

TERMS OF REFERENCE

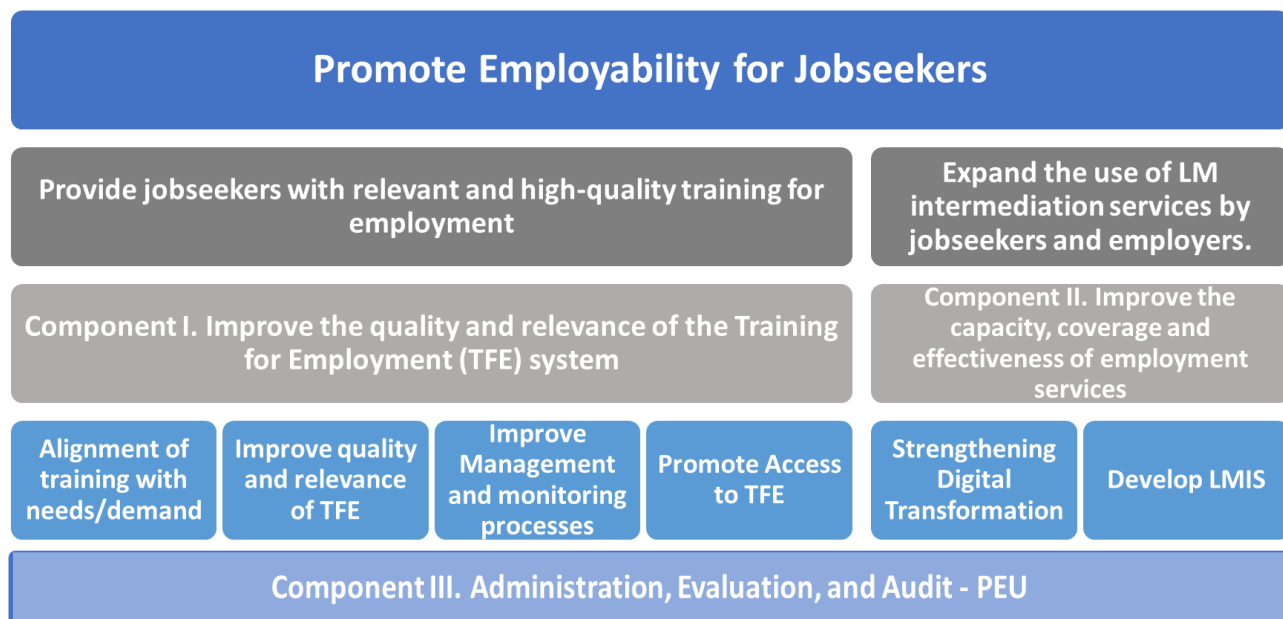
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| Position Title/Type | Consulting Services: Assistant Labor Market Analyst (ALMA)/ Individual Consultant |
| Program Title | Labor Market Alignment with New Industries (SU- L1061) |
| Executing Agency | Ministrf of Health, Welfare, and Labor |
| Location | Paramaribo, Suriname |

I. BACKGROUND

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 identifies 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, which hampers efficient matching of job seekers' skills to available vacancies.

Objective: The overall goal of the program is to promote employability for jobseekers in Suriname. To achieve this, the program therefore has specific mutually-reinforcing 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.

Accordingly, the project is structured in three main implementation components, each 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 an overall oversight, the Ministry of Health, Welfare and

Labor(MoHWL) 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(MoHWL) referred to as the Program Executing Agency.

Program Implementation Unit (PIU): The Program Implementation Unit (PIU), which is based within the MoHWL under the Labor Markets Deputy Director, is responsible to facilitate, and support the implementation of program activities and to perform all administrative, procurement, financial management, and overall management tasks required for successful program implementation.

The Assistant Labor Market Analyst (ALMA) will be hired as an External Individual Consultant and will be stationed within the Labor Market Department and work collaboratively with the Senior Labor Market Analyst, the PIU and staff of the MoHWL.

