



TERMS OF REFERENCE

Consultancy for Development of a Performance Appraisal System and Compensation & Benefits Structure

Background Information

The Belize Fund for a Sustainable Future (Belize Fund) is a private conservation trust fund established on March 8, 2022, through the Conservation Funding Agreement (CFA) under the Blue Bonds to support government and non-government partners, focused on Belize's coastal and marine resources. Its mission is: to create a transparent and inclusive financing mechanism that is successfully mobilizing investments for the conservation and responsible development of Belize's marine and coastal resources.

The Belize Fund has been operational since December 2022 with a staff of 6, recently expanded to 8. While there are basic HR policies and procedures established to guide the Fund's administration, there is an absence of a comprehensive performance appraisal system and compensation & benefits structure to recruit and successfully retain well-qualified and highly capable personnel.

There is an emergent need to create a Performance Appraisal System that incorporates performance metrics and a system of rewards to incentivize staff. There is also a need to assess the current compensation structure and develop a comprehensive and competitive package for employee engagement. The Belize Fund is inviting qualified and experienced consultants/firms to carry out an assessment of the organization's HR appraisal tools and compensation package to reward its workforce.

Objective and Scope of Work

The consultant/firm will develop a performance appraisal system and compensation and benefits structure for the Belize Fund. This coordinated approach aims to measure employee's performance ensuring compliance with established metrics and benchmarks as outlined in the Employees' Operation Manual and specific job descriptions. Additionally, the Consultant/firm will develop a compensation and benefits structure based on data researched from other Conservation Trust Funds (CTFs) and HR best practices. The purpose of these tools is to ensure the Organizational Strategic Plan is achieved, whilst recognizing employee's performance, boosting morale and motivation in today's competitive marketplace.

Duties and Responsibilities

The main scope of work for the consultancy is as follows:

1. Review the existing Operation Manual, procedures, employment agreement, annual work plans and Labor laws. The consultant/consultant firm will be asked to sign an NDA.
2. Review HR best practices across conservation trust funds within the Latin America/Caribbean region.

3. Develop the performance appraisal system inclusive of appraisal metrics and necessary forms and templates for implementation.
4. Develop a compensation and benefits structure in synergy with the performance appraisal system.
5. Present the Final Report and tools prepared in 3 and 4.

Deliverables

The main deliverables of this consultancy are a Performance Appraisal System and associated Compensation and Benefits Structure based on institutional and operational arrangements. All documentation submitted must be in English, both PDF and Word format. All timeframes/schedules for delivery shall be outlined in the inception report with agreed upon dates between the consultant/firm and the Belize Fund. The following are the specific deliverables for this consultancy.

Deliverables	Timeframe
An Inception Report that includes a detailed workplan, methodologies/tools and a clearly defined work schedule for the consultancy.	No later than one (1) week after signing of the contract
An interim report detailing the progress made, including interviews held, research findings and preliminary recommendations.	No later than three (3) weeks after signing of the contract
Submission of the draft Performance Appraisal System and Compensation and Benefits Structure	No later than six (6) weeks after signing of the contract
Final submission of the Performance Appraisal System and Compensation and Benefits Structure	No later than eight (8) weeks after signing of the contract

Timeline and Level of Effort

The duration of the consultancy is for 21 working days between January 15th, 2025 to March 31st 2025.

Reporting

1. The selected consultant or consultancy firm will report to the Executive Director and work in close collaboration with the Administrative Assistant.
2. The selected consultant or consultancy firm will submit deliverables as set out in the schedule of deliverables listed above and based on the approved consultancy proposal.

Qualifications / Experience

The Consultant or Consulting Firm should have a minimum of ten (10) years working in the HR management field with a minimum of 5 years experience in transformational HR in the private sector, HR best practices, strong legal analysis, change management and creation of HR Handbooks/Manual. In addition, the Consultant or Consulting Firm's lead must meet the following requirements:

Education:

- Master's Degree or equivalent degree in Human Resource Management, Business Administration, Public Administration, or related field.

Experience:

- At least Five (5) years of direct experience in Human Resource Management.
- Excellent knowledge of local Labor Laws, HR strategy and policies.
- Previous experience with implementation of performance appraisal systems and compensation packages in private sector.

Skills and Competencies

- Excellent communication skills, both verbal and written.
- Proven ability to produce quality documents and reports.
- Ability to work with Non-Government Organizations, Civil Society Organizations and multitude of NGOs with diverse backgrounds and different levels of knowledge and expertise.
- Strong familiarity with Belize's legislative policies and laws that govern labor relations in Belize.
- Excellent planning, analytical and statistical skills.

Proposal Submission

Proposals should include:

- (1) A letter of interest and detailed proposal. The proposal should include methodology, work schedule, quality control and quality assurance. The proposal shall also describe the composition of the team and relevant years of experience.
- (2) Financial proposal with breakdown of costs (subject to negotiation).
- (3) CVs and supporting documentation, describing the Consultant or Consultancy Firm's experience and previous work.

Deadline for Submission

Kindly submit proposals no later than 5:00 pm on December 31st, 2024. The proposals should be emailed to jobs@belizfund.bz and addressed to:

Dr. Leandra Cho-Ricketts
Executive Director
Belize Fund for A Sustainable Future

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