

**GOVERNMENT OF BELIZE
INTER-AMERICAN DEVELOPMENT BANK**

**STRENGTHENING OF TAX ADMINISTRATION
(BL-L1031)**

**Terms of Reference
Procurement Specialist**

I. BACKGROUND

- 1.1 One strategy of the National Development Framework for Belize 2010-2030 refers to maximization of the Government of Belize's (GoB) revenue generating potential. For the years 2015, 2016 and 2017, the reported Income Tax and General Sales Tax earnings for the GoB were 61.6%, 61.0%, 71.5% respectively of the total revenue and grants for the country. With these departments contributing to more than half of Belize's total revenue, it is clear why objective four of the Ministry of Finance's (MOF) Fiscal Strategy Statement of 2018/19 includes making revenue collection more effective and forceful.
- 1.2 Following good practices and recommendations from the Fiscal Affairs Department (FAD) of the International Monetary Fund (IMF), the Caribbean Regional Technical Assistance Centre (CARTAC), the Supporting Economic Management in the Caribbean (SEMCAR) Program of the World Bank (WB), and other external agencies, current taxation reform objectives were developed in alignment with the National objectives and strategies. The aim is to increase the country's economic activity by modernizing and streamlining the national tax system. In order to achieve the stated aim, the GoB has decided to:
- (a) Modernize its tax administration by merging the existing Income Tax Department (ITD) and the Department of General Sales Tax (DGST) into a single function-based tax administration.
 - (b) To procure and implement a new Integrated Tax Administration System (ITAS)
- 1.3 Publications on international development show that the functional organizational and management structure as the most successfully implemented for tax administration purposes. Indeed, the GoB is following such good practices toward the design of its new tax administration governance and organizational structure which, once fully implemented, should provide a robust foundation for the Government to meet its current tax reform objectives and strategies.
- 1.4 In order to order to facilitate the process, the Tax Modernization Program was initiated in October 2018 comprising of five main projects/components including: (a) Communication and Change Management; (b) Organization/Human Resources

(HR)/Infrastructure; (c) Business Processes Re-engineering; (d) Legislative Framework; and (e) Information Technology. These will be implemented in phases, with the existing core areas of the ITD and DGST operating as the new, consolidated functional organization, the Belize Tax Service (BTS).

- 1.5 To support this endeavour, the GoB has requested the support of the Inter-American Development Bank (IDB) to fund a five-year project through a US\$14.0 million investment loan; in particular, “Strengthening of Tax Administration” (BL-L1031). The main objective of the Project is to strengthen Belize’s tax administration aimed at increasing tax revenue collection, through the following specific objectives: (a) increasing the effectiveness of the Government to collect taxes, through improvement in the tax administration governance and; (b) increasing tax administration efficiency, through improvement in the operational processes and modernization of the technological infrastructure.
- 1.6 The MoF is responsible for the implementation of the overall Belize Tax Modernization Program and, for this purpose it has established a Program Management Office (PMO) under the Office of the Financial Secretary to support the implementation of the Program along with the consolidation of the BTS. In this respect, the MoF has been designated as the Executing Agency (EA) of BL-L1031. For this purpose, a Project Executing Unit (PEU) will be established in the PMO with concrete technical, administrative, financial, control and planning, monitoring and evaluation responsibilities for the IDB-funded initiative. In addition, a Project Steering Committee (PSC) will be created to facilitate the coordination between the agencies involved as part of the Project execution structure, and to provide strategic advice and monitoring to/of the overall implementation process. The PSC will consist of key implementing agencies and stakeholders. and will be chaired by the MoF
- 1.7 The present Terms of Reference (ToR) will support the contracting of the Procurement Specialist for the PEU under a contractual arrangement with the MoF, and as part of the BL-L1031 initiative.

II. OBJECTIVE AND SCOPE OF WORK

- 2.1 The objective of the position is to lead the execution of the procurement activities of the PEU in accordance with the provisions of the Project and the Bank’s procurement rules and procedures and the MoF procurement guidelines, when applicable. In particular, the Procurement Specialist is responsible for the overall and day to day activities for the procurement of goods, services and works of the Project BL-L1031 subject to IDB policies and requirements and in accordance with the Project Operational Manual (POM).

