

# **VACANCY ANNOUNCEMENT**

The Government of Suriname (GOS) is currently implementing a new project titled "Labor Market Alignment with New Industries" across the country.

The main objective of this project, which is being financed by the Inter-American Development Bank (IDB) is to increase employability of all job seekers through the implementation of multi-connected and strategic activities such as training training for employment, mediation services for employment opportunities, technological improvements, and capacity strengthening among others.

The Ministry of Labour, Employment Opportunity, and Youth Affairs (MOL) is the Program Executing Agency (PEA) of this 5 years national program and therefore seeks to increase its capacity to effectively implement the program.

The MOL has already established the Program Execution Unit (PEU) that is responsible for the overall implementation of the program. Therefore the PEU on behalf of the MOL is currently seeking qualified and experienced personnel/consultants for the following positions to join the team.

- 1. Planning, Monitoring, and Evaluation (PME) Officer**
- 2. Environmental and Social (E&S) Officer**
- 3. Senior Labour Market Analyst (SLMA)**

Interested in these positions? Kindly refer to the Terms of References (TORs) for details on the positions and instructions on how to apply.

All required and necessary application documents must be officially submitted through the appropriate channel as stated in the TOR latest by November 15, 2023 at 3.00 pm Suriname time.

Program Manager  
Program Executing Unit (PEU)  
Labor Market Alignment with New Industries



## TERMS OF REFERENCE

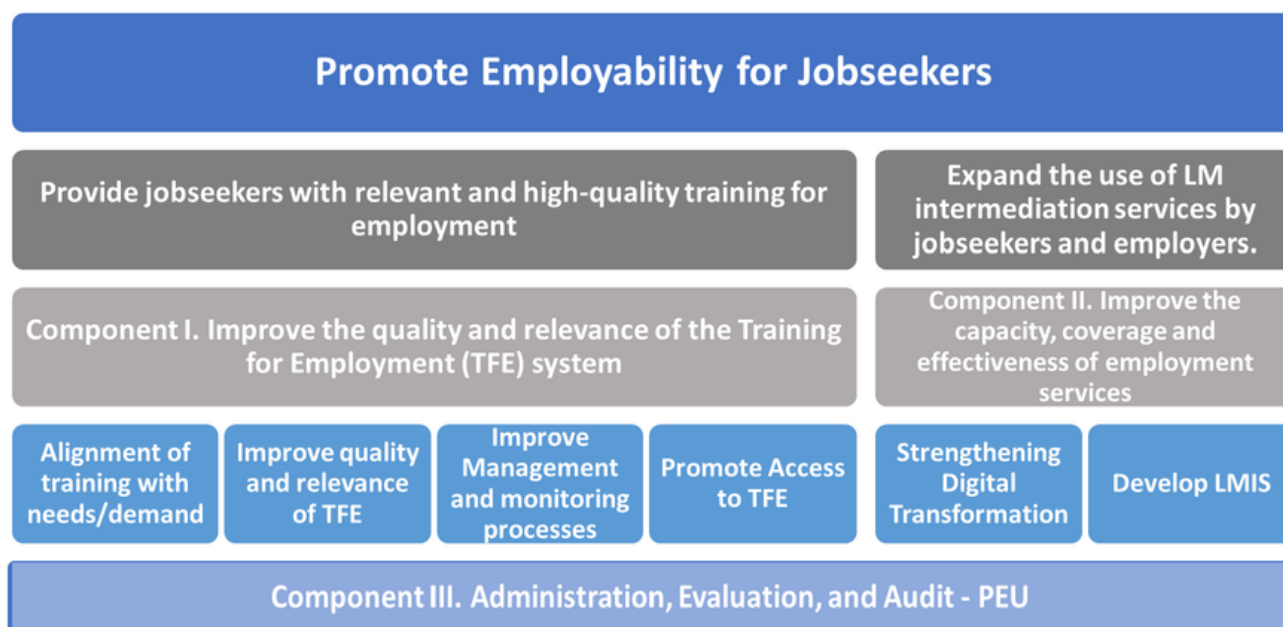
Position Title/Type	Consulting Services: Planning, Monitoring and Evaluation Officer (Full Time)
Program Title	Labor Market Alignment with New Industries (SU- L1061)
Executing Agency	Ministry of Labour, Employment, and Youth Affairs (MOL)
Location	Paramaribo, Suriname

### I. BACKGROUND

**Context:** Suriname is a small open economy dependent on extractive industries. The Government of Suriname is looking to restore prosperity for its citizens through diversification of the economy and tapping into new productive sectors. To prepare the workforce to work in new productive sectors, the Government of Suriname has signed a 10 million USD loan with the Inter-American Development Bank (IDB, also referred to as the Bank) to promote employability for jobseekers. The diagnosis for the loan shows two main employability constraints that affect job seekers in Suriname: (i) jobseekers are unequipped with the skills demanded by the productive sector, and (ii) there is a lack of labor market information to efficiently find a job that matches their skills to vacancies.

**Objective:** The overall goal of the program is to promote employability for jobseekers in Suriname. To achieve this, the program therefore has specific objectives to (i) provide jobseekers with relevant and high-quality training for employment, and (ii) expand the use of labor market intermediation services by jobseekers and employers.

For that, the project is structured in three main components with key expected outcomes. Below is a logical framework of the project structure.



**Program Executing Agency:** Although the Ministry of Finance and Planning (MoFP) keeps the fiduciary responsibility for the overall program execution, with an overall oversight, the Ministry of Labour, Employment Opportunity and Youth Affairs (MOL) will act as the main decision-making body of the project to guide the overall execution. Therefore, the program will be executed by the Ministry of Labour, Employment Opportunity, and Youth Affairs (MOL) referred to as the Program Executing Agency.

**Program Executing Unit (PEU):** The Program Executing Unit (PEU) will be established by the MOL. The members of the PEU will be appointed following the stipulated procurement procedures and observing gender balance. The Program Executing Unit (PEU) of the MOL will coordinate, facilitate, and support the implementation of program activities. The PEU will perform all administrative, procurement, financial management, and overall management tasks required for successful program implementation. The Planning, Monitoring and Evaluation (PME) Officer forms part of the PEU and reports directly to the Program Manager of the PEU.

In addition, the PEU will consist of the following core management staff: financial officer; financial assistant; procurement officer; procurement assistant; environmental and social officer; and administrative assistant.

The PEU, which is based within the MOL under the Labor Markets Director, is responsible for ensuring a constant monitoring of the implementation of the program, to assess the physical and financial progress of all program activities. The PEU will be responsible for overseeing day-to-day execution of the project, monitoring and reporting of activities for approval.

## **II. POSITION SUMMARY**

**Position Title and Type:** Planning, Monitoring and Evaluation (PME) Officer (Full Time)

**Reports to:** Program Manager (PM) of the PEU

**Supervises:** Assists the PM in the supervision of Consultants and Service Providers

The MOL through the PEU is now seeking the services of a Planning, Monitoring and Evaluation Officer who will perform the responsibilities of the position as detailed below and work in close coordination with the other PEU staff and consultants and collaborate with the Government of Suriname (GOS) authorities to fulfill the program-related tasks defined in the Loan Contract and the Program Operations Manual (POM). The PME Officer is expected to take the lead role in all the monitoring and evaluation-related duties and activities under the approved program. All activities will be held in coordination with key personnel of MOL, the PEU, and other stakeholders. This position is open to individuals only. Consulting firms or consortiums are not eligible. No subcontracting is allowed.

**Objectives:** The key objective of this position is to lead all the planning, monitoring and evaluation activities of the Project, including continuous monitoring and reporting on the physical and financial implementation of the Program under the framework of the Monitoring and Evaluation Plan, the Pluriannual Program Execution Plan (PEP), the Program Operation Manual, and other relevant instruments.