The ALMA will provide technical, analytical, and operational support to ensure the timely execution of Labor market studies, data collection activities, monitoring frameworks, and reporting requirements under the program.

II. POSITION SUMMARY

Position: Assistant Labor Market Analyst (ALMA)

Reports to: Deputy Director of Labor Market Department and Senior Labor Market Analyst

The MoHWL through the PIU is now seeking the services of an ALMA who will perform the responsibilities of the position as detailed below.

Objective: The main objective of this consultancy is to provide technical, analytical, and operational support to the Ministry of Labor(MoHWL) in the implementation of Labor market research, data analysis, and monitoring activities under the *Labor Market Alignment with New Industries* Program.

Under the technical guidance of the Senior Labor Market Analyst, the Assistant Labor Market Analyst will support the generation, processing, analysis, and reporting of Labor market information required to inform evidence-based policy formulation and to guide the design, targeting, and implementation of the program's activities. The position will contribute to the identification, monitoring, and documentation of emerging Labor market trends and skills demand, with particular attention to sectoral dynamics, geographic disparities, and vulnerable population groups.

In addition, the consultant will support stakeholder engagement and data validation processes, ensuring that analytical outputs are grounded in both administrative data and participatory inputs from relevant public and private actors. Through hands-on analytical work, documentation, and knowledge transfer, the position will contribute to strengthening the institutional capacity of the MoHWL to collect, manage, analyze, and use Labor market information on a sustained basis.

These responsibilities will be carried out within the framework of the Pluriannual Execution Plan (PEP), the Annual Operational Plan (AOP), the Procurement Plan (PP), and other applicable program instruments, and in close coordination with the Program Implementation Unit (PIU).

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: Paramaribo and visits to the districts and the Interior 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.

Scope of Activities: Technical and programmatic functions within the Labor Market Department and in close collaborations with the PIU. The scope of the position also includes the provision of services leading all relevant program deliverables such as Labor market analysis and reporting as well as awareness aspects of the Program.

III. DUTIES AND RESPONSIBILITIES

The primary purpose of this position is to support the planning, implementation, and execution of activities relating to Labor market analysis aimed at assessing gaps, identifying opportunities, and informing strategies to strengthen competencies and skills of relevant stakeholders, particularly within the Labor Market Department of the Ministry of Labor(MoHWL).

In order to ensure the effective use of project resources and to provide targeted analytical and operational support to the program, the specific responsibilities outlined below combine technical, analytical, and programmatic functions, carried out under the guidance of the Senior Labor Market Analyst and in coordination with the Program Implementation Unit (PIU).

- Support the compilation, cleaning, validation, and documentation of Labor market data from administrative sources and surveys, including Public Employment Services (PES) data, vacancy data, tracer studies, and skills surveys.
- Assist in organizing and maintaining datasets in accordance with program standards and data disaggregation requirements (sex, age, education, sector, region, vulnerability status).
- Support the preparation of basic statistical outputs, including tables, charts, and summary indicators.
- Assist in the preparation of descriptive and analytical inputs for Labor market assessments, skills needs analyses, and sectoral studies.
- Support the analysis of employment trends, Labor supply and demand indicators, and workforce characteristics as input for the Labor Market Information System (LMIS) under guidance from the SLMA.
- Contribute to the preparation of methodological notes, background analyses, and literature reviews as required.
- Support monitoring of Labor market-related outputs and indicators in line with the Program Results Matrix.
- Assist in the preparation of periodic technical reports, presentations, and briefing notes for the MoHWL, PIU, and IDB.
- Support documentation of progress under the Pluriannual Execution Plan (PEP) and Annual Operational Plan (AOP) for Labor market analysis activities.
- Assist in coordination with MoHWL departments, PES units, and external stakeholders for data collection and validation activities.
- Support the organization of technical meetings, sectoral consultations, and workshops, including preparation of agendas, materials, and summary notes.
- Contribute to internal knowledge management and documentation to strengthen MoHWL's Labor market information practices.
- Support the technical review of proposals and deliverables related to Labor market analysis, as requested.
- Perform other related tasks assigned by the SLMA or the Labor Market Department.

