



## Vacancy Notice

The Ministry of Natural Resources in collaboration with the United Nations Development Programme (UNDP) are engaged in the multi-year project **planetGOLD Suriname “GEF GOLD+: Advancing Formalization and Mercury-Free Gold in Suriname”**.

The planetGOLD Suriname project 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. The project is funded by, among others, the GEF through the UNDP and implementation is jointly in the hands of the Ministry of Natural Resources.

The planetGOLD Suriname project invites applications for the following consultancy:

1. **Gender Consultant**
2. **Financial Specialist**

**These consultancies are open to nationals or legal residents of Suriname.**

The Terms of Reference (ToR) can be downloaded from the website <https://gov.sr/ministeries/ministerie-van-natuurlijke-hulpbronnen/vacatures/> or requested via [piugefgold@gmail.com](mailto:piugefgold@gmail.com)

Interested candidates who meet the criteria mentioned in the Terms of Reference can send their **application (Cover letter, CV, Technical Proposal and Financial Proposal)** by email, no later than **10 April 2025 at 16:00 hrs. Suriname time** to [piugefgold@gmail.com](mailto:piugefgold@gmail.com) with a cc to [silvia.karwofodi@gov.sr](mailto:silvia.karwofodi@gov.sr)

The subject title of the email should read: **1) “Application for Gender Consultant “or 2) “Application for Financial Specialist”**

The submission letter should be addressed to:

The Ministry of Natural Resources of Suriname  
Mr. Dr. J. C. de Mirandastraat 13-15  
Paramaribo, Suriname  
**Attn. Deputy Permanent Secretary Financial Management**

**ONLY APPLICATIONS THAT MEET THE REQUIREMENTS AS SPECIFIED IN THE TOR WILL BE CONSIDERED**



Mr. J.C. de Mirandastraat 11-15, Paramaribo,  
 Suriname  
 Tel: (597) 410160 / 421455  
[www.naturalresources.gov.sr](http://www.naturalresources.gov.sr)  
 E-mail:

**Terms of Reference (TOR)**

**I. Position Information**

Project	Global Opportunities for Long-term Development of ASGM Sector Plus - GEF GOLD + in Suriname
Title	Gender Specialist
Contract type	Individual Consultant
Duty station (City and Country)	Paramaribo, Suriname
Type (Regular or Short term)	Short term consultancy
Office- or Home- or Hybrid-based	Hybrid based, with regular field visits to the interior
Expected starting date	May 2025
Expected Duration	Eight (8) months (May-December 2025) 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 Gender Consultants being sought for recruitment.

### 3. Scope of Work

Under the overall supervision and guidance of the Project Manager, the Gender consultant will have the responsibility for the implementation of the Gender Action Plan.

The consultant’s key activities will include:

1. Monitor progress in implementation of the project Gender Action Plan ensuring that targets are fully met and the reporting requirements are fulfilled;
2. Provide training and capacity building to ASGM stakeholders on gender equality and women's empowerment.
3. Provide training and capacity building to women on leadership, advocacy, and financial literacy.
4. Oversee, develop and coordinate the implementation of all gender-related work;
5. Review the Gender Action Plan annually, and update and revise corresponding management plans as necessary;
6. Work with the M&E officer and Safeguards Officer to ensure reporting, monitoring and evaluation fully address the gender issues of the project.
7. Coordinate on a regular basis with the Stakeholder Engagement Specialist and the CED Unit of MNR.

Deliverables:

1. Comprehensive quarterly progress reports indicating achievements and challenges.
2. Workshop training materials focused on gender equality and women’s empowerment.
3. Training evaluation reports demonstrating knowledge improvement among stakeholders.
4. Training modules on leadership, advocacy, and financial literacy tailored to women participants.
5. Training Reports with participants feedback surveys and a summary of the outcomes of each training session.
6. Comprehensive implementation framework for gender-related activities.
7. An updated Gender Action Plan based on annual evaluations and stakeholder feedback.

	<p>Supported by:</p> 	<p>Implemented by:</p> 	<p>Executed by:</p> 
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8. Revised management plans aligned with the updated Gender Action Plan.
9. Joint reports with the M&E and Safeguards Officers highlighting gender-focused outcomes and recommendations.

#### 4. Institutional Arrangement

The Consultant will be directly supervised by the Project Manager.

#### 5. Qualifications of the Successful Individual Consultant

- Master’s degree or equivalent in gender studies, gender and development, environment, sustainable development or closely related area, with 7 years of experience **or**;
- Bachelor degree with a minimum of 10 years’ experience in gender studies, gender and development, environment, sustainable development or closely related area.
- Demonstrated understanding of issues related to gender and sustainable development;
- At least 7-10 years of practical working experience in gender issues, gender mainstreaming, women’s empowerment and sustainable development in relevant Country/Region/Area of Work;
- Strong knowledge of the political and socio-economic context of ASGM at national and subnational levels.
- Previous experience with donor organizations (UN or GEF-funded projects) governmental institutions, NGO or private sector/ consulting firms.
- Excellent language skills in English (writing, speaking and reading), in Dutch and in local languages is an asset.
- Strong communication skills and presentation skills, including the ability to prepare reports and training materials.