**Type and Duration of Consultancy:** This is a part-time independent contractor/consultancy for the duration of Twelve (12) Months, renewable for further periods up to the end of the program, by mutual agreement and subject to a performance evaluation of the consultant.

**Terms of Payment:** Fees will be paid monthly and in local currency (Surinamese Dollars)

**The Place of Work:** Paramaribo and visits to the districts and the Interior





**The Environment of Work:** Professional and cordial environment conducive to cooperation, teamwork, and career advancement opportunities. The program prioritizes gender balance, hence qualified female candidates are highly encouraged to apply.

**Scope of Activities:** Technical and Programmatic functioning within the PEU. The scope of the position also includes the provision of services leading the planning, monitoring, and evaluation aspects of the Program.

### III. DUTIES AND RESPONSIBILITIES

In order to optimize the use of project resources while providing the right skills set to the project, the responsibilities are a mix of technical and programmatic ones consolidated into one position. The overall responsibilities of the Planning, Monitoring, and Evaluation Officer (PME) include, but are not limited to the following:

#### 1. General Programmatic and Coordination Responsibilities (10% of Overall Time):

- Leading the strategic and operational planning activities of the Program, with the monitoring of the physical and financial progress in the implementation of its components and subcomponents in line with program objectives and its respective planned outputs and results, as well as leading the implementation of the evaluation plan;
- Lead the implementation of the Program Monitoring and Evaluation Plan, including planning activities, and the definition of a system or mechanisms to collect data for baselines and monitoring of stakeholders;
- Conducting and supporting all internal and external monitoring activities related to the program to enable the timely identification of its physical and financial progress towards achieving planned outputs and outcomes by the Program Results Matrix (RM), and in compliance with the loan contract and POM; and
- Assists the PM in the implementation and reporting of program activities and any other related duties as required by the Program Manager.

#### 2. Core Technical Responsibilities (75% of Overall Time):

- Provide strategic input and contributions in preparing/updating the Program's planning tools including the PEP, AOL, and PP in collaboration with the other members of the PEU;
- Elaborate Program Semi-annual Reports and update PMR information;
- Collection of prescribed necessary data and information required from relevant partners, institutions, and agencies for the adequate monitoring and reporting of the program;
- Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and providing M&E technical assistance to stakeholders;
- Assisting in the planning and budgeting for the program, taking the lead role in the M&E plan while ensuring that the assumptions, parameters, guidelines, and policies in planning are adhered to;
- Monitoring program performance and making recommendations to improve performance about the management of project activities, deliverables, and assets;
- Assist with the technical evaluation of relevant proposals for monitoring and evaluation;
- Provide inputs for project completion report;
- Follow-up on audit and evaluation recommendations;



- Provide input and data for IDB and external consultants for the purpose of project implementation and audits;
- Support the preparation and implementation of annual procurement plans, looking specifically at the timing of hirings and payments;
- Assist with the preparations of Terms of References for surveys, training, or methodologies, if necessary to prepare required reporting;
- Preparing periodic reports in collaboration with the relevant officers of the PEU and MOL and as direct support to the Program Manager; and
- Preparing and submitting all relevant M&E reports stipulated in the POM, and as may be requested by the Bank and the GOS from time to time.

### **3. Others Responsibilities (15% of the Overall Time):**

- Assisting the Program Manager in the supervision of service providers and any other project-related stakeholder relationships;
- Collaborating with the Procurement Officers to ensure sufficient funding for all bidding processes; and
- Collaborating with the Financial Officer to ensure that the activities are implemented by the program's Financial Planning, budgeting, Operating Regulations, and government financial procedures.

## **IV. REQUIRED EXPERIENCE AND SKILLS (EVALUATION CRITERIA)**

All candidates applying for the Monitoring and Evaluation Officer position must demonstrate and/or provide evidence of the following experience, skills, and competencies within the submitted CV.

### **Category 1 – Criteria for CV Review and Shortlisting for Interview**

#### **A. Minimum Requirements (Qualifications/Education and Experience):**

1. University degree (master's degree preferred) in Planning, Monitoring and Evaluation, Business Management, Economics, or in any other relevant management or project management fields
2. Additional professional certification or career development training/certification in relevant fields – project implementation, monitoring, and management will be an asset
3. Years of work experience (5 years preferably) in monitoring and evaluation within a government, private sector, and/or donor funded programs related to labor markets
4. Experience, knowledge, and familiarity with program M & E, project planning, and procurement processes will be an asset
5. Working familiarity with operational procedures relating to internationally funded development projects: experience of public sector projects and/or with bilateral or multi-lateral funding agencies a plus
6. A working knowledge of, including experience with Microsoft Office Suite and accounting software such as QuickBooks, Gantt chart, project management software and inventory systems
7. Strong communication/language (written and verbal) skills, in English, Dutch and/or other local languages





## **B. Core Practical/Technical Skills and Competencies:**

- 1. Program/Project Coordination:** Demonstrated experience in developing, implementing and monitoring program activities including the ability to meet project goals and provide inputs to adjustments and improvements to work plans, budgets, logical frameworks, procurement plans, monitoring learning and monitoring plans. Experience in project planning, monitoring and evaluation. Experience in institutional capacity strengthening.
- 2. Thematic/Relevant Knowledge and Competencies:** Demonstrated knowledge and understanding about monitoring and evaluation systems, procedures, and strategies relating to the labour market projects or similar. Must be able to demonstrate ability to make significant technical and management contributions to project implementation and activities towards the achievement of M&E program outputs. Ability to acquire, analyze, and present data and information in logical framework. Demonstrated critical and strategic thinking: Ability to formulate objectives, set priorities and implement plans consistent with project interests while focusing on addressing the dynamics of the labour market environment. Knowledge of how to document and present success stories to inform decision making process. Familiarity with statistical and M&E electronic reporting systems.
- 3. Relevant Technical Competencies:** Experience in drafting M&E reports. Technical competencies to engage in labour market discussions and activities working with multiple stakeholders and tools. Experience in data management (collection, analyzing, and reporting) liaising with relevant institutions and agencies to help with the assessment of effectiveness of programs and the adequate monitoring and reporting of the program. Demonstrated experience in writing other relevant activity reports, memoranda and similar documents. Capacity to translate strategic goals and priorities into realistic project deliverables. Capacity to develop and maintain M&E database or system for the project including technical, financial, physical progress. Demonstrated experience in developing, organizing and facilitating community-based and national workshops and other events. Working knowledge of IDB PMR is preferred. Experience with the IDB M&E plan and Framework is a plus.
- 4. Demonstrated Relevant Local Context Competencies:** A strong background knowledge of the local context in terms of language and cultural relevance; preferably a national or resident of Suriname. Experience with working with diverse groups and/or communities in the interior of Suriname is preferred.
- 5. Demonstrated Leadership (Proactiveness & Initiative):** Competent leadership abilities necessary for dynamic, diverse and complex activities. Strong leadership and initiative skills with demonstrated ability to work independently as well as in a team. Demonstrated evidence of proactiveness: a highly energetic, self-starting, and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly. Ability to undertake actions, decisions, and achieve results in an independent manner and assume the responsibility for the actions taken. Openness to change and ability to receive/integrate feedback ability to work under pressure and stressful situations.



- 6. Demonstrated Result Oriented and Assertiveness:** Result-oriented with demonstrated capacity to solve problems or conflicts in an assertive manner. Ability to apply the method of prioritization of the IDB approaches or similar methods.

