



REQUEST FOR EXPRESSION OF INTEREST
(INDIVIDUAL CONSULTANT)
COMMUNICATIONS OFFICER

Institution: Ministry of Finance
Country: Belize
Project: Digital Innovation to Boost Economic Development in Belize
Process ID: BL-T1171 -P00009
Duration: Twenty-four (24) Months
Duty Station: BELTRAIDE, Belmopan (In Office)
Deadline: **September 4, 2026, at 10:00 a.m. (Local Belize Time)**

The Government of Belize (GOB), with financing from the European Union (EU) through the Inter-American Development Bank (IDB), is executing the Digital Innovation to Boost Economic Development in Belize (BL-T1171) Technical Cooperation Project. The project aims to promote firm-level digitalization to foster economic growth, increase productivity, and improve efficiency across Belize's economy, particularly among micro, small and medium-sized enterprises (MSMEs).

The Ministry of Finance invites qualified individuals to apply for the contractual position of **Communications Officer**. The Communications Officer will be responsible for supporting the planning, implementation, monitoring and reporting of communication, outreach, stakeholder engagement and visibility activities under the Digital Innovation to Boost Economic Development in Belize Project, with particular emphasis on women-owned and women-led MSMEs..

Further details, including the required application template and full Terms of Reference, are available below.

The selection process for this contractual position will be conducted in accordance with the IDB's Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank GN-2350-15, using the Individual Consultant Selection method, as well as the procurement policies and best practices of the Government of Belize. This selection is open to individuals from IDB member countries, EU member countries, and from EU non-member countries that are eligible to be hired with EU funds as established in the current Practical Guide to procurement and grant award procedures for European Union external actions (PRAG). Candidates must be legally able to work in Belize for the duration of the assignment.

Applications must be submitted in English, using the required template, no later than **September 4, 2026**, at 10:00 a.m. (Local Belize Time). Applications not submitted using the required template may be rejected. Late submissions will not be considered.

Submission 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 of the email or the envelope should clearly state: "BL-T1171 – Communications Officer - BELTRAIDE" – [Applicant's Name].

ATTN:
Procurement Specialist
Central Executing Unit
Ministry of Finance
Sir Edney Cain Building, 3rd Floor,
Belmopan, Belize, Central America
Email: procurement@ceu.mof.gov.bz



Ref: "BL-T1171 – Communications Officer - BELTRAIDE" – [Applicant's Name]