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Country: Belize

Institution: Inter-American Development Bank

Sector: Finance, Management and Administration, Finance, Accounting and Auditing, Fiscal and Taxation, Insurance and Pension, General - Finance, Management and Administration, Procurement, Project Management, Survey

Deadline: 2021-11-26T00:00:00.00-04:00

Status: Published

Loan N°./Financing: 4839/OC-BL

Project: Strengthening of Tax Administration

Title: Consulting Firm to Implement the New Business Model Processes and Procedures

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Borrower/Bid No: Inter-American development Bank

STRENGTHENING OF TAX ADMINISTRATION PROJECT

REQUEST FOR EXPRESSIONS OF INTEREST

Consulting Firm to Implement the New Business Model Processes and Procedures

Institution: The Ministry of Finance (MOF)

Country: Belize

Project: Strengthening of Tax Administration (STA)

Abstract: Consulting Services – Consulting Firm to Implement the New Business Model Processes and Procedures

Loan No.: 4839/OC-BL

Deadline: November 26, 2021, 2:00 p.m. (Belize Local Time)

The Government of Belize (GOB) has received financing from the Inter-American Development Bank (IDB) for the execution of a five-year tax modernization project entitled "Strengthening of Tax Administration" (BL-L1031). 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. Through this project, the Belize Tax Service Department (BTSD) has procured a Modern Integrated Tax Administration System (the Revenue Management System (RMS)) and is presently in the implementation process. This new system will be used in the management of the Belize Tax Administration.

"The BTSD management has identified the need for the implementation of the New and enhanced Business Model. This activity will paralleded by the adoption of the Standard Operating Procedures (SOP) along with Desk/End-User Manuals. The Business Model under the umbrella of the consolidated BTS, and will take place through specific workshops, along with interviews and work sessions with key BTS personnel."

The consulting services ("the services") includes the contracting of a consulting firm for a period of six (6) months to Implement the New Business Model Processes and Procedures. The main activities of the consultancy includes:

1. Development of the action plan for the Implementation of the New Business Model Processes and Procedures across BTS Administration.
2. The development of the Standard Operating Procedures (SOPs) and the Desk/End-Users Manuals. (Registration; Filing management; Assessment; Audit; Accounting, payments, refunds and revenue distribution; Enforced collection; Legal; Compliance management; Service management; International corporation).
3. Execute specific workshops virtually by functional areas to disseminate the new and enhanced business model along with necessary training and support to Tax Operations.
4. Execute a Pilot of the New Model Business Processes and Procedure by Functional Areas (Taxpayer Service; Compliance Management; Enforced Collection; LTO; Audit; Legal; Accounts)

The Consulting firm should have a minimum of three (3) years' general experience in similar assignment. In addition, the Consulting firm should have three (3) years specific experience in the following areas:

- Project management,
- Tax Administration Structures and Operations
- Coordinating, organizing and conducting presentation for training workshops and group facilitation or assignment of similar consultancy.
- Implementing Business Models Processes and Procedures in at least one medium sized organization like the BTS.
- Developing SOPs
- Developing Desk / End User Manuals

The Ministry of Finance now invites eligible consulting firms ("Consultants") to indicate their interest in providing the services. Interested eligible Consultants must submit an Expression of Interest providing information demonstrating that they have the required qualifications and relevant experience to perform the services (brochures, description of similar assignments specifying start and end dates of 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. Document explaining interest, experience, and competence of the consulting firm.
ii. Firms experience in the assignment of similar consultancy services during the past five years. Description of similar

assignments specifying start and end dates of assignments.

iii. Firms evidence of past jobs. (This includes letters from the respective client on the job (s) carried out, or a copy of contract or agreement with the client including copy of the TOR).

iv. Two references

v. Proof of nationality: Copy of certificate of incorporation, information of shareholders of company specifying the shares owned by each respective shareholder of the company and copy of documentation of nationality of the shareholders of the company.

Additional documentation required for National Consultants:

vi. Copy of Certificate of Good Standing from Belize Company Registry

vii. Copy of Certificate of Good Standing from the Social Security Board

viii. Copy of Certificate of Good Standing from the Belize Tax Service Department

ix. Copy of Current Trade License

The total estimated price for this consultancy inclusive of taxes is US$ 160,330.00

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, May 2019 edition) and is open to all eligible consultants as defined in the IDB policies.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the short list, the nationality of a firm is that of the country in which it is legally incorporated or constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it.

A Consultant will be selected in accordance with the Selection based on the Consultants' Qualification method set out in the IDB Consultant Policies. The selected consulting 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 combined technical and price proposal.**

Further information can be obtained at the address below during office hours Monday to Friday 8:30 a.m. to 4:00 p.m. Expressions of interest must be delivered via e-mail at the address indicated below by 2:00 p.m. (Belize local time) on **Friday, November 26, 2021.**

Interested consulting firms are asked to submit their expression of interest via e-mail to **Michelle.Longsworth@bts.gov.bz** marked STAP- Consulting Firm to Implement the New Business Model Processes and Procedures in the subject header, or submit on or before 2:00 p.m. (Belize local time) on Friday November 26, 2021 to the following address:

Director General

Belize Tax Service Department

Strengthening of Tax Administration Project

Charles Bartlett Hyde Building

Mahogany Street, Belize City

Tel: 501-222-5114

For clarifications kindly contact:

Procurement Specialist

Project Executing Unit

Strengthening of Tax Administration Project

Charles Bartlett Hyde Building

Mahogany Street, Belize City

Tel: 501-222-5114/E-mail: stephanie.pouchie@gob.gov.bz

Attachments:

https://devbusiness.un.org/system/files/Request%20for%20Expressions%20of%20Interest%20-%20%20New%20Business%20Model%20%20%28Final%29.pdf