## Category 2: Interview Assessment

Candidates must be able to demonstrate and articulate proofs of the following during the interview:

- 1. Appearance:** Candidates are expected to appear in professional and appropriate impression
- 2. Composure:** Candidates are expected to demonstrate excellent projection and composure during the interview.
- 3. Interpersonal and Communication Skills:** Excellent interpersonal and communications skills, and the ability to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results. Good interpersonal relations: the ability to quickly build and maintain productive relationships with others. Ability to communicate and liaise with high-level government officials and other key stakeholders.
- 4. Workplace Dynamics and Fit (Ethics, Gender, Harassment, and Confidentiality):** Understanding and agreement with the principles of ethics, transparency and non-discrimination displays cultural, gender, religion, race, nationality and age sensitivity and adaptability, treats all people fairly without favoritism and fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment. Can maintain high level confidentiality.

## V. HOW TO APPLY AND SELECTION PROCESS

To apply for this position, all interested and qualified candidates must submit the documents listed below to the Program Manager via email [peu.lmawni@gmail.com](mailto:peu.lmawni@gmail.com) no later than **November 15, 2023**.

### A. Application Documents:

1. A cover letter that specifically references your strengths in the areas noted
2. An updated resume/CV

### B. Selection Process:

1. All complete applications will be reviewed by an Evaluation/Selection Committee against the evaluation matrix found below
2. Candidates with at least 70 points will be shortlisted and invited to participate in an interview
3. Only applicant(s) with a combined score of 75 points and above will be considered for contract award
4. The most qualified and suitable candidate will be offered the position



### C. Selection Criteria and Evaluation Matrix

Category 1: CV Review for Shortlisting			Maximum Score	Candidate's Score
A. Specific Requirements as Described in TOR (See Section IV.A)			60	
1.	<b>Educational Qualifications</b> (A. Masters:10 B. Bachelor: 5, C. Lower Degree/Diploma 3 D. None: 0)	10		
2.	<b>Additional Professional Certifications in Relevant Areas</b> (A. Yes: 5, B. None: 0)	5		
3.	<b>Years of Working Experience in Relevant Areas (PME)</b> (A. 5 or more: 10, B. Between 2 -5: 5 C. Less than 2: 2, D. None: 0)	10		
4.	<b>Experience, Knowledge, and Familiarity with M &amp; E, Project Planning, and Procurement Processes</b> (A. Extensive: 10, B. Substantial: 5, C. Limited 1: 2, D. None 0)	10		
5.	<b>Working Familiarity with Operational Procedures Relating to Internationally Funded Development Projects: Experience of Public Sector Projects and/or with Bilateral or Multi-lateral Funding Agencies a Plus</b> (A.> 3: 10, B. 2 - 3: 5, C. < 2: 3, D: None: 0)	10		
6.	<b>knowledge of, Including Experience with Microsoft Office Suite and Project Working Tools</b> (A, Advance: 10, B Intermediate: 5, Beginner: 2, C. None: 0)	10		
7.	<b>Communication/Language Skills (Written &amp; Verbal): English, Dutch, and/or Others (Local)</b> (A. In Both + Other(s): 5, B. In Both Only: 4, C. In One Only + Other(s): 3, D. In Other(s) Only: 2, E. None: 0)	5		
Sub Total A			60	0
B. Specific Core Practical/Technical Skills and Competencies (See Section IV.B)			30	
1.	<b>Program/Project Coordination</b> (A. Extensive: 5, B. Substantial: 3, C. Limited 1: 5, D. None 0)	5		
2.	<b>Thematic/Relevant Knowledge and Competencies</b> (A. Extensive: 5, B. Substantial: 3, C. Limited 1: 5, D. None 0)	5		
3.	<b>Relevant Technical/Practical Competencies with Examples</b> (A. Extensive: 5, B. Substantial: 3, C. Limited 1: 5, D. None 0)	5		
4.	<b>Demonstrated Relevant Local Context Competencies</b> (A. Extensive: 5, B. Substantial: 3, C. Limited 1: 5, D. None 0)	5		
5.	<b>Demonstrated Leadership (Proactiveness and Innovation)</b> (A. Excellent: 5, B. Good: 3, C. Fair: 1, D. None: 0)	5		
6.	<b>Demonstrated Results/Outputs</b> (A. Excellent: 5, B. Good: 3, C. Fair: 1, D. None: 0)	5		
Sub Total B			30	0
TOTAL SCORE CATEGORY 1: CV Review (A + B)			90	0





<b>N.B. Only Applicants with a Minimum Combined Score of At least 70 Points will be Shortlisted for Interview</b>				
<b>Category 2: Interview Assessment</b>				
<b>Candidates will be Evaluated Based on the Categories Listed Below</b>			<b>10</b>	
1.	<b>Appearance</b> (A. Suitable: 2, B. Fair: 1, D. Unsuitable: 0)		2	
2.	<b>Composure</b> (A. Excellent: 2, B. Good: 1, D. Bad: 0)		2	
3.	<b>Communications (Articulate and Logical Presentation)</b> (A. Excellent: 2, B. Good: 1, C. Bad: 0)		2	
4.	<b>Workplace Dynamics and Fit (Ethics, Gender, Harassment, and Confidentiality)</b> (A. Excellent: 4, B. Good: 2, C. Fair: 1, D. None: 0)		4	
<b>Sub Total Score for Category 2: Interview</b>			<b>10</b>	<b>0</b>
<b>TOTAL SCORE FOR CATEGORY 1 + 2: CV Review + Interview</b>			<b>100</b>	
<b>N.B. Only Applicants with a Combined Score of 75 Points and Above will be Considered for Contract Award</b>				



## TERMS OF REFERENCE

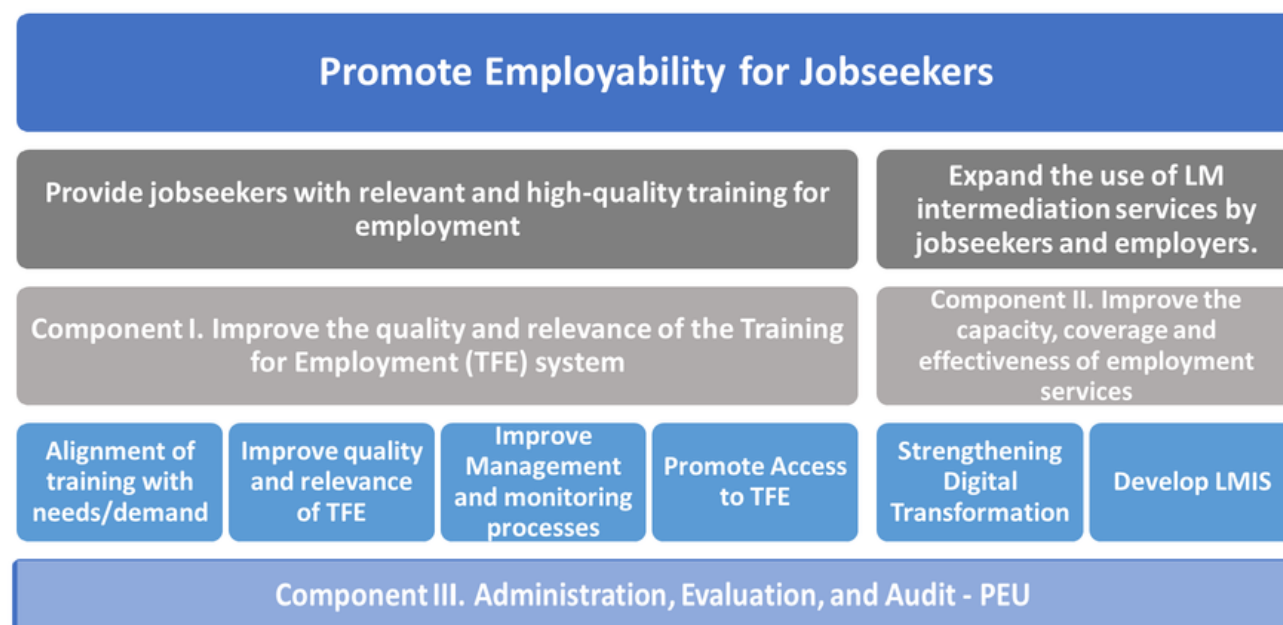
Position Title/Type	Consulting Services: Environmental and Social (E & S) Officer (Full/Part Time)
Program Title	Labor Market Alignment with New Industries (SU- L1061)
Executing Agency	Ministry of Labour, Employment, and Youth Affairs (MOL)
Location	Paramaribo, Suriname

### I. BACKGROUND

**Context:** Suriname is a small open economy dependent on extractive industries. The Government of Suriname is looking to restore prosperity for its citizens through diversification of the economy and tapping into new productive sectors. To prepare the workforce to work in new productive sectors, the Government of Suriname has signed a 10 million USD loan with the Inter-American Development Bank (IDB, also referred to as the Bank) to promote employability for jobseekers. The diagnosis for the loan shows two main employability constraints that affect job seekers in Suriname: (i) jobseekers are unequipped with the skills demanded by the productive sector, and (ii) there is a lack of labor market information to efficiently find a job that matches their skills to vacancies.

