

## 80000000 SERVICES CONTRACT NOTICE OPEN Procedure

Education and training services

### 1. PROCURING ENTITY

Name:	Belize Tax Service Department		
Registration No:			
Type of PE and Main Activity Exercised:	Governmental organisations Inland Revenue Tax Administration		
Address:	Charles Bartlett Hyde Building, Mahogany Street Extension, Belize City		
Internet Address:	www.bts.gov.bz		
Telephone:	+501 2225074	E-mail:	Info@bts.gov.bz

### Contact person in charge:

Name, Last Name:	Michelle Longsworth		
Telephone:	+501 2225074	E-mail:	michelle.longsworth@bts.gov.bz

### Responsible officer filling the form(if different)

Name, Last Name:	Stephanie Pouchie		
Telephone:	+501 2225074	E-mail:	Stephanie.Pouchie@mof.gov.bz

E-mail of the service from which additional information may be obtained (if different):

stephanie.pouchie@mof.gov.bz

Internet address of the service from which additional information may be obtained (if different):

**Where appropriate**, is any other form of joint procurement involved:

### 2. AVAILABILITY OF THE PROCUREMENT DOCUMENTATION

Email or internet address at which the procurement documents will be available for unrestricted and full direct access, free of charge:

michelle.longsworth@mof.gov.bz  
stephanie.pouchie@mof.gov.bz

Where unrestricted and full direct access, free of charge, is not available, an indication of how the procurement documents can be accessed:

Payment for the procurement documents (if applicable)(amount):

**3. PROCUREMENT NUMBER**

Procurement Number:

WBS# 2.2.1

Where the contract is divided into lots, the information in points 4 to 13 shall be provided for each lot.

**4. DESCRIPTION OF THE PROCUREMENT**

Nature and extent of services (short description of contract). Where appropriate, description of any options

The objective of this consultancy is the development and implementation of a human resource strengthening plan based on competence evaluation by conducting an in-dept assessment of Skills and Knowledge of BTS Personnel and implementation of accredited training programs and E-Learning Platform. This will be achieved by:

- 1 Critically assessing the required skills and comparing this to the existing skillsets with the aim to bridge the gaps by helping BTS employees develop the skills and boost their job performance.
- 2 Developing and implementing training programs. These programs will comprise of specific modules for the provision of training, quality and progress control, examination, and management. This development will take into consideration the newly developed job profiles to further ensure their consistency to the modernized BTS.
- 3 Procuring and implementing an "E-Learning" platform with reach to tax operation, general services, supporting units and management. The integrated platform will comprise of specific modules for the provision of training, quality and progress control, examination, and management. This development will take into consideration the newly developed job profiles to further ensure their consistency to the modernized BTS.

**5. CPV CODES**

Main CPV code:

80000000 - Education and training services

Additional CPV Codes (if necessary):

80521000 - Training programme services

79414000 - Human resources management consultancy services

Supplementary CPV codes (if necessary):

**6. ADDRESS FOR THE PLACE OF PERFORMANCE**

Belize City

**7. ESTIMATED VALUE OF THE CONTRACT (this information shall not be published):****8. VARIANTS ADMITTED**
 yes  no
**9. PLANNED TIME FRAME FOR PROVISION OF SERVICES:**From: To: 

Or

Duration:  months**10. CONDITIONS FOR PARTICIPATION****APPLICATION PROCEDURES:**

The following documents must be included:

Expression of Interest package should contain:

- (i) Comprehensive proposal explaining interest, experience, and competence of the consulting firm.
- (ii) Comprehensive resume
- (iii) Copy of degrees of Team Leader
- (iv) Firms experience in the assignment of similar consultancy services during the past five years.
- (v) Firms evidence of past jobs.

(vi) Two references

(vii) Proof of nationality: copy of documentation of nationality of the team of experts, copy of certificate of incorporation and information of shareholders of company specifying the shares owned by each respective shareholder of the company.

