



REQUEST FOR EXPRESSIONS OF INTEREST

Institution: **The Inter-American Development Bank**

Country: **The Republic of Suriname**

Project: **Foreign Investment and Export Promotion Program**

Sector: **Trade & Investment**

Loan No.: **4801/OC-SU**

Reference No.: **SU-L 1056-P00081**

Open to: **All Interested Candidates / All Sources**

Position: **Individual Consultant to Provide Advanced Procurement and Contracting Support Services**

Contract duration: **Twelve (12) Months**

Deadline: **June 23, 2025**

The Republic of Suriname has received financing from the Inter-American Development Bank toward the cost of the Foreign Investment and Export Promotion Program (FIEPP), project no. SU-L1056. This program is implemented by the Ministry of Foreign Affairs, International Business and International Cooperation (the Executing Agency), through an established Program Executing Unit (PEU). The Executing Agency invites all suitable and qualified candidates to apply for the position of Individual Consultant to carry out a survey to identify local supplier opportunities among large Suriname based companies. Candidates will be selected in accordance with the procedures set out by the Inter-American Development Bank.

BASIC FUNCTION OF CONSULTANCY:

The objective of the consultancy is to support the PEU with accelerating their current procurement processes to meet the updated execution planning of the program, ensuring value for money and effectiveness of the procurements. The consultant is expected to implement and advise on procurement best practices and IDB guidelines for complex procurements. This includes executing procurement processes and improving the PEU's efficiency, transparency, and compliance, while providing on-the-job training for complex procurement and adequate vendor selection.

QUALIFICATIONS:

- Master'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 procuring Goods and Services
 - A minimum of five (5) 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 (e.g. the Inter-American Development Bank, Caribbean Development Bank, World Bank etc.
 - A minimum of three (3) years of experience in the preparation of Bidding Documents, evaluating quotations, bids, proposals, and negotiating contracts
 - A minimum of three (3) years of experience in reviewing and screening bidding documents for IDB projects
 - Procurement experience in Suriname would be an added advantage
-

REPUBLIC OF SURINAME



**MINISTRY OF FOREIGN AFFAIRS,
INTERNATIONAL BUSINESS EN INTERNATIONAL COOPERATION**

Other Knowledge, Skills and Abilities Required:

- Considerable knowledge of procurement laws, IDB policies and procedures or other multilateral Lending Agencies
- 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)
- Superior oral and written communication skills in English. Working knowledge in Dutch would be an added advantage
- Should be a citizen of an IDB member country

Further information, including full Terms of Reference can be obtained by sending an e-mail to the e-mail address below.

Applications for the consultancy must be done by e-mail by submitting a Curriculum Vitae and cover letter in the English language **by June 23, 2025 before 15:00 hours Suriname Time (SRT).**

Ministry of Foreign Affairs, International Business and International Cooperation
Suriname Investment & Trade Agency (SITA)
Brokopondolaan #97, Corner Mr. Jagernath Lachmonstraat, Paramaribo, Suriname
Program Executing Unit Foreign Investment and Export Promotion Program
Attn: Ms. Melissa Chin, Program Manager
E-mail: fiapp-bids@sit.sr