**Objective:** The overall goal of the program is to promote employability for jobseekers in Suriname. To achieve this, the program therefore has specific objectives to (i) provide jobseekers with relevant and high-quality training for employment, and (ii) expand the use of labor market intermediation services by jobseekers and employers.

For that, the project is structured in three main components with key expected outcomes. Below is a logical framework of the project structure.



**Program Executing Agency:** Although the Ministry of Finance and Planning (MoFP) keeps the fiduciary responsibility for the overall program execution, with an overall oversight, the Ministry of Labour, Employment Opportunity and Youth Affairs (MOL) will act as the main decision-making body of the project to guide the overall execution. Therefore, the program will be executed by



the Ministry of Labour, Employment Opportunity, and Youth Affairs (MOL) referred to as the Program Executing Agency.

**Program Executing Unit (PEU):** The Program Executing Unit (PEU) has been established by the MOL. The members of the PEU were appointed following the stipulated procurement procedures and observing gender balance. The Program Executing Unit (PEU) of the MOL will coordinate, facilitate, and support the implementation of program activities. The PEU will perform all administrative, procurement, financial management, and overall management tasks required for successful program implementation. The Environmental and Social (E & S) Officer forms part of the PEU and reports directly to the Program Manager (PM) of the PEU.

In addition, the PEU will consist of the following core management staff: financial officer; financial assistant; procurement officer; procurement assistant; planning, monitoring and evaluation officer; and administrative assistant.

The PEU, which is based within the MOL under the Labor Markets Director, is responsible for ensuring a constant monitoring of the implementation of the program, to assess the physical and financial progress of all program activities. The PEU will be responsible for overseeing day-to-day execution of the project, monitoring and reporting of activities for approval.

## II. POSITION SUMMARY

**Position Title and Type:** Environmental and Social (E & S) Officer (Full/Part-Time)

**Reports to:** Program Manager (PM) of the PEU

**Supervises:** N/A

The MOL through the PEU is now seeking the services of an Environmental and Social (E&S) Officer who will perform the responsibilities of the position as detailed below and work in close coordination with the other PEU staff and consultants and collaborate with the Government of Suriname (GOS) authorities to fulfill the program-related tasks defined in the Loan Contract and the Program Operations Manual (POM). The E&S Officer is expected to take the lead role in all the environmental and social-related duties and activities under the approved program. All activities will be held in coordination with key personnel of MOL, the PEU, and other stakeholders. This position is open to individuals only. Consulting firms or consortiums are not eligible. No subcontracting is allowed.

**Objective:** The key objective of this position is to ensure that the project's environmental and social requirements are achieved as described in the Environmental and Social Management Reports according to IDB requirements.

**Type and Duration of Consultancy:** This is a part-time independent contractor/consultancy for the duration of Twelve (12) Months, renewable for further periods up to the end of the program, by mutual agreement and subject to a performance evaluation of the consultant.

**Terms of Payment:** Fees will be paid monthly and in local currency (Surinamese Dollars)

**The Place of Work:** Paramaribo and visits to the districts and the Interior





**The Environment of Work:** Professional and cordial environment conducive to cooperation, teamwork, and career advancement opportunities. The program prioritizes gender balance, hence qualified female candidates are highly encouraged to apply.

**Scope of Activities:** Technical and Programmatic functioning within the PEU. The scope of the position also includes the provision of services leading the social management and awareness aspects of the Program.

### III. DUTIES AND RESPONSIBILITIES

In order to optimize the use of project resources while providing the right skills set to the project, the responsibilities are a mix of technical and programmatic ones consolidated into one position.

#### 1. General Management and Coordination Responsibilities (10% of Over Time):

- The E&S Officer is responsible for ensuring the environmental and social requirements of the Program, providing advice on the potential social and environmental risks, and their mitigation strategies;
- Ensuring the incorporation of and consideration of specific social aspects in the design and implementation of all investment activities of the Program under both components including, among others, gender equality, youth employment, and equitable access to training, and employment opportunities around the country;
- Assists the PM in the implementation and reporting of program activities; and
- Perform any other related duties as required by the Program Manager.

#### 2. Core Technical Responsibilities (75% of Overall Time):

- Ensuring a solid and adequate social and environmental management of the Program, following: (i) national regulations and standards; (ii) MOL Institutional Strategy 2022-2023 concerning, among others, the development challenge regarding social inclusion and equity; (iii) IDB's environmental and social safeguards policies, and by the agreed Environmental and Social Management Report (ESMR), and the Environmental and Social Management System (ESMS)--see below--; and (iv) legal requirements included in the Loan Contract;
- Assisting in the planning and budgeting for the program, taking the lead role in the E&S plan while ensuring that the assumptions, parameters, guidelines, and policies in planning are adhered to;
- Preparing and submitting all relevant E&S reports stipulated in the POM, and as may be requested by the Bank and the GOS from time to time;
- Following the recommendations of the Environmental and Social Management Report (ESMR), implement the Environmental and Social Management System (ESMS);
- Ensuring that Program activities under both investment/technical components contribute to the enhancement of the Ministry's capacities to provide inclusive services concerning access and quality, and as part of institutional and national labor policies;
- Implementing and instrumenting social management capacities to ensure the consideration of various cross-cutting aspects in the Program's investment components concerning, among others, gender equality, youth employment, and others, as well as employability in sustainable economic activities that contribute to climate change adaptation and mitigation (e.g., forest management, sustainable fisheries, ecotourism, etc.);
- Contributing to enhancing and disseminating the positive social impacts of the Program;



- Providing a permanent institutional platform, including a grievance mechanism, in the MOL to address specific social risks directly related to the socioeconomic impact of the Program on local populations;
- Defining and identifying the institutional responsibilities of the various stakeholder institutions of the Program concerning the implementation of risk mitigation and measures--including grievance procedures--during the execution of the Program, and within the framework of the ESMS;
- Ensuring the incorporation of environmental and social content in the technical specifications, terms of reference, and other procurement documents;
- Monitoring the social and environmental aspects of the investments, technology transfer, systems development, training, technical assistance activities, and operations of the Program within the guidelines contained in the ESMR and ESMS;
- Ensuring effective and timely compliance with the Bank's environmental safeguards and national regulations, when applicable; and
- Providing for risk management and issuing the necessary recommendations for corrective actions, to ensure the avoidance of adverse social and reputational impacts, thereby guaranteeing the sustainability of the Program's investment activities.

### **3. Others Responsibilities (15% of the Overall Time):**

- Providing effective monitoring of the program's social aspects, both at the local and national levels, and supporting the execution of corrective actions, as needed;
- Collaborating with the Procurement Officer to ensure that the services of the appropriate individuals and firms are consulted to implement relevant E & S activities/tasks; and
- Assists with the tracking and reporting of program activities and events.

