

PROGRAM FOR SUSTAINABLE AND INCLUSIVE BELIZE

TERMS OF REFERENCE

Extension Officer (6 positions)

DUTY STATION: Resident Location

PROJECT NUMBER: BL-L1041

Loan No.: 5583/OC-BL

1 BACKGROUND

The Sustainable and Inclusive Belize Program – (SAIB) (5583/OC-BL) is a response to growing demands within Belize’s two major economic sectors, tourism and agriculture. In 2019, the tourism sector contributed 39% to the GDP, 40% of total employment was primarily generated by Micro, Small and Medium Enterprises (MSMEs) along with a 42% contribution to total exports. Agriculture accounted for more than 10% contribution to GDP, 16.8% to overall employment and represented 93% of total goods exported in 2019. Despite the importance of both sectors in the country’s economic development, these are facing common challenges that undermine competitiveness and sustainability within both sectors.

The general objective of SAIB is to improve incomes and promote sustainable livelihoods within the agriculture and tourism sectors. The specific objective is to improve MSMEs competitiveness, climate resilience and environmental sustainability. The project is being funded jointly by the Government of Belize and the Inter-American Development Bank (IDB) through a loan of US\$15 million and non-reimbursable Investment Financing Agreement of US\$800,000.00.

The program is comprised of two substantive components that will achieve the objective:

Component 1: Direct support to farmers, agricultural groups and MSMEs for Sustainable and Inclusive development.

Sub-component 1: Environmentally sustainable and climate resilient farming systems

Sub-component 2: Sustainable and Inclusive Agri-Foods Markets.

Sub-component 3: Sustainable and Inclusive Tourism

Component 2: Enabling environment for sustainable and inclusive development.

2 OBJECTIVE AND SCOPE OF WORK

The Extension Officer will support the Ministry of Agriculture, Food Security and Enterprise (MAFSE) in the implementation of the Sustainable and Inclusive Belize by providing technical guidance and coordination support to project activities at the District Level.

3 RESPONSIBILITIES/ACTIVITIES

Specific Activities of the Extension Officer include but are not limited to the following:

- I. Coordinate with the Implementing Entities from the SAIB project in the provision of technical, organizational, logistical and market access support at the district level.
- II. Coordinate training demonstrations, field day activities, individual farm visits, technical exchange visits, and the delivery of any other relevant extension methods to achieve the objectives of the activities listed above.
- III. Supervise the Implementing Entities from the SAIB Project in the provision of technical support for agro-business and marketing programs by evaluating farm and agro-business plans to determine eligibility for participation in the program and preparing recommendations and reports for MAFSE.
- IV. Supervise the Implementing Entities within the SAIB project responsible for the provision of extension support to target communities and beneficiaries.
- V. Participate in technical meetings with MAFSE technical staff for the planning and coordination of the project.
- VI. Collaborate with the respective units of MAFSE in developing field trials, data collection, analysis and reporting.
- VII. Collaborate in the dissemination of the communication campaign at the district level to promote the Sustainable and Inclusive Belize project.
- VIII. Actively Participate in the capacity-building component of the SAIB project.
- IX. Provide technical follow-up to the Supervisory Entity's work at the district level.
- X. Verify the report of the Supervisory Entity at the local level.
- XI. Support potential beneficiaries in the application process, such as answering questions and Belize Agriculture Information Management System (BAIMS) registration,
- XII. Support the review of compliance with eligibility criteria and documents of all farmers that have applied to be beneficiaries of the project.
- XIII. Coordinate the distribution of the Green Innovation Vouchers at the district level.
- XIV. Carry out verification checks when implementing the farm plans and Green Agri-Business Plans.
- XV. Perform any other relevant duties that may be assigned by the Coordinator of Extension.

4 QUALIFICATION AND EXPERIENCE

4.1 Academic Qualifications

Minimum of an Associate degree in Agricultural Science or closely related field.

- A bachelor's degree in Agricultural Science or closely related field would be considered an asset.

4.2 Experience

- i. Minimum of 5 years general work experience since obtaining first degree
- ii. Minimum of 3 years' experience in crop or livestock production.
- iii. Minimum of 2 years' experience in coordinating project implementation.
- iv. Good understanding of project design and project cycle management desirable
- v. Extension service delivery experience is desirable.

4.3 Skills, Knowledge and Abilities

- I. Must have well developed interpersonal, communication, and leadership skills.
- II. Experience preparing technical reports would be an asset.
- III. Collaborating with research development programs is desirable.
- IV. At least 6 months working knowledge of marketing, business plan development or farm plan development is desirable
- V. Proficient working knowledge of Microsoft Office (Project, Word, Excel, Outlook, and Power Point).
- VI. Statistical Analysis skills would be an asset.
- VII. Proficiency in oral and written English and Spanish.
- VIII. Strong analytical skills and problem-solving skills.
- IX. Applicants must be in possession of a valid driver's license and vehicle.

5 Supervision:

The focal point and main counterpart for this consultancy is the District Agriculture Coordinator in the Ministry of Agriculture. The Administrative focal point for this consultancy is the Project Manager of the Sustainable and Inclusive Belize Program of the Central Executing Unit at the Ministry of Economic Development.

6 REPORTING RESPONSIBILITY

The Extension Officer will report to the District Agriculture Coordinator.

7 SALARY RANGE

24-26K per annum

8 DURATION OF CONSULTANCY

2 Years with possibility of renewal

9 TRANSPORTATION REQUIREMENT

Successful applicants are required to have a valid driver license and their own transportation.

10 Duty Locations

1. Corozal Town, Corozal District
2. Central Farm, Cayo District
3. Hope Creek Village, Stann Creek
4. Yo Creek Village, Orange Walk District
5. Ladyville, Belize District
6. Eldridgeville, Toledo

11 APPLICATIONS

11.1 CRITERIA for SELECTION

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) – individual consultants and is open to all eligible candidates as defined in the IDB policies. The individual consultant will be selected based on their experience and competence relevant to the assignment and most appropriate qualifications and references in accordance with the Comparison of Qualifications method set out in the Consultant Policies. **Only short-listed applicants will be invited for an interview.**

11.2 APPLICATION PROCEDURES:

Expression of Interest should be submitted in one document including:

- (i) Cover letter briefly explaining interest, experience, and competence of the consultant.
- (ii) Comprehensive resume utilizing template provided
- (iii) Copy of degrees/certificates
- (iv) List of at least two references with contact information
- (v) Proof of nationality: copy of documentation of nationality

Qualified Consultant should submit their application via e-mail to khamilton.ceu@med.gov.bz marked **SAIB Extension Officer** in the subject header, and submit two (2) hardcopies before or on **Thursday September 14, 2023 by 10:00 a.m.** to the following address:

Karon Hamilton
Procurement Specialist Assistant
Central Executing Unit
1904 2nd Floor, Habet Building, Constitution Drive
Belmopan City, Belize
Tel: 501-822-4106
Cell: 501-673-4381

Subject: SAIB Extension Officer