

TERMS OF REFERENCE

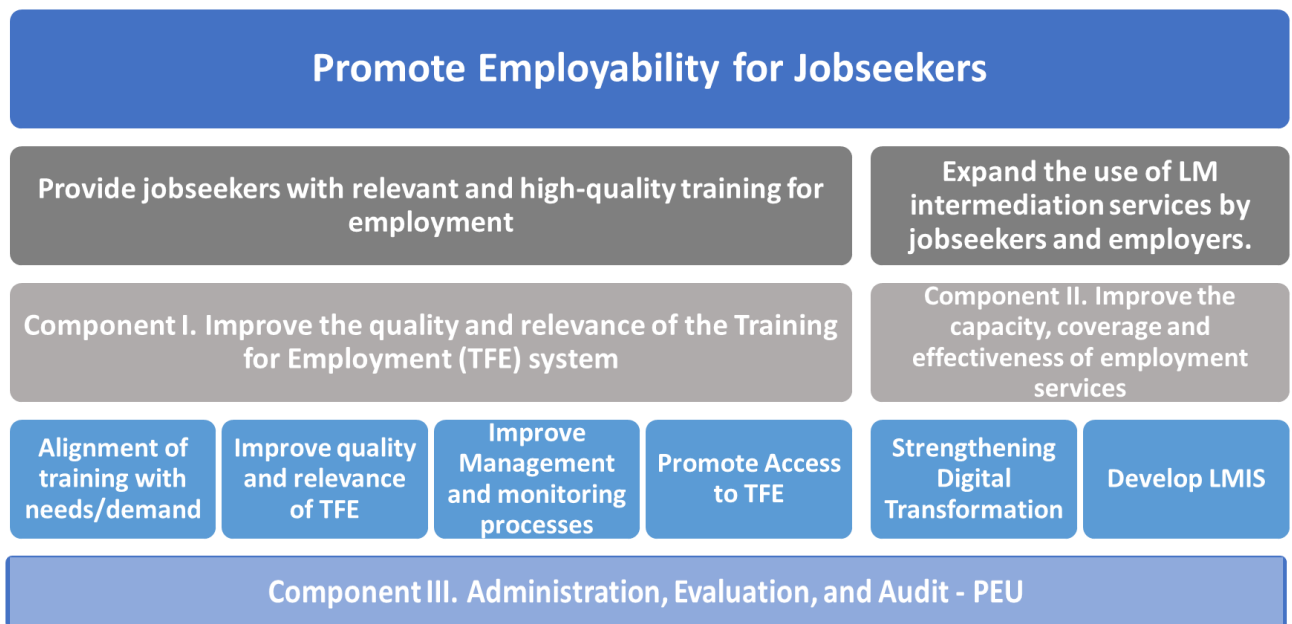
Position Title/	Consulting Services: Procurement Assistant
Position Term/Type	One (1) Year Full Time with possibility of extension based on performance
Program Title	Labor Market Alignment with New Industries (SU- L1061)
Executing Agency	Ministry of Labour, Employment, and Youth Affairs (MOL)
Location	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 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 overall oversight, the Ministry of Labour, Employment Opportunity, and Youth Affairs (MOL) functions as the main decision-making body of the project to guide the overall execution. Therefore, the program is being executed by the Ministry of Labour, Employment Opportunity, and Youth Affairs (MOL) referred to as the Program Executing Agency.

Program Implementation Unit (PIU): The Program Implementation Unit (PIU) of the MOL is responsible to coordinate, facilitate, and support the implementation of program activities. The PIU performs all administrative, procurement, financial management, and overall management tasks required for successful program implementation. The Program Manager heads the PIU and reports directly to the Permanent Secretary of Labour and/or the Deputy Director of Labour Market Department within the

MOL. In addition, the PIU currently consists of the following consultants: Financial Officer; Procurement Officer; Monitoring and Evaluation Officer and a Environmental and Social Officer.

The MOL is now seeking the services of a Procurement Assistant who will provide support to the Procurement Officer and work in close coordination with other PIU members and 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 Procurement Assistant will support all aspects of procurement-related activities within the program.

II. POSITION SUMMARY

Position Title and Type: Procurement Assistant (Full Time, 40-hour work week)

Reports to: Procurement Officer (PO) and ultimately to the Program Manager of the PIU

Supervises: N/A

Type and Duration of Consultancy: This is a full-time 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: Office of the PIU in Paramaribo, with occasional visit to project sites or to vendors within and outside of Paramaribo as needed.

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.

III. DUTIES AND RESPONSIBILITIES OF THE POSITION

Objectives: The key objectives of this position are to support the implementation of key procurement activities in accordance with the IDB procurement policies and procedures applicable to the program, support the management and execution of procurement processes for Program, and support the coordination of all procurement-related administration of the program, in compliance with the Program Reporting requirements, Loan Contract, and the POM.

While the Procurement Officer is responsible for the execution of the Program's procurement plan and all national and international procurement of goods, works, and services, the Procurement Assistant will be responsible for providing direct support to the overall procurement administration processes of the Program, including:

- (i) Preparing and updating the Procurement Plan (PP);
- (ii) Drafting documents for procurement activities such as; documents to tender, request for proposals (RFPs), price quotations, purchase orders, contracts and other;
- (iii) Support the preparation and review of technical specifications, terms of reference and other tender documents;
- (iv) As necessary, conducting market research, liaising with suppliers, placing orders and drafting responses to bidder queries and complaints
- (v) Contributing to the monitoring of all purchase and contract stages, the receipt of goods and services, the allocation of the assets, and overall contract administration;
- (vi) Planning and organizing public pre-bid meetings, bid openings and contract negotiation meeting and draft minutes of these meetings
- (vii) Supporting the bid evaluation process
- (viii) Assist in drafting bid evaluation reports and letters for submission to the Bank and MOL
- (ix) Collaborating on the development a Program Management Information System for managing supplier and contractor records
- (x) Maintaining procurement documentation in accordance with the Program's Management Information system
- (xi) Participating in and contributing to relevant project management meetings and discussions

IV. REQUIRED EXPERIENCE AND SKILLS

All candidates applying for the Procurement Assistant position must demonstrate and/or provide evidence of the following experience, skills, and competencies.

