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Country: Belize

Institution: Inter-American Development Bank

Sector: Finance, Management and Administration, Fiscal and Taxation, General - Finance, Management and Administration

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Loan N°./Financing: L1031

Project: Strengthening of Tax Administration Project

Title: Consulting Firm to Design and Implement an Internal Control Model including the Implementation of a system to support Internal Control Processes - Request for Expressions of Interest

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Borrower/Bid No: CS01/2022

REQUEST FOR EXPRESSIONS OF INTEREST

Consultancy Services

Consulting Firm to Design and Implement an Internal Control Model including the Implementation of a system to support Internal Control Processes

Institution:	Ministry of Finance
Country:	BELIZE
Project:	Strengthening of Tax Administration Project
Sector:	Finance
Project No.:	BL-L10315
Operation No:	4839/OC-BL
Deadline:	Friday, February 10, 2023, at 4:00 pm local Belize 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” (STA) (BL-L1031). The Ministry intends to apply a part of the proceeds towards the consultancy service for the Design and Implementation of an Internal Control Model including the Implementation of a System to support the Internal Control Process.

Through the STA 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 is looking for reorganizing its Internal Audit Division into an Internal Control Division with the view of improving both, the control of staff integrity and the internal audit. This consultancy is intended to address this concern.

Objective of the Consultancy:

The purpose of this consultancy is to provide the BTSD with a modern Internal Control Model fully documented and supported by an effective IT tool. This Internal Control is to be managed by the BTSD Internal Audit Division and will be split into two segments: internal audit and integrity investigation.

The consulting services ("the services") includes the contracting of a Consultancy Firm for a period of eight (8) months is to design and implement an Internal Control Model including the implementation of a system to support internal control processes.

The selected consultancy firm should have the following characteristics:

The Firm

General Experience:

- The firm should demonstrate at least five (5) years' experience in similar assignment.

Specific Experience:

- At least five (5) years in the following areas below:
    - Organizational development and design.
    - Development of internal audit and staff integrity investigation systems
    - Development of internal audit and staff integrity investigation organizations
    - Development of internal audit and staff integrity investigation procedures and manuals
    - Job analysis and job evaluation.
    - Training needs analysis, and;
    - Staff training capacity

SKILLS, ABILITIES:

The selected firm will need to have or show:

- Expertise in internal audit and integrity investigation
- Communication and interpersonal skills
- Business Strategy (supporting business and organizational goals)
- Presentation and facilitation skills • Flexibility and adaptability
- Time management skills.
- Fluency in written and spoken English is essential.
- Highly motivated and committed.

The firm should have but not be limited to the following Key Experts:

- Team Leader/Lead Consultant
- IT Expert

The Consultancy Firm specific objective will be.

- To have a well-designed Internal Control model in place with clear strategies and missions for both internal audit and integrity investigation
- To have the BTSD Internal Audit Unit reorganized and adequately staffed
- To provide BTSD with Internal Control manuals, handbooks for both internal audit and integrity investigation as well as the BTSD Code of Conduct
- To have a set of performance indicators to monitor the Internal Control activities and targets for them in the short and medium term
- To have in place an IT system to support the Internal Control activities. This system could be a subsystem of the ITAS system that produces reports on relevant issues to integrity investigation.

The Ministry of Finance now invites eligible Consultancy 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 (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. (These 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. 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 a copy of documentation of nationality of the shareholders of the company.

Additional documentation required for National Consultants:

v. Copy of Certificate of Good Standing from Belize Company Registry
vi. Copy of Certificate of Good Standing from the Social Security Board
vii. Copy of Certificate of Good Standing from the Belize Tax Service (viii) Copy of Current Trade License

Consulting firm will be selected in accordance with the Quality and Cost-Based Selection (QCBS) method 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) and is open to all eligible consultants as defined in the IDB policies. The selection of the successful firm will be based on a competitive process among short-listed firms that takes into account the quality of the proposal and the cost of the service. **Only the short-listed firms will be asked to submit a technical and price proposal.**

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.

Further information can be obtained at the address below during office hours Monday to Friday 8:00 a.m. to 3:00 p.m. local Belize time.

Interested consulting firms are asked to submit their expression of interest via e-mail to **Michelle.Longsworth@bts.gov.bz and copied to tamara.tingling@mof.gov.bz** marked STAP-

Consulting firm to design and implement an Internal Control Model including the implementation of a system to support internal control processes in the subject header, or submit hard copy on or before 4:00 p.m. (local Belize time) on Friday, February 10, 2023, to the following address:

Director General

Belize Tax Service

Strengthening of Tax Administration Project

Eleanor Hall Building

Chetumal Street, Lake I, Belize City

Tel: 501-222-5114

For clarifications kindly contact:

Procurement Specialist

Project Executing Unit

Strengthening of Tax Administration Project

Eleanor Hall Building

Chetumal Street, Lake I, Belize City

Tel: 501-222-5114/E-mail: tamara.tingling@mof.gov.bz

Attachments:

https://devbusiness.un.org/system/files/Request%20for%20EOI%20-%20Design%20and%20Implement%20an%20Internal%20Control%20Model.pdf