

TERMS OF REFERENCE

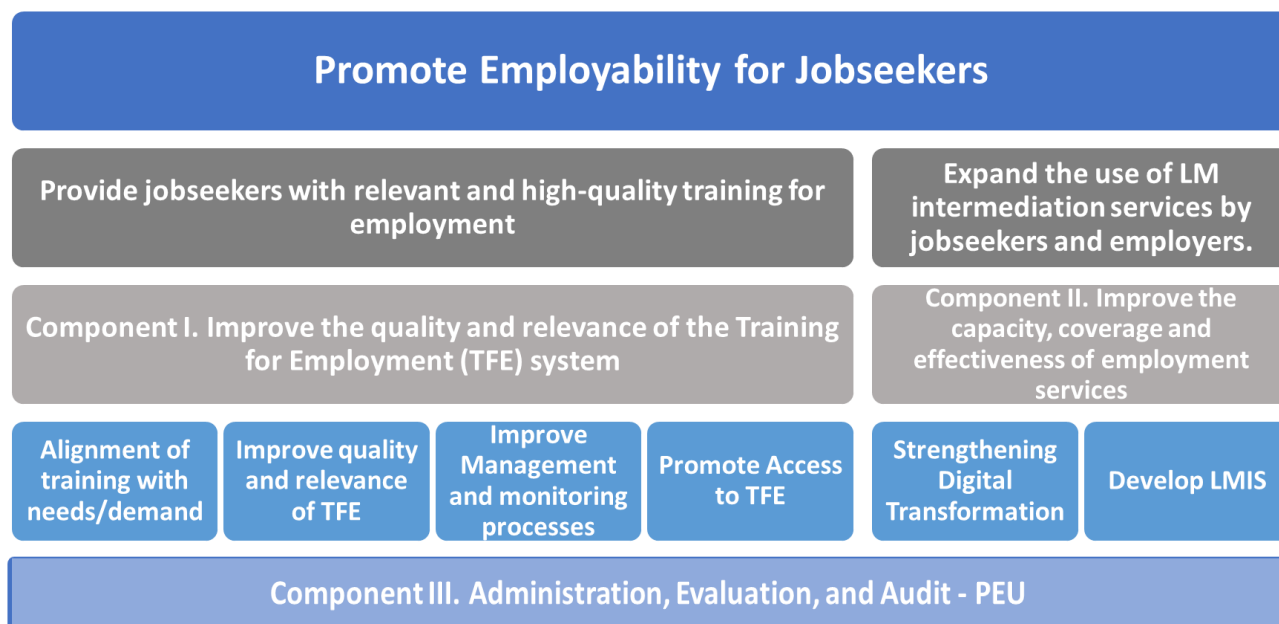
Position Title/Type	Consulting Services: Environmental and Social (E & S) Officer (Full Time)
Program Title	Labor Market Alignment with New Industries (SU- L1061)
Executing Agency	Ministry of Health, Welfare, and Labor
Location	Paramaribo, Suriname

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 find a job that matches their skills to vacancies efficiently.

Objective: The program's overall goal is to promote employability for job seekers in Suriname. To achieve this, the program, therefore, 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 into 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 fiduciary responsibility for the overall program execution, with overall oversight, the Ministry of Health, Welfare, and Labor will act as the main decision-making body of the project to guide the overall execution. Therefore, the program will be executed by the Ministry of Health, Welfare, and Labor referred to as the Program Executing Agency (PEA).

Program Executing Unit (PIU): The Program Implementation Unit (PIU) has been established by the PEA. The members of the PIU were appointed following the stipulated procurement procedures and observing gender balance. The Program Implementation Unit (PIU) of the PEA will coordinate, facilitate, and support the implementation of program activities. The PIU will perform all administrative, procurement, financial management, and overall management tasks required for successful program implementation. The Environmental and Social (E & S) Officer forms part of the PIU and reports directly to the Program Manager (PM) of the PIU.

In addition, the PIU will consist of the following core management staff: financial officer; financial assistant; procurement officer; procurement assistant; planning, monitoring, and evaluation officer; and administrative assistant.

The PIU, which is based within the Ministry under the Labor Market Department, is responsible for ensuring a constant monitoring of the implementation of the program, to assess the physical and financial progress of all program activities. The PIU will be responsible for overseeing the day-to-day execution of the project, monitoring, and reporting of activities for approval.