Deliverables will include, but are not limited to:

- Cleaned and documented datasets and indicator tables
- Analytical inputs to Labor market and skills assessment reports
- Draft technical notes, presentations, and briefing materials
- Inputs to periodic monitoring and progress reports
- Supporting documentation for surveys, consultations, and workshops

All deliverables shall be submitted in formats acceptable to the MoHWL and IDB and in accordance with agreed timelines.

IV. REQUIRED EXPERIENCE AND SKILLS (EVALUATION CRITERIA)

All candidates applying for the ALMA position must demonstrate and/or provide evidence of the following experience, skills, and competencies within the submitted CV.

Category 1 – Criteria for CV Review and Shortlisting for Interview

A. Minimum Requirements (Qualifications/Education and Experience):

1. University degree, with a Bachelor's degree preferred, in economics, statistics, research methodology, social sciences or a related field.
2. Additional professional career development Training or Certification in relevant areas as mentioned above.
3. At least 2 years of general work/professional experience in applied research, labor market analysis, statistics, labor market indicators, employment statistics, and skills development concepts or related analytical work.
4. Specific experience working with quantitative or administrative data and familiarity with statistical or data analysis software (e.g. Excel, SPSS, Stata, or similar).
5. Working familiarity with Operational Procedures relating to Internationally Funded Development Projects and/or Public Sector projects.

B. Core Practical/Technical Skills and Competencies:

1. **Program and Operational Support:** Demonstrated ability to support the implementation of program activities by contributing technical and analytical inputs in line with established objectives and work plans. Skilled in assisting with task planning, organizing analytical activities, and supporting the execution of Labor market related assignments under supervision.
2. **Research and Reporting Competencies:** Good applied research and analytical skills, with experience supporting the analysis of Labor market data from administrative sources and surveys (e.g. Labor force surveys, vacancy data, tracer studies, or household surveys). Ability to contribute to the preparation of analytical notes, tables, figures, and draft reports under guidance, ensuring accuracy and consistency with methodological standards.
3. **Stakeholder Engagement and Incorporating Local Context:** Ability to support Labor market-related coordination and data collection activities involving multiple stakeholders, including government institutions, employers, training providers, and academia. Demonstrated understanding of Labor market actors and institutional context in Suriname, and ability to incorporate contextual information into analytical work.

4. **Teamwork and Professional Development.** Ability to work effectively as part of a technical team, follow guidance from senior staff, and manage assigned tasks independently within agreed timelines. Demonstrated willingness and capacity to learn, apply analytical methods, and contribute to knowledge sharing and capacity strengthening within the Labor Market Department.
5. **Leadership:** Ability to work independently as well as a team leader, with a capacity to communicate goals and objectives. Demonstrated abilities to impart knowledge on labor markets strategic analysis
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

Category 2: Interview Assessment

Candidates must be able to demonstrate and articulate proofs of the following during the interview:

1. **Interpersonal and communication Skills:** Excellent interpersonal and communications 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.
2. **Workplace dynamics and fit:** Understanding and agreement with the principles of ethics, transparency and non-discrimination displays cultural, gender, religion, race, nationality and age sensitivity and adaptability, treats all people fairly without favoritism and fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment. Can maintain high level confidentiality.

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 **Wednesday, 27th of May 2026 @ 11.59 pm SRT**.

A. Application Documents:

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

B. Selection Process:

1. All applications received by the deadline will be reviewed by the Evaluation Committee.
2. Only candidates that meet the required minimum score for this position will be shortlisted for an interview in English.
3. Only applicants with a combined total required score will be considered for contract award.
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.