



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

Annex A

TERMS OF REFERENCE

Position title: Policy Development Consultant

Duty Station: Paramaribo, Suriname. Work may be conducted off-site, but candidates based in the Caribbean and with expert knowledge of the region are preferred.

Estimated start date: As soon as possible

IOM seeks to recruit a qualified consultant to develop Suriname's National Diaspora Engagement Policy and develop its 5-year action plan. This activity is to be carried out under the management of the International Organization for Migration (IOM) Regional Coordination Office for the Caribbean, Barbados.

1. **Nature of the consultancy:** Advisory services on Diaspora Policy and Migration to officials of the Government of Suriname (GoS). Consultation with diaspora population in different parts of the world.

Objective: To develop the Government of Suriname Diaspora Engagement Policy and develop a 5-year action plan.

The 'Promoting an evidence-based Diaspora Engagement Policy in Suriname' project, locally referred to as Diaspora Engagement Policy (DEP), is implemented in close collaboration with the Government of Suriname through the Ministry of Foreign Affairs, International Business, and International Cooperation (MoFA). The project's overall objective is to increase the diaspora's commitment and engagement with its country of origin, through the implementation of a government-led gender sensitive Diaspora Engagement Policy (DEP).

To support the achievement of this objective, a survey disaggregated by sex will be designed in consultation with the project's Steering Committee¹, the IT Consultant hired by the MoFA and the Policy Development Consultant (PDC). The PDC will engage the diaspora through consultation both virtually and in person.

A Mapping Exercise, Skills Gap Analysis, and Diaspora Road Map were previously completed by the Government of Suriname in collaboration with the IOM to document available skills and resources within the Surinamese diaspora and the government, as well as diaspora return interest and plans to support the development of Suriname. Information from these documents should be considered in the development of the policy and action plan.

¹ The Steering Committee consists of 4 committee members representing: the Ministry of Foreign Affairs, International Business, and International Communication (the Diaspora Institute Suriname), the Business community in Suriname, the ministry of Home Affairs, the ministry of Justice and Police, the ministry of Economic Affairs, Entrepreneurship, and Innovative Technology.

The policy must be drafted in an inclusive and participatory manner that fully considers the unique diaspora profile of Suriname, using a gender mainstreaming and whole-of-government approach. Further data will also be collected by conducting interviews with other government ministries, departments, and stakeholders as identified by the Government of Suriname and the project's Steering Committee.

2. IOM Project to which the Consultancy is contributing: Promoting an evidence-based Diaspora Engagement Policy in Suriname.

3. Tasks to be performed under this contract:

Working under the overall supervision of the Regional Coordination Officer for the Caribbean, the direct supervision of the Project Coordinator (Suriname) and in close coordination with MoFA and the Diaspora Institute Suriname, the successful candidate will be expected to draft the policy and include feedback from diaspora meetings and data collected from interviews with other identified stakeholders and a 5-year Action Plan in line with the GoS' priorities and international best practices. The following tasks should be undertaken:

- a) Conduct a desk review and analysis of existing legislation, policies, institutional structures, and coordination mechanisms pertaining to diaspora engagement in Suriname, from the broader perspective of diaspora's potential contribution to the country, such as, but not limited to, (a) remittance, (b) direct investment, (c) human capital transfer, (d) philanthropy, (e) capital market investment and (f) tourism.
- b) Conduct an analysis of (a) existing data and analysis on Surinamese migration trends (b) legislative / regulatory frameworks (international, regional, and national); (c) diaspora programmes (expected and actual outcomes, actions, lessons learnt etc.); (d) institutional framework and (e) diaspora registration.
- c) Develop an online survey to collect data for the development of the DEP and 5-year action plan.
- d) Conduct a review of feedback collected from diaspora meetings, collate, and submit to the MoFA and IOM to discuss inclusion in draft policy, if necessary.
- e) In consultation with the Project Manager and Project Coordinator, conduct interviews with relevant government Ministries and representatives of institutions and civil society organizations in Suriname, to collect information on any existing legislation, policies, internal structures and/or coordination mechanisms pertaining to diaspora engagement activities, their challenges, and best practices.
- f) Conduct in person and virtual consultations with representatives of diaspora, diaspora associations, organizations, and diaspora institutions.
- g) Develop Suriname's Diaspora Engagement Policy in consultation and close collaboration with the relevant Ministries in Suriname and according to IOM's principles.
- h) Review and amend policy draft with Steering Committee.
- i) Edit policy draft with feedback from the review process and finalize report.
- j) Develop an Action Plan of the Diaspora Engagement Policy to operationalize it with a specific focus on, but not limited to (a) remittance, (b) direct investment, (c) human capital transfer, (d) philanthropy, (e) capital market investment and (f) tourism.