The PEA through the PIU is now seeking the services of an Environmental and Social (E&S) Officer who will perform the responsibilities of the position as detailed below work in close coordination with the other PIU staff and consultants and collaborate 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 E&S Officer is expected to take the lead role in all the environmental and social-related duties and activities under the approved program. All activities will be held in coordination with key personnel of PEA, the PIU, and other stakeholders. This position is open to individuals only. Consulting firms or consortiums are not eligible. No subcontracting is allowed.

II. POSITION SUMMARY

Position Title and Type: Environmental and Social Officer (Full Time, 40 Hours a Week)

Reports to: Program Manager (PM) 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 contract agreement, 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 visits 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

Objective: The key objective of this position is to ensure that the project's environmental and social requirements are achieved as described in the Environmental and Social Management Reports according to IDB requirements.

Scope of Activities: Technical and Programmatic functioning within the PIU. The scope of the position also includes the provision of services leading the environmental and social management and awareness aspects of the Program.

In order to optimize the use of project resources while providing the right skill set to the project, the responsibilities are a mix of technical and programmatic ones consolidated into one position.

1. General Management and Coordination Responsibilities (10% of Over Time):

- The E&S Officer is responsible for ensuring the environmental and social requirements of the Program, providing advice on the potential social and environmental risks, and their mitigation strategies;
- Ensuring the incorporation of and consideration of specific social aspects in the design and implementation of all investment activities of the Program under both components including, among others, gender equality, youth employment, and equitable access to training, and employment opportunities around the country;
- Assists the PM in the implementation and reporting of program activities; and
- Perform any other related duties as required by the Program Manager.

2. Core Technical Responsibilities (75% of Overall Time):

- Ensuring a solid and adequate social and environmental management of the Program, following: (i) national regulations and standards; (ii) PEA Institutional Strategy 2022-2023 concerning, among others, the development challenge regarding social inclusion and equity; (iii) IDB's environmental and social safeguards policies, and by the agreed Environmental and Social Management Report (ESMR), and the Environmental and Social Management System (ESMS). See below and (iv) legal requirements included in the Loan Contract;
- Assisting in the planning and budgeting for the program, taking the lead role in the E&S plan while ensuring that the assumptions, parameters, guidelines, and policies in planning are adhered to;
- Preparing and submitting all relevant E&S reports stipulated in the POM, and as may be requested by the Bank and the GoS from time to time;
- Following the recommendations of the Environmental and Social Management Report (ESMR), implement the Environmental and Social Management System (ESMS);
- Ensuring that Program activities under both investment/technical components contribute to the enhancement of the Ministry's capacities to provide inclusive services concerning access and quality, and as part of institutional and national labor policies;
- Implementing and instrumenting social management capacities to ensure the consideration of various cross-cutting aspects in the Program's investment components concerning, among others, gender equality, youth employment, and others, as well as employability in sustainable economic activities that contribute to climate change adaptation and mitigation (e.g., forest management, sustainable fisheries, ecotourism, etc.);

- Contributing to enhancing and disseminating the positive social impacts of the Program;
- Providing a permanent institutional platform, including a grievance mechanism, in the PEA to address specific social risks directly related to the socioeconomic impact of the Program on local populations;
- Defining and identifying the institutional responsibilities of the various stakeholder institutions of the Program concerning the implementation of risk mitigation and measures--including grievance procedures--during the execution of the Program, and within the framework of the ESMS;
- Ensuring the incorporation of environmental and social content in the technical specifications, terms of reference, and other procurement documents;
- Monitoring the social and environmental aspects of the investments, technology transfer, systems development, training, technical assistance activities, and operations of the Program within the guidelines contained in the ESMR and ESMS;
- Ensuring effective and timely compliance with the Bank's environmental safeguards and national regulations, when applicable; and
- Providing for risk management and issuing the necessary recommendations for corrective actions, to ensure the avoidance of adverse social and reputational impacts, thereby guaranteeing the sustainability of the Program's investment activities.

3. Other Responsibilities (15% of the Overall Time):

- Providing effective monitoring of the program's social aspects, both at the local and national levels and supporting the execution of corrective actions, as needed;
- Collaborating with the Procurement Officer to ensure that the services of the appropriate individuals and firms are consulted to implement relevant E & S activities/tasks; and
- Assists with the tracking and reporting of program activities and events.

