



REQUEST FOR EXPRESSIONS OF INTEREST

Individual Consultant for Consulting Services to conduct Mid – Term Evaluation

Institution: The Ministry of Finance (MOF)

Country: Belize

Project: Strengthening of Tax Administration (STA)

Abstract: Consulting Services for Individual Consultant to conduct Mid – Term Evaluation

Loan No.: 4839/OC-BL

Deadline: July 1, 2022 (4 p.m. Belize Local Time)

The Government of Belize (GOB) has received financing from the Inter-American Development Bank (IDB) for the execution of a five-year tax modernization project entitled “Strengthening of Tax Administration” (BL-L1031). The main beneficiaries of the Project are: (a) the Government, which will have more revenues to implement its public policies; (b) taxpayers, who will have more support and a digital environment to fulfil their tax obligations; and (c) the population, from the government policies implemented.

The consulting services (“the services”) includes the contracting of an Individual Consultant for twenty-five (25) non-consecutive days within a period of three (3) calendar months, to conduct an independent mid-term evaluation of the Strengthening of Tax Administration Project. The main activities of the consultancy includes:

1. As a first task, the Consultant will review all relevant technical and operational documentation related to the Project, including, but not limited to: i) Loan contract; ii) Project Operations Manual; iii) Project Monitoring and Evaluation Plan/ Arrangement; iv) the Semester Reports and Annual Operating Plans prepared by the PEU; v) and the Bank's Project Monitoring Report and Loan Results Report. The consultant must document all the data sources in his/her report.
2. The Consultant will meet and collect data from all key stakeholders who are directly involved in the implementation of the project in order to review project activities, results and challenges from their perspective.
3. If necessary, the consultant will ask the Ministry of Finance for its approval to carry out field visits to review the progress of the projects of the operation and to check out the project outputs. The consultant can also conduct interviews with staff from the Ministry of Finance and the IDB associated with the project and, if necessary, with representatives of the private sector. All interviews must be managed through the Project Executing Unit and the Ministry of Finance.

For each of these interviews, the consultant must first develop and present their ideas for the content and format of the survey/interview forms that will be applied to capture the required information, as well as the method that will be used to administer and tabulate them. The Ministry of Finance must previously approve the interview.

4. The consultant should review project activities, results and challenges from the perspective of the project team members and operational staff of the project. The Consultant will complete a thorough analysis of the technical aspects of each Component and each Activity planned and as completed with significant attention being paid to:
 - (i) The appropriateness and viability of the original design and scope of the project;
 - (ii) The specific activities, outputs, results and impacts achieved since the beginning of the original loan program in November 1 of 2019 particularly as related to the operational targets and indicators included in the and Results Matrix of Loan Contract No. 4839/OC-BL.
 - (iii) The cost-effectiveness of the various technical activities completed [i.e., were the results received from the various contractors/consultants and procurements commensurate with the cost paid for the services and products delivered]
 - (iv) For each Component and each Activity identify and describe major issues/challenges to achieving the operational targets and indicators and recommend possible measures to avoid these issues/challenges impediments for the future in this operation.
 - (v) Analyze the operational aspects of the project execution including the effectiveness of the PEU. Present issues and lessons learned to instruct and guide the development and execution of future operations.
5. The consultant will analyze the institutional aspects of project execution including the overall awareness of the Project at the senior technical level of the key Government agencies, highlighting positive aspects and significant challenges and issues faced. In this regard the Consultant will pay particular attention to recommending measures to improve inter-agency coordination and project execution management.
6. The consultant shall recommend measures to improve on the identified issues and project execution management.
7. The consultant will incorporate all comments and recommendations of the Ministry of Finance and the Bank in the final report. The comments with their responses must be documented in a separate document.
8. The consultant will conduct a comprehensive analysis utilizing the evaluation criteria of relevance, effectiveness, efficiency, impact and sustainability. The analysis should be based on the original design, objectives, targets and indicators while taking into consideration the various opportunities, issues and challenges experienced over the elapsed period of implementation and confronting the project for the future. The resulting report should include recommendations for improvements to the work plan and corrective actions for improved operational efficiencies, and effectiveness for the remaining duration of the project.

The individual consultant should have a minimum of a bachelor's degree in Business Management, Economics, Governance or project evaluation-related field or equivalent. As well as a minimum of three (3) years working experience. The consultant should prove its expertise in conducting at least a minimum of five (5) project evaluations in any of the following evaluations: mid-term evaluation, final evaluation, impact evaluation, Economic ex-post evaluation, ex-ante, etc. Experience in conducting project evaluations in Tax Administration program would be an asset. In addition, the consultant should be fluent in written and spoken English, highly motivated and committed, possess presentation and facilitation skills and be able to effectively communicate with local stakeholders in Belize.

The Ministry of Finance invites eligible individual consultants to indicate their interest in providing the consulting services to conduct the project Mid -Term Evaluation. **Interested eligible individual**

Consultants should request the complete Terms of Reference (TOR) via email to Gisel.Correa@mof.gov.bz. Interested Individual Consultants must submit an Expression of Interest accompanied by a comprehensive resume, providing information demonstrating that they have the required qualifications and relevant experience to perform the services.

Expression of Interest should contain:

- (i) Document explaining interest, experience, and competence of the Individual consultant
- (ii) Comprehensive resume with the Individual Consultant's experience in the assignment of similar consultancy services during the past five years. Description of similar assignments specifying start and end dates of assignments. *Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s).*
- (iii) A least Two references
- (iv) Copy of degrees / Certificates
- (v) Proof of nationality: copy of documentation of nationality.
- (vi) Copy of Certificate of Good Standing from the Belize Tax Service Department

The total estimated contract price for this consultancy inclusive of taxes is **US \$ 20,625.00.**

Consultants will be selected in accordance with the selection of Individual Consultant based on Comparison of Qualifications method 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 section 5 – individual consultants and is open to all eligible candidates as defined in the IDB policies.

Further information can be obtained at the address below during office hours Monday to Friday 8:00 a.m. to 3:30 p.m.

Qualified individual Consultants must submit their expression of interest via e-mail to Michelle.Longsworth@bts.gov.bz no later than 4:00 p.m. (Belize local time), Friday, July 1, 2022, marked **STAP- Individual Consultant to Conduct Mid-Term Evaluation** in the subject header. In addition, applicants may also submit a hard copy at the following address:

**Director General
Belize Tax Service
Strengthening of Tax Administration Project
Eleanor Hall Building
Chetumal Street, Belize City**

For clarifications kindly contact:

**Project Coordinator
Project Executing Unit
Strengthening of Tax Administration Project
Eleanor Hall Building
Chetumal Street, Belize City
E-mail: Gisel.Correa@mof.gov.bz**