

Mr. J.C. de Mirandastraat 11-15, Paramaribo,  
Suriname

Tel: (597) 410160 / 421455

[www.naturalresources.gov.sr](http://www.naturalresources.gov.sr)

### Terms of Reference (TOR)

## 1. Position Information

Project	Global Opportunities for Long-term Development of ASGM Sector Plus - GEF GOLD + in Suriname
Title	Communication Officer
Contract type	Individual Consultant (local)
Duty station (City and Country)	Paramaribo, Suriname
Type (Regular or Short term)	Parttime (3 days a week)
Office- or Home-based	Office based, with regular field visits to the interior
Expected starting date	April 2025
Expected Duration	12 Months with option for contract extension upon satisfactory performance

## 2. Project Description

### *Project context*

The GEF financed Full Size project (FSP) (Grant: USD5,250,000; implemented under the National Implementation Modality (NIM), with support from the United Nations Development Programme (UNDP) Country Office in Suriname, aims to overcome a sectorial context that encompasses a series of gaps that delay the national capacity to comply with the obligations of Suriname under the Minamata Convention for the ASGM sector, in an environmentally sustainable market approach, which will deliver multiple benefits at mining district, national and global levels through institutional strengthening and environmentally sound management and elimination of mercury.

This FSP is part of a Child Project under the planetGOLD global program launched by the GEF with the target of mercury reduction as its main objective, in compliance with the global commitments of the Minamata Convention. This project aims to achieve this target by introducing mercury-free gold extraction methods, and by helping to formalize the sector in 17 active countries around the world, being Suriname one of them.

This FSP has been organized into four components and four substantive outcomes:

- Outcome 1: A higher degree of formalization in the sector through multi-sectoral, integrated approaches and capacity building of formalization actors.
- Outcome 2: Improved income for ASGM miners through the attainment of better gold prices facilitated by transparent and responsible supply chains.
- Outcome 3: Reduced mercury use in ASGM enabled by the increased uptake of mercury-free technologies by miners.
- Outcome 4: Knowledge sharing and communication strategies targeted at all ASGM stakeholders to support and increase formalization and mercury reduction.

The project will provide Global Environmental Benefits in terms of avoiding six (6) tons of mercury currently used by small-scale gold miners; benefiting at least, 45,446 women and 45,736 men.

It is with this background that a qualified, experienced and self-motivated Communication Officer is being sought for recruitment.

### 3. Scope of Work

Effective communication and visibility are critical for raising awareness, sharing knowledge, and highlighting project achievements. Under the overall supervision and guidance of the Project Manager, the Communications Officer will have the responsibility for communications and for leading knowledge management outputs in Component 4 and developing the project communications strategy at the project outset and coordinating its implementation across all project components.

The objective is to (1) provide the Project with a strategic plan with a direction and a corresponding action plan, (2) provide a high level of visibility to the project and its achievements through tools and defined communication channels and (3) support the development of creatives and knowledge products based on learnings from the Project.

The Officer will report to the Project Manager on a periodic basis, based on the PM's instruction. Specific responsibilities will include:

#### 1. Communication Strategy Development and Implementation

- Design a comprehensive communication strategy and action plan aligned with the project's objectives.
- Update the communication strategy annually, incorporating inputs from stakeholders and project reports.
- Develop and implement targeted public awareness campaigns to highlight the project's achievements.

#### 2. Social Media and Digital Presence

- Manage the project's website/webpages/social media platforms and ensure it is up-to-date and dynamic (e.g., weekly posts).
- Develop high-quality content, including graphics, videos, and success stories, to boost engagement.

- Monitor, analyze, and report on social media and digital communication performance.

### **3. Knowledge Management and Dissemination**

- Gather and document project findings, lessons learned, and best practices.
- Prepare and share user-friendly communication materials (e.g., reports, articles, case studies) for mass media, the global planetGOLD platform, and stakeholders.
- Facilitate with the production of radio messages/spots and infomercials as well as the design of print productions (posters, brochures, banners/billboard/ display panels).
- Integrate gender-related challenges and the rights of indigenous populations into communication outputs.
- Facilitate awareness among mining entities on the avoidance of mercury for gold processing in line with the guidelines established by MNR, as well as to encourage the management and disposal of remaining mercury-contaminated containing equipment.

### **4. Media Relations**

- Build and maintain relationships with media outlets.
- Organize press briefings, roundtables, and events to ensure media coverage of project activities.
- Respond promptly to media inquiries and provide clear, accurate information.

### **5. Event Support (Workshops Consultation/information/ awareness sessions/ Krutu's)**

- Coordinate the design, content, and implementation of promotional materials for project events.
- Support the development of a project documentary to showcase achievements and impact.
- Support and facilitate workshops/ consultation/information/ awareness sessions/ Krutu's with various stakeholders.
- Oversee the planning and execution of the project's closing ceremony.

### **6. Reporting and Monitoring**

- Contribute to the preparation of progress reports, ensuring adherence to reporting standards.
- Establish and monitor communication performance indicators and incorporate findings into project reports.
- Regularly update stakeholders on progress through newsletters and other communication channels.

### **7. Knowledge sharing and dissemination based on planetGOLD global guidelines:**

- Provide regular updates for the planetGOLD website, including contributing to the website blog at least once per year<sup>1</sup>.

<sup>1</sup> For those country projects who wish to designate a qualified focal point to do basic updates of text and documents on the website, the global project will give them direct access to the website do so; otherwise the global project will be responsible for these updates using data provided by the country projects.