IV. REQUIRED EXPERIENCE AND SKILLS

All candidates applying for the Environmental and Social Officer position must provide evidence of the following experience, skills, and competencies within the submitted CV.

A. Requirements (Qualifications/Education and Experience):

- 1. University degree (at least a bachelor's degree but preferred a master's degree)** in Environmental Science, Environmental Engineering, Environmental Management, Natural Resource Management, Social Sciences or other closely related disciplines.
- 2. Additional professional certification or career development training/certification** in relevant fields: Such as environmental management, environmental and social impact assessment process, environmental compliance, and/or environmental policy, monitoring and management, community relations, communications, public relations and/or stakeholder management or implementation.
- 3. Years of work experience (Minimum of 3 years but 5 years preferred)** in the public, private sector, multi-disciplinary stakeholders, and/or cross-sector teams related to Environmental and Social purview
- 4. Experience/knowledge/familiarity with environmental and social project planning, procedures, and operations** with donor-funded projects

- 5. Working familiarity with project operational procedures relating to internationally funded development projects:** experience on public sector projects and/or with bilateral or multi-lateral funding agencies

B. Requirements (Core Technical Skills and Competencies):

1. Specific Skills and Competencies

1.1 Program/Project Coordination: Demonstrated experience in developing, implementing, and monitoring program environmental and social activities including the ability to meet project goals and provide inputs to adjustments and improvements to work plans, budgets, logical frameworks, procurement plans, monitoring learning, and monitoring plans. Experience in project planning, and environmental and social processes.

1.2 Thematic/Relevant Knowledge and Competencies: Demonstrated knowledge and understanding of environmental, social, and labor market projects or similar. Experience in preparing Terms of References (ToRs) for surveys, training, or methodologies. Must be able to demonstrate ability to make significant technical and management contributions to project implementation and activities towards the achievement of relevant program outputs. Demonstrated critical and strategic thinking: Ability to formulate objectives, set priorities, and implement plans consistent with project interests while focusing on addressing the dynamics of the labor market environment.

1.3 Relevant Technical Competencies: Experience in drafting social impact assessment reports. Technical competencies to engage in labor market discussions and activities working with multiple stakeholders and tools. Experience in collecting data from other institutions and agencies for the planning of program activities. Demonstrated experience in writing other relevant activity reports, memoranda, and similar documents. Capacity to translate strategic goals and priorities into realistic project deliverables. Demonstrated experience in developing, organizing, and facilitating community-based and national workshops and other events. Expertise with physical and online forums, such as organizing and hosting consultation meetings, focus group discussions, and webinars. Working knowledge of IDB PMR is preferred. Experience with the IDB Environmental and Social Framework is a plus.

1.4 Relevant Local Context Competencies: A strong background knowledge of the local context in terms of language and cultural relevance; preferably a national or resident of Suriname. Experience with working with diverse groups and/or communities in the interior of Suriname is preferred.

1.5 Demonstrated Leadership (Proactiveness & Initiative): Competent leadership abilities necessary for dynamic, diverse, and complex activities. Strong leadership and initiative skills with demonstrated ability to work independently as well as in a team. Demonstrated evidence of proactiveness: a highly energetic, self-starting, and creative individual who can express/recognize ideas, and opportunities, and communicate goals and objectives clearly. Ability to undertake actions, and decisions, achieve results in an independent manner, and assume responsibility for the actions taken. Openness to change and ability to receive/integrate feedback ability to work under pressure and stressful situations.

1.6 Demonstrated Result Oriented and Assertiveness: Result-oriented with demonstrated capacity to solve problems or conflicts in an assertive manner. Ability to apply the method of prioritization of the IDB approaches or similar methods.

2. Interpersonal Communication Skills (Articulate and Logical Presentation of Ideas):

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 liaise with high-level government officials and other key stakeholders.

3. 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.

