

REPUBLIEK SURINAME



REPUBLIC SURINAME
MINISTRY OF NATURAL RESOURCES
SURINAME COMPETITIVENESS AND SECTOR DIVERSIFICATION PROJECT

**REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION**

Country: Republic of Suriname
Name of Project: Suriname Competitiveness and Sector Diversification Project
Project No.: P166187
Loan No.: IBRD Loan 8985 - SR
Assignment Title: ADMINISTRATIVE ASSISTANT
Reference No.: SR-MNR-466474-CS-INDV

The Republic of Suriname has received financing from the World Bank toward the cost of the Suriname Competitiveness and Sector Diversification Project, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include technical assistance towards the establishment and the commissioning of the "Delfstoffen Authoriteit Suriname" (DAS) within the Ministry of Natural Resources (MNR) in the broad area of Administration. This support will be based on the existing vision for the DAS, international good practices, the Consultant’s knowledge of the Public Administration Sector and familiarity with the Suriname mining sector. The Services are expected to start as early as possible as from February/March 2025.

Characteristics of the Assignment

Type of Appointment: Individual.
Duration: Full Time for (1) calendar year; Depending of satisfactory services, the need for continuation of the services and the availability of funds this assignment may be further extended
Place of work: The Consultant’s office and the PIU MNR office in Paramaribo, Suriname
Remuneration: The Consultant will be remunerated in monthly installments on basis of the “Compensation Matrix for Key Project Execution Members” as was specified in the Ministry of Finance and Planning’s La OF 2240704 dated 15 March 2024.

A Consultant will be selected in accordance with the Regulations for the selection of Individual Consultants selection (ICS) described in the World Bank Procurement Regulations for IPF Borrowers, dated July 2016, revised November 2017 and August 2018.

<http://pubdocs.worldbank.org/en/178331533065871195/Procurement-Regulations.pdf>

The Terms of Reference (TOR) for the assignment will be provided to eligible consultants in response to a written request – by e-mail only to the address mentioned below

The Project Implementation Unit (PIU) within MNR now invites eligible consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. **The qualification criteria are:**

(1) Qualifications and Experience

- Bachelor’s degree in business administration, Public Administration, or related field
- 1-2 years of experience in project administration or similar role
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint)
- Experience with donor-funded projects is a plus
- Strong event organization skills
- Excellent written and verbal communication skills in Dutch and English

(2) Key Competencies

- Exceptional organizational and time management skills
- Attention to detail and problem-solving ability
- Strong teamwork and adaptability
- Resourcefulness and initiative
- Proficiency in English

The attention of interested Consultants is drawn to paragraph 1.9 of the Procurement for IPF Borrowers, issued July 2016, as revised November 2017 and August 2018: <http://pubdocs.worldbank.org/en/178331533065871195/Procurement-Regulations.pdf> setting forth the World Bank’s Policy on conflict of interest. Bank policy requires that consultants provide professional, objective, and impartial advice and at all times hold the client’s interests paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the Borrower.

Further information can be obtained at the address below during office hours 09:00 to 14:00 Suriname time (UTC – 3 hours)

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by close of business on Friday 14 February 2025.

Ministry of Natural Resources
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