

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

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

**Terms of Reference
Project Support Officer**

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.

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).

- 1.4 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.
- 1.5 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
- 1.6 The present Terms of Reference (ToR) will support the contracting of a Project Support Officer 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 provide general administrative and clerical support to the PEU in compliance with IDB and national regulations.
- 2.2 The Project Support Officer is responsible for the overall daily affairs of the PEU as it pertains to the effective and successful completion of the various activities under this operation and ensuring that all Project activities are executed in accordance with the applicable MoF and the Bank’s requirements.

III. RESPONSIBILITIES/ACTIVITIES

3.1 The main responsibilities of the Project Support officer include, among others:

- (a) Provide secretarial services for the PEU.
- (b) Provide clerical services for the PEU.
- (c) Work closely with the project team in coordination of a wide range of activities in order to meet project and organizational objectives, targets and demands.
- (d) Work closely with the project team to ensure that internal and external policies and procedures are followed.
- (e) Maintaining an adequate filing system for the PEU records, including the payment records, among others.

3.2 Specific support activities include:

Financial and Procurement Management

- (a) The PSO shall provide clerical support to the Financial Specialist and the Procurement Specialist in carrying out the financial and procurement requirements of the Project, this may include but is not limited to letter writing, minute taking, filing, document collation, preparation of reports (Expense Justification and Request for Advance of Funds, meetings reports, etc.)
- (b) Support the Financial Specialist in maintenance of supporting project financial documents for audit and review processes.
- (c) Liaise with Ministry's Finance Accounts Unit to assist in the procurement of goods, including raising requisitions, tracking purchase orders, and maintenance of all aspects of receipt of goods.

Project Monitoring and Reporting

- (a) The PSO shall support the Monitoring and Evaluation (M&E) Specialist in monitoring the project results indicators, and other aspects of the M&E system for the Project.
- (b) Support the development and maintenance of information systems to ensure real time tracking and activity management under the Project.

Coordinate and Liaison

- (a) Organize all project and stakeholder meetings, consultations and events as and when necessary, and maintain records of these meetings. This may include assistance in drafting

Agenda, sending and confirming invitations, venue booking, Food and Refreshments, equipment for meetings.

- (b) Record Minutes of Meetings, including Project Steering Committee Meetings, Technical Advisory Committees, other partners and any other meetings as required by the Project Manager;
- (c) Support in arranging project-related travel.

Knowledge Management and Innovation

- (a) Provide research support capacity to the PEU;
- (b) Support in developing Project presentations and media documents, in compliance with the external and internal policies of the Project.

Operational and Logistical Support

- (a) Assist Program Manager in monitoring all HR Requirements and related activities;
- (b) Maintain records of project files and other supporting documents in compliances with external and internal procedures;
- (c) Assist the Program Manager in the preparation of project reports, and to ensure compliance with contractual obligation;
- (d) Pro-actively coordinate/liaise with Ministry units on all administrative matters, as delegated by the Program Manager;
- (e) Act as a point of contact for outside callers, written and email inquiries, where necessary;
- (f) Coordinate all outgoing and incoming correspondences;
- (g) Collate reports for Project Steering Committee, Technical Advisory Committee, semester reports, and other internal or external stakeholders/audiences

3.3 The Project Support Officer shall undertake his/her work with the guidance of and coordination with the MoF and the PMO.

IV. QUALIFICATION AND EXPERIENCE

4.1 **Education:** Associate Degree in Business Administration, Public Administration or related field.

4.2 **Work Experience:** At least two years of proven work experience in performing administrative support services and/or secretarial duties.

4.3 **Skills:** (a) Have excellent computer skills, including Microsoft Office; knowledge of records management is an asset; (e) task orientated and able to prioritize projects, multitask and meet tight deadlines; (f) fluent in written and spoken English with the ability to express data in a concise and clear manner, ability to speak Spanish is an asset; (g) team player and possess strong self-motivation and initiative; (j) professional, honest and display strong business ethics and integrity;.

V. REPORTING REQUIREMENTS

- 5.1 The Project Support Officer 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.

VI. COMPENSATION

- 6.1 The Project Support Officer will be paid a monthly salary to be established during the contracting process.
- 6.2 Given the staff-like tasks and responsibilities of the PEU personnel, reports (deliverables) do not apply. Instead, performance assessment reports from the supervisor.

VII. APPLICATIONS

- 7.1 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 MTAB PSQ in the subject header. Only short-listed applicants will be notified.