



## **REQUEST FOR APPLICATIONS FOR SINGLE INVESTMENT WINDOW ASSOCIATE**

**Institution:** Ministry of Economic Development  
**Country:** Belize  
**Project:** Trade and Investment Facilitation Program in Belize (TIFP)  
**Sector:** Trade and Investment  
**Abstract:** This project aims to promote Belize's foreign direct investment and trade performance.  
**Loan No.:** 5582/OC-BL  
**Process ID:** BL-L1040-P00007  
**Deadline:** **Thursday, August 29, 2024;** 10:00 a.m. (Local Belize Time)

The Government of Belize has received eight million US Dollars (US \$8M) in loan financing from the Inter-American Development Bank (IDB) for the implementation of the Project – Trade and Investment Facilitation Program in Belize (TIFP). The Trade and Investment Facilitation Program is a response to the low investment flows and limited international trade competitiveness faced by Belize. The general objective of the program is to promote Belize's foreign direct investment and trade performance.

The specific objectives are to:

- (i) improve investment facilitation through simplification, standardization, and automation of key investment procedures;
- (ii) improve the investment promotion tools and MSMEs internationalization through the strengthening of the trade and investment institutional apparatus; and
- (iii) improve trade facilitation through simplifying, standardizing, and automating key trade processes.

The program is comprised of three (3) components that will support achievement of the objectives. The consultancy/assignment is aligned to Component 1 which aims to facilitate Investments in Belize through the Implementation of a Single Investment Window - This component will contribute to simplifying and automating key investment procedures through the implementation of the Single Investment Window

In this regard, the Ministry is now relaunching the process to fill a contractual position for a **Single Investment Window (SIW) Associate** under the Project. The SIW Associate will be stationed at the Belize Trade and Investment Development Service (Beltraide) and will support the execution of the project "development, implementation and commissioning of the Belize Single Investment Window, transaction platform, including a regulatory and operational layer and the integration of the range of procedures, services and technological developments of the prioritized procedures and services required for its operation", under IDB Loan Contract 5582/OC-BL.

The Ministry of Economic Development now invites eligible Persons/Individual Consultants to submit applications for this contractual position to provide services as the SIW Associate. Further information, including the required **template for the application, full Terms of References and Key Points**, can be obtained via <https://med.gov.bz/>, by emailing [tjoseph.ceu@med.gov.bz](mailto:tjoseph.ceu@med.gov.bz) or calling 501-672-0848 during the hours 8:00am – 4:30pm from Mondays to Fridays prior to **August 23, 2024**. Interested Persons/Consultants should provide information demonstrating that they have all the required qualifications and 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 is open to all eligible candidates as defined in the policies. The Consultants will be selected based on qualifications.

Qualified Persons/ Individual Consultants should submit one (1) pdf copy in English via e-mail to [tjoseph.ceu@med.gov.bz](mailto:tjoseph.ceu@med.gov.bz) and/or two (2) hardcopies of their application to the address below clearly indicating **Single Investment Window Associate (BL-L1040)**.

The Deadline for submission is no later than Thursday, August 29, 2024, by 10:00 a.m. 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  
1904 Constitution Drive, 2nd Floor  
Belmopan City  
Belize, Central America

Ref: Single Investment Window Associate (BL-L1040) - Your name