



## **REQUEST FOR APPLICATIONS**

### **Technical assistance to provide Capacity Building and Change Management for Vital Statistics Unit (VSU) – Change Management Specialist (INDIVIDUAL)**

**Institution:** Ministry of Finance  
**Country:** Belize  
**Project:** Program for Digital Innovation to Boost Economic Development in Belize (BL-L1039)  
**Abstract:** The project focuses on digital transformation of government services and demand for digital technology and innovation.  
**Loan No.:** 5647/0C-BL  
**Type of Engagement:** Individual  
**Process ID:** BL-L1039-P00035  
**Extended Deadline:** **Monday, December 16, 2024, 10:00 a.m. (Local Belize Time)**

The Government of Belize (the “Borrower”) has received financing in the amount equivalent to ten million US Dollars (US \$10M) from the Inter-American Development Bank (IDB), and it intends to apply part of the proceeds of this loan to perform the consulting services (hereinafter called “Services”): Technical Assistance to provide Capacity Building and Change Management for VSU under the Program for Digital Innovation to Boost Economic Development in Belize.

The specific objectives are to: (i) promoting firms' growth through increased adoption of digital solutions, (ii) promoting firms' efficiency through the digitalization of licensing processes; and (iii) reducing costs for citizens through the digitalization of civil registration services.

One of the primary components of the Digital Loan is the digitalization of the Civil Registry. This will introduce an online Civil Registry and Vital Statistics System, which will optimize the services offered by the Vital Statistics Unit and create greater access for citizens in a more efficient manner. The system will allow for online applications for birth, death, and marriage certificates to speed up their issuance and lower their costs.

The Ministry of Finance is now launching the process to fill a contractual position for an individual to provide the “**Technical assistance to provide Capacity Building and Change Management for VSU – Change Management Specialist**”.

The Ministry of Finance invites eligible individuals to apply for the position of “**Technical Assistance to provide Capacity Building and Change Management for VSU – Change Management Specialist – Individual Consultant**”. Further details, including the required application template and full Terms of Reference, can be obtained online at <https://mof.gov.bz/procurement-opportunities/>. Interested individuals must provide information demonstrating that they have met the required qualifications and possess relevant experience to perform the Services.

The selection for this contractual position will be 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 the Government of Belize policies and best practices and is open to all eligible candidates as defined in the policies. The Consultants will be selected based on qualifications.

Qualified individuals should submit one (1) pdf file in English, using the required template, via e-mail to [tjoseph.ceu@cpu.mof.gov.bz](mailto:tjoseph.ceu@cpu.mof.gov.bz) and/or two (2) hardcopies of their application to the address below clearly indicating “Change Management Specialist (BL-L1039)”- name of consultant

The Deadline for submission is no later than **Monday, December 17, 2024, by 10:00 a.m. (Local Belize Time)**. No late submissions will be accepted. Hard copies of the application should be submitted to the following address:

Trudy Joseph  
Procurement Specialist  
Central Executing Unit  
Ministry of Finance  
Sir Edney Cain Building, 2<sup>nd</sup> Floor  
Belmopan City  
Belize, Central America  
Email: [tjoseph.ceu@cpu.mof.gov.bz](mailto:tjoseph.ceu@cpu.mof.gov.bz)

Ref: **Change Management Specialist (BL-L1039)**- Your name