- Use the common “visual identity/branding”: logo; common hashtag (but with country added) and other identifiers on social media; same banners for meetings; etc<sup>2</sup>.
- Use standard technical formats developed by the global project for reports documenting results of the projects.
- Use the standard programme materials developed by the global project for general education and promotion of the GEF planetGOLD programme.

#### 8. *Regular communication activities among planetGOLD projects:*

- Participate in regular communication meetings with the Ministry of Natural Resources and the UNDP.
- Participate in regular (e.g., quarterly) full programme calls to share progress.<sup>3</sup>
- Participate in more frequent (e.g., monthly) calls among projects in same region/ time zones (Asia, Africa, LAC)<sup>4</sup>.
- Participate in “planetGOLD communications network” regular (quarterly) calls, to share experience and progress on work.
- Using templates provided by global project, submit routine project updates to the global project, using commonly agreed indicators<sup>5</sup>. Projects will provide narrative updates on a semi-annual basis, and provide annual updates with quantitative data on the agreed indicators.
- Participate in face-to-face meeting of the communications network during years when there is not a global forum (two meetings total)<sup>6</sup>.

### Location

Ministry of Natural Resources, Suriname

#### 4. Institutional Arrangement

The Communication Officer will be directly supervised by the Project Manager.

<sup>2</sup> Country projects will have an opportunity to participate in development and comment on branding materials developed by the global project before they are finalized.

<sup>3</sup> The global project would organize and initiate these calls

<sup>4</sup> The global project would organize and initiate these calls

<sup>5</sup> Indicators were discussed/agreed in Geneva meeting: tons of mercury avoided; # of miners supported in their formalization process (including gender indicators); amount of gold produced without mercury OR amount of gold sold to formal market (specific gold-related indicator may vary by country project); \$ made available to ASGM through financial mechanisms (disaggregated by gender and indigenous people. Please, refer to Section V of the ProDoc.

<sup>6</sup> Communication network meetings will be organized and supported by the global project.

## 5. Minimum Qualifications of the Successful Individual Consultant

Core		
Achieve Results:	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline	
Think Innovatively:	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking	
Learn Continuously:	LEVEL 2: Go outside comfort zone, learn from others and support their learning	
Adapt with Agility:	LEVEL 3: Proactively initiate and champion change, manage multiple competing demands	
Act with Determination:	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously	
Engage and Partner:	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships	
Enable Diversity and Inclusion:	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making	
Cross-Functional & Technical competencies		
Thematic Area	Name	Definition
Communications	Advocacy strategy and implementation	Ability to create and implement engagement strategies which lead to impactful change.
Partnership Management	Relationship management	Ability to engage with a wide range of public and private partners, build sustain and or strengthen working relations thrust and mutual understanding.

Min. Academic Education	<ul style="list-style-type: none"> <li>Bachelor's degree in Communications, Journalism, Marketing, or related fields.</li> </ul>
Min. years of relevant Work experience	<ul style="list-style-type: none"> <li>At least 2–3 years of professional experience in communications or journalism.</li> <li>Proven experience developing and implementing communication strategies for projects.</li> <li>Familiarity with digital communication tools, social media management, and graphic design.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience with UN projects and gender-sensitive communications is a strong asset.</li> </ul>
Required skills and competencies	<ul style="list-style-type: none"> <li>• Strong writing, editing, and presentation skills.</li> <li>• Proficiency in English and Dutch.</li> <li>• Solid interpersonal skills and the ability to engage with diverse stakeholders.</li> <li>• Familiarity with ASGM, environmental protection, and sustainable development issues is desirable.</li> <li>• Experience working with government on communicating strategic issues and policies will be an asset.</li> <li>• Capability and proven experience in crafting messages and products in various formats (press releases, websites, success stories, audio, video, etc.) targeting a variety of audiences.</li> <li>• Familiarity with branding compliance.</li> </ul>
Desired additional skills and competencies	<ul style="list-style-type: none"> <li>• Teamwork: Ability to work collaboratively in multicultural and multidisciplinary settings.</li> <li>• Communication: Excellent oral and written communication skills.</li> <li>• Respect for Diversity: Sensitivity to culture, gender, religion, and other diversity aspects.</li> <li>• Adaptability: Ability to manage multiple tasks and work under tight deadlines.</li> </ul>
Required Language(s) (at working level)	<ul style="list-style-type: none"> <li>• Excellent written and verbal Dutch, English skills and Sranang Tongo.</li> </ul>
Professional Certificates	<ul style="list-style-type: none"> <li>• Certificate/ diploma in ICT applications (Photoshop, illustration, video editing application etc.) is an advantage.</li> <li>• Certificate/ diploma in website development and social media platforms is an advantage.</li> </ul>

## 6. Travel

The Communication Officer must be available to travel.

## 7. The following documents shall be required from the applicants

- A cover letter indicating the candidate understanding of the TOR and how they propose to carry out the tasks and why the candidate considers him-/herself to be suitable for the position.
- Personal CV, indicating all past positions held and their main underlying functions, their durations (month/year), the qualifications, as well as the contact details (email and telephone number) of the Candidate, and at least three (3) the most recent professional references of previous supervisors. References may also include peers.
- Managers may ask (ad hoc) for any other materials relevant to pre-assessing the relevance of their experience, such as reports, presentations, publications, campaigns or other materials.

## 8. Annexes to the TOR

- Links to any relevant (non-confidential) materials that may help candidates gain a better understanding of the project context: <https://www.planetgold.org/>
- Organigram of the project indicating the position of the function is attached as Annex I.

### ANNEX 1

#### General Overview Organigram

