

# TRADE AND INVESTMENT FACILITATION PROGRAM

## TERMS OF REFERENCE

### **Investment Promotion Associate**

TYPE OF ENGAGEMENT: Individual Consultancy  
DUTY STATION: BELTRAIDE, City of Belmopan, Belize  
PROJECT NUMBER: BL-L1040  
LOAN NO.: 5582/OC-BL  
PROCESS ID: BL-L1040 -P00028

#### **1. BACKGROUND/ DESCRIPTION OF PROGRAM**

The Government of Belize (Borrower and/or Government) has entered into Loan Agreement No. 5582/OC-BL BL-L1040 (Contract and/or Loan) for Trade and Investment Facilitation Program with the Inter-American Development Bank (IADB) in 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 SMEs 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:

**Component 1. 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 (SIW hereinafter).

**Component 2. Investment Promotion and Export Development** - This component seeks to increase the positive spill overs of Foreign Direct Investment (FDI hereinafter) in the local economy through the improvement of investment promotion programs and the development of a new suppliers' program to accelerate SMEs internationalization, which will promote the growth of direct and indirect exports of the local firms in Belize.

**Component 3. Trade Facilitation** - This component will contribute to reducing delays associated with administrative trade procedures by strengthening trade facilitation through the implementation of a Foreign Trade Single Window.

The Central Executing Unit (CEU) was created within the Ministry of Finance, Economic Development, and Investment (MFEDI), which was assigned the responsibilities of the Program Executing Agency (PEA) of this Loan Agreement, as well as for all administrative actions derived from such functions. The CEU may, when required, select and contract technical assistance services, in accordance with the IADB

Consultant Policies and the Bank's approved Procurement Plan (PP), or by means of their respective adjustments as needs may require.

BELTRAIDE is a statutory body under the Ministry of Finance, Economic Development, and Investment. The organization serves as Belize's national Investment Promotion Agency and Export and Trade Promotion Agency. Their focus is on Micro, Small, and Medium Enterprises (MSMEs), Development, Innovation, Entrepreneurship, and delivery of industry-specific training.

## **2. GENERAL OBJECTIVE OF THE CONSULTANCY**

To contract the services of a professional as Investment Promotion Associate to support the execution of the Investment Promotion Programs, under IDB Loan Contract 5582/OC-BL.

## **3. SCOPE OF WORKS AND ACTIVITIES**

The activities to be carried out by the Professional are detailed below:

- Serve as technical counterpart of BELTRAIDE for services related to institutional strengthening of BELTRAIDE through the optimization of its business model and processes, design of Investment promotion programs and Investment promotion strategies.
- Provide relevant information/documents necessary for the consultant to conduct desk research on the current state of BELTRAIDE's business model, investment promotion programs and investment promotion strategies.
- Assist in gathering data on investment flows, trade patterns, sectoral growth potential, and potential investors to support the consultant's justification of the 4 prioritized sectors.<sup>1</sup>
- Assist BELTRAIDE in researching international best practices for investment promotion programs and investment promotion strategies from various investment promotion agencies (IPAs), in preparation for assessments or reviews of deliverables.
- Assist in compiling and analyzing data from the chosen benchmarks to identify key performance indicators (KPIs), including gender disaggregated data, and successful business processes.
- Research and identify efficient and innovative digital tools to enhance BELTRAIDE's investment promotional efforts, in preparation for assessments or reviews of deliverables.
- Conduct research on the components that define an Investment Package to promote the four identified sectors.
- Develop list of potential investors/clients by sector for effective targeting
- Schedule meetings and interviews with relevant BELTRAIDE personnel and other stakeholders to meet with the consultant.

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<sup>1</sup> The final determination of the sectors will be done subsequently with BELTRAIDE and must be aligned to the BL-L1040 project.

- Assist in setting up and organising training sessions by consultant for BELTRAIDE personnel and stakeholders.
- Assist in reviewing documents and deliverables provided by the consulting firm.
- Assist in developing progress reports on specific indicators related to the investment promotion programs (lead generation, facilitation, aftercare), including number of programs implemented, number of beneficiaries of the programs, number of leads generated, percentage of investors/companies assisted by BELTRAIDE that establish a company in Belize and gender disaggregated data.
- Conducting analysis of investment reports and financials for applications for incentives and other investor support
- Ensure smooth and effective communication with the Belize Invest Manager, keeping all stakeholders informed throughout the process
- Network and establish communication channels with stakeholders to gather input, share benefits on investment promotion programs and investment promotion strategies, and encourage collaboration to attract more investment to Belize.
- Identify risks and opportunities related to the Investment Promotion Programs and Investment Promotion Strategies
- Bring any related concerns to the attention of BELTRAIDE leadership.
- Collaborate on the development of risk mitigation strategies

#### 4. **QUALIFICATION AND EXPERIENCE**

Academic and Education Qualification: (submit relevant attestations)

- ✓ Minimum of a Bachelor's degree in Business Administration, Economics, International Relations/Business, Political Science, Public Policy, or related field
- ✓ Master's degree in science, Law, Business Administration, Economics, International Relations/Business, Political Science, Public Policy, or related field would be an asset.

**General Experience:** (specify in the curriculum vitae)

- ✓ At least five (5) years of general work experience is required.

**Specific Experience:** (specify in the curriculum vitae)

- ✓ Minimum of 2 years of experience in working or consulting positions in the areas of FDI, investment promotion or other investment related area.
- ✓ Public sector experience would be an asset

**Other skills:** (specify in CV)

- ✓ Minimum of Intermediate proficiency in written and spoken English (provide proof if not native language e.g. a secondary school transcript, TOEFL – 75 iBT or higher, IELTS - 6.0

or higher, PTE – 60 or higher, Duolingo 105 or higher, SAT– 500 or higher, ACT – 19 or higher, B2 or higher)

- ✓ Experience working in emerging markets or developing economies within Latin America or the Caribbean is an asset (Specify Names of Countries)

## **5. REPORTING RESPONSIBILITY**

The consultant will be supervised by the Belize Invest Manager/or Senior Investment Officer with coordination and support offered by the Project Manager of the Trade and Investment Facilitation Program of the CEU., when needed.

## **6. SALARY RANGE**

\$38,000 – \$45,000 BZD per annum

## **7. DURATION OF CONSULTANCY**

2 Years

## **8. APPLICATIONS**

### **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. 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 including a positive professional reference check.

### **APPLICATION PROCEDURES:**

Application should be in the English language and should be submitted in one envelope for printed copies or one pdf document if submitting via email. Note that the required application template should be utilized. Template can be requested from [tjoseph.ceu@cpu.mof.gov.bz](mailto:tjoseph.ceu@cpu.mof.gov.bz).