

Selection process #

## TERMS OF REFERENCE

### Consultancy for the design of sectoral talent pipelines for two priority sectors in Suriname

SURINAME

SU-T1191

Support to the Implementation of Labor Market Alignment with New Industries

[Web link to approved document]

#### 1. **Background and Justification**

- 1.1. The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.
- 1.2. The IDB Group helps Latin American and Caribbean countries promote skills development and lifelong learning as a strategy to ensure that citizens can contribute productively to society, improve their well-being, and be good citizens. To this end, it works with the countries of the region in five lines of action:
  - i. ensure that people have equitable access to relevant, high-quality learning opportunities throughout their lives.
  - ii. strengthen quality and relevance assurance mechanisms.
  - iii. consolidate and develop better financing and co-financing mechanisms to improve the efficiency, effectiveness, and coverage of skills development opportunities.
  - iv. take advantage of the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and
  - v. actively promote the generation and use of evidence to inform decisions about skills development.
- 1.3 The program 5626/OC-SU “Labor Market Alignment with New Industries” was signed by the Government of Suriname on November 11th, 2022. The Program is currently in the execution phase after reaching eligibility on May 8th, 2023, with the Ministry of Labour, Employment Opportunity, and Youth Affairs (MOL) of Suriname as the Executing Agency. The general objective of the program is to promote employability for jobseekers. The specific objectives are 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. The SU-T1191 Technical Cooperation will support the execution of the loan program by identifying sector-specific training needs, targeting vulnerable populations, and strengthening institutional capacity.

**1.3.** Three economic sectors have been identified as promising due to their current and future potential to provide formal employment, and in turn, increase productivity. Under the TC SU-T1143 (that supported the preparation of the program), agriculture and tourism were preliminarily identified as promising sectors in Suriname, highlighting the importance of developing and implementing training for employment programs tailoring those industries. During the execution phase, the information technology sector was added, since it is a horizontal area that is showing increasing demand. However, to ensure the effective alignment of training supply with the labor demand of these sectors, a more comprehensive analysis is required. This involves delving deeper into the specific occupations, skills, and competencies necessary to enhance productivity and competitiveness within each sector and establishing management mechanisms for continuous alignment with three priority sectors and developing talent pipelines in these sectors.

## **2. Objectives**

The overall objective of this consultancy is to design Sectorial Talent Pipelines to develop human capital in two strategic productive sectors in Suriname.

**2.1.** More specifically, the consultancy aims to:

2.1.1. Design an action plan to develop human capital in two strategic productive sectors of Suriname from a thorough assessment of micro and macroeconomic data and a dialogue with main stakeholders.

2.1.2. Design two Sectorial Talent Pipelines, including: (a) demand-based diagnosis; (b) Professional profiles defined; (c) Training courses/Training centers identified; (d) Roadmap of possible scalability to implement the STP at a national level; and (e) Operational Management design with focus on employability.

## **3. Scope of Services**

The consulting firm will perform the following set of activities:

**3.1.** The consulting firm, under the supervision of the IDB, is responsible for the design and implementation of data collection methods (desk review, focus groups, interviews, workshop) to retrieve the relevant data for the gap analysis.

**3.2.** The consulting firm is responsible for liaising with stakeholders and experts in and outside of Suriname to perform the gap analysis and draft the strategy.

**3.3.** The consulting firm is responsible for the planning of the project and ensure the follow-up of its implementation and all related activities to achieve the expected results.

**3.4.** The consulting firm will ensure that the planned activities are executed promptly and in constant compliance with IDB policies and procedures.

## **4. Key Activities**

**1- Establish a diagnosis of the two strategic productive sectors.** Review relevant and strategic literature and statistics of the two strategic productive sectors. Additionally, set up a round of interviews with strategic actors from the public, private, and international sectors of the two

productive sectors. For the completion of this stage, it will be necessary to carry out the following activities:

- (a) Identify relevant and strategic literature to establish a framework for understanding the economic sectors.
- (b) Identify labor market literature for Suriname.
- (c) Identification of strategic actors from promising productive sectors in Suriname.
- (d) Field visit to identify actors and needs of productive sectors.
- (e) Conduct a round of interviews with relevant and strategic actors from promising productive sectors in Suriname.
- (f) Analysis of the interviews conducted and identification of demanded skills and occupations.
- (g) Diagnosis of the chosen literature and indicators that support and/or complement the qualitative analysis of the interviews.
- (h) Assess the human capital to be trained and/or retrained.

