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Country: Belize

Institution: Inter-American Development Bank

Sector: Fiscal and Taxation, Information and Communications Technology

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Loan N°./Financing:

Project: Strengthening of Tax Administration (STA)

Title: Assessment of already existing data in SIGTAS; and data migration from the existing platform to the Staging Database

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Borrower/Bid No:

STRENGTHENING OF TAX ADMINISTRATION PROJECT

REQUEST FOR EXPRESSIONS OF INTEREST

Consulting Firm to Conduct Data Cleansing and Data Migration

Institution: The Ministry of Finance (MOF)

Country: Belize

Project: Strengthening of Tax Administration (STA)

Abstract: The main objective of the Project is to contribute to Strengthening Tax Administration aimed at increasing revenue collection. The specific objectives of the project are the following: (i) increasing the Government's effectiveness in tax collection; and (ii) increasing the efficiency of tax administration. These objectives will be achieved by improving tax administration governance and operational processes, and by modernizing the technological infrastructure.

Loan No.: 4839/OC-BL

Deadline: November 13, 2020

The Government of Belize (GoB) has entered into a US$ 14 Million Loan Contract Agreement (No. 4839/OC-BL) with the Inter-American Development Bank (IDB) for the execution of a five-year tax modernization project entitled "Strengthening of Tax Administration". The main beneficiaries of the Project are: (a) the Government, which will have more revenues to implement its public policies; (b) taxpayers, who will have more support and a digital environment to fulfil their tax obligations; and (c) the population, from the government policies implemented.

1. **GENERAL OBJECTIVES OF THIS CONSULTANCY**

    1. The purpose of this consultancy is to produce a careful assessment of already existing data in SIGTAS; and data migration from the existing platform to the Staging Database. The consulting firm will be responsible for carrying out these tasks and various aspects will be taken into strict consideration in the process including, among others:
        a. The costs and benefits of re-registration of existing taxpayers
        b. The costs and benefits of transferring or migrating account balances
        c. The feasibility and costs of update of individual and business information

    A strategic pathway will need to be defined for migrating data for all taxpayers, starting with the actions regarding the initial clean-up of 250 "large" taxpayers

2. **SPECIFIC OBJECTIVES OF THIS CONSULTANCY**

    The main purpose of the consultancy will be as follows:

2.1 Data Cleansing – To make available a clean customer database to create a "single customer view" containing all the taxpayer relevant data. This will allow for swift location of relevant customer data and reduction of service response time by improving BTS service quality, which will result in better customer experience.

2.2 Data Migration - Preparing, extracting, and transforming data and permanently transferring taxpayer and accounting information, along with associated data from legacy system (SIGTAS) and auxiliary systems (access database, excel, and documents shared on file storage) to the staging database, using a schema that will be provided by the RMS Consultant.

Three main functions of the staging database:

1. Extraction and migration of data from the current system and auxiliary system, including taxpayers, registrations, tax types, tax returns, payments and taxpayers accounts and documents into the Staging Database.
2. Transform data loaded in the staging database to meet validation and integrity rules identified by the RMS Consultant.

3. Support re-registration activities by providing necessary tools to enforce data validation, data mapping and integrity rules and constraints to allow existing data to be used to pre-populate registrations when taxpayers, whose data for some reason could not be directly migrated, are re-registered.

3. Execute training workshops to BTS staff.

2.4 Coordinate work with the RMS Consultant regarding data validation and integrity.

The expected results of this Consultancy include the following:

1. Inception report including a detail work plan listing all activities and timeline of the consultancy within a maximum period of ten (10) consultancy days after contract signature. (See product 1)

2. Submission of Data Analysis Assessment Report (including action plan with business rules) within a maximum period of thirty (30) consultancy days after contract signature. (See product 2)

3. Progress report # 1 (Data Cleansing, Training workshop and Migration into Staging Database completed) within a maximum period of sixty (60) consultancy days after contract signature. (See product 3)

4. Development of Registration Model (including communication Campaign) within a maximum period of eighty (80) consultancy days after contract signature. (See product 4)

5. Progress Report # 2 (Delivery of Registration exercise and Migration into Staging Database) within a maximum period of one hundred (100) consultancy days after contract signature. (See product 5)

6. Summative report including overall results achieved within a maximum period of one hundred and ten (110) consultancy after contract signature (See product 6)

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The lead consultant should have at least a Bachelor's Degree in Business, Computer Science, Information Systems Management Technology Management Information Systems, or related field. The consulting firm must have at least a minimum of five (5) relevant working experience in IT Management and project Management demonstrating knowledge wit data profiling, data analysis, data cleansing and data migrating along with at least four (4) years of working experience as a data analyst for data migration or assignment of similar consultancy in the last five (5) calendar years (between 2015-2020). Similarly, the consulting firm must demonstrate:

- Strong expertise of hardware and software technologies to upgrade an existing system.
- Communication and interpersonal skills with end-users (sharing technical skills to non-IT clients)
- Excellent analytical and problem-solving skills (the ability to tackle difficult situations)
- Familiarity with data management and governance
- Experience with data analysis and migration of legacy data to cloud-based systems and APIs

- Data conversion and/or quality control experience
- Experience with querying databases and using statistical computer languages: R, Python, SQL, etc.
- General understanding of tax and financial systems

- General understanding of decision support systems
- Familiarity and knowledge of interoperability strategies and frameworks.
- Ability to design and build relational and dimensional databases
- Works well as part of a large geographically dispersed team

The delivery period is one hundred and ten (110) consultancy days.

The Ministry of Finance now invites eligible consultants to indicate their interest in providing the services. Interested eligible consultants should request the complete Terms of Reference and must submit an Expression of Interest providing information establishing that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.). *The term "consultant" means a legally-established professional consulting firm or an entity that may provide the services.*

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 Lead Consultant
iv. Firms experience in the assignment of similar consultancy services during the past five years.
v. Firms evidence of past jobs.
vi. Two references

Additional documentation required for National firms:

vii. Copy of Certificate of Good Standing from Belize Company Registry
viii. Copy of Certificate of Good Standing from the Social Security Board
ix. Copy of Certificate of Good Standing from the Belize Tax Service
x. Current Trade License

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-2350-9, March 2011 edition) Selection based on the Consultants' Qualification and is open to all eligible consultants as defined in the IDB policies. The selected firm will be selected based on its experience and competence relevant to the assignment and most appropriate qualifications and references. **Only the highest ranked consulting firm from the short-listed firms will be notified and will be asked to submit a technical and price proposal.**

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 November 13, 2020.

Interested firms are asked to submit their expression of interest to:

Mrs. Gisel Correa - Cobb

Project Coordinator

Project Executing Unit

Strengthening of Tax Administration Project

Charles Bartlett Hyde Building

Mahogany Street, Belize City

Tel: 501-222-5114/E-mail: gisel.correa@mof.gov.bz

For clarifications kindly contact:

Stephanie Pouchie

Procurement Specialist

Project Executing Unit

Strengthening of Tax Administration Project

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