REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES FOR BANK-EXECUTED OPERATIONS

SIMPLIFIED COMPETITIVE SELECTION PROCESS

PROJECT NAME: Public Procurement Certification Course for Belize
SELECTION PROCESS #: B260334
SELECTION METHOD: Simplified Competitive
COUNTRY: Belize
SECTOR OR DEPARTMENT: IFD/FMM
TC NAME: Strengthening Fiscal Policy for Climate Change Actions in Belize
FUNDING – TC #: ATN/FC-21255-BL
LINK TO TC DOCUMENT: https://www.iadb.org/en/project/BL-T1184

Attention Consulting Firms: Important Update Regarding BEO Bidder Portal Registration

All consulting firms, both new and previously registered in the BEO Portal, **must add their Business Partner Number (BP Number)** to their organization's profiles to participate or continue participating in a BEO procurement process.

Please refer to the FAQs in the Portal for more details on **"How to Find or Obtain Your BP Number"**.

Avoid delays by not waiting until the last moment to complete this update. This process may take up to **48 hours** to complete and could prevent your organization from participating in a BEO Process.

For further questions or assistance, use the live chat on the BEO Bidder Portal page or email us at ocs.procurement@iadb.org

The Inter-American Development Bank (the Bank) was established in December of 1959 to help accelerate economic and social development in Latin America and the Caribbean. Today, the Bank is a major catalyst in mobilizing resources for the region (For more information about the Bank, please refer to the Bank's website at www.iadb.org.)

Section 1. Purpose of this Request for Expression of Interest

1.1 The Bank is executing the above-mentioned project. The Bank intends to contract consulting services described in this Request for Expressions of Interest (REOI). The purpose of this REOI is to obtain sufficient information to enable the Bank to evaluate if the eligible consulting firms (CF) have the experience and qualifications relevant to provide the consulting services requested by the Bank.

1.2 As defined in the Corporate Procurement Policy (GN-2303-33), participating CF must be from a Bank's Member Country[1] or Territory[2] to be eligible to submit an Expression of Interest (EOI). . CF with the required experience relevant to the assignment shall be assessed. The Bank will conduct the assessment and ranking of the EOI submitted by the CF that expressed interest. The Bank will invite CF to submit a proposal in the order in which the ranking is established. If the proposal of the first-ranked CF is acceptable, the CF will be invited to negotiate a Contract. If the negotiations with the first-ranked CF fail, the next-ranked CF may be invited to submit a proposal and negotiate.

1.3 This REOI is not to be construed as either an RFP or an offer to contract and in no way obligates the Bank to contract anyone. The Bank reserves the right to reject any and all participating CF for any or no reason without having to provide an explanation. The Bank does not bind itself in any way to select any participating consulting firm. No debrief will be provided as to why CF have or have not been shortlisted.

Section 2. Instructions to the eligible consulting firms

2.1 Expressions of interest must be delivered using the *Bidder Portal for the Selection and Contracting of Consulting Firms for Bank-Executed Operations* (the Portal) (http://beo-procurement.iadb.org) by: *November 18, 2026*, 5:00 P.M. (**Washington, D.C., Time**) in PDF format only (Max. 45MB).

2.2 To access the Portal, the CF must generate a registration account, including ***all*** the data requested by the Portal. If any of the information requested is not included, the consulting firm will not be able to participate in this or any other Bank-executed selection process for operational work. If the consulting firm has been previously registered, please validate that you have ***all*** the consulting firm's information updated and complete before submitting an EOI.

2.3 Eligible CF may partner in the form of a Consortium/joint venture (JV) to enhance their qualifications. Such Consortium/JV shall appoint one of the CF as the representative responsible for the communications, the registration in the Portal, and the submission of the corresponding documents (Lead Firm). If submitting as a Consortium/JV, the proposed structure, as well as the Lead Firm, must be maintained if the Consortium/JV proceeds in this selection process..

2.4 Interested CF may obtain further information during office hours, 09:00 AM to 05:00

[1] **Member Countries:** Argentina, Austria, Bahamas, Barbados, Belgium, Belize, Bolivia, Brazil, Canada, Colombia, Costa Rica, Chile, Croatia, Denmark, Dominican Republic, Ecuador, El Salvador, Finland, France, Germany, Guatemala, Guyana, Haiti, Honduras, Israel, Italy, Jamaica, Japan, Mexico, Netherlands, Nicaragua, Norway, Panama, Paraguay, People's Republic of China, Peru, Portugal, Republic of Korea, Slovenia, Spain, Suriname, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, United States, Uruguay and Venezuela.

