



**BELIZE MARINE CONSERVATION AND CLIMATE ADAPTATION PROJECT
(MCCAP)**

Ministry of Agriculture, Fisheries, Forestry, the Environment and Sustainable Development

STATEMENT OF CAPABILITY

**Consultancy to develop Institutional Governance Manuals for the Coastal
Zone Management Authority and Institute**

Grant No: P131408

The Government of Belize, in collaboration with the World Bank (WB) and the Adaptation Fund (AF) is implementing the project entitled “*Marine Conservation and Climate Adaptation Project*” (MCCAP). The **project development objective** is to implement priority ecosystem-based marine conservation and climate adaptation measures to strengthen the climate resilience of the Belize Barrier Reef System and its productive marine resources.

MCCAP is seeking an Individual Consultant with the critical minimum requirements listed below:

- A Bachelor’s Degree in a discipline related to this Consultancy (Public Administration and Management or Institutional Development studies, Political Science or any other relevant field).
- Must have at least five (5) years of demonstrated professional experience in developing manuals geared towards institutional development, as well as administrative and human resource management.
- Experience with participatory methodologies and proven experience collecting and analysing both quantitative data and qualitative information.

The expected start date of the Consultancy is March 2019. The total duration of the Consultancy should not exceed twenty - eight (28) weeks.

MCCAP invites individual consultants interested in undertaking the assignment to submit their Statements of Capability. In submitting their Statements of Capability, applicants should be aware that they will be assessed based on the following areas:

- (a) Qualifications
- (b) Experience of the individual relative to the particular assignment
- (c) Availability of Candidate for the proposed consultancy period.

The terms of reference for the assignments can be requested from procurementofficer@pactbelize.org.

One original and two (2) hard copies of each submission in the English language must be delivered by **3:00 pm on Thursday March 7, 2019** to: Procurement Officer, Protected Areas Conservation Trust (PACT), #3 Mango Street, Belmopan City.

The sealed envelope containing the Statement of Capability must include the name and address of the applicant and should be clearly marked “**Consultancy to Develop Institutional Governance Manuals for the Coastal Zone Management Authority and Institute**”.

MCCAP and PACT shall not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by the applicant in the preparation and submission of statements.