparation of financial reporting. Assist in preparing and submitting to CDB, a Quarterly Report on the Investment Cost of the Project, in the form specified by CDB, within two weeks after the end of each calendar quarter, commencing with the quarter following the commencement of the assignment;
 - (c) updating the procurement plan with revised implementation dates for each procurement package;
 - (d) updating disbursement forecasts based upon revised implementation progress for each procurement package
 - (e) supporting the Monitoring and Evaluation Officer with timely financial information for analysis;
 - (f) assisting with providing the financial information to prepare and submit to CDB for the Project Completion Report within three months after completion of the works and services;
 - (g) any other duties assigned from time to time.

2. Prospective candidates should have a minimum of the following qualifications: a Bachelor's Degree or equivalent in Business Administration, Business Science or other related field with a minimum of three years' experience in the financial aspect of project management, in addition to proficiency in computer skills, including the use of spreadsheets, database management and word processing. Proposed personnel with strong communication, supervisory and financial skills and good relations with local stakeholders are desirable.