



TERMS OF REFERENCE
(INDIVIDUAL CONSULTANT)

SOCIAL SPECIALIST

Institution: Ministry of Finance
Country: Belize
Project: Belize Reliant and Resilient Energy System Project
Process ID: BZ-MFEDI - CEU-521161-CS-INDV
Duty Station: Ministry of Finance, Belmopan, Belize (In Office)
Deadline: January 26, 2026; 10:00 a.m. (Local Belize Time)

1. BACKGROUND

The Government of Belize (GOB), with support from its Development Partners, has established a Central Executing Unit (CEU) within the Ministry of Finance to implement loan and grant-funded projects as a strategic initiative to advance the goals of Belize's Medium-Term Development Strategy by achieving efficiency, accountability, and timely project delivery.

The CEU serves as the primary point of contact for all stakeholders involved in each project under its management.

2. PROJECT DESCRIPTION

The Government of Belize has received loan financing from the World Bank for the Belize Reliant and Resilient Energy System (BRRES) Project, a five-year initiative being managed by the CEU under the Ministry of Finance.

The BRRES Project aims to strengthen Belize's electricity infrastructure by integrating 40 MW of battery energy storage systems. This will facilitate future renewable energy adoption, enhance grid resilience to extreme weather conditions, and provide technical assistance for system optimization.

3. OBJECTIVE AND SCOPE OF WORK

The Projects under the CEU aim to promote sustainable development through inclusive and socially responsible interventions. To ensure that social risks are effectively managed and that vulnerable and marginalized groups benefit equitably, the CEU requires the services of a Social Specialist for its Projects, including the BRRES Project.

The Social Specialist will be responsible for ensuring social inclusion, gender sensitivity, stakeholder engagement, and compliance with applicable social safeguard policies and frameworks, in accordance with the **Environmental and Social Commitment Plan (ESCP)**, **Resettlement Policy Framework (RPF)**, and **Stakeholder Engagement Plan (SEP)**.

The Social Specialist will oversee and support the planning, implementation, and monitoring of the Project's social development activities. This includes ensuring effective stakeholder engagement, managing social risks and impacts, promoting gender equity, and facilitating compliance with Belize National laws and regulations and with that of the World Bank Environmental and Social Framework (ESF), and other funding partners.

4. RESPONSIBILITIES/ACTIVITIES

The primary responsibilities of the Social Specialist include, but are not limited to, the following:

Social Assessments and Safeguards:

- i. Oversee the preparation and implementation of all required social assessments and instruments—such as the Environmental and Social Management Framework (ESMF), Resettlement Policy Framework (RPF), and Environmental and Social Management Plan (ESMP)—in close coordination with the Project’s Environmental Specialist.
- ii. Supervise the preparation of Resettlement Action Plans (RAPs), where required, and ensure their effective implementation in full compliance with the RPF, project manuals, and relevant guidelines.
- iii. Monitor the implementation of RAPs, including stakeholder consultations, land acquisition processes, livelihood restoration activities, and grievance redress mechanisms, to ensure adherence to project standards and applicable national and World Bank social safeguard requirements.

Stakeholder Engagement and Consultation:

- iv. Lead the design, implementation and monitoring of the Stakeholder Engagement Plan (SEP), ensuring inclusive participation and meaningful consultations with all stakeholders, including vulnerable groups and Project-Affected People. Organize, conduct and document stakeholder consultations on project activities, social risks and impacts.
- v. Maintain accurate and up-to-date records of stakeholder interactions and feedback.

Social Risk Management:

- vi. Assess the potential social impacts of civil works and project interventions; recommend design adjustments to minimize negative impacts and enhance social benefits.
- vii. Identify and oversee implementation of mitigation measures for adverse social impacts, including those related to resettlement, community health and safety, and gender-based violence (GBV), including Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH).
- viii. Ensure integration of social risk management and occupational health and safety (OHS) measures into bidding and contract documents.
- ix. Ensure that contractors/ subcontractors and consultants implement and report on social risk mitigation measures as contained in their respective contracts, including on establishment and management of Workers' grievance mechanisms.

Compliance and Monitoring:

- x. Monitor contractor compliance with the Project’s social safeguards, including stakeholder engagement, gender sensitivity, and grievance redress procedures.
- xi. Support revisions to the Project Operations Manual (POM), SEP, and other safeguard instruments, as required.

- xii. Conduct regular field visits to assess social performance, verify monitoring reports, and document findings (including photographic evidence where applicable).
- xiii. Maintain systematic records of social supervision activities for review by the CEU, the World Bank, and national authorities.

