



**GOVERNMENT OF BELIZE
INTER-AMERICAN DEVELOPMENT BANK**

TERMS OF REFERENCE

PROJECT ENGINEER
(Central Executing Unit – Ministry of Finance)

REPORTS TO: Director, Central Executing Unit, Ministry of Finance

DUTY STATION: Central Executing Unit (CEU), Belmopan City

1. BACKGROUND

The Government of Belize (GOB), with support from the Inter-American Development Bank (IDB), has established a Central Executing Unit (CEU) within the Ministry of Finance as a structure to contribute to the effective delivery of the development goals outlined in Belize’s Medium-Term Development Strategy, 2022-2026 (MTDS). The CEU is responsible for the coordination and implementation of various loan and grant projects and serves as the primary point of contact for all stakeholders involved in each project assigned to the CEU. This centralized unit provides an efficient and effective way to facilitate the management of the projects, ensuring that all phases are completed on time and on budget. Through the CEU it is envisaged that there will be enhanced multi-sectoral collaboration among stakeholders during project design and implementation. Furthermore, with the in-house procurement, financial, monitoring, evaluation and reporting expertise, the CEU should minimize project start up and learning curve delays in procedures and reporting requirements previously experienced due to lack of expertise in these areas.

2. OBJECTIVE AND SCOPE OF WORK

The Project Engineer will be responsible for the preparation, coordination, formulation, implementation, sustainability appraisals and supervision of the civil works activities under the infrastructure aspects of the CEU.

3. RESPONSIBILITIES/ACTIVITIES

The primary responsibilities of the Project Engineer are to:

- 1) Develop detailed infrastructure plans, specifications, bills of quantities (BOQ), Priced Activity Schedule, and cost estimates for various social and economic infrastructure projects, ensuring that all technical aspects are addressed.
- 2) Identify potential issues and develop solutions to overcome technical challenges.
- 3) Ensure that Project meets all quality standards and specifications through testing and inspections.
- 4) Ensure that the project adheres to all relevant regulations, codes and safety standards.
- 5) Maintain detailed records of the project, including design changes, test results, and compliance reports.
- 6) In instances where design and supervision consultants are engaged by the CEU/GOB, the project engineer shall review and provide detailed commentary on the quality of outputs provided by the consultants.
- 7) Participate in the evaluation of expressions of interest submitted by consultants, followed by the technical and financial evaluation of proposals submitted for the provision of consultancy services. In addition, participate in the technical evaluation of bids for the execution of works and the supply of goods.
- 8) Assist the Project Manager in monitoring and supervising the activities of contractors and goods suppliers to ensure that services rendered are in accordance with the terms and conditions of their respective contracts.
- 9) Assist the Project Manager in monitoring and supervising the activities undertaken by consultants to ensure that services rendered to the CEU/GOB are in accordance with the terms and conditions of their respective contracts.
- 10) Verify payment certificates submitted by consultants and prepare in-house payment certificates, which shall be used to substantiate the approval of payments.
- 11) Participate in the coordination and supervision of training activities for various stakeholders.
- 12) Prepare infrastructure design changes and budget changes that may arise during the execution of project activities.
- 13) Liaise with various stakeholders/beneficiaries to ensure the efficient execution of project activities.
- 14) Participate in the definition of the technical designs of projects, and its validation with involved stakeholders as utilities or Municipalities.
- 15) In case is requested, participate in meetings of Technical Working Groups.
- 16) Regular reporting to the Director on the progress of project activities under execution.
- 17) Any other engineering duties required for the effective functioning of the CEU.

4. KEY OUTPUTS/ DELIVERABLES

- Develops infrastructure plans
- Preparation and reviewing of specifications

- Preparation and reviewing technical designs of projects
- Preparation and reviewing of BOQs or Priced Activity Schedule
- Preparation and reviewing of Cost Estimates
- Detailed records of the project including design changes, test results, and compliance reports.
- Supervision of Consultants and Contractors
- Verification of payment certificates
- Preparation of infrastructure design changes and budget changes

5. QUALIFICATION AND EXPERIENCE

5.1 Academic Qualifications

- A minimum of a Bachelor's Degree in Civil Engineering or related field.
- A registered member with the Association of Professional Engineers of Belize

5.2 Experience

- A minimum of five (5) years of general experience.
- A minimum of five (5) years of experience in the development of infrastructure designs, specifications, and estimates.
- A minimum of five (5) years of experience in the supervision of infrastructure works.
- A minimum of one (1) years of experience in working with international funding agencies is desirable.

5.3 Skills, Knowledge, and Abilities

- Computer literate with a working knowledge of the Microsoft Office suite of applications.
- Proficient with computer aided drafting tools is desirable.
- Good command of the English language.
- Highly proficient in technical writing.
- Able to competently use computer equipment and software that may be required to work efficiently and effectively, particularly with emails, text messages, reprographic equipment, etc.
- Excellent interpersonal skills
- Positive attitude to get along with a high-performance team.

6. REPORTING REQUIREMENTS

The Project Engineer reports to the Director for CEU.

7. SALARY RANGE

Range of BZD 60 to 72k per annum based on academic and professional experiences.

8. DURATION

Three (3) Years

9. 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 \(GN-2350-15\)](#) – individual consultants and is open to all eligible candidates as defined in the IDB policies, as well as the GOB procurement policies and best practices. The individual consultant will be selected based on their experience and competence relevant to the assignment and most appropriate qualifications and references in accordance with the Comparison of Qualifications method set out in the Consultant Policies. **Only short-listed applicants will be invited for an interview.**

9.1 APPLICATION PROCEDURES:

Expression of Interest should be submitted in one document including:

- (i) Cover letter briefly explaining interest, experience, and competence of the consultant
- (ii) Comprehensive resume utilizing template provided
- (iii) Copy of degrees/certificates
- (iv) Two recommendation letters
- (v) Proof of nationality: copy of documentation of nationality

Qualified Consultant should submit their application via e-mail to rpascascio.ceu@cpu.mof.gov.bz marked **Project Engineer** in the subject header, or submit hardcopy on or before **Friday, December 20th, 2024, 10:00 am** to the following address:

**Ruby Pascascio
Senior Procurement Specialist
Central Executing Unit
Ministry of Finance
2nd Floor, Sir Edney Cain Building
Belmopan City**