#### 6. Travel

The Consultant must be available to travel to mining sites and other relevant areas, as required.

#### 7. Payment and Terms

The consultant will be paid a lump sum upon completion and approval of each deliverable, as agreed.

Deliverable	Timeline for submission	Payment Schedule
Inception Report with a detailed work plan, methodology, and timeline for the assignment.	2 weeks after contract signing	10% upon approval of inception report
Training Materials and training modules	Month 1	20% upon approval of training material and modules

Updated Gender Action Plan with a comprehensive implementation framework for gender-related activities.	Month 2	10% upon approval of implementation framework
Compile the first quarterly progress report on initial achievements and challenges. Conduct and document initial training sessions, including feedback surveys and outcome summaries	Month 3	10% upon approval of quarterly progress report
Prepare training evaluation reports reflecting knowledge improvements among stakeholders.	Month 4	10% upon approval of updated Gender Action Plan.
Revise management plans to align with the updated Gender Action Plan.	Month 5	10% upon approval of revised management plan
Submit the second quarterly progress report to monitor progress and adjust as needed. Conduct additional training sessions and document feedback and outcomes.	Month 6	10% upon approval of second quarterly progress report
Collaborate with M&E and Safeguards Officers to draft joint reports on gender-focused outcomes and recommendations.	Month 7	10% upon approval of joint reports
Compile the final quarterly progress report summarizing achievements and challenges over 8 months.	Month 8	10% upon approval of final quarterly progress report

**8. The following documents shall be required from the applicants:**

1. Technical Proposal

- a) Indicating the consultant’s understanding of the TOR and how they propose to carry out the task with expected deliverables including a workplan with timeline;
- b) 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.
- c) A cover letter (maximum length: 1 page) indicating why the candidate considers him-/herself to be suitable for the position.
- d) 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.

2. Financial Proposal

- a. Applicants are instructed to submit their financial proposals in Suriname Dollars (SRD) for this consultancy. Selected candidate who submitted a US Dollar quotation will be paid in SRD at the prevailing UNORE rate at time of payment. For reference please see link below:  
<https://treasury.un.org/operationalrates/OperationalRates.php#S>
- b. Financial proposals must indicate an all-inclusive daily fee. The daily fee in the financial proposal must consider the various expenses the applicant expects to incur during contract, including: the daily professional

fee, communications, utilities and consumables, life, health and any other insurance; and any other relevant expenses, related to the performance of services under the contract. Costs for travelling to the field/ interior and meeting costs associated with consultations should not be included in the proposal.

## 9. Evaluation Method and Criteria

The consultant will be evaluated against a combination of technical and administrative criteria (combined scoring method).

### Combined Scoring Approach:

- **Technical Evaluation:** 70% of the total score, focusing on education, relevant experience, knowledge, and understanding of the Terms of Reference (TOR). The technical component for the scope of works (technical capacity and related qualifications and Methodology) would accumulatively contribute to 70% of 500 points.
- **Financial Proposal:** 30% of the total score, assessing cost-effectiveness and feasibility, would accumulatively contribute to 30% of 500 points.

### 1. Technical Evaluation (3500 Points Total)

(Weight: 70%)

Selection Criteria	
1. Professional Qualifications	Max Points (200 pts)
<b>1.1 Education and Professional Experience</b>	
Master's degree or equivalent in gender studies, gender and development, environment, sustainable development or closely related area, with 7 years of experience or	60
Bachelor degree with a minimum of 10 years' experience in gender studies, gender and development, environment, sustainable development or closely related area	
At least 7-10 years of practical working experience in gender issues, gender mainstreaming, women's empowerment and sustainable development in relevant Country/Region/Area of Work;	40
<b>1.2 Knowledge and Skills</b>	
Demonstrated understanding of issues related to gender and sustainable development;	20
Previous experience with donor organizations (UN or GEF-funded projects) governmental institutions, NGO or private sector/ consulting firms	20
Strong knowledge of the political and socio-economic context of ASGM at national and subnational levels.	20
Excellent language skills in English (writing, speaking and reading), in Dutch and in local languages is an asset.	20
Strong communication skills and presentation skills, including the ability to prepare reports and training materials	20

<b>2. Technical Proposal (Approach and Implementation Plan)</b> Quality of the technical proposal, including understanding of TOR, proposed methodology, and work plan.	Score	Max. Points (150pts)	
The proposed approach and workplan is clear and coherent with the TOR demonstrating fulfilment of the requirements and provides clear and encouraging signs that the consultant will provide an adapted work.		Very Poor Poor Satisfactory Good <b>Excellent</b>	5 10 25 45 <b>70</b>
The proposed approach and workplan has sufficient details and is well balanced. The scope of each task is clearly defined addressing all aspects of the TOR and there is not uncertainty as to what will be provided.		Very Poor Poor Satisfactory Good <b>Excellent</b>	1 5 15 30 <b>40</b>
Sequence of activities are logical, realistic and the execution of the methodology is coherent and constructive.		Very Poor Poor Satisfactory Good <b>Excellent</b>	1 5 15 30 <b>40</b>
<b>Final Score</b>	<b>70%</b>		<b>350</b>