4. Strong Communication/Language (Written and Verbal) skills, in English, Dutch, and/or other local languages.

5. Working knowledge of, Including Experience with Microsoft Office Suite and project working tools. Basic Computer Skills Tests will be conducted during the interview

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 **Monday, September 15, 2025 @ 11.59 pm.**

A. Application Documents:

1. A cover letter that specifically references your strengths in the areas noted
2. An updated resume/CV

B. Selection Process:

1. All complete applications will be reviewed by an Evaluation/Selection Committee against the evaluation matrix found below
2. Only candidates that meet the required minimum score (40 points) for this position will be shortlisted for an interview in English. See Evaluation Criteria in Section C Below.
3. Only applicants with a combined score of 70 points and above will be considered for contract award. See Evaluation Criteria in Section C Below.
4. All shortlisted candidates will be required to complete a basic MS Office suite and writing skills tests as part of the interview process.
5. The most qualified and suitable candidate will be offered the position

C. Selection Criteria and Evaluation Matrix:

Services (Consultancies) E&S Officer

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.A)				60	
	1.	Educational Qualifications: University degree (at least A bachelor's degree but preferred a master's degree) in Environmental Science, Environmental Engineering, Environmental Management, Natural Resource Management, Social Sciences or other closely related disciplines. (A. Masters: 20 B. Bachelor: 10, C. Lower or None or No Info Provided: 0)		20	
	2.	Additional Professional Certification or Career Development Training/Certification in Relevant Fields: Such as environmental management, environmental and social impact assessment process, environmental compliance, and/or environmental policy, monitoring and management, community relations, communications, public relations and/or stakeholder management or implementation. (A. Yes: 10, B. None: 0)		10	
	3.	3. Years of Work Experience (Minimum of 3 years but 5 Years Preferred) in the public, private sector, multi-disciplinary stakeholders, and/or cross-sector teams related to Environmental and Social purview (A. 5 plus: 10, B. Between 3 -5: 5 C. Less than 3 or None: 0)		10	
	4.	4. Experience/Knowledge/Familiarity with Environmental and Social Project Planning: procedures, and operations with donor-funded projects (A. Extensive: 10, B. Substantial: 5, C. Limited: 2, D. None 0)		10	
	5.	Working Familiarity with Project Operational Procedures Relating to Internationally Funded Development Projects: experience on public sector projects and/or with bilateral or multi-lateral funding agencies (A. Extensive: 10, B. Substantial: 5, C. Limited: 2, D. None 0)		10	
Sub Total A				60	0
N.B. Only Applicants with a Minimum Combined Score of At least 40 Points will be Shortlisted for Interview					
Category 2: Interview Assessment (Part 1)					

Candidates will be Evaluated Based on the Categories Listed Below			
B. Specific Core Technical Skills and Competencies (See Section IV.B)		10	
1.	1.1 Demonstrated Program/Project Coordination Skills: (A. Yes: 1, B. None: 0)	1	
	1.2 Demonstrated Thematic/Relevant Knowledge and Competencies: (A. Yes: 1, B. None: 0)	1	
	1.3 Demonstrated Relevant Technical/Practical Competencies with Examples: (A. Yes: 1, B. None: 0)	1	
	1.4 Demonstrated Relevant Local Context Competencies: (A. Yes: 1, B. None: 0)	1	
	1.5 Demonstrated Leadership (Proactiveness and Innovation): (A. Yes: 1, B. None: 0)	1	
	1.6 Demonstrated Results/Outputs: (A. Yes: 1, B. None: 0)	1	
2	Interpersonal Communication Skills (Articulate and Logical Presentation of Ideas): (A. Good: 2, B. Needs Improvement 1, Poor: 0)	2	
3	Workplace Dynamics and Fit (Understanding of Desired Dynamics - Ethics, Gender, Harassment, and Confidentiality): (A. Yes: 2; B. No: 0)	2	
Sub Total Score B		10	
Category 2: Interview Assessment (Part 2)			
C. Other Technical Skills and Competencies (See Section IV.B)		30	
1	1.1 Communication/Language Skills English Good: 10 points – Needs improvement: 5 point – Poor: 0 points	10	
	1.2 Communication/Language Skills Dutch and Other Language Good: 5 points – Needs improvement: 2 point – Poor: 0 points	5	
2	knowledge of, Including Experience with Microsoft Office Suite and Project Working Tools: BASIC COMPUTER SKILLS TESTS		
	2.1 USE of MS Word (Good 5, Needs Improvement: 3 Poor: 0)	5	
	2.2 USE of EXCEL (Good 5, Needs Improvement: 3 Poor: 0)	5	
	2.3 USE of EMAIL (Good 5, Needs Improvement: 3 Poor: 0)	5	
Sub Total Score C		30	
Total Score Interview (B+C)		40	
TOTAL COMBINED SCORE (A+B+C)		100	
N.B. Only Applicants with a Combined Score (A+B+C) of 70 Points and Above will be Considered for Contract Award			