This plan should ensure coherence with the government's national development plan

OTHER TASKS Related to the Consultancy:

- Communicate regularly with the IOM Project Coordinator.
- Deliver documents and other deliverables in a timely manner, as stated in the Action Plan, or as amended in conjunction with the Project Manager.
- Maintain a neutral and professional approach throughout the completion of the contract.
- Ensure that all relevant data and findings are documented, appropriately archived, and shared with IOM, whether they are used in the final report or not.
- Collaborate with the Project Manager in leading tasks to completion to ensure a quality final product.
- Draft a comprehensive and well-researched Action Plan to operationalize the policy, clearly identifying priority issues and recommended actions to address those issues and needs.

4./5. Tangible and measurable output of the work assignment, realistic delivery dates and details on how the work must be delivered.

The Consultant will submit the following reports within the below suggested timeframe. The receipt and approval of each deliverable is subject to approval from IOM.

TASK (as per section 3 above)	Deliverables	Duration
Desk Review		
a) Desk review of existing legislation, policies, institutional structures, and coordination mechanisms pertaining to diaspora engagement in Suriname	Report from the desk review	2 weeks
b) Analysis of a) existing data and analysis on Surinamese migration trends (b) legislative / regulatory frameworks (international, regional, and national	Report from the analysis	2 weeks
c) Develop an online survey to collect data for the development of the DEP and 5-year action plan.	Online Survey	1 week
d) Review and collate feedback collected from diaspora meetings and consultations	Report on key diaspora issues raised to be discussed with MoFA and IOM to determine inclusion in policy Payment 20%	1 week
Data Collection		
d) Conduct interviews with relevant government Ministries and other institutions	In coordination with PM: <ul style="list-style-type: none"> • Finalize questions for interviews with identified stakeholders. • Draft an Interview Protocol for civil society stakeholders, draft 	4 weeks

	<p>detailed work plan/interview schedule.</p> <ul style="list-style-type: none"> • Conduct interviews with the support of PC. • Prepare final version of interview notes; 	
e) Conduct in-person and virtual consultations with representatives of diaspora, diaspora associations, organizations, and diaspora institutions.	1 in person and at least 5 online consultations with representatives of diaspora, diaspora associations, organizations, and diaspora institutions.	2 weeks
Data Analysis and Draft DEP		
f) Draft the Diaspora Engagement Policy	a. Systemize and analyse data and write first draft of report. Payment 40%	2 weeks
g) Consult with the Steering Committee on the first draft of report.	<ul style="list-style-type: none"> • Attend meetings and participate in consultations with the Steering Committee. • Provide report on recommendations based on discussions and international best practices to be included as Annex to the policy; 	1 week
Editing & Publication		
h) Review amended draft with all stakeholders	<ul style="list-style-type: none"> • In collaboration with the Project Coordinator, circulate first draft to all stakeholders (diaspora, government, private and public sector) for review. • Attend meetings to present and collate feedback on draft; 	3 weeks
i) Edit draft with feedback from the review process, finalize report and prepare for publication	Submit final policy designed for publication to IOM, Minister of Foreign Affairs and Project Steering Committee	1 week
j) Develop a 5-year Action Plan of the Suriname Diaspora Engagement Policy.	Based on finalized policy, develop a 5-year Action Plan to operationalize the policy Payment 40%	2 weeks

Desirable Qualifications

Education and Experience

- Advanced university degree from an accredited academic institution, preferably in Public Policy, International Relations, Migration, International Development, research, or another relevant field.
- Minimum of 10 years relevant professional experience in academia, research institutes, think tanks, governmental, inter-governmental or non-governmental organizations.
- Capacity to collate and synthesise qualitative and quantitative data in a comprehensible manner.
- Knowledge of migration, remittances, and development, as well as relevant related policies.
- Experience working with governments and civil society.
- Proven experience of working with Diaspora Associations in countries of origin and destination.
- Proven experience of working on diaspora related matters and policies.

Competencies

- Excellent analytical, oral, and written communication skills in English.
- Proven excellent report writing skills.
- Proven experience in leading international research project.
- Experience in working in complex institutional environments.
- Proved experience of working on diaspora-related matters.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Knowledge of the Caribbean region and global migration or migration management.
- Ability to work with minimal supervision and to meet deadlines.
- Language(s): Fluency in Dutch and English is required.

Candidates must submit three separate documents to iomguyana@iom.int by **November 10, 2022**.

- A detailed CV including a minimum of three references.
- A technical proposal, including the candidate's capacity to meet the objectives of the project, including relevant prior experience, and an indication of availability.
- A budget indicating the time and resources that will be required, including travel costs (if necessary).
- A copy of previous work delivered, preferably on diaspora related issues.