



REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES:

- (i) TRANSPORT PLANNER; AND**
- (ii) ADMINISTRATIVE AND PROCUREMENT ASSISTANT**

Institution: Inter-American Development Bank

Country: Belize

Project: Capacity Building for Public Transport Reform

Sector: Transportation

Abstract: This project aims to support the implementation of the short-term transportation reforms needed to strengthen the capacity of the Ministry of Transport and National Emergency Management (MOTNEM) and enhance the public transportation industry as a continuation of the Comprehensive National Transport Master Plan (CNTMP). Developed in close coordination with the Economic Development Council and the Belize Infrastructure Limited, the project will aim to: (i) build capacity for public and private institutions to effectively plan and implement policy initiatives to improve the service quality and efficiency of public transport; (ii) make the public transportation services more efficient through the design of a bus routing, scheduling and ticketing system, improved terminal facilities and an improved bus fleet with the necessary regulations and standards for the sector.

Loan/Credit/Grant No.: BL-T1115

Contract/Bid No's.: OPM/BL-T1115

Deadline: *(2 weeks from publication)*

The Government of Belize has received funding from the Inter-American Development Bank (IDB) through a non-reimbursable Technical Cooperation (TC) [BL-T1115] and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include the services of a: (i) Transport Planner; and an (ii) Administrative and Procurement Assistant who will provide support to the Project Manager and the Project Execution Unit. The key responsibility of the Project Execution Unit will be to support the development of the Project.

The Public Private Desk, Office of the Prime Minister now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Individuals should submit their curriculum vitae providing sufficient information establishing their qualifications and relevant experience to perform the services in accordance with the requirements outlined in the table below for the respective positions.

	Transport Planner	Administrative/Procurement Assistant
Objective	The Transport Planner shall provide expert support to the Ministry of Transport and National Emergency Management on the execution of the TC and advice to the members of the Technical Working Groups which will support the development of the solutions for Belize. He/She will act as the technical liaison between the consultancy firms and individual consultants to be procured to execute the activities under the TC.	The Administrative and Procurement Assistant shall provide general administrative and clerical support to the PEU/MOTNEM, as well as execute the procurement requirements of the TC. He/She will manage the daily affairs of the PEU/MOTNEM as it pertains to the effective and successful completion of the various activities under the TC and will comply with the TC reporting requirements. The Administrative and Procurement Assistant must be self-motivated, proactive and a team player.
Duration	18 months	18 months
Duty Station	Ministry of Transport and National Emergency Management, Belmopan	Ministry of Transport and National Emergency Management, Belmopan
Minimum Requirements	<p>Bachelor Degree in Economics, Transportation Planning or Civil Engineering, or related field.</p> <p>Minimum of 5 years' working experience in the field will be accepted.</p> <p>The Specialist must be fluent in written and spoken English</p>	<p>Bachelor Degree in Business Administration, Public Administration, Accounting, Finance, or related field will be accepted.</p> <p>Minimum of 5 years' general working experience in the field will be accepted.</p> <p>A minimum of three (3) years relevant working experience in performing administrative and procurement support duties in the public or private sector in Belize will be accepted.</p> <p>The Specialist must be fluent in written and spoken English.</p>

Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: [*Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank GN-2350-15*](#)

Interested consultants may obtain further information and request the full Terms of Reference (TOR) for the consultancies at the address below during the hours of 8:00 am to 4:00 pm local Belize time, Monday to Friday.



Expression of interest including CV along with names of two (2) references and their contact information, must be submitted via direct mail or email at the address indicated below by 12:00 noon local Belize time on 15th May 2020.

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