Additional documentation required for National Consultants:

(viii) Copy of Certificate of Good Standing from Belize Company Registry

(ix) Copy of Certificate of Good Standing from the Social Security Board

(x) Copy of Certificate of Good Standing from the Belize Tax Service

(xi) Copy of Current Trade License

Interested consultants should request the Complete Terms of Reference and may obtain further information at the address below during office hours Monday to Friday 8:30 a.m. to 4:30 p.m. Mondays through Fridays. Expressions of interest must be delivered via direct mail or e-mail at the address indicated below by 4:00 p.m. on December 29, 2020.

Interested firms are asked to submit their expression of interest via e-mail to [Michelle.Longsworth@bts.gov.bz](mailto:Michelle.Longsworth@bts.gov.bz) marked STAP- Consulting Firm to Develop, Implement and Execute a Human Resource Strengthening Plan in the subject header.

Director General

Belize Tax Service

Strengthening of Tax Administration Project

Charles Bartlett Hyde Building

Mahogany Street, Belize City

Tel: 501-222-5114

For clarifications kindly contact:

Procurement Officer

Project Executing Unit

Strengthening of Tax Administration Project

Charles Bartlett Hyde Building

Mahogany Street, Belize City

Tel: 501-222-5114/E-mail: [stephanie.pouchie@mof.gov.bz](mailto:stephanie.pouchie@mof.gov.bz)

Including: where appropriate, indication whether the provision of the service is reserved by law, regulation or administrative provision to a particular profession; reference to the relevant law, regulation or administrative provision, a list and brief description of criteria regarding the personal situation of suppliers that may lead to their exclusion and of qualification (selection) criteria; minimum level(s) of standards possibly required; indication of required information (self-declarations, documentation).

**11. WHERE APPROPRIATE, PARTICULAR CONDITIONS TO WHICH PERFORMANCE OF THE CONTRACT IS SUBJECT TO:**

**LEVEL OF EFFORT, LENGTH OF CONTRACT, OTHER CONTRACT DETAILS**

Level of effort: This consultancy will work on a contractual basis. The level of effort required to carry out this assignment is estimated in ten (10) months.

Format of Contract: All report must be in English and in hard and digital copies in Microsoft office format.

Duration of contract: All consultancy services should be completed within ten (10) month period of the signature of the contract.

Location: Consultancy country is Belize. The consultant will be required to a minimum of four (4) trips to Belize as it may be necessary to meet the requirements of the consultancy.

# Surveys, research, and work meetings will be carried out on the premises of BTS.

# The preparation of products and reports can be carried out in a workplace defined by the consulting firm, at his discretion.

# Presentations, workshops and group work will be held at the premises of BTS.

Type of Consultancy: CQS (Selection based on Consultant's Qualification).

Type of contract: Lump sum, including travel cost and payments will be linked to the deliverables

**12. CRITERIA TO BE USED FOR AWARD OF THE CONTRACT OR CONTRACTS.**

**QUALIFICATION FOR THE CONSULTANCY**

The selected consultancy firm should have the following characteristics:

A. The Firm

Have a minimum of five (5) years in the following areas:

- 1. Organizational development and design;
- 2. Job analysis and job evaluation;
- 3. Training needs analysis, and;
- 4. ITC and e-learning platforms.

B. Team Leader:

Minimum Academic degree: A Master’s in Education, Human Resource Management or a similar discipline. A specialized certification in HR, supply chain management or contract management is considered an asset.

General Experience: A minimum of five (5) years relevant working experience in human resource management conducting competency analysis, project management, program developing training/curriculum development or other relevant experience of similar consultancy.

Specific Experience: At least three (3) years of previous experience conducting skills gap and/or bench marking analysis or training assessment of similar programs and consultancy between the calendar years 2015 to 2020.