Reporting and Documentation:

- xiv. Prepare and submit regular social monitoring reports, including:
 - Quarterly Social Compliance Reports summarizing implementation progress, challenges, and mitigation actions.
 - Bi-annual ESCP reporting and providing updates and contributions to Project Progress Reports.
 - Grievance Redress Mechanism (GRM); manages and reports by summarizing grievances received, resolved, and pending.
 - Gender Monitoring Reports tracking women’s participation in project activities, training, and employment.

Capacity Building and Coordination

- xv. Work in close collaboration with the Environmental Specialist to ensure coordinated implementation of the ESCP and other E&S instruments.
- xvi. Provide training and capacity-building support to CEU staff, contractors, and project partners on social risk management, gender inclusion, and stakeholder engagement.

Other Duties

- xvii. Perform other relevant tasks as assigned by the Director of the CEU to support the effective implementation of social safeguards under Projects.

5. KEY OUTPUTS/DELIVERABLES

The Social Specialist will be responsible for delivering the following outputs in accordance with the POM and World Bank/ CEU requirements:

Deliverable	Frequency / Timing	Description
Social Risk Management and Compliance Reports	Quarterly or as required	Summary of social safeguard implementation, risks, and mitigation measures.
Stakeholder Consultation Reports	As per the SEP schedule	Documentation of consultations with affected communities and stakeholders.
Minutes of Stakeholder Meetings	Continuous	Records of public consultations and Technical Working Group (TWG) meetings.
Updated SEP and ESCP inputs	As required	Revisions to reflect evolving project needs and feedback.
GRM Reports	Quarterly	Overview of grievances received, processed, and resolved.
Gender Monitoring Reports	Semi-annual	Tracking and analysis of gender participation and inclusion.

Ad hoc reports/field visit reports and contributions to joint CEU and World Bank Mission	As assigned	Reports on specific issues, site assessments, or emerging risks.
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6. QUALIFICATION AND EXPERIENCE

Academic Qualifications

- A minimum of a Bachelor’s degree in Social Sciences, Sociology, Anthropology, Social Work, Development Studies, or a related field is required.
- A Master’s degree in Social Sciences, Sociology, Anthropology, Social Work, Development Studies, or a related field will be considered an asset.

General Experience

- A minimum of five (5) years of professional experience with a bachelor's degree, at any level, in Social Sciences, Sociology, Anthropology, Social Work, Development Studies, or a related field is required.
- A minimum of three (3) years of professional experience with a master’s degree (or higher), at any level, in Social Sciences, Sociology, Anthropology, Social Work, Development Studies, or a related field will be considered an asset.

Specific Experience

- Minimum of three (3) years of relevant professional experience in social safeguards or community development (within donor-funded projects will be an asset).
- Minimum of three (3) years working experience in managing or conducting stakeholder engagement/consultations.
- Prior knowledge and experience with World Bank Environmental and Social Framework (ESF) or similar safeguard policies will be an asset.
- Working experience in managing Grievance Mechanisms (in land development or energy sector projects will be considered an asset).

7. REPORTING RESPONSIBILITY

The Social Specialist will report directly to the Director of the CEU and work in close coordination with the Environmental Specialists, Project Managers, technical departments, contractors, and implementing partners.

8. SALARY RANGE

Range of BZD 55,000 - 65,000 per annum, based on qualifications and experience. Along with gratuity and allowances.

9. DURATION

The contract will be for an initial period of 24 months, renewable based on performance, Project and CEU needs.

10. CRITERIA FOR SELECTION

The selection for this contractual position will follow the **Individual Consultant Selection Method** as outlined in the *World Bank Procurement Regulations for Investment Project Financing Borrowers* (July 2016, revised February 2025), in accordance with the **Government of Belize's procurement policies and best practices** and the **Central Executing Unit Staff Selection Policy** (effective April 1, 2025).

- Evaluation of Curriculum Vitae (CV): Weighted at 70%
- Structured Interview: Weighted at 30%
- Reference checks will be conducted for shortlisted candidates. Only those with satisfactory references will be invited for an interview.

11. APPLICATION PROCEDURES:

Applications must be submitted in English no later than January 26, 2026 at 10:00 a.m. (Local Belize Time). Late submissions will not be accepted.

Applicants must use the official Application Template at <https://procurement.gov.bz/mof-spem-social-specialist-individual-consultant-0038-mof-2025/>

Submissions should be made either:

- By Email: One (1) consolidated PDF file sent to procurement@ceu.mof.gov.bz, or
- In Hard Copy: Two (2) printed copies delivered to the address below.
- The subject line or envelope should clearly state: "Social Specialist – BRRES Project" – [Applicant's Name].