TERMS OF REFERENCE

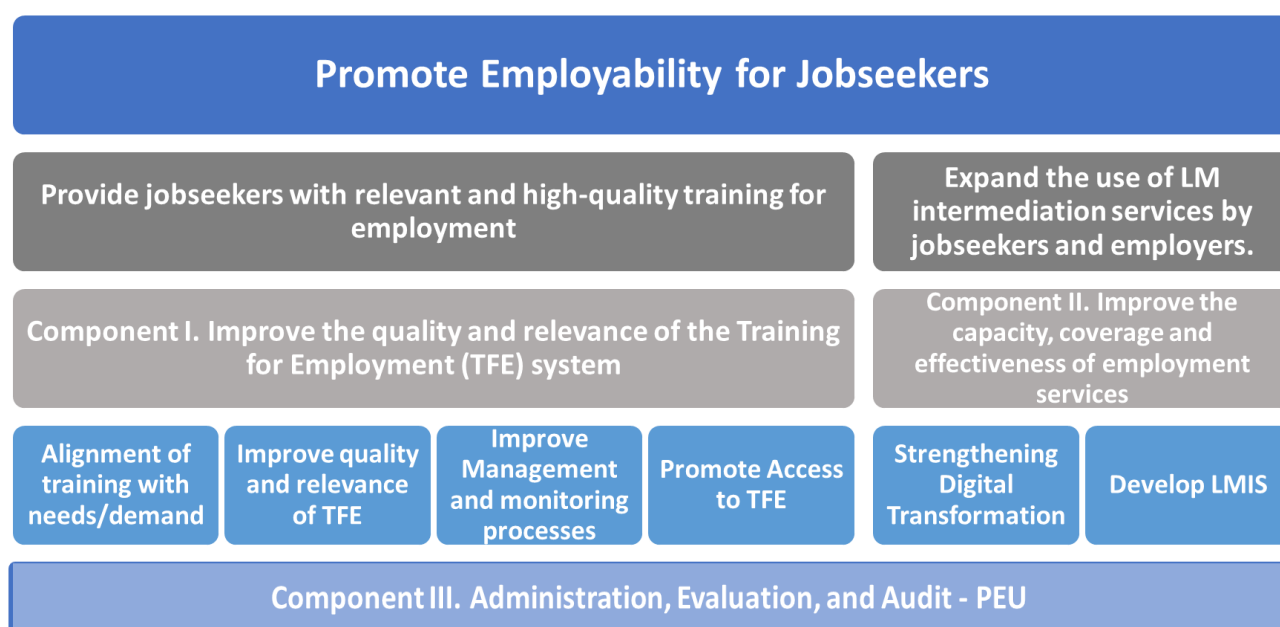
Position Title/	Consulting Services: Procurement Officer (Full Time)
Position Term/Type	One (1) Year Full Time with Possibility of Extension Based on Performance
Program Title	Labor Market Alignment with New Industries (SU- L1061)
Executing Agency	Ministry of Health, Welfare, and Labor
Location	Paramaribo, Suriname

VI. 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 fiduciary responsibility for the overall program execution, with overall oversight, the Ministry of Health, Welfare, and Labor, 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 Ministry of Health, Welfare, and Labor referred to as the Program Executing Agency (PEA).

Program Implementation Unit (PIU): The Program Implementation Unit (PIU) of the PEA 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 Director of Labor and/or the Deputy Director of Labor Market Department within the Ministry.

In addition, the PIU will consist of the following core management staff: Financial Officer; Financial Assistant; Procurement Assistant; Planning, Monitoring, and Evaluation officer; Environmental and Social Officer, and Administrative Assistant.

The PEA through the PIU is now seeking the services of a Procurement Officer (PO) who will execute all procurement activities of the program 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 Officer will oversee all aspects of procurement-related activities within the program.

VII. POSITION SUMMARY

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

Reports to: Program Manager (PM)

Supervises: Procurement Assistant (PA)

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 contract agreement, 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 visits 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.

VIII. DUTIES AND RESPONSIBILITIES OF THE POSITION

Objectives: The key objectives of this position are to implement the program's procurement activities in accordance with the IDB procurement policies and procedures applicable to the program, manage and execute procurement processes for the program, and coordinate all procurement-related administration of the program, in compliance with the program reporting requirements, Loan Contract, and the POM.

