



REQUEST FOR EXPRESSIONS OF INTEREST **CONSULTING SERVICES:**

1. Public Private Partnership Unit (PPP Unit) Administrative Assistant

Institution: Government of Belize

Country: Belize

Project: Institutionalization of Public Private Partnership Unit

Sector: Finance

Deadline: 30th December, 2022

1. Abstract: Background

The Government of Belize has undergone efforts to explore building a strong Public Private Partnership (PPP) Program. In October 2021, the Cabinet approved a National Public Private Partnership Policy and the creation of a PPP Unit to mobilize private sector capital that supports large-scale investment in infrastructure and other development projects that align with government's policy priorities for public benefit. The PPP Unit, within the Ministry of Finance, is envisioned to work closely with relevant Ministries, Departments and Agencies (MDAs) to ensure private sector participation in the development and delivery of Belize's PPP program. The PPP Unit is the focal point for day-to-day management of the PPP program and supports MDAs and the multi-agency PPP Project Teams for the sustainable development of each PPP initiative.

The consulting services ("the Services") include the services of a PPP Unit Director and a PPP Unit Administrative Assistant who will provide support to the Ministry of Finance through an established PPP Unit. The key responsibility of the PPP Unit will be as stated above to mobilize private sector capital that supports large-scale investment in infrastructure and other development projects that align with government's policy priorities for public benefit.

Ministry of Finance now invites eligible individuals ("Consultants") to indicate their interest in providing the Services. Interested Individuals should submit their curriculum vitae providing sufficient information establishing their qualifications and relevant experience to perform the services in accordance with the requirements outlined in the table below for the respective positions.

PPP Unit Administrative Assistant	
Objective	<p>The PPP Unit Administrative Assistant shall provide expert support to the Ministry of Finance and assist the PPP Unit Director with all key project tasks including the below:</p> <ul style="list-style-type: none"> • Support the PPP Unit Director with the activities necessary to ensure enough funds are available for the Unit operations. • Contribute to the availability of a repository of skills and knowledge: compile information on PPP projects—in Belize and beyond. Set up and maintain effective reporting and recording system on project development and procurement.
Duration	12 months with the possibility of a renewal
Duty Station	Ministry of Finance, Belize City
Minimum Requirements	<p>Preferably a post graduate qualification in Business Administration, or related field.</p> <p>Preferably three (3) years' experience on technical and administrative works.</p> <p>The PPP Unit Administrative Assistant must be fluent in written and spoken English. Proficiency in Spanish would be considered an asset.</p>

Consultants will be selected in accordance with the procedures set out in the Government's Procurement Policy.

Interested consultants may obtain further information and request the full Terms of Reference (ToR) for the consultancy at the address below during the hours of 8:00 am to 4:00 pm local Belize time, Monday to Friday.

Expression of interest including CV along with names of two (2) references and their contact information, must be submitted via direct mail or email at the address indicated below, by 12:00 noon local Belize time on 30th December, 2022.

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