[2] **Eligible Territories:** a) Guadeloupe, French Guiana, Martinique, Reunion – as Departments of France; b) U.S. Virgin Islands, Puerto Rico, Guam – as Territories of the USA; c) Aruba – as a constituent country of the Netherlands; and Bonaire, Curacao, Saint Marten, Saba, St Eustatius – as Departments of the Netherlands; d) Hong Kong – as a Special Administrative Region of the People's Republic of China.

PM (**Washington, D.C. Time**), by sending an email to: *Jessica Chamorro Montes at jessicach@iadb.org*

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2.5 The Bank hereby invites eligible CF to indicate their interest in providing the services described below in the draft Terms of Reference for the consulting services. Interested CF must provide information establishing that they have the necessary experience and are qualified to perform the services. So that all responses may be properly evaluated, eligible CF must include in their submissions the information requested in the following section, with full and clear explanations.

Section 3. Consulting Services

3.1 The consulting services include ***an online public procurement training and certification program for Government of Belize officials at two certification levels (Level 1: Procurement Fundamentals; Level 2: Effective Procurement Processes), customized to Belize's procurement legal, regulatory, and institutional framework. The program will be delivered online over approximately 30 weeks from the contract start date, covering approximately 70 participants in Level 1 and 35 participants in Level 2.***

3.2 Although there is no standard format for presenting an Expression of Interest, eligible CF must submit an EOI containing the following information:

1) Basic Information—Provide the official name of CF, the contact's name, email address, phone numbers, and office address (es) of the key contact (s) responsible for the EOI.
2) Background—Provide a description of the CF. The CF may include brochures or documents that provide information about its organization, history, mission, structure, and number of staff.
3) Experience related to the requested consulting services—Provide all kinds of evidence the CF considers appropriate to show its experience and expertise in delivering services similar to those described in Annex A, Terms of Reference (e.g., brochures, reports, studies, description of similar assignments, references to cases in which it has provided similar services, experience in similar conditions, availability of appropriate skills among staff, etc.)

3.3 Estimated budget: ***USD$140,000.***

Annex A. Draft Terms of Reference

Please note that the attached Terms of Reference may be subject to changes by the Bank. The CF that have been shortlisted will be notified of these changes.

ANNEX A – Terms of reference

Include only the technical content of the TOR, that is, Background and Justification, Scope of Services, Objectives, Key Activities, and Expected Results and Products

1. Background and Justification

1.1 The Inter-American Development Bank (IDB), through its Fiscal Management Division, supports governments in Latin America and the Caribbean in strengthening fiscal policy and public financial management. This consultancy will be financed under Technical Cooperation BL-T1184, Strengthening Fiscal Policy for Climate Change Actions in Belize, which supports the Ministry of Finance, Investment, Economic Transformation, Civil Aviation and E-Governance (MOF) in strengthening fiscal management capacities, including through knowledge dissemination and training activities.

1.2 Belize is reforming its public procurement legal and institutional framework. Effective implementation of this framework requires strengthening the capacity of public officials involved in procurement across government.

1.3 To support this objective, the IDB intends to contract a qualified consulting firm or training institution, through a competitive selection process, to provide a two-level public procurement certification program for Government of Belize officials. The program shall be customized to reflect Belize's procurement legislation and the related regulatory, procedural, and institutional framework, while strengthening capacities in sustainable public procurement.

1.4 The expected result is strengthened procurement capacity across participating Government entities, laying the groundwork for the future adoption of sustainable public procurement practices. Results will be measured through completion and certification rates and improvement between pre-course and post-course assessments at each level.

2. Objectives

2.1 The objective of the consultancy is to provide an online public procurement training and certification program for Government of Belize officials at two levels of public procurement expertise, customized to the Belize public procurement framework.

2.2 The two levels will progressively cover procurement fundamentals and general practices; effective procurement processes for successful implementation; while introducing key principles of sustainable public procurement. The indicative minimum subject areas for each level are presented in Annex 1. The detailed curriculum, including any additional subjects and proposed sequencing, will be proposed by the selected firm based on its established certification program, customized to the Belize public procurement framework, and agreed with IDB and GOB.

2.3 Approximately 70 participants, including government officials and other relevant stakeholders, are expected to participate in Level 1, and up to 35 participants in Level 2. Participation in Level 2 will be subject to satisfactory completion of the preceding level and the progression criteria agreed with the Government of Belize.