Scope of Activities: The Procurement Officer (PO) is responsible for the execution of the program's procurement plan and all national and international procurement of goods, works, and services. He or she with the support from the Procurement Assistant (PA), will be responsible for overall procurement administration processes of the Program.

Specific Duties and Responsibilities of the Procurement Officer will include:-

- (i) Maintain the projects procurement account in the IDB bank fiduciary interface ensuring timely document submission and reporting;
- (ii) Drafting standard bidding documents, request for proposals (RFPs), request for quotations, purchase orders, contracts and other documents for procurement activities according to the relevant IDB procurement templates and guidelines;

- (iii) Coordinate the preparation and review of technical specifications, terms of references, evaluation criteria and other relevant 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 the execution of works, consulting services and goods are in accordance with the contract terms and conditions, 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 meetings and draft minutes of these meetings;
- (vii) Supporting the bid evaluation process with the appropriate processes to be followed;
- (viii) Drafting of bid evaluation reports and letters for submission to the Bank and PEA;
- (ix) Support with the setting up of a Program Management Information System for managing project administration files, procurement, supplier and contractor records;
- (x) Maintaining procurement documentation in accordance with the Program's Management Information system;
- (xi) Preparing and updating the project Procurement Plan (PP) periodically;
- (xii) Participating in and contributing to relevant project management meetings and discussions;
- (xiii) In collaboration with the Financial Officer maintain oversight of signed contracts, the contract payment schedules;
- (xiv) Supervise the Procurement Assistant; and
- (xv) Carry out other related tasks assigned by the Program Manager.

IX. REQUIRED EXPERIENCE AND SKILLS

All candidates applying for the Procurement Officer position must provide evidence of the following experience, skills, and competencies.

A. Requirements (Qualifications/Education and Experience):

1. University degree (at least a bachelor's degree but preferred a master's degree) in procurement related studies such as Procurement, Business Management, Supply Chain, Logistics, Public or Business Administration, Law or other relevant areas;
2. **Additional Professional Certification or Career Development Training/Certification** in procurement related fields – such as administration, purchasing, business, finance, economics, accounting, and supply chain management;
3. **Years of General Work Experience (minimum of 3 years but 5 years preferred)** in procurement related duties
4. **Specific Experience: At least one (1) year of specific experience** in selecting vendors or suppliers, negotiating prices and contracts for specific products and managing orders ensuring timely delivery;
5. **Working familiarity with procurement and operational procedures** relating to Internationally Funded Development Projects and/or Public Sector Projects;

B. Requirements (Core Technical Skills and Competencies):

1. Specific Skills and Competencies

1.1 Procurement Coordination Skills: Demonstrated experience in coordination of the development of procurement documents and processes. Ability to coordinate with stakeholders such as PIU team members, PEA team, the Bank's procurement team, and/or external bidders to ensure seamless and timely program deliverables.

1.2 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, 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.

1.3 Thematic/Relevant Knowledge and Competencies: Demonstrated knowledge and experience in procurement processes and procedures, including methodologies and tools. Must be able to demonstrate ability to make and follow significant technical and management decisions relating to procurement activities. Demonstrated critical and strategic thinking: Ability to set priorities and implement plans consistent with project interests while focusing on addressing the dynamics of the labor market environment.

1.4 Relevant Local Context Competencies: A strong background knowledge of the local context in terms of language, procurement policies, laws, cultural relevance and procurement systems; preferably a national or resident of Suriname. Experience with working with diverse local vendors in Suriname.

1.5 Demonstrated Leadership (Proactiveness & Initiative): Competent leadership abilities necessary for dynamic, diverse, and complex procurement related activities. Strong leadership and initiative skills with demonstrated ability to work independently as well as in a team. Demonstrated evidence of proactiveness: a highly energetic, self-starting, and creative individual who can express/recognize ideas, and opportunities, and communicate goals and objectives clearly. Ability to undertake actions, and decisions, achieve results in an independent manner, and assume responsibility for the actions taken. Openness to change and ability to receive/integrate feedback and work under pressure or stressful situations.

1.6 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. Setting and meeting deadlines.

2. Interpersonal Communication Skills (Articulate and Logical Presentation of Ideas): Excellent 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. Must be fluid in English (written, spoken, and listening). Ability to communicate and consult with high-level government officials and other key stakeholders.

3. 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.