## **IV. REQUIRED EXPERIENCE AND SKILLS (EVALUATION CRITERIA)**

All candidates applying for the Environmental and Social Officer position must provide evidence of the following experience, skills, and competencies within he submitted CV.

### **Category 1 – Criteria for CV Review and Shortlisting for Interview**

#### **A. Minimum Requirements (Qualifications/Education and Experience):**

1. University degree (master's degree preferred) in Environmental Studies, Social Sciences, Human Development Studies or another relevant field Degree
2. Additional professional certification or career development training/certification in relevant fields – project implementation, social work, and management will be an asset
3. Years of work experience (5 years preferably) in the public, private sector, multi-disciplinary stakeholders, and/or cross-sector teams related to Environmental and Social purview
4. Experience/knowledge/familiarity with environmental and social project planning, procedures, operations with donor funded projects
5. Working familiarity with project operational procedures relating to internationally funded development projects: experience on public sector projects and/or with bilateral or multi-lateral funding agencies a plus





6. A working knowledge of, including experience with Microsoft Office Suite and project working tools
7. Strong communication/language (written and verbal) skills, in English, Dutch and/or other local languages

**B. Core Technical Skills and Competencies:**

1. **Program/Project Coordination:** Demonstrated experience in developing, implementing and monitoring program environmental and social activities including the ability to meet project goals and provide inputs to adjustments and improvements to work plans, budgets, logical frameworks, procurement plans, monitoring learning and monitoring plans. Experience in project planning, environmental and social processes.
2. **Thematic/Relevant Knowledge and Competencies:** Demonstrated knowledge and understanding about environmental, social, and labour market projects or similar. Experience in preparing Terms of Reference for surveys, training or methodologies. Must be able to demonstrate ability to make significant technical and management contributions to project implementation and activities towards the achievement of relevant program outputs. Demonstrated critical and strategic thinking: Ability to formulate objectives, set priorities and implement plans consistent with project interests while focusing on addressing the dynamics of the labour market environment.
3. **Relevant Technical Competencies:** Experience in drafting social impact assessment reports. Technical competencies to engage in labour market discussions and activities working with multiple stakeholders and tools. Experience in collecting data from other institutions and agencies for the planning of program activities. Demonstrated experience in writing other relevant activity reports, memoranda and similar documents. Capacity to translate strategic goals and priorities into realistic project deliverables. Demonstrated experience in developing, organizing and facilitating community-based and national workshops and other events. Expertise with physical and online fora, such as organizing and hosting consultation meetings, focus group discussions, and webinars. Working knowledge of IDB PMR is preferred. Experience with the IDB Environmental and Social Framework is a plus.
4. **Relevant Local Context Competencies:** A strong background knowledge of the local context in terms of language and cultural relevance; preferably a national or resident of Suriname. Experience with working with diverse groups and/or communities in the interior of Suriname is preferred.
5. **Demonstrated Leadership (Proactiveness & Initiative):** Competent leadership abilities necessary for dynamic, diverse and complex activities. Strong leadership and initiative skills with demonstrated ability to work independently as well as in a team. Demonstrated evidence of proactiveness: a highly energetic, self-starting, and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly. Ability to undertake actions, decisions, and achieve results in an independent manner and assume the responsibility for the actions taken. Openness to change and ability to receive/integrate feedback ability to work under pressure and stressful situations.





- 6. Demonstrated Result Oriented and Assertiveness:** Result-oriented with demonstrated capacity to solve problems or conflicts in an assertive manner. Ability to apply the method of prioritization of the IDB approaches or similar methods.

## Category 2: Interview Assessment

Candidates must be able to demonstrate and articulate proofs of the following during the interview:

- 1. Appearance:** Candidates are expected to appear in professional and appropriate impression
- 2. Composure:** Candidates are expected to demonstrate excellent projection and composure during the interview.
- 3. Interpersonal and Communication Skills:** Excellent interpersonal and communications skills, and the ability to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results. Good interpersonal relations: the ability to quickly build and maintain productive relationships with others. Ability to communicate and liaise with high-level government officials and other key stakeholders.
- 4. Workplace Dynamics and Fit (Ethics, Gender, Harassment, and Confidentiality):** Understanding and agreement with the principles of ethics, transparency and non-discrimination displays cultural, gender, religion, race, nationality and age sensitivity and adaptability, treats all people fairly without favoritism and fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment. Can maintain high level confidentiality.

## V. HOW TO APPLY AND SELECTION PROCESS

To apply for this position, all interested and qualified candidates must submit the documents listed below to the Program Manager via email [peu.lmawni@gmail.com](mailto:peu.lmawni@gmail.com) no later than **November 15, 2023**.

### A. Application Documents:

1. A cover letter that specifically references your strengths in the areas noted
2. An updated resume/CV

### B. Selection Process:

1. All complete applications will be reviewed by an Evaluation/Selection Committee against the evaluation matrix found below
2. Candidates with at least 70 points will be shortlisted and invited to participate in an interview
3. Only applicant(s) with a combined score of 75 points and above will be considered for contract award
4. The most qualified and suitable candidate will be offered the position



### C. Selection Criteria and Evaluation Matrix:

Category 1: CV Review for Shortlisting		Maximum Score	Candidate's Score
<b>A. Specific Requirements as Described in TOR (See Section IV.A)</b>		<b>60</b>	
1.	<b>Educational Qualifications</b> (A. Masters:10 B. Bachelor: 5, C. Lower Degree/Diploma 3 D. None: 0)	10	
2.	<b>Additional Professional Certifications in Relevant Areas</b> (A. Yes: 5, B. None: 0)	5	
3.	<b>Years of Working Experience in Relevant Areas (E&amp;S)</b> (A. 5 or more: 10, B. Between 2 -5: 5 C. Less than 2: 2, D. None: 0)	10	
4.	<b>Experience, Knowledge, and Familiarity with E&amp;S, Project Planning, and Procurement Processes</b> (A. Extensive: 10, B. Substantial: 5, C. Limited 1: 2, D. None 0)	10	
5.	<b>Working Familiarity with Operational Procedures Relating to Internationally Funded Development Projects: Experience of Public Sector Projects and/or with Bilateral or Multi-lateral Funding Agencies a Plus</b> (A.> 3: 10, B. 2 - 3: 5, C. < 2: 3, D: None: 0)	10	
6.	<b>knowledge of, Including Experience with Microsoft Office Suite and Project Working Tools</b> (A, Advance: 10, B Intermediate: 5, Beginner: 2, C. None: 0)	10	
7.	<b>Communication/Language Skills (Written &amp; Verbal): English, Dutch, and/or Others (Local)</b> (A. In Both + Other(s): 5, B. In Both Only: 4, C. In One Only + Other(s): 3, D. In Other(s) Only: 2, E. None: 0)	5	
<b>Sub Total A</b>		<b>60</b>	<b>0</b>
<b>B. Specific Core Practical/Technical Skills and Competencies (See Section IV.B)</b>		<b>30</b>	
1.	<b>Program/Project Coordination</b> (A. Extensive: 5, B. Substantial: 3, C. Limited 1: 5, D. None 0)	5	
2.	<b>Thematic/Relevant Knowledge and Competencies</b> (A. Extensive: 5, B. Substantial: 3, C. Limited 1: 5, D. None 0)	5	
3.	<b>Relevant Technical/Practical Competencies with Examples</b> (A. Extensive: 5, B. Substantial: 3, C. Limited 1: 5, D. None 0)	5	
4.	<b>Demonstrated Relevant Local Context Competencies</b> (A. Extensive: 5, B. Substantial: 3, C. Limited 1: 5, D. None 0)	5	
5	<b>Demonstrated Leadership (Proactiveness and Innovation)</b> (A. Excellent: 5, B. Good: 3, C. Fair: 1, D. None: 0)	5	
6	<b>Demonstrated Results/Outputs</b> (A. Excellent: 5, B. Good: 3, C. Fair: 1, D. None: 0)	5	
<b>Sub Total B</b>		<b>30</b>	<b>0</b>