Attn:

Procurement Specialist
Central Executing Unit
Ministry of Finance
Sir Edney Cain Building, 2nd Floor,
Belmopan City, Belize, Central America
Email: procurement@ceu.mof.gov.bz

**Template for Application
Individual Consultant**

Project Name

Name of Consultancy

Process ID #

Consultant's Name

Template should be personalized, however all information requested below must be included.

Reminder to review the Terms of Reference to ensure all relevant information and supporting documents are provided.

All required documents must be provided in one (1) pdf file when submitting in electronic format.

You may also deliver two (2) hardcopies at address indicated in notice.

Digital and/or hard copies must be signed by applicant.

Application should be in the English Language.

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To be populated

Application Letter (Form)

[insert: Location and Date]

[insert: Address as specified in the TOR]

Dear Mr. /Ms.:

I submit my application to perform the consulting service *[insert: name of consulting services assignment]*. I declare I have reviewed the requirements and terms detailed in the terms of reference. For this purpose, I am attaching my resume duly signed in the format established.

Attached to this letter are the following documents:

- *[List the documents attached in annex]*

I declare that all the information provided is true and authentic. If any part of the documents attached is found to be false or untrue, I assume that my application will be rejected.

I also declare that I have no incompatibility or conflict of interest, and I meet the eligibility requirements established in paragraph 2 of the Guide to the Consultants, nor am I included in the Sanctioned Individuals list <https://www.worldbank.org/en/projects-operations/procurement/debarred-firms>.

Likewise, I understand and acknowledge that you are not obliged to accept this application or any other you may receive, and that the selection of the consultant will be based on the professional background, qualification and experience of the applicants.

Sincerely,

[Insert: Signature and name]

Name of Consultant

Curriculum Vitae (CV) (Form)

[The blue and red text provides guidance to the Consultant to prepare their CV and should be converted to black once completed]

1. General Data

Assignment	<i>[Name of the consultancy]</i>
Name:	<i>[Insert full name]</i>
Date of Birth:	<i>[day/month/year]</i>
Country of Citizenship	<i>[country]</i>
Country of Residency	<i>[country]</i>
ID or passport number (attached in appendix)	<i>[number]</i>
Address	<i>[address]</i>
Phone number	<i>[country code and number]</i>
e-mail address	<i>[electronic mail]</i>

2. Education – Degrees/diplomas should be attached in annex

Name of the college/university or other specialized educational institutions (starting with the most recent)	Degree(s)/diploma(s) obtained	Dates attended (Start – End)	Comments

3. Employment record relevant to the assignment:

[Starting with present position, list in reverse order. Provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Employers and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included if years of general experience has been met.]

Period Start - End	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment. Be specific.
<i>[e.g., May 15, 2005- July 10, 2008]</i>	<i>[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]</i>		

4. Other Experiences possessed (as stated in the TOR – **ensure to attach any certifications**)

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5. Skills, Knowledge and Abilities possessed (as stated in TOR. **Provide supporting documents/certifications**)

- XXXXXX
- XXXXXX

6. Language Proficiency (if English is not your native language – **provide supporting documents for proficiency**)

Language	Level 0 – 5 (excellent)

7. Working experience in the region (for regional and international consultants)

Period Start - End	Employing organization and your title/position. Contact information for references	Country
<i>[e.g., May 2005-present]</i>	<i>[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Bbbbbb, deputy minister]</i>	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

[day/month/year]

Name of Expert	Signature	Date	
		Yes	No
(i) This CV correctly describes my qualifications and experience			
(ii) I am employed by the Executing or the Implementing Agency			
(iii) I was part of the team that wrote the terms of reference for this consulting services assignment			
(iv) There is no conflict of interest based on the World Bank’s policies			
(iv) I am not currently debarred by a multilateral development bank (If yes, identify who)			
(v) I am not currently facing litigation for fraud, theft or corruption etc.			
(vi) I am a national of an eligible country for the World Bank			

Appendices

1. Copy of degrees/certificates – **If documents are not in the English Language an English translation should be provided (to support qualifications, skills, knowledge and experience)**
2. List of at least two references with contact information
3. Proof of nationality: copy of documentation of nationality/nationalities
4. Applicants are required to provide evidence or materials supporting their qualifications and experience.
5. Personal CV – that includes other information (if desired)

Applicants are encouraged to ensure that the materials submitted are comprehensive and tailored to demonstrate their capacity to fulfil the objectives of this Terms of Reference.