

TERMS OF REFERENCE

Procurement Consultant **National Meteorological Services Of Belize**

1. BACKGROUND

1.01 The project execution will involve the engagement of a Project Coordinator (PC) and several consultancy services, including:

- (a) Consultancy firm services to establish a high availability kubernetes server cluster for the National Meteorological Service (NMS) of Belize;
- (b) Consultancy firm services to update and expand flood early warning systems and conduct training on flood early warning operation, configuration, and maintenance;
- (c) Consultancy firm Services to conduct a risk analysis and vulnerability assessment for the Belize River Watershed;
- (d) Consultancy firm services for the development of a multi-hazard impact-based forecast and early warning system for NMS of Belize; and
- (e) Consultancy services capacity building and training the NMS and National Emergency Management Office of Belize.

1.02 Timely engagement of the PC and consultants to provide the above-mentioned services is crucial to ensuring a smooth and successful project implementation and, consequently, achieving project expected outcomes. Against this background, a procurement consultant will be hired to support the NMS and will have responsibilities related to procurement activities associated with various aspects of the project.

2. KEY RESPONSIBILITIES

1.01 The Procurement Consultant will assist the NMS with:

- (a) Defining procurement strategy and as necessary revising the procurement plan.
- (b) Preparing procurement documents: requests for expressions of interest (EOIs) and requests for proposals (RFPs) and other tender documents and assisting the Client to respond to Request for Clarifications from Consultants and Bidders.
- (c) Identifying potential consultants or providers, as necessary.
- (d) Evaluating EOIs, RFPs or other relevant procurement documents.
- (e) Negotiating the contract terms and conditions and drafting the contracts.

3. REPORTING AND DELIVERABLES

3.01 The deliverables under the assignment shall be written and verbal advice/feedback on:

- (a) Bidding document;
- (b) Pre-bid meeting (which the Consultant will attend as an observer) and drafting requests for clarification and/or amendments to bidding document; (c) Bid opening minutes and drafting of evaluation report; and
- (c) Negotiations and contract drafting

3.02 The written deliverables would be submitted electronically by email to NMS.

4. QUALIFICATIONS AND EXPERIENCE

4.01 The ideal candidate for the position of Procurement Consultant should possess the following qualifications and skills:

- (a) A Bachelor's (preferably a Master's degree) in a relevant field (e.g., procurement, supply chain management, business administration, project management or a related discipline).
- (b) Deep understanding of procurement regulations, guidelines, and best practices, particularly in the context of international development projects. This includes familiarity with the Caribbean Development Bank or other multilateral development banks or international financial institutions' procurement rules and procedures.
- (c) Proven experience of at least 5 years in managing procurement processes for similar technical assistance or infrastructure projects. This includes experience with procurement planning, vendor/provider selection, bid evaluation, and contract management.
- (d) Excellent communication and interpersonal skills, with the ability to prepare clear, concise, and accurate reports, procurement documentation, and other project-related materials.
- (e) Proficiency in English is essential. Proficiency in Spanish is an asset.
- (f) Familiarity with the institutional and operational aspects of meteorological services and emergency management is an advantage.
- (g) Knowledge of the cultural and socio-economic context of the Caribbean and experience working in the Caribbean and of similar small island context.

5. DURATION AND LOCATION

5.01 The level of effort for this assignment is expected to be 65 days non-consecutive days within over a period of 18 months. NMS will provide office accommodation, equipment, and appropriate administrative support to the Consultant while in the country.