



Institution: Inter-American Development Bank (IDB)

Country: Belize

Project: Solid Waste Management Project II (SWMP II)

Sector: Waste Management

Abstract: Individual Consulting Service for the post of Project Coordinator for the Solid Waste Management Project II. The Project Coordinator shall be responsible for the execution of the Solid Waste Management Project II (SWMP II).

Loan No.: 3684/OC-BL

Deadline: May 26, 2021

The Government of Belize (GOB) has received financing from the *Inter-American Development Bank (IDB)*, towards the cost of the Solid Waste Management Project II and intends to apply part of the proceeds for an Individual Consultant in the capacity of Project Coordinator at the Belize Solid Waste Management Authority (BSWaMA) within the Ministry of Natural Resources, Petroleum and Mining.

The consulting services (“the Services”) include but will not be limited to the following activities:

A) SPECIFIC RESPONSIBILITIES

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

- Supervision of the Design and Construction Supervision (D&CS) consultants to ensure that services rendered are in accordance with terms and conditions of the respective contract,
- General monitoring of the projects including adherence to reporting requirements to MNRPM, BSWaMA, and the Bank.
- Coordinate timely implementation of all aspects of the project with particular emphasis on specific activities described in the project documents such as some capacity building activities to the beneficiaries, monitoring and evaluation.
- Ensure the daily financial management of project 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 BSWaMA, MNRPM and donor agent on developments and progress within the projects.
- Ensure adherence to administrative, project management and financial rules and regulations.
- Maintain accurate project filing systems covering all project activities.
- Update Project Execution Plan, as necessary.
- Ensure timely preparation of the Annual Operating Plan, Semi-Annual Progress Report and Portfolio Review Presentation.
- Coordinate project procurement and logistics activities with administrative support personnel when necessary.



- Support information dissemination activities and advocate for the project among key stakeholders
- Maintain communication with key stakeholders.
- Liaise with the stakeholders during project closeout report submission and acceptance.
- Undertaking other related and relevant duties, as may be assigned by the BSWaMA Director.

B) QUALIFICATIONS AND EXPERIENCE

The Project Coordinator shall possess a minimum of a BSc in any of the following disciplines: Civil Engineering, Environmental Engineer, Quantity Surveying or related technical field. At least 10 years experience in the successful management of construction projects.

He shall be computer literate and possess expertise in modern software tools for planning, monitoring and management activities including the preparation and use of:

- Network Planning Diagrams
- Critical Path Analysis
- GANTT charts
- Work Breakdown Structures

Working knowledge of IDB's procurement policies and proficiency in written and oral Spanish will be an asset.

The Program Coordinator shall show his experience to coordinate the functional activities of multiple actors and be a team player.

SPECIFIC EXPERIENCE

- At least 3 to 5 years of experience in project management, project implementation.
- Experience preparing reports to donors, clients, and coordinating the requirements to grant compliance with an agreement an asset.
- Experience in monitoring, control, and evaluation of project

C) TERMS OF ENGAGEMENT

The successful candidate will be employed on a full-time contractual basis. The duty station is the BSWaMA's office in Belmopan, however, due to the COVID-19 pandemic the consultant is encouraged to work remotely. The initial contract period shall be six (6) months, subsequent extension will correlate with the last disbursement date of the loan as well as results of her/his performance appraisal.

The *Ministry of Natural Resources, Petroleum and Mining* now invites eligible individual consultants to indicate their interest in providing the Services. Interested individual Consultants must provide information (curriculum vitae which include a description of relevant work



experience, academic qualifications, references etc.) demonstrating that they have the required qualification and relevant experience to perform the Services.

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, and is open to all eligible candidates as defined in the policies.

The individual consultant will be selected in accordance with the Selection of Individual Consultants method set out in the Consultants Policies.

Further information can be obtained at the email address below during office hours: Monday to Friday, 9:00 a.m. to 4:00 p.m. local time.

Expressions of interest must be emailed (**one (1) complete PDF file**) to the address below by Wednesday, May 26, 2021.

Solid Waste Management Authority

Attn: Mrs. Melanie Gladden, Procurement Officer
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