<b>TOTAL SCORE CATEGORY 1: CV Review (A + B)</b>		<b>90</b>	<b>0</b>
<b>N.B. Only Applicants with a Minimum Combined Score of At least 70 Points will be Shortlisted for Interview</b>			
<b>Category 2: Interview Assessment</b>			
<b>Candidates will be Evaluated Based on the Categories Listed Below</b>		<b>10</b>	
<b>1.</b>	<b>Appearance</b> (A. Suitable: 2, B. Fair: 1, D. Unsuitable: 0)	2	
<b>2.</b>	<b>Composure</b> (A. Excellent: 2, B. Good: 1, D. Bad: 0)	2	
<b>3.</b>	<b>Communications (Articulate and Logical Presentation)</b> (A. Excellent: 2, B. Good: 1, C. Bad: 0)	2	
<b>4.</b>	<b>Workplace Dynamics and Fit (Ethics, Gender, Harassment, and Confidentiality)</b> (A. Excellent: 4, B. Good: 2, C. Fair: 1, D. None: 0)	4	
<b>Sub Total Score for Category 2: Interview</b>		<b>10</b>	<b>0</b>
<b>TOTAL SCORE FOR CATEGORY 1 + 2: CV Review + Interview</b>		<b>100</b>	
<b>N.B. Only Applicants with a Combined Score of 75 Points and Above will be Considered for Contract Award</b>			





## TERMS OF REFERENCE

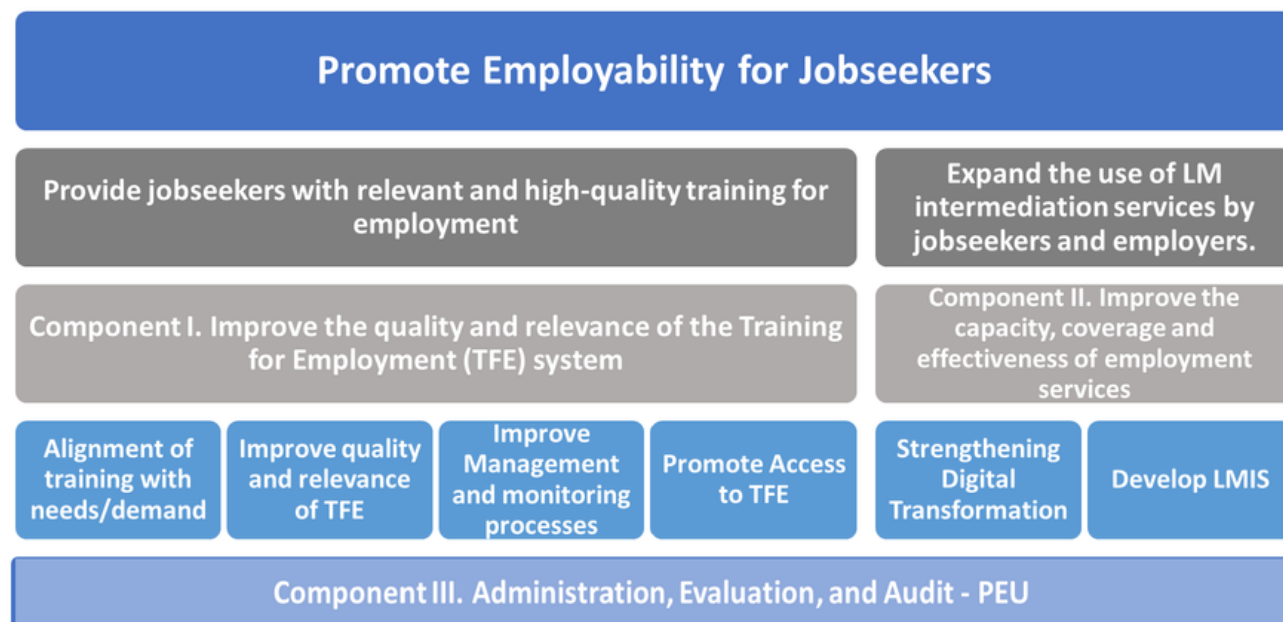
Position Title/Type	Consulting Services: Senior Labour Market Analyst (Full Time)
Program Title	Labor Market Alignment with New Industries (SU- L1061)
Executing Agency	Ministry of Labour, Employment, and Youth Affairs (MOL)
Location	Paramaribo, Suriname

### I. BACKGROUND

**Context:** Suriname is a small open economy dependent on extractive industries. The Government of Suriname is looking to restore prosperity for its citizens through diversification of the economy and tapping into new productive sectors. To prepare the workforce to work in new productive sectors, the Government of Suriname has signed a 10 million USD loan with the Inter-American Development Bank (IDB, also referred to as the Bank) to promote employability for jobseekers. The diagnosis for the loan shows two main employability constraints that affect job seekers in Suriname: (i) jobseekers are unequipped with the skills demanded by the productive sector, and (ii) there is a lack of labor market information to efficiently find a job that matches their skills to vacancies.

**Objective:** The overall goal of the program is to promote employability for jobseekers in Suriname. To achieve this, the program therefore has specific objectives to (i) provide jobseekers with relevant and high-quality training for employment, and (ii) expand the use of labor market intermediation services by jobseekers and employers.

For that, the project is structured in three main components with key expected outcomes. Below is a logical framework of the project structure.



**Program Executing Agency:** Although the Ministry of Finance and Planning (MoFP) keeps the fiduciary responsibility for the overall program execution, with an overall oversight, the Ministry of Labour, Employment Opportunity and Youth Affairs (MOL) will act as the main decision-making body of the project to guide the overall execution. Therefore, the program will be executed by the Ministry of Labour, Employment Opportunity, and Youth Affairs (MOL) referred to as the Program Executing Agency.



**Program Executing Unit (PEU):** The Program Executing Unit (PEU), which is based within the Ministry of Labour, Employment Opportunity, and Youth Affairs (MOL) under the Labour Markets Deputy Director, is responsible for ensuring the overall progress and success of all program activities. The Program Executing Unit (PEU) has been established by the MOL. The members of the PEU will be appointed following the stipulated procurement procedures and observing gender balance.

The PEU of the MOL will coordinate, facilitate, and support the implementation of program activities. The PEU will perform all administrative, procurement, financial management, and overall management tasks required for successful program implementation.

In addition, the PEU will consist of the following core management staff: financial officer; financial assistant; procurement officer; procurement assistant; planning, monitoring and evaluation officer; environmental and social officer; and an administrative assistant.

The PEU, which is based within the MOL under the Labor Markets Director, is responsible for ensuring a constant monitoring of the implementation of the program, to assess the physical and financial progress of all program activities. The PEU will be responsible for overseeing day-to-day execution of the project, monitoring and reporting of activities for approval.

While PEU will coordinate, facilitate, and support the implementation of all program activities, the unit will work closely with the other relevant units within the Labour Market Department of the MOL to ensure a comprehensive, cohesive, complementary approach throughout the life of the project.

The Senior Labour Market Analyst (SLMA) although will not be part of the PEU, he/she will be stationed within the Labour Market Department and work collaboratively with the PEU to conduct and undertake project activities that relate to labour market and skills assessment including study, data collection analysis, and reporting as required for successful program implementation.