Qualifications/Education and Experience:

1. At least an IMEAO, VWO, HAVO degree or equivalent. HBO or Bachelor's degree in Management, logistics, Public or Business Administration, or Law or other relevant area of study is preferred;
2. At least one (1) year of experience in selecting vendors or suppliers, negotiating prices and contracts for specific products and managing orders ensuring timely delivery **or** at least two (2) years' experience with administrative duties, demonstrating growth in responsibility in the public or private sector;
3. Working familiarity with operational procedures relating to Internationally Funded Development Projects and or Public Sector Projects is an asset but not required;
4. Proficiency in Microsoft Office Suite is a requirement;
5. Languages: Fluency in both written and spoken English and Dutch is required.

Demonstrated Proactiveness & Initiative: Competent leadership abilities for dynamic and complex tasks. Strong initiative, with demonstrated ability to work independently and as part of a team. Energetic, self-starting, and creative individual capable of recognizing opportunities and effectively communicating procurement goals. Ability to make decisions, undertake actions, and take responsibility for procurement outcomes. Open to feedback and able to work under pressure in a fast-paced and changing environment.

Demonstrated Result Oriented and Assertiveness: Results-driven with a proven ability to resolve challenges in a decisive and assertive manner. Skilled in prioritizing tasks, addressing issues promptly.

Interpersonal and Communication Skills: Excellent interpersonal and communication 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 consult with high-level government officials and other key stakeholders.

Workplace Dynamics and Fit (Ethics, Gender, Harassment, and Confidentiality): Understanding and agreement with the principles of ethics, transparency, and non-discrimination display cultural, gender, religion, race, nationality, and age sensitivity and adaptability, treats all people fairly without favoritism and fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment. Can maintain a high level of confidentiality. This project promotes gender balance, hence qualified female candidates are encouraged to apply.

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 at peu.lmawni@gmail.com no later than 30th of April 2025 at 14:00 Surinam Time.

Vi. Application Documents:

1. A cover letter that specifically references your fit to the requirements for this consultancy
2. An updated resume/CV

VI. Selection Process:

1. All applications received by the deadline will be reviewed by an Evaluation Committee
2. Only candidates that meet the requirements will be contacted for an interview in English.
Candidates may be asked to complete a basic MS Office suite skills test
3. The most qualified and suitable candidate will be offered the position.

VII. Evaluation Criteria:

The table below provides the breakdown of evaluation criteria that will be used to assess potential candidates.

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.)				
	1.	Educational Qualifications HBO or Bachelor's Degree: 20 points At least 2 years of HBO or Bachelor education with No diploma: 15 points MBO Degree: 10 points No info provided: 0 points	20	
	2.	Experience: two (2) years' experience with administrative duties, demonstrating growth in responsibility in the public or private sector In case of HBO or Bachelor's Degree 2 years or more experience: 18 points less than 2 years of experience: 9 points No experience: 0 points Or In case of MBO degree 3 years or more years of experience: 18 points Less than 3 years of experience: 9 points No experience: 0 points	18	
	3	Experience: At least one (1) year of experience in selecting vendors or suppliers, negotiating prices and contracts for specific products and managing orders ensuring timely delivery 1 or more years of experience 20 points less than 1 year of experience 10 points No experience 0 points	20	
	4	Working Familiarity with operational procedures relating to Internationally Funded Development Projects and or Public Sector Projects is an asset	2	
		YES 2 points No 0 points		
Sub Total A			60	0
		Candidates with a minimum score of 35 points will be invited for interview		

		INTERVIEW STAGE		
B. Specific Competencies (See Section IV.)				
	1.	Demonstrated Proactiveness & Initiative Tell me about a time you identified a potential issue before it became a problem and what steps did you take to address it. Scoring : good= 6 points, needs improvement =3 points; poor= 0 points	6	
	2	Demonstrated Result Oriented and Assertiveness Describe a time in your job where you were not able to meet a deadline. How did you approach this, and what was the outcome Scoring : good= 6 points, needs improvement =3 points; poor= 0 points	6	
	3	Interpersonal and Communication Skills Can you share an experience where you collaborated with a team to solve a complex problem? What role did you play in that process Scoring : good= 6 points, needs improvement =3 points; poor= 0 points	6	
	4	Workplace Dynamics and Fit What do you believe is the key to effective communication within a team? How do you ensure you contribute to that? Scoring : good= 6 points, needs improvement =3 points; poor= 0 points	6	
	5	English Language Skills Throughout the interview the candidate could express ideas clearly and easily and understand others. Yes: 2 points – Needs improvement: 1 point – Poor: 0 points	2	
	6	Dutch Language Skills The Candidate could express ideas clearly and easily and understood what others said in Dutch Yes: 2 points – Needs improvement: 1 point – Poor: 0 points	2	
		Total Interview Score	28	
		BASIC COMPUTER SKILLS		
	1	USE of MS Word	4	
	2	USE of MS EXCEL	4	
	3	USE of Email	4	
TOTAL SCORE CATEGORY Computer skills			12	
		TOTAL SCORE: CV + INTERVIEW+ Computer skills	100	
N.B. Only Applicants with a Combined Score of 75 Points and Above will be Considered for Contract Award				