**2- Determine the Demand for Skills and Competencies for the two Strategic Productive Sectors.**

Carry out a quantitative and qualitative demand estimation based on the diagnostic to establish the demand for occupations, competencies, and skills. To carry out this stage, it is necessary to develop the following actions:

- (a) Analysis of interviews with strategic actors of the two strategic productive sectors of the country.
- (b) Identify requirements/demand for profiles.

**3. Determine Skill and Competency Profiles.** This activity will be based on the validation of professional profiles, recruitment requirements according to the profile, and training programs. To carry out this stage, the following actions need to be developed:

- (a) Validate the professional profiles with strategic actors of the two strategic productive sectors.
- (b) Validate the recruitment requirements by profile with strategic actors of the two strategic productive sectors.
- (c) Validate the training program(s) with strategic actors of the two strategic productive sectors.

**4. Identification of Training Operators.** Identify potential training operators and an analysis of their relevance will be carried out to determine which ones are best suited to carry out the program. To carry out this stage, the following requirements and characteristics must be validated:

- (a) Previous training experience in the required skills and competencies or demonstrate the potential for training in such skills and competencies.

- (b) Having conducted training in the defined profile(s) or demonstrate the potential for training in developing such profile(s).
- (c) Meet quality standards.
- (d) Adhere to standardized training.
- (e) Fulfill the expected capacity of students to train.

5. **Design a Sectorial Talent Pipeline Management.** Design a continuous process which considers the processes from attraction to job intermediation. To carry out this stage, the following actions need to be developed:

- (a) Design management of the attraction and selection of applicants to the courses.
- (b) Design management of training, work practice, and labor competences certification.
- (c) Design management of intermediation and final evaluation of results

**5. Expected Outcome and Deliverables**

- 5.1. Product 1 – Work plan and methodology
- 5.2. Product 2 – Demand-based diagnosis and professional profile defined
- 5.3. Product 3 – Sectorial Talent Pipelines design

**6. Project Schedule and Milestones**

| <i>Deliverables</i>                              | <i>Timeframe</i>   |
|--|--|
| 1. Submission and approval of the work plan      | 15 calendar days from the signing of the contract                |
| 2. Submission and approval of the second product | 90 calendar days from the signing of the contract                |
| 3. Submission and approval of the third product  | Two months (120 calendar days from the signing of the contract). |

**7. Reporting Requirements**

- 7.1. All reports will be submitted to the Bank in digital form and in English. The file must be in an electronic format used by the Bank, such as one of the MS Office, JPG, and/or TIFF formats. ZIP files (compressed) will not be accepted as final reports due to the regulations of the Bank File Management Section.
- 7.2. The final report and recommendations will be presented to key counterparts in the Ministry of Labor, and other relevant stakeholders)

**8. Acceptance Criteria**

**8.1.** The acceptance of deliverables will be approved by the IDB’s Labor Market and Social Security Division through a confirmation email. Yyannú Cruz Aguayo, Economics Senior Specialist in Labor Markets Division, is authorized to accept the work.

**9. Other Requirements**

- 9.1.** The firm should have proven experience in education, training for employment and curriculum development. It should promote a vision that is holistic with a special focus on integration of vulnerable populations. In addition, the firm/organization should have working experience in Suriname or the Caribbean and previously established partnerships with other international organizations, governments, NGOs, Foundations, etc. The firm/organization should have a team of highly qualified professionals and experts in the fields of education and project management in developing countries.
- 9.2.** All Offerors shall assume all costs associated with the preparation and presentation of their proposals. The Bank does not assume any responsibility whatsoever to reimburse Offerors for costs incurred in the preparation of proposals in response to this RFP.
- 9.3.** The consulting firm is expected to participate in regular meetings with IDB and the MOL. The frequency of meetings will be determined at the start of the consultancy.
- 9.4.** The consultant firm shall include in its proposal all expected travel and associated travel costs to the interior.

**10. Supervision and Reporting**

**10.1.** The consulting firm will be reporting to Yyannú Cruz Aguayo, who will give comments to any reports, approve reports, documents, work, and give comments or any instructions for changes. It shall be the firm’s responsibility to ensure that such reports are submitted to the Bank.