III. RESPONSIBILITIES/ACTIVITIES

- 3.1 The main responsibilities of the Procurement Specialist include, among others:

- (a) Review all documentation relating to the Project; and, be informed on the Program Operation Manual (POM), the Loan Contract, the Procurement Plan (PP), the Annual Operational Plan (AOP), the Project Execution Plan (PEP), and the initial Disbursement Projection Table.
- (b) Participate in the preparation of the AOP and prepare and update the Annual Procurement Plans.
- (c) Prepare necessary bidding documents, review the Terms of Reference (ToR) and specifications prepared by Technical Staff, organize and execute all bid openings and evaluation processes, prepare evaluation reports and corresponding draft contracts.
- (d) In coordination with the Project Coordinator and Financial Specialist, prepare the ToRs and bidding documents for the annual audits.
- (e) Ensure contracting of consultants, suppliers and contractors is in accordance with IDB procurement policies and GoB policies, laws and regulations.
- (f) Ensure that prospective contractors, suppliers and consultants are duly constituted and are ongoing concerns.
- (g) Issue contracts for signature by relevant parties.
- (h) Manage the validity of contracts during their execution, securing the legal status of each agreement:
 - (i) Ensure the submission and safeguard of all bid validity documents (i.e. bonds, guarantees, insurances, etc.) during and after tendering and execution of the contracts.
 - (ii) Ensure the timely receipt, extension and release of all bonds, guarantees, insurances, etc.
 - (iii) Coordinate with the Financial Specialist to ensure that authorized payments to contractors are according to the terms of the contract.
 - (iv) Notify management of the PEU and PMO and other staff of duration and expiration of the bid validity periods, contract durations within the overall final disbursement date.
 - (v) Address contractors' complains and issues, preparing contract amendments and ensuring proper closeout of all contracts, including

evaluation of contractors' performance.

- (vi) Maintain accurate auditable records of all procurement process
- (i) Assist the Project Coordinator in the submission of monthly activities reports and prepare the quarterly procurement reports following a pre-approved Bank format (March 31, June 31, September 30, December 31 of each year), detailing the procurement of goods, services and works, along with the corresponding disbursements, and a description of problems found and how they were dealt with.
- (j) Maintain an up-to-date registry of consultants hired and goods and service purchased under the Project.
- (k) Monitor executed contracts through contract completion, liaising with technical personnel of the MoF, PMO and PEU and the Financial Specialist of the PEU to ensure payments/disbursements are made according to contract and the preparation of monthly and annual disbursement projections and payments are accurate.
- (l) Maintain appropriate files of procurement functions and provide information as needed by the Executing Agency and the Bank.
- (m) Participate in the update of the POM taking responsibility for the procurement section and ensuring it is in alignment with the procurement guidelines of the Bank.
- (n) Execute other tasks and special assignments as required to enable transparent, efficient and timely implementation of procurement activities and program deliverables including responding to audit queries and responding to requests from the GoB.
- (o) Liaise with GoB officials (MoF, PMO, PEU and other) on procurement matters aimed at ensuring and effective discharge of the Project's procurement/contracting activities.
- (p) Provide the necessary training to Government officials.

IV. DELIVERABLES

- 4.1 The Procurement Specialist will be responsible for preparing/updating the following reports which are considered recurrent deliverables or responsibilities:

- (a) Annual PPs.
- (b) Quarterly procurement reports.
- (c) Updates to POM.
- (d) Procurement documents (bids, requests for proposals, invitations, etc.)
- (e) Minutes of procurement meetings.
- (f) Other.

V. QUALIFICATION AND EXPERIENCE

- 5.1 **Education:** Bachelor of Science Degree in Procurement, Management, Accounting, Finance, Business Administration, Auditing, Law, Public Administration or other related fields. A specialized certification in procurement and supply chain management or contract management is considered a plus.
- 5.2 **Work Experience:** At least three years of relevant experience in procurement administration in the private or public sector, preferably as part of overall project management. Knowledge of procurement policies and procedures of the IDB or similar organizations would be considered an asset.
- 5.3 **Skills:** (a) Have excellent computer skills, including Microsoft Office and QuickBooks or other similar accounting software; (b) fluent in written and spoken English with the ability to express data in a concise and clear manner; (c) professional, honest and display strong business ethics and integrity; and (d) experience with the Government of Belize administrative platforms will be of significant benefit.

VI. REPORTING REQUIREMENTS

- 6.1 The Procurement Specialist reports to the Project Coordinator of the PEU. He/she shall work in close coordination with the staff of the MoF and especially the members of the PMO, the BTS and the Finance Officer of the Ministry.

VII. COMPENSATION

- 7.1 The Procurement Specialist will be paid a monthly salary to be established during the contracting process.
- 7.2 Given the staff-like tasks and responsibilities of the PEU personnel, reports (deliverables)

do not apply. Instead, performance assessment reports from the supervisor.

VIII. APPLICATIONS

- 8.1 Deadline for submission of application letter and curriculum vitae is **June 14th, 2019**. Applications should be addressed to the **Financial Secretary, Ministry of Finance , Attn: Program Manager, Tax Modernization Program Office** and submitted via e-mail to michelle.longsworth@mof.gov.bz marked *BTMP Procurement Specialist* in the subject header. Only short-listed applicants will be notified.