



**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)**

Belize

Climate Resilient and Sustainable Agriculture Project (CRESAP)

Loan No.: 9347-BE

Project ID No.: P172592

Assignment Title: Procurement Assistant

Reference No. (as per Procurement Plan): BZ-SIF-419282

The Government of Belize has received financing from the World Bank toward the cost of the Climate Resilient and Sustainable Agriculture Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) is for a suitable qualified fulltime PROJECT STAFF-PROCUREMENT ASSISTANT as part of the Project Implementation Unit of the CRESAP within the Belize Social Investment Fund. The Procurement Assistant will be primarily responsible for assisting the Procurement Officer with the management of project procurement activities undertaken as part of the CRESAP implementation, assist with the international and national bidding process for goods, non-consultant services, consultant services and if needed, also civil works; prepare and submit bid evaluation reports, negotiate contracts and make recommendations for awarding contracts, conforming to terms and conditions stipulated in the subsidiary agreement and World Bank procurement regulation.

The GOB has appointed the Belize Social Investment Fund (BSIF) as the implementing agency for the project and the BSIF is seeking to recruit an individual to fill the position of **Procurement Assistant**.

The consultancy is expected to be for an initial period of Twenty-four (24) months commencing May 2024. The Procurement Assistant will work closely with the MAFSE’s focal point for CRESAP and will be supervised by the Procurement Officer (PO) of the PIU.

The detailed Terms of Reference (TOR) for the assignment can be obtained by submitting a request in writing via e-mail to procurement.cresap@sifbelize.org.

The Belize Social Investment Fund now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (such as cover letter, Curriculum Vitae etc.).

Minimum Mandatory Requirements *(Required)

Qualifications

- Bachelor's degree in law, Procurement, Business Administration, Public Administration, Finance, or any other field related to this assignment.

General Experience

- Three (3) years' experience working in public or private sector performing tasks that include drafting of reports, chairing of meetings, writing meeting minutes etc. (max 20 points).

If these minimum requirements are not met, the candidates will not be considered for the process

Additional Requirements (Desirable)

Specific Experience

- Two or more years working experience at procurement specialist level (max 30 points)
- At least one year experience conducting procurement under strict guidelines of IFIs (e.g. World Bank, IDB, CDB, EU etc.) (max 20 points)
- Project Management or Procurement training (max 15 points)
- Experience working in a project environment (max 15 points)

Minimum total points required to be considered for the assignment is 75 points.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Selection of Individual Consultant method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours, i.e. 0800 to 1600 hours Belize Time.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **April 19, 2024**, at 16:00 hours Belize Time.

Belize Social Investment Fund

Attn: Ian Ramirez, Procurement Officer

P.O. Box 459, 1902 Constitution Drive (3rd Floor), Belmopan, Belize

Telephone +501-822-0239

Email: procurement.cresap@sifbelize.org