**11. Schedule of Payments**

- 11.1.** Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.
- 11.2.** The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

| <b>Payment Schedule</b> |             |
|-------------------------|-------------|
| <b>Deliverable</b>      | <b>%</b>    |
| 1. Workplan             | 20%         |
| 2. First product        | 40%         |
| 3. Third product        | 40%         |
| <b>TOTAL</b>            | <b>100%</b> |

*Selection process #*

**TERMS OF REFERENCE**

**Consultancy for the qualitative mapping of the labor market demand for priority sectors in Suriname**

SURINAME

SU-T1191

Support to the Implementation of Labor Market Alignment with New Industries

[Web link to approved document]

**1. Background and Justification**

- 1.1.** The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.
- 1.2.** The IDB Group helps Latin American and Caribbean countries promote skills development and lifelong learning as a strategy to ensure that citizens can contribute productively to society, improve their well-being, and be good citizens. To this end, it works with the countries of the region in five lines of action:
- vi. ensure that people have equitable access to relevant, high-quality learning opportunities throughout their lives.
  - vii. strengthen quality and relevance assurance mechanisms.
  - viii. consolidate and develop better financing and co-financing mechanisms to improve the efficiency, effectiveness, and coverage of skills development opportunities.
  - ix. take advantage of the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and
  - x. actively promote the generation and use of evidence to inform decisions about skills development.
- 1.4** The program 5626/OC-SU “Labor Market Alignment with New Industries” was signed by the Government of Suriname on November 11th, 2022. The Program is currently in the execution phase after reaching eligibility on May 8th, 2023, with the Ministry of Labour, Employment Opportunity and Youth Affairs (MOL) of Suriname as the Executing Agency. The general objective of the program is to promote employability for jobseekers. The specific objectives are 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. The SU-T1191 Technical Cooperation, will support the execution of the loan program by identifying sector-specific training

for employment (TFE) needs, targeting vulnerable populations, and strengthening institutional capacity.

2. The MOL has some experience with identifying beneficiaries through grant programs and the three training institutions that fall under their jurisdiction, as well as jobseekers through the Public Employment Services. These registries could be used to target beneficiaries.
3. In addition, The Ministry of Social Affairs and Public Housing (MOSAPH) manages the largest part of the social protection schemes in Suriname and has most recently launched the “Moni Karta” under the Bank’s SU-L1063 Support to Safety Nets for Vulnerable Populations in Suriname Program. This program uses a Beneficiary Information System (BIS), Although the SU-L1061 program is not part of the social protection scheme, the target populations for the beneficiaries overlap (women, people with disabilities, Not Employed or in Education or Training/NEET labor force ) and the registered beneficiaries in the BIS can also be targeted for SU-L1061. The program will benefit for an established methodology to select training beneficiaries from the BIS and registries and identifying potential barriers.

#### **4. Objectives**

The overall objective of this consultancy is to develop a mechanism for MOL in Suriname to identify and select beneficiaries of financial and in-kind support to facilitate access to Training for Employment.

**4.1.** More specifically, the consultancy aims to:

- 4.1.1. Assessment of current registries and information systems
- 4.1.2. Develop a methodology and working instructions for the identification of beneficiaries of TFE and maintaining a database.
- 4.1.3. Develop a methodology and working instructions for the application of selection mechanisms and selection of beneficiaries of TFE and monitoring beneficiaries.
- 4.1.4. Capacity building of the MOL to maintain and update skills to maintain mechanisms and database.

#### **5. Scope of Services**

The consulting firm will perform the following set of activities:

- 5.1. The consulting firm, under the supervision of the IDB, is responsible for the design and implementation of methods (desk review, focus groups, interviews, workshop) to retrieve the relevant data for the assessment.
- 5.2. The consulting firm is responsible for liaising with stakeholders and experts in and outside of Suriname to perform the assessment and develop the selection mechanisms.
- 5.3. The consulting firm is responsible for the planning of the project and ensure the follow-up of its implementation and all related activities to achieve the expected results.
- 5.4. The consulting firm will ensure that the planned activities are executed promptly and in constant compliance with IDB policies and procedures.