## **II. POSITION SUMMARY**

**Position:** Senior Labour Market Analyst (Full Time)

**Reports to:** The Deputy Director of Labour Market Department and Program Manager of the PEU

**Supervises:** Assistant Labour Market Analyst

The MOL through the PEU is now seeking the services of an SLMA who will perform the responsibilities of the position as detailed below and work in close coordination with the PEU and other consultants while collaborating with the Government of Suriname (GOS) authorities to fulfill the program-related tasks defined in the Loan Contract and the Program Operations Manual (POM). The SMA is expected to take the lead role in all labour market studies and analysis-related duties under the approved program.

**Objective:** The main objective of this position is to provide labour market research and analysis services for the programming of activities, along with continuous monitoring and reporting on the changes and trends within the various components of the labour market and also strengthen the capacity of the MOL in market analysis survey through strategic training and mentorship activities while implementing the program under the framework of the Pluriannual Execution



Plan (PEP), the Annual Operational Plan (AOP), the Procurement Plan (PP), and other instruments.

**Type and Duration of Consultancy:** This is a part-time independent contractor/consultancy for the duration of Twelve (12) Months, renewable for further periods up to the end of the program, by mutual agreement and subject to a performance evaluation of the consultant

**Terms of Payment:** Fees will be paid monthly and in local currency (Surinamese Dollars)

**The Place of Work:** Paramaribo and visits to the districts and the Interior

**The Environment of Work:** Professional and cordial environment conducive to cooperation, teamwork, and career advancement opportunities. The program prioritizes gender balance, hence qualified female candidates are highly encouraged to apply.

**Scope of Activities:** Technical and programmatic functions within the Labour Market Department and in close collaborations with the PEU. The scope of the position also includes the provision of services leading all relevant program deliverables such as labour market analysis and reporting as well as awareness aspects of the Program.

### **III. DUTIES AND RESPONSIBILITIES**

In order to optimize the use of project resources while providing the right skills set to the project, the responsibilities are a mix of technical and programmatic ones consolidated into one position.

#### **1. General Programmatic and Coordination Responsibilities (10% of Over Time):**

- The primary purpose of this position is to plan and conduct Labour Market Analysis to assess gaps, opportunities and recommend strategies for strengthening competencies and skills of relevant stakeholders, especially that of the Labour Market Department;
- The SLMA will be responsible for leading the strategic and operational planning and implementation of all activities relating to the labour market analysis by market sectors identifying market gaps and employment opportunities;
- He/she will also oversee and ensure that all relevant studies such as needs assessment, skills survey, and social determinants are conducted timely and effectively with the results forming an integral part of the market analysis; and
- The SLMA will contribute meaningfully to the progress and deliverables of implementation of relevant components and subcomponents in line with program objectives and their respective planned outputs and results.

#### **2. Core Technical Responsibilities (75% of Overall Time):**

- Conduct needs assessment, aspiration and employability skill level of socially and economically disadvantaged populations to collect data for baselines and monitoring of stakeholders' activities, in coordination with key personnel of MOL, the PEU, and other stakeholders;
- Spearheads relevant studies and semi-structured interviews (in collaboration with MOL based on the number of employment opportunities in each identified sector) with key stakeholders within the labour market, government, NGO's and the private sector;
- Facilitate strategic meetings, workshops, and consultations with relevant stakeholders among others Chambers of Commerce, Employers representatives, and NGOs to





determine the current job market situation in different parts of Suriname with a focus on local communities with limited resources and opportunities;

- Following the results of the conducted analysis, propose programmatic interventions and strategies for strengthening the capacities of stakeholders (employers and job seekers), which would serve as guidelines for the development of other project activities such as Training for Employment (TFE) and awareness campaigns;
- Prepare a list of potential labor market partners in collaboration with Public Employment Services (PES) unit of MOL on who could provide employment opportunities for the targeted beneficiaries and organizations;
- Prepare a list of potential partners that provide employment support programs/services (linkage with employers or employment agencies, training institutes of specific sectors, websites, and contact information of those organizations);
- Identify the specific types of jobs available, as well as knowledge and level of skills required for those jobs, including the gender component;
- Conduct and support all internal and external labour market analysis activities related to the program to enable the timely identification of critical issues and possible solutions to address them;
- Strengthen the capacity of the MOL in market analysis survey through strategic training and mentorship activities;
- Liaise with the PEU to monitor the progress towards achieving planned outputs and outcomes by the Program Results Matrix (RM), and in compliance with the loan contract and POM;
- Periodically assist with the updating of the program's planning tools including the PEP, AOL, and PP in collaboration with the financial and procurement areas of the PEU, as well as the MOLs technical and administrative departments;
- Prepare Terms of References for special and specific consulting services relating to surveys, training or methodologies, if necessary to prepare required reporting;
- Assist with the technical evaluation of relevant proposals for labour market activities
- Provide input and data for IDB and external consultants for the purpose of project implementation;
- Preparing periodic reports in collaboration with the relevant officers of the PEU and MOL acting as a direct support;
- Assisting in the planning and budgeting for the program, taking the lead role in the market analysis-related activities and planning while ensuring that the assumptions, parameters, guidelines, and policies in planning are adhered to; and
- Preparing and submitting all relevant reports stipulated in the POM, and as may be requested by the Bank and the GOS from time to time.

### **3. Others Responsibilities (15% of the Overall Time):**

- Monitoring program performance and making recommendations to improve performance about the management of project activities, deliverables, and assets;
- Assists PEU with the implementation and reporting of related program activities; and
- Perform any other related duties as required by the Deputy Director of Labour and/or Program Manager of PEU.



#### **IV. REQUIRED EXPERIENCE AND SKILLS (EVALUATION CRITERIA)**

All candidates applying for the Monitoring and Evaluation Officer position must demonstrate and/or provide evidence of the following experience, skills, and competencies within the submitted CV.

##### **Category 1 – Criteria for CV Review and Shortlisting for Interview**

###### **A. Minimum Requirements (Qualifications/Education and Experience):**

1. University degree (master's degree preferred) in Economics with a preference in Macro-economic and Market Analysis, Business Management, or other thematic areas or an equivalent practical experience in the related field
2. Additional professional career development training or certification in relevant fields labour market/employment, management, and monitoring will be an asset
3. Years of work experience (5 years preferably) in labour market/analysis/surveys/strategic information
4. Experience with the Labour Market and/or Business Management, Project Planning, and Capacity Strengthening within the public or private sector programs related to labour markets or social sector working with multi-disciplinary stakeholders, and/or cross-sector teams
5. Working familiarity with project operational procedures relating to internationally funded development projects: experience on public sector projects and/or with bilateral or multi-lateral funding agencies a plus
6. A working knowledge of, including experience with Microsoft Office Suite and project working tools
7. Strong written and verbal communication skills, in English, Dutch or other local languages

###### **B. Core Practical/Technical Skills and Competencies:**

1. **Program/Project Coordination:** Demonstrated experience in developing, implementing and monitoring labour market related activities. Ability to meet project goals and providing strategic inputs for the adjustments and improvements of work/field plans. Experience working with key labour market stakeholders among others the Employers Organizations, Ministry of Economic Affairs or the University. Capacity to translate strategic goals and priorities into realistic project deliverables. Competency to strengthen the capacity of others while working on program deliverables.
2. **Thematic/Relevant Knowledge and Competencies:** Demonstrated knowledge and understanding of the labour market in Suriname. Excellent research and analytical skills. Experience in preparing Terms of Reference for surveys, training or methodologies. Must be able to demonstrate ability to make significant technical and management contributions to project implementation and activities towards the achievement of relevant program outputs. Demonstrated critical and strategic thinking: Ability to formulate objectives, set priorities and implement plans consistent with project interests while focusing on addressing the dynamics of the labour market environment. Working familiarity with surveys and operational procedures relating to internationally funded development projects: experience of public sector projects and/or with bilateral or multi-lateral funding agencies a plus.