3. Scope of Services

3.1 The consulting services will include the customization and delivery of the consulting firm's existing online public procurement training and certification program, based on internationally recognized good practices and standards, to the Belize public procurement legal, regulatory, procedural, and institutional framework.

3.2 Prior to delivery of each level, the consulting firm will review the relevant Belize procurement legislation and related regulations, procedures, manuals, applicable Standard Bidding Documents (SBDs), guidelines, and institutional arrangements made available by the GOB, and customize its existing procurement certification courses accordingly. The customized content shall incorporate, as applicable, the practical use and application of the SBDs used by Belize, including relevant IFI SBDs and any national SBDs adopted during the consultancy, and shall cover, at a minimum, the subject areas identified in Annex 1. The consulting firm may propose additional subjects, adjustments to content, or alternative sequencing based on its established certification methodology and good international practices. The final customized curriculum will be reviewed and validated by the designated GOB technical counterpart and IDB before delivery.

3.3 For each week/module of the Certification Program, the course should include, as appropriate: a self-guided and interactive online lesson including videos, content, quizzes and scenarios; a test to validate key knowledge; a case study; a practical assignment applying the learning to the participant's professional context; and at least one live webinar or other synchronous online learning activity.

3.4 Each level of the Online Certification Program is expected to last approximately six weeks and comprise approximately 60 hours of learning.

3.5 Upon satisfactory completion of each level, participants will receive the corresponding certificate. Progression from Level 1 to Level 2 will be subject to the criteria agreed with the GOB. To receive a certificate, participants must pass a final examination with a minimum pass mark to be agreed with the GOB prior to delivery of each level. The certificate shall state the level completed, the number of training hours, and the examination result. The consulting firm shall state whether the certificate carries any form of external recognition, academic credit, or professional credit.

3.6 The certification program is expected to be completed within approximately 30 weeks from the start date of the consultancy, in accordance with the schedule and milestones set out in Section 6.

4. Key Activities

Review the relevant Belize procurement legal, regulatory, procedural, and institutional framework and the SBDs currently used by Belize. The GOB will make available the relevant materials at the commencement of the consultancy and as subsequently issued or updated.

Develop/customize an approximately six-week Level 1 Online Certification Program for Government of Belize public procurement officials.

Prepare the Level 1 course description and outline for participants.

Prepare and conduct the Level 1 pre-course assessment.

Prepare/adapt the Level 1 course materials and submit the customized materials for GOB/IDB review before delivery.

Carry out the Level 1 Certification Course, including the post-course assessment.

Develop/customize the Level 2 Online Certification Program and prepare the corresponding course descriptions, assessments, and course materials.

Carry out the Level 2 Certification Course, including post-course assessments.

Prepare a final report with the results of the Certification Program.

5. Expected Outcome and Deliverables

5.1 Expected Outcome. Government officials successfully complete progressively advanced procurement certification levels and demonstrate improved knowledge and practical capacity to apply Belize's procurement framework.

Level 1

Product 1: Course Description and outline for participants, including the proposed customization to the Belize public procurement framework and course content consistent with the indicative minimum subject areas in Annex 1.

Product 2: Pre-course assessment for each participant.

Product 3: Course materials described in Section 3, customized to the applicable Belize procurement legislation, regulations, procedures, applicable SBDs, guidelines, and institutional framework.

Product 4: Delivery of Level 1 Online Certification Course for approximately 60 government officials (number to be confirmed).

Product 5: Post-course assessment for each participant and brief report on the results of the course, and a participant-level results file (Excel) giving completion status, pre-course and post-course scores, final examination result and certificate level, for entry in the GOB Procurement Officer Registry.

Level 2

Product 6: Course Description and outline for participants, including course content consistent with the indicative minimum subject areas in Annex 1.

Product 7: Pre-course assessment for each participant.

Product 8: Course materials described in Section 3, customized to the applicable Belize procurement framework.

Product 9: Delivery of Level 2 Online Certification Course for the agreed number of eligible government officials (approximately 30; number to be confirmed).

Product 10: Post-course assessment for each participant and a brief report on the results of the course, and a participant-level results file (Excel) giving completion status, pre-course and post-course scores, final examination result and certificate level, for entry in the GOB Procurement Officer Registry.

Product 11: Final report describing the training provided, results achieved (including comparison of pre-course and post-course assessments), participant completion and certification results, lessons learned, and recommendations for future delivery.