



PROJECT COORDINATOR (PC)

PROJECT: Promoting Sustainability and Driving Growth Through a MSME Digital Revolution in Belize (BL-T1152)

TERMS OF REFERENCE

I. BACKGROUND

On January 27th, 2023, the Inter-American Development Bank (IDB) and the Belize Chamber of Commerce and Industry signed a Technical Cooperation Agreement formally naming the BCCI as the Executing Agency for the private sector focused project: *Promoting Sustainability and Driving Growth Through a MSME Digital Revolution in Belize*. This project aims to propel the digitization of MSMEs in Belize to foster a business environment that encourages business continuity within and beyond the context of the post-pandemic business climate. In the wake of the COVID-19 Pandemic, Belize experienced a sharp decline in economic activity, which resulted in an increase in unemployment; because of this, MSMEs have been operating at minimum capacity and strained resources.

The project will carry out strategic interventions and activities to provide a gateway for MSMEs to realise numerous advantages to their businesses. Firstly, this project will seek to improve the quality of ecosystem support to businesses to accomplish digital transformation. Secondly, the project will support businesses for digital readiness by raising awareness among stakeholders on the significance of digitization through the design and rollout of a comprehensive communication campaign and provide access to finance to drive and facilitate their digital transformation. Thirdly, the project will provide a program of resources (training, workshops, business formalization through the BCCI Verify tool, financial product matchmaking, and a virtual tool to guide the loan acquisition process) to aid MSMEs in enhancing their ability to meet the necessary requirements to attain financial resources needed to secure investment.

The Executing Agency for the Project is the Belize Chamber of Commerce and Industry (BCCI). The project execution period is 30 months with 36 months for disbursement which gives the project a three-year timeline. The total value of the project is US \$638,000.00 of which the IDB/MIF's funding is 55% or US\$ 350,000.00 and counterpart funding is 45% or US\$ 288,000.00. The project will consist of the following three components:

- *Component 1: Improving the quality of the ecosystem support to businesses*
- *Component 2: Support to Businesses for Digital Readiness*
- *Component 3: Pilot access to financing for digitization*



II. OBJECTIVES OF THE CONSULTANCY

The Project Coordinator is responsible for coordinating the successful implementation of the project, providing strategic advice, monitoring, and management support, ensuring the effective use of reporting mechanisms, and reporting to both BCCI and the Bank.

III. ACADEMIC QUALIFICATIONS

The successful consultant shall possess a minimum of a bachelor's degree in business administration, Project Management, or other related fields.

IV. SPECIFIC EXPERIENCE

- At least 5 years of experience in Project Management, project implementation and/or project oversight;
- Experience in managing and/or overseeing projects from international donor agencies will be an asset;
- Knowledge of the private sector, entrepreneurship and business development.
- Experience preparing reports to donors and clients and coordinating the compliance to grant requirements an asset.
- Experience writing proposals and grant requests to donors;
- Experience in monitoring, control and evaluation of projects; and,
- Excellent command of both oral and written English and Spanish will be an asset.

V. GENERAL EXPERIENCE

Experience in written and oral Spanish would be an asset.

VI. SKILLS, KNOWLEDGE AND ABILITIES

- Proficient working knowledge of Microsoft Office (Word, Excel, Outlook, Power Point);
- Excellent (oral and written) command of the English language;
- Possesses strong organizational and time management skills, and the ability to manage more than one task that either run parallel to or overlaps each other;
- Ability to adapt to changing needs and priorities; and,
- Knowledge of Accounting Software programs.



VII. DUTIES AND RESPONSIBILITIES

The Project Coordinator is expected to perform the following responsibilities, but not limited to:

- General monitoring of the project including adherence to reporting requirements to donor agent;
- Coordinate timely implementation of all aspects of the project with particular emphasis specific activities described in the project documents such as some capacity building activities to the beneficiaries, monitoring and evaluation;
- Daily financial management of grant in accordance with the approved budget;
- Ensure timely execution of administrative procedures for the project according to donor agent requirements;
- Monitor and advise on risks to project implementation and make recommendations risk measures as required;
- Provide timely and accurate reports to BCCI and donor agent on developments and progress within the project;
- Ensure adherence to administrative, project management and financial rules and regulations;
- Draft periodic narrative reports according to the requirements of the donor;
- Maintain accurate project filing systems covering all project activities;
- Coordinate project procurement and logistics activities with administrative support personnel when necessary;
- Liaise with all consultants contracted under the Project to ensure quality and efficiency in the delivery of all deliverables;
- Support information dissemination activities and advocate for the project among key stakeholders;
- Maintain communication with key stakeholders, financial institutions and Micro, Small and Medium-sized Enterprises;
- Assist in training facilitation where needed;
- Liaise with the stakeholders during project closeout report submission and acceptance; and,
- Serve as Secretary to the PSC.

VIII. METHODOLOGY

The Project Coordinator will develop a detailed Work Plan for project implementation which will be agreed upon with BCCI and the Bank.

Monitoring and progress controls:

1. Timely and accurate reporting to BCCI and donors on project progress



2. Timely administration of project agreements including budget adjustments, amendments, and official correspondence with donors and BCCI;
3. Development of harmonized monitoring, evaluation and reporting tools and procedures.

IX. CHARACTERISTIC OF THE CONSULTANCY

Contract duration: The consultancy is expected to last 36 months.

Place(s) of work: The consultancy shall be carried out at the offices of the BCCI.

Supervision: The Chief Executive Officer of the BCCI in consultation with Project Steering Committee.

X. PAYMENT AND CONDITIONS OF EMPLOYMENT

Payments will be made monthly.

XI. DIVERSITY

The IDB is committed to diversity and inclusion and to providing equal opportunities in employment. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDS status. We encourage women, Afro-descendants and persons of indigenous origins to apply.

XII. REMUNERATION

Salary will be calculated based on the candidate qualifications and BCCI's salary scale will be offered.