

REPUBLIC OF SURINAME



MINISTRY OF FOREIGN AFFAIRS,

INTERNATIONAL BUSINESS AND INTERNATIONAL COOPERATION

Project: "Foreign Investment and Export promotion Program -FIEPP
(IDB financing SU-L1056)

CALL FOR FULL-TIME CONSULTANTS FOR THE PROJECT EXECUTING UNIT

- 1. Financial Specialist**
 - 2. Monitoring and Evaluation Specialist**
 - 3. Procurement Specialist**
-

I. BACKGROUND

The Government of Suriname (GOS) and the Inter-American Development Bank (IDB) signed a loan on February 6, 2020, concerning the Foreign Investment and Export Promotion Program, Contract No: LO-4801/OC-SU. The project general objective is to increase FDI inflows and to promote exports in non-extractive sectors through an operational Trade and Investment Promotion Agency (TIPA).

The specific objectives are to: (i) make the TIPA operational according to international standard practices; (ii) enhance awareness about Suriname's branding to promote investment projects; and (iii) support exporters through advisory services.

To ensure successful continuation of the program, the following individual consultants are needed for the following full- time positions:

1. FINANCIAL SPECIALIST

The Financial Specialist will be responsible for the day-to-day financial administration of the program. S/he will lead in the preparation of financial progress reports, manage the program accounts, prepare disbursement request, justifications of funds and payments to contractors, conduct the financial planning and update accounting records, and other related financial reports as required.

Qualified candidates for this position will have:

- At least a Bachelor's degree in Financial Management, Accounting or related field;
- At least 3 years of professional experience in Accounting or Financial Management;
- At least 3 years' experience in public or private financial administration/ accounting;
- Skilled in financial management and accounting with Quick Books;
- Experience in financial administration of projects with international funding, is an advantage
- Excellent verbal and communication skills in English and Dutch language, is required;
- Knowledge in working with Microsoft projects, is an advantage.

2. PROCUREMENT SPECIALIST

The Procurement Specialist is to undertake strategic and operational procurement activities towards the successful execution of the Program and will be responsible for the implementation of procurement activities for goods and services.

Qualified candidates for this position will have:

- A Bachelor's Degree in Business Administration, Management, Procurement, Purchasing, Accounting or a related field;
- Training in procurement as evidenced by a recognized Certification in Procurement and Supply Chain Operations or a closely related area or any equivalent combination of experience and training in the procurement of Goods and Services;
- A minimum of three (3) years of experience in procurement and contract management in the Public Sector and /or working in a project environment such as those within International Funding Organizations;
- A minimum of three (3) years of experience in the preparation of Procurement Plans, Bidding Documents, evaluating quotations, bids, proposals, negotiating contracts, project implementation and maintaining records of procurement;
- Considerable knowledge of procurement laws, policies and procedures or other multilateral Lending Agencies;
- Excellent supplier management skills including demonstrated ability to develop and manage business driven supplier relationships;
- Knowledge of contract negotiation techniques, contract terms and pricing strategies;
- Demonstrable computer skills (highly proficient in productivity software including Spreadsheets, Purchasing and Supply Management, Word Processing, Project Management; and Superior oral and written communication skills.

3. MONITORING AND EVALUATION SPECIALIST

The Monitoring and evaluation specialist will be responsible for monitoring the implementation status and for conducting regular evaluations of the Foreign Investment and Export Promotion Program in meeting the objectives and expected results, monitoring and adaptive management to improve outcomes.

Qualified Candidates for this position will have:

- at least a Bachelor's degree in Social Science or related field
- at least 5 years working experience;
- at least 3 years' experience in designing, formulating and implementing M&E systems;
- Professional experience in M&E processes, such as the results matrix, monitoring and evaluation frameworks and other performance monitoring tools and extensive knowledge of monitoring and evaluation methodologies (i.e. both quantitative and qualitative data collection, processing and analysis).
- Experience in indicator development, data collection and analysis, data quality assessments, and reporting and solid knowledge of questionnaire design;
- experience working with and maintaining good relations with international, as well as national counterparts and beneficiaries; and
- solid experience in the management of people and systems.

The Ministry of Foreign Affairs, International Business and International Cooperation invites eligible individuals to submit their motivation letter and Curriculum Vitae showing their qualification to perform the services to the address or email below **no later than August 9, 2024, 14.00 pm.**

Candidates should indicate in the subject box of the e-mail or on the envelope the position for which they are applying. Interested candidates can request complete Terms of References by sending an email to peu-management@sita.sr, copied to: peu-procurement@sita.sr.

The CV and cover letter must provide information establishing that candidates are qualified to perform the services (description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.) and will be available on a full-time basis (40 hours per week). Working location is in Paramaribo.

Consultants will be selected in accordance with the procedures set out by the Government of Suriname and the Inter-American Development Bank.

The Ministry of Foreign Affairs, International Business and International Cooperation

Attention:

Program Manager

Ms. Monique Bakker

Address: Brokopondolaan 97 corner Mr. J. Lachmonstraat/ Paramaribo-Suriname

Email address: peu-management@sita.sr