3. **Relevant Technical Competencies:** Technical competencies to engage in labour market discussions and activities working with multiple stakeholders and tools. Demonstrated experience in conducting program baselines, evaluations, research for programs/projects in the respective sectors. Demonstrated or evidence of capacity to write a full evaluation report, including methodology and data analysis, with recommendations. Extensive experience in labour market, employment and/or business sector. Knowledge of the country's economy and business sector particularly in the areas related to sustainable development, sustainable business practice, and service provision. Independence from any given sectors or stakeholder's interests. Experience managing data collection and quality control. Experience designing quantitative and/or qualitative studies – whichever is relevant to the study design. Demonstrated experience in organizing and implementing a study on labour market issues, using both quantitative and qualitative methods at the national level. Background training or equivalent practical experience in Research, Monitoring and Evaluation. A Working knowledge of IDB Progress Monitoring Report (PMR) is preferred.
4. **Demonstrated Relevant Local Context Competencies:** A strong background knowledge of the local context in terms of language and cultural relevance; preferably a national or resident of Suriname. Experience with working with diverse groups and/or communities in the interior of Suriname is preferred.
5. **Demonstrated Leadership (Proactiveness & Initiative):** Competent leadership abilities necessary for dynamic, diverse and complex activities. Strong leadership and initiative skills with demonstrated ability to work independently as well as in a team. Leadership skills to provide strategic capacity (knowledge and skills) strengthening to personnel of the labour market department. Demonstrated evidence of proactiveness: a highly energetic, self-starting, and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly. Ability to undertake actions, decisions, and achieve results in an independent manner and assume the responsibility for the actions taken. Openness to change and ability to receive/integrate feedback ability to work under pressure and stressful situations.
6. **Demonstrated Result Oriented and Assertiveness:** Result-oriented with demonstrated capacity to solve problems or conflicts in an assertive manner. Ability to apply the method of prioritization of the IDB approaches or similar methods.

## Category 2: Interview Assessment

Candidates must be able to demonstrate and articulate proofs of the following during the interview:

1. **Appearance:** Candidates are expected to appear in professional and appropriate impression
2. **Composure:** Candidates are expected to demonstrate excellent projection and composure during the interview.
3. **Interpersonal and Communication Skills:** Excellent interpersonal and communications skills, and the ability to coordinate well with diverse individuals and teams and to





negotiate effectively with colleagues and stakeholders to achieve results. Good interpersonal relations: the ability to quickly build and maintain productive relationships with others. Ability to communicate and liaise with high-level government officials and other key stakeholders.

**4. Workplace Dynamics and Fit (Ethics, Gender, Harassment, and Confidentiality):**

Understanding and agreement with the principles of ethics, transparency and non-discrimination displays cultural, gender, religion, race, nationality and age sensitivity and adaptability, treats all people fairly without favoritism and fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment. Can maintain high level confidentiality.

**V. HOW TO APPLY AND SELECTION PROCESS**

To apply for this position, all interested and qualified candidates must submit the documents listed below to the Program Manager via email [peu.lmawni@gmail.com](mailto:peu.lmawni@gmail.com) no later than **November 15, 2023**.

**A. Application Documents:**

1. A cover letter that specifically references your strengths in the areas noted
2. An updated resume/CV

**B. Selection Process:**

1. All complete applications will be reviewed by an Evaluation/Selection Committee against the evaluation matrix found below
2. Candidates with at least 70 points will be shortlisted and invited to participate in an interview
3. Only applicant(s) with a combined score of 75 points and above will be considered for contract award
4. The most qualified and suitable candidate will be offered the position



### C. Selection Criteria and Evaluation Matrix

Category 1: CV Review for Shortlisting			Maximum Score	Candidate's Score
A. Specific Requirements as Described in TOR (See Section IV.A)			60	
1.	<b>Educational Qualifications</b> (A. Masters:10 B. Bachelor: 5, C. Lower Degree/Diploma 3 D. None: 0)	10		
2.	<b>Additional Professional Certifications in Relevant Areas</b> (A. Yes: 5, B. None: 0)	5		
3.	<b>Years of Working Experience in Relevant Areas (Labour market/analysis/surveys/strategic information)</b>	10		
	(A. 5 or more: 10, B. Between 2 -5: 5 C. Less than 2: 2, D. None: 0)			
4.	<b>Experience, Knowledge, and Familiarity with Labour Market, Analysis, Project Planning, and Capacity Strengthening</b>	10		
	(A. Extensive: 10, B. Substantial: 5, C. Limited 1: 2, D. None 0)			
5.	<b>Working Familiarity with Operational Procedures Relating to Internationally Funded Development Projects: Experience of Public Sector Projects and/or with Bilateral or Multi-lateral Funding Agencies a Plus</b>	10		
	(A.> 3: 10, B. 2 - 3: 5, C. < 2: 3, D: None: 0)			
6.	<b>knowledge of, Including Experience with Microsoft Office Suite and Project Working Tools</b>	10		
	(A, Advance: 10, B Intermediate: 5, Beginner: 2, C. None: 0)			
7.	<b>Communication/Language Skills (Written &amp; Verbal): English, Dutch, and/or Others (Local)</b>	5		
	(A. In Both + Other(s): 5, B. In Both Only: 4, C. In One Only + Other(s): 3, D. In Other(s) Only: 2, E. None: 0)			
Sub Total A			60	0
B. Specific Core Practical/Technical Skills and Competencies (See Section IV.B)			30	
1.	<b>Program/Project Coordination</b> (A. Extensive: 5, B. Substantial: 3, C. Limited 1: 5, D. None 0)	5		
2.	<b>Thematic/Relevant Knowledge and Competencies</b> (A. Extensive: 5, B. Substantial: 3, C. Limited 1: 5, D. None 0)	5		
3.	<b>Relevant Technical/Practical Competencies with Examples</b> (A. Extensive: 5, B. Substantial: 3, C. Limited 1: 5, D. None 0)	5		
4.	<b>Demonstrated Relevant Local Context Competencies</b> (A. Extensive: 5, B. Substantial: 3, C. Limited 1: 5, D. None 0)	5		
5	<b>Demonstrated Leadership (Proactiveness and Innovation)</b> (A. Excellent: 5, B. Good: 3, C. Fair: 1, D. None: 0)	5		



6	<b>Demonstrated Results/Outputs</b> (A. Excellent: 5, B. Good: 3, C. Fair: 1, D. None: 0)	5	
<b>Sub Total B</b>		<b>30</b>	<b>0</b>
<b>TOTAL SCORE CATEGORY 1: CV Review (A + B)</b>		<b>90</b>	<b>0</b>
<b>N.B. Only Applicants with a Minimum Combined Score of At least 70 Points will be Shortlisted for Interview</b>			
<b>Category 2: Interview Assessment</b>			
<b>Candidates will be Evaluated Based on the Categories Listed Below</b>		<b>10</b>	
1.	<b>Appearance</b> (A. Suitable: 2, B. Fair: 1, D. Unsuitable: 0)	2	
2.	<b>Composure</b> (A. Excellent: 2, B. Good: 1, D. Bad: 0)	2	
3.	<b>Communications (Articulate and Logical Presentation)</b> (A. Excellent: 2, B. Good: 1, C. Bad: 0)	2	
4.	<b>Workplace Dynamics and Fit (Ethics, Gender, Harassment, and Confidentiality)</b> (A. Excellent: 4, B. Good: 2, C. Fair: 1, D. None: 0)	4	
<b>Sub Total Score for Category 2: Interview</b>		<b>10</b>	<b>0</b>
<b>TOTAL SCORE FOR CATEGORY 1 + 2: CV Review + Interview</b>		<b>100</b>	
<b>N.B. Only Applicants with a Combined Score of 75 Points and Above will be Considered for Contract Award</b>			