

Terms of Reference for Individual Consultancy
Facilitation of a Workshop
Equal Treatment in Recruitment for Employers
Ministry of Health, Welfare, and Labor (SU-L1061 - P-00057)

1. BACKGROUND AND CONTEXT

The Government of Suriname (GoS) is looking to ensure prosperity for its citizens through diversifying the economy and tapping into new sustainable and productive sectors. The GoS has secured a loan with the Inter-American Development Bank (IDB), program SU-L1061 “Labor Market Alignment with New Industries”, to promote employability for jobseekers in these emerging sectors. The loan is implemented by the Ministry of Health, Welfare, and Labor referred to as the Program Execution Agency (PEA).

The diagnosis for the loan shows two main employability constraints that affect job seekers in Suriname. First, jobseekers are not adequately equipped with the skills demanded by the productive sectors. Second, there is a significant gap in labor market information, which makes it difficult to efficiently match job seekers to vacancies. Hence, the program’s specific objectives are: (i) to provide jobseekers with relevant and high-quality training for employment; and (ii) to expand the use of labor market intermediation services by jobseekers and employers.

In pursuit of promoting inclusive and equitable employment practices, the PEA aims to enhance employers’ understanding and application of equal treatment principles within recruitment processes. This initiative aligns with national and international commitments to diversity, non-discrimination, and equal opportunity in the workplace. The upcoming workshop will serve as a platform for knowledge exchange, capacity building, and fostering a culture of inclusiveness among employers.

Conducting a workshop for employers on equal treatment in recruitment processes under the Labor Market Alignment with New Industries Program in Suriname is vital to ensure a fair, inclusive, and competitive workforce that meets the evolving demands of emerging industries. This initiative will promote awareness of anti-discrimination laws, best practices, and practical strategies to eliminate biases, thereby fostering a more diverse talent pool.

The benefits include improved organizational reputation, increased access to a broader range of qualified candidates, and the creation of a more equitable labor market aligned with international standards. Ultimately, this workshop will support Suriname’s goal of building a resilient, inclusive economy by ensuring that new industry sectors are staffed with competent, diverse, and fairly treated employees, contributing to sustainable economic growth and social cohesion.

2. OBJECTIVE

The overarching goal of this consultancy is to design, plan, facilitate, and evaluate a targeted workshop aimed at employers, with a focus on embedding fair and equitable recruitment practices. The specific objectives are to increase awareness of non-discrimination laws, share best practices, and equip employers with practical tools and strategies to implement inclusive recruitment processes that eliminate biases and barriers.

3. SCOPE OF WORK

The consultant will undertake the following tasks:

3.1. Needs Assessment: Conduct a comprehensive assessment to identify existing gaps, challenges, and opportunities related to equal treatment in recruitment among participating organizations. This may include surveys, interviews, or focus group discussions with key stakeholders.

3.2. Workshop Design and Planning: Develop a detailed workshop framework, including objectives, agenda, session topics, interactive activities, and case studies. Prepare training materials, presentations, handouts, and resource lists tailored to the target audience.

3.3. Logistics Coordination: Organize all logistical elements such as venue selection (if physical), virtual platform setup, participant invitations, registration process, and distribution of materials. Ensure accessibility considerations are incorporated.

3.4. Facilitation: Lead and facilitate the workshop sessions, encouraging active participation, discussion, and experiential learning. Use varied facilitation techniques to engage diverse participants, including employer representatives, HR professionals, and policy-makers.

3.5. Monitoring and Evaluation: Collect participant feedback through surveys and discussions during and after the workshop to evaluate effectiveness. Adjust facilitation approaches as needed to maximize impact.

3.6. Reporting: Prepare a comprehensive post-workshop report capturing proceedings, key learnings, participant feedback, and actionable recommendations for future initiatives.

4. DELIVERABLES AND TIMELINES

1. Initial Work Plan and Timeline	A detailed plan outlining activities, milestones, and deadlines for the entire consultancy period.	Within 2 weeks after contract signing
2. Workshop Materials	Complete set of training manuals, presentations, handouts, and resource guides.	Within 4 weeks After Contract Signing
3. Logistics and Participation Report	Documentation of participant list, engagement levels, and logistical arrangements.	Within 2 Months after Contract Signing
4. Final Workshop Report:	A detailed report summarizing workshop proceedings, participant feedback, lessons learned, and recommendations for ongoing or future efforts.	Within 3 Months after Contract Signing

5. CONSULTANT'S PROFILE: QUALIFICATIONS AND SKILLS

1. University Degree (Masters Preferably) in public administration, sociology, law or any other related field
2. Demonstrable experience (minimum 5 years) in designing and facilitating diversity, inclusion, or HR-related training/workshops.
3. Strong knowledge of employment law, anti-discrimination policies, and inclusive recruitment strategies at national and international levels.
4. Proven ability to develop engaging and culturally sensitive training content.
5. Ability to work independently, manage time efficiently, and produce quality outputs within deadlines.
6. Experience working with diverse stakeholder groups, including private sector employers, government agencies, and civil society.
7. Excellent communication, presentation, and interpersonal skills.

6. EXPECTED OUTCOMES AND IMPACT

- Increased awareness among participating employers of legal and ethical standards regarding equal treatment in recruitment.
- Adoption or reinforcement of inclusive recruitment policies and practices within organizations.
- Strengthened capacity of employers to recognize and eliminate biases and barriers during hiring.
- A documented record of the workshop proceedings, feedback, and strategic recommendations for scale-up or replication.

7. PAYMENTS SCHEDULE

- D1: 30% upon signing the contract and submission of a detailed work plan and timeline.
- D2: 40% upon successful delivery of the workshop and submission of preliminary workshop materials.
- D3: 20% upon completion of the workshop and delivery of the draft workshop report.
- D4: 10% upon final approval and submission of the comprehensive final report, incorporating feedback.

8. CONTRACT PERIOD

The duration of this consultancy is three months with specific milestones aligned to planning, implementation, and reporting phases. The timeline should allow sufficient flexibility to accommodate unforeseen adjustments.

9. OTHER CONSIDERATIONS

- The consultant shall work in close coordination with the project team, stakeholders, and relevant government agencies as required.
- Confidentiality of all participant data and workshop content must be maintained at all times.
- The consultant is responsible for ensuring accessibility and inclusiveness throughout workshop planning and delivery.
- The consultant shall adhere to ethical standards, organizational policies, and any applicable legal requirements.
- Regular progress updates shall be shared with the Program Implementation Unit (PIU) to ensure alignment and timely delivery.

10. EVALUATION AND MONITORING

Performance of the consultant will be assessed based on timely delivery of quality outputs, participant feedback, and overall achievement of objectives. Continuous engagement and communication will be maintained to ensure the success of this initiative.