

REPUBLIC OF SURINAME



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

CALL FOR CONSULTANTS

EXPORT ADVISOR

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-L1056-P00098-3.8.5**
Open to: **All Interested Candidates / All Sources**
Position: **Export Advisor**
Contract duration: **Twelve (12) Months**
Deadline: **December 19, 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 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 Export Advisor. The consultant will be selected in accordance with the procedures set out by the Inter-American Development Bank.

BASIC FUNCTION OF CONSULTANCY:

The general objective of this consultancy is to assist the Government of Suriname in its efforts to create a dynamic, efficient, and effective set of business processes for the Suriname Investment and Trade Agency (SITA) in order to promote exports.

SITA is seeking an advisor who will provide capacity building at SITA, and, more specifically, provide mentoring and technical support to the Director of Trade on strategy, business process engineering, functions of the team, services related to the design and implementation of programs for exporters or near-exporters, trade operations, market intelligence, and access to external markets.

The consultant is expected to play a central role in the capacity building of the Trade team, shadowing SITA daily operations for a period of 12 months, at least 50% of the time with in-country presence. This process is intended to be a hands-on approach to capacity building as SITA establishes and develops its services in a progressive manner.

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QUALIFICATIONS:

Specific requirements and preferred qualifications for the consultant are as follows:

- **Advanced degree** (Master's or higher) in International Trade, Economics, Business Administration, or related field.
 - **Minimum of 7 years in a leadership role at a Trade or Export agency or relevant Government department** with proven responsibility for export and trade, managing and coaching teams and clients, systems design and performance management. 10 years of experience is preferred
 - **Demonstrated technical mastery of digital trade promotion tools** (cloud-based CRM, subscription market intelligence databases, virtual B2B matchmaking platforms) and integration of these into SOPs.
- Deep knowledge of **trade policy issues in small developing economies**. A relevant prior assignment in the Caribbean would be an asset.
 - **Languages:** full professional English. Intermediate Dutch would be an asset
- Citizen of an **IDB member country**
- Available to reside in Suriname for a minimum of 50% of the duration of the consultancy. Availability of **80 %** would be an asset

The full Terms of Reference can be accessed through the following link:

<https://sita.sr/wp-content/uploads/2025/12/TOR-Export-Advisor-08122025.pdf>

Applications for the consultancy must be submitted via e-mail by sending a **Curriculum Vitae and Cover letter in English** no later than **December 19, 2025 before 15:00 hours Suriname Time (SRT)** to the e-mail address provided below.

Ministry of Foreign Affairs, International Business and 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, c.c.peu-procurement@sit.sr
