



Terms of Reference Consultancy For Updating of the Department of the Environment Procedural Manual

1 INTRODUCTION

The Department of the Environment (DOE) within the Ministry of Fisheries, Forestry, the Environment, and Sustainable Development, Government of Belize (GOB), is undertaking the procurement of a consultant (individual or firm) to update the DOE's Procedural Manual, which is a document used to guide on administrative policies and procedures.

2 BACKGROUND

The DOE was legally established in 1992 with the passage of the Environmental Protection Act (EPA) to serve as a regulatory, advisory and supervisory body for environmental management in Belize. The overarching responsibility embedded within the EPA is to foster the prudent use and proper management of the natural resources of Belize, the preservation, protection and improvement of the environment and the control of pollution, thus guaranteeing a better quality of life for present and further generations. In order to fulfil this responsibility, the DOE developed several strategies over the years to guide the implementation of the provisions of the EPA and regulations, thereunder.

3 OBJECTIVES

The DOE's internal structure consists of several units which carryout different core functions. The roles and functions of each unit are outlined in the DOE Procedural Manual, 2008. The procedural manual provides instructions on policies, strategies, roles and responsibilities; in addition to providing guidelines for the institutional issues such as administrative matters, use of equipment, report writing, dealing with the public, etc. The manual is used extensively as a training tool for orientation of new staff and as information for those interested to learn about the DOE, but it is now outdated.

The overall objective of this consultancy, therefore, is to update the DOE Procedural Manual, 2008 to include the current organizational chart, core principles, policies, strategies, regulations, roles and responsibilities, processes (*technical and administrative*), structures, etc.

3.1 Specific Objectives:

- i. The updating of the DOE Manual will require the following (but not limited to):
 - a. Revision of the following documents:
 - i. The Environmental Protection Act and subsidiary legislation
 - ii. Public Service Regulations, 2014
 - iii. Existing DOE Procedural Manual, 2008
 - iv. The National Environmental Appraisal Committee Manual,

- v. Past and present National Environmental Strategies and Policies and National Environmental Action Plans
 - vi. DOE Institutional Analysis and Capacity Development Plan
 - vii. Documented policies and procedures of the Department
 - viii. Other relevant documents
- b. Consult with the Chief Environmental Officer and Senior Management to obtain further information, including long-term goals and direction for the DOE.
 - c. Have sessions (virtual or presential) with personnel from the different units including senior management (Chief, Deputy and Senior Environmental Officers) to understand the roles and functions in the DOE.
 - d. Document all established procedures and processes (technical, administrative and institutional) utilized by the different units in accomplishing their roles and functions.
 - e. Consult with the Ministry of Public Service to obtain input on the mechanism necessary to update the Terms of Reference of staff, if required.
 - f. Establish document control protocols to assist in the identification, storage, protection, retrieval, tracking of changes, and approvals of the document. assist in the identification, storage, protection, retrieval, tracking of changes, and approvals of the document.
 - g. Provide recommendations for improvement of the DOE Procedural Manual which could also include provisions for future institutional growth and incorporate them into the draft document.
- ii. Based on the above:
 - a. Prepare and present the first draft of the updated DOE Procedural Manual to the DOE staff for input and validation.
 - b. Prepare a final updated DOE manual incorporating feedback from the Chief Environmental Officer, Senior management, and the different units in the DOE.

3.2 Duration of Consultancy

The total duration of the Consultancy is 45 working days and expected to be completed over a 3-month period.

4 REPORTING

The Consultant(s) will report to the Chief Environmental Officer of the Department of the Environment, located at the Old Lands Buildings, Market Square, Belmopan.

5 DELIVERABLES

The following deliverables will be submitted by the Consultants to the Chief Environmental Officer for approval:

- a. Recommendations for improvement of the DOE Procedural Manual.
- b. A draft updated DOE Procedural Manual.
- c. A final updated DOE Procedural Manual.

5.1 Timing of Deliverables

| Deliverable | Timeline (Calendar Weeks) |
|---|--|
| Recommendations to improved DOE Procedural Manual | No later than 3 weeks after signing of contract |
| Validation of the draft Updated DOE Procedural Manual | No later than 9 weeks after signing of Contract |
| Final Updated DOE Procedural Manual | No later than 12 weeks after signing of Contract |

5.2 Quantities and Versions of Deliverables (Hard/digital copies)

The Consultant will be required to submit all reports in electronic copy (word format) and 3 hard copies each to the Chief Environmental Officer.

6 QUALIFICATIONS AND EXPERIENCE

6.1 Minimum Academic Qualifications, Professional Experience & Skills

The Consultant shall possess following minimum requirements:

- (i) Preferably a Bachelor's Degree in environmental management/law, planning, or Public Administration or a closely related field.
- (ii) Long working experience in the field of sustainable development or environmental management with a broad understanding of institutional and policy as well as technical issues, and with practical experience in strategy development.
- (iii) Familiarity and work experience of the Government Public Service and the Department of the Environment will be an asset.
- (iv) Ability to lead virtual and presential meetings is also an asset.
- (v) Good writing and communication skills, and excellent command of English is required.

7 APPLICATION PROCEDURE

Qualified and interested consultants (individual or firm) should make TECHNICAL AND FINANCIAL submissions either electronically or hard copy no later than 4:00 pm December 4, 2020. The application package should include, but not limited to, the following: a) a cover letter, b) an updated curriculum vitae, inclusive of references and c) proposed methodology and a proposed work-plan and d) a financial cost proposal (budget breakdown with working days). For further information you can contact info@environment.gov.bz ref: DOE Manual Consultancy.

All submissions are to be made in hard or soft copy to

Chief Environmental Officer

Department of the Environment

Market Square

Belmopan

Telephone: 822-2816 or 828-4840

Emails: envirodept@environment.gov.bz or doe.ceo@environment.gov.bz