SKILLS, KNOWLEDGE, ABILITIES

The selected consultant firm team will need to have or show:

- # Knowledge of Belize Labour laws and the Public Service
- # Knowledge of traditional and modern job training methods and techniques
- # Familiarity with Learning Management Software (LMS) and succession planning
- # Hands-on experience organizing corporate training events and group facilitation
- # Good public relations, organizational, coordination and networking skills require;
- # Display critical-listening and persuasion skills.
- # Experience in conducting surveys, interviews.
- # Have excellent computer skills, including Microsoft Office
- # Excellent analytical, research, writing and communication skills;
- # Time management skills
- # Proficiency in English both oral and written.

**13. INDICATION OF THE POSSIBILITY OF BIDDING FOR ONE, FOR SEVERAL OR FOR ALL OF THE LOTS; INDICATION OF ANY POSSIBLE LIMITATION OF THE NUMBER OF LOTS THAT MAY BE AWARDED TO ANY ONE BIDDER:**

Bids per Participant:	<input type="radio"/> One <input type="radio"/> Several <input type="radio"/> All
Awards per Successful Participant:	<input type="radio"/> One <input type="radio"/> Several <input type="radio"/> All

**14. TIME LIMITS for receipt of tenders**

29/12/2020 16:00

**15. TIME LIMIT FOR RECEIPT OF CLARIFICATIONS**

27/11/2020 16:00

**16. ADDRESS TO WHICH TENDERS SHALL BE TRANSMITTED**

Address:	Belize Tax Service
City:	Mahogany Street, Belize City
ZIP Code:	
Country:	BZ

URL:

<https://bts.gov.bz>**17. TENDER OPENING**

Duration during which the tenderer must maintain its tender. Duration (in days):

90

Date for the opening of tenders:

29/12/2020

Time for the opening of tenders:

16:10

Place for the opening of tenders:

N/A

Persons authorized to be present at such opening

MOF, PEU

**18. LANGUAGE OR LANGUAGES IN WHICH BIDS OR REQUESTS TO PARTICIPATE MUST BE DRAWN UP**

EN

NL

FR



**19. NAME AND ADDRESS OF THE BODY RESPONSIBLE FOR REVIEW AND, WHERE APPROPRIATE, MEDIATION PROCEDURES. PRECISE INFORMATION CONCERNING DEADLINES FOR REVIEW PROCEDURES, OR IF NEED BE, THE NAME, ADDRESS, TELEPHONE NUMBER, FAX NUMBER AND EMAIL ADDRESS OF THE SERVICE FROM WHICH THIS INFORMATION MAY BE OBTAINED (IF APPLICABLE).**

IDB, MOF

**20. DATE(S) AND REFERENCE(S) OF PREVIOUS PUBLICATIONS IN THE COMMUNITY PUBLIC PROCUREMENT NOTICE BOARD RELEVANT TO THE CONTRACT(S) ADVERTISED IN THIS NOTICE**

**21. DATE OF DISPATCH OF THE NOTICE**

27/11/2020

**22. ANY OTHER RELEVANT INFORMATION**

**SPECIFIC OBJECTIVES OF THIS CONSULTANCY**

The main purpose of the consultancy will be as follows:

4.1 Working with BTS Management to organize an in-dept assessment of capacities and skills gaps of 275 BTS personnel over eight (8) office locations, as part of the new BTS legal, governance, organizational, administrative, and technical structure.

4.2 Working with BTS to develop and implement the training programs covering the needs identified in the HR skills gap analysis.

4.3 Procurement and implementation of an e-learning platform for training programs. This will take into consideration the need for a permanent system of competence in evaluation, human resource development and future needs inclusive of senior and lower-level positions.

4.4 Working with partners, especially the Ministry of Education, Youth, Sports & Culture and the Ministry of Public Service, Energy & Public Utilities to develop a language around competencies and course certification.

4.5 Delivery of sensitization workshops to BTS personnel on e-learning platform usage and upgrades.