4. Strong Communication/Language (Written and Verbal) skills, in English, Dutch, and/or other local languages.

5. Working knowledge of, Including Experience with Microsoft Office Suite and project working tools. Basic Computer Skills Tests will be conducted during the interview.

X. 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 **Monday, September 15, 2025 @ 11.59 pm SRT.**

Vi. Application Documents:

3. A cover letter that specifically references your fit to each of the requirements stated in Section IV, with examples.
4. An updated resume/CV.

XI. Selection Process:

6. All applications received by the deadline will be reviewed by an Evaluation Committee.
7. Only candidates that meet the required minimum score (40 points) for this position will be shortlisted for an interview in English. See Evaluation Criteria in Section VII Below.
8. Only applicants with a combined score of 70 points and above will be considered for contract award. See Evaluation Criteria in Section VII Below.
9. All shortlisted candidates will be required to complete a basic MS Office suite and writing skills tests as part of the interview process.
10. The most qualified and suitable candidate will be offered the position.

XII. Selection Criteria and Evaluation Matrix:

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: University degree (at least a bachelor's degree but preferred master's degree) in procurement related studies such as Procurement, Business Management, Supply Chain, Logistics, Public or Business Administration, Law or other relevant areas. Master's Degree or Higher: 20 points Bachelor's or HBO Degree: Lower or No Degree or No Info Provided: 0	20	
2.	Additional Professional Certification or Career Development Training/Certification in other relevant fields – such as project administration, purchasing, business operations, finance, economics, accounting, and supply chain management. (A. Yes: 10, B. None: 0)	10	
3.	Years of General Experience in Procurement Duties: (Minimum of 3 Years but 5 Years Preferred) (A. 5 or more: 20, B. Between 3 -5: 15 C. Less than 3 : 0)	20	

	4.	Specific 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: 5 Less than 1 year of experience or No experience: 0	5	
	5.	Working Familiarity with Operational Procedures Relating to Internationally Funded Development Projects and or Public Sector Projects YES 5 No 0	5	
Sub Total A			60	
	Candidates with a Minimum Score of 40 Points Will Be Invited for Interview			
	Category 2: Interview Assessment (Part 1)			
	Candidates will be Evaluated Based on the Categories Listed Below			
	B. Specific Competencies (See Section IV.B)		10	
	1.	1.1 Demonstrated Procurement Coordination Skills: (A. Yes: 1, B. None: 0)	1	
		1.1 Demonstrated Proactiveness & Initiative (A. Yes: 1, B. None: 0)	1	
		1.2 Demonstrated Thematic/Relevant Knowledge and Competencies: (A. Yes: 1, B. None: 0)	1	
		1.3 Demonstrated Relevant Local Context Competencies: (A. Yes: 1, B. None: 0)	1	
		1.4 Demonstrated Leadership (Proactiveness & Initiative): (A. Yes: 1, B. None: 0)	1	
		1.5 Demonstrated Result Oriented and Assertiveness (A. Yes: 1, B. None: 0)	1	
	2.	Interpersonal and Communication Skills (A. Good: 2, B. Needs Improvement 1, Poor: 0)	2	
	3.	Workplace Dynamics and Fit (Understanding of Desired Dynamics - Ethics, Gender, Harassment, and Confidentiality) (A. Yes: 2; B. No: 0)	2	
	Sub Total Score B		10	

Category 2: Interview Assessment (Part 2)				
C. Other Technical Skills and Competencies (See Section IV.B)			30	
Strong Communication/Language (Written and Verbal) skills				
	1.	1.1 Communication/Language Skills English Fluent: 10; Good: 5; Needs improvement: 2; Poor: 0	10	
		1.2 Communication/Language Skills Dutch Fluent: 5; Good: 3; Needs improvement: 1; Poor: 0	5	
BASIC COMPUTER SKILLS TESTS: Working knowledge of, Including Experience with Microsoft Office Suite and Project Working Tools				
	2.	2.1 USE of MS Word (Good 5, Needs Improvement: 3 Bad: 0)	5	
		2.2 USE of EXCEL (Good 5, Needs Improvement: 3 Bad: 0)	5	
		2.3 USE of EMAIL (Good 5, Needs Improvement: 3 Bad: 0)	5	
		Sub Total Score C	30	
Sub Total Interview (B+C)			40	
		TOTAL SCORE: CV + INTERVIEW+ Computer skills	100	
N.B. Only Applicants with a Combined Score of 70 Points and Above will be Considered for Contract Award				