



**REQUEST FOR EXPRESSION OF INTEREST
[INDIVIDUAL CONSULTANT]
Final Evaluation Consultant**



Institution: Ministry of Finance

Country: Belize

Project: Strengthening of Tax Administration Project (STAP)

Process ID: BL-L1031-P00055

Abstract: Consulting Services

Deadline: May 4th, 2026, at 4 p.m. (Belize local time)

The Government of Belize (GoB) has entered into a US\$ 14 Million Loan Contract Agreement (No. 4839/OC-BL) with the Inter-American Development Bank (IDB) for the execution of a five-year tax modernization project entitled “Strengthening of Tax Administration”. 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 fulfill their tax obligations; and (c) the population, from the government policies implemented.

The main objective of the Project is to contribute to Strengthening Tax Administration aimed at increasing revenue collection. The specific objectives of the project are the following: (i) increasing the Government’s effectiveness in tax collection; and (ii) increasing the efficiency of tax administration. These objectives will be achieved by improving tax administration governance and operational processes, and by modernizing the technological infrastructure. The three components of the Project are listed below:

- Component I: Strengthening Tax Administration Governance;
- Component II: Improvement of Operational Processes; and
- Component III: Modernization of Technological Infrastructure.

A. Objective

The objective of the consultancy is to conduct a Final Evaluation of the execution and results of the Strengthening of Tax Administration Project , providing a comprehensive and systematic analysis, including quantitative and qualitative measures of relevance, effectiveness, efficiency, sustainability, and potential impacts of the project. The main findings, lessons learned, and recommendations associated with the project will also be presented.

B. Deliverables

The consultant shall deliver the following deliverables:

1. Methodology and work plan with an established schedule of activities within two (2) weeks after contract signature.
2. A draft of the Final evaluation report within (30) calendar days after contract signature. The consultant will take into consideration the results of the mid-term and pre-completion evaluations and combined feedback received to produce a coherent draft final evaluation report and evaluation summary
3. Final Evaluation Report within fifteen (15) calendar days after receipt of comments on the draft report by the executing agency, incorporating the suggestions and feedback discussed during the results dissemination and consultation workshop.

C. Qualifications of Consultant:

- **Education: Minimum Academic degree:** At least a Bachelor’s degree in Business Management, Economics, Governance or project evaluation-related field or equivalent.
- **General Experience:** Minimum of three (3) years’ working experience in similar assignments
- **Specific Experience:** Minimum of at least one (1) similar consultancy successfully completed over the last five (5) years (2021-2025).
- **Languages:** Proficient in written and spoken English
- **Skills, Knowledge, Abilities:**

- Experience in organizing workshops, conducting interviews, and carrying out fieldwork related to project evaluations.

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D. Level of Effort, Length of Contract and Other Contract details:

- **Type of consultancy:** Individual Consultant
- **Level of effort:** The successful consultant will be employed on a contractual basis. The level of effort required to carry out this assignment is estimated at a maximum period of twenty - five (5) days
- **Duration:** approximately 30 non-consecutive days within a period of three (3) calendar months.
- **Place of work:** Belize and work from home will be an option.
- **Trips:** At minimum two (2) trips to Belize are required for data collection and information gathering. The consultant will be responsible to arrange all transportation and other logistics.
- **Eligibility:** Consultants who have previously been involved in any aspect pertaining to the execution of the Strengthening of Tax Administration Project are not eligible to apply.
- **Type of contract:** Lump sum, including travel cost.

E. CRITERIA FOR SELECTION

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

F. APPLICATION PROCEDURES:

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) Proof of nationality: copy of documentation of nationality.

Qualified Individual Consultants must submit their expression of interest via e-mail to Michelle.Longsworth@bts.gov.bz and copy David.Duncan@mof.gov.bz no later than 4:00 p.m. (Belize local time), on **May 4th, 2026**, marked **STAP- Individual Consultant to Conduct Final 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 and request of full TOR kindly contact:

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