#### **6. Key Activities**

- 6.1. Development of a workplan for the achievement of the objectives
- 6.2. Desk review, interviews and focus groups for the assessment of current registries and information systems and development of methodologies for the identification and selection of potential beneficiaries and potential barriers.
- 6.3. Periodic and final presentation and validation sessions of the assessment, selection mechanisms and work instructions with the Bank and MOL
- 6.4. 2 training sessions and 5 follow-up/coaching sessions for training in the methodology and work instructions
- 6.5. 2 stakeholder presentations and validation sessions with sector representatives

**7. Expected Outcome and Deliverables**

- 7.1. Work plan.
- 7.2. Draft Report with the Assessment of Selection Mechanism
- 7.3. Report with an assessment and methodology for selection of beneficiaries.
- 7.4. Work instructions for the MOL to develop and maintain a methodology and database of beneficiaries.
- 7.5. Training Material for the training sessions.

**8. Project Schedule and Milestones**

| <i>Deliverables</i>                              | <i>Timeframe</i>                                 |
|--|--|
| 4. Submission and approval of the work plan      | Two weeks after the signature of the contract    |
| 5. Submission and approval of the second product | Two months after the signature of the contract   |
| 6. Submission and approval of the third product  | Four months after the signature of the contract  |
| 7. Submission and approval of the fourth product | Six months after the signature of the contract   |
| 8. Submission and approval of the fifth product  | Eight months after the signature of the contract |

**9. Reporting Requirements**

- 9.1. All reports will be submitted to the Bank in digital form and in English. The file must be in an electronic format used by the Bank, such as one of the MS Office, JPG, and/or TIFF formats. ZIP files (compressed) will not be accepted as final reports due to the regulations of the Bank File Management Section.
- 9.2. The final report and recommendations will be presented to key counterparts in the Ministry of Labor, and other relevant stakeholders)

**10. Acceptance Criteria**



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**11. Other Requirements**

- 11.1. The firm should have proven experience in the social sector and deploying educational, training, or social programs to beneficiaries. It should promote a vision that is holistic with a special focus on integration of vulnerable populations. In addition, the firm/organization should have working experience in the Caribbean and established partnerships with other international organizations, governments, NGOs, Foundations, etc. The firm/organization should have a team of highly qualified professionals and experts in the fields of economics, education, and project management in developing countries.
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**13. Schedule of Payments**

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- 13.2. The IDB Official Exchange Rate indicated in the RFP will be applied for necessary conversions of local currency payments.

| <b>Payment Schedule</b>     |             |
|-----------------------------|-------------|
| <i><b>Deliverable</b></i>   | <b>%</b>    |
| 4. <i>Workplan</i>          | 20%         |
| 5. <i>Draft Report</i>      | 20%         |
| 6. <i>Report</i>            | 20%         |
| 7. <i>Work instructions</i> | 20%         |
| 8. <i>Training Material</i> | 20%         |
| <b>TOTAL</b>                | <b>100%</b> |

## Senior Labour Market Consultant

### Post of Duty: Remote/Hybrid

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

The Social Sector (SCL) is a multidisciplinary team convinced that investing in people is the way to improve lives and overcome the development challenges in Latin America and the Caribbean. Jointly with the countries in the region, the Social Sector formulates public policy solutions to reduce poverty and improve the delivery of education, work, social protection, and health services. The objective is to advance a more productive region, with equal opportunities for men and women, and greater inclusion of the most vulnerable groups.

The IDB Group helps Latin American and Caribbean countries promote skills development and lifelong learning as a strategy to ensure that citizens can contribute productively to society, improve their well-being, and be good citizens. To this end, it works with the countries of the region in five lines of action:

- i. ensure that people have equitable access to relevant, high-quality learning opportunities throughout their lives.
- ii. strengthen quality and relevance assurance mechanisms.
- iii. consolidate and develop better financing and co-financing mechanisms to improve the efficiency, effectiveness, and coverage of skills development opportunities.
- iv. take advantage of the use of technology to increase equity and access to skills development opportunities and improve the efficiency of skills development systems; and
- v. actively promotes the generation and use of evidence to inform decisions about skills development.

### **About this position**

We are looking for an experienced Senior Labor Markets Consultant to support the Ministry of Labour, Employment Opportunity, and Youth Affairs (MOL) with a roadmap for the design and implementation of a multi-channel Public Employment Service (PES) for the 5626/OC-SU (SU-L1061) Labor Market Alignment with New Industries Program. You will facilitate technical discussions related between the MOL and its Program Executing Unit (PEU) and provide assessments to organizational and human resource challenges.

The Labor Markets Division (SCL/LMK) of the IDB aims to promote quality jobs to improve lives in Latin America and the Caribbean. Through its development projects and state-of-the-art research, the Division works with countries of the Region to achieve an accessible labor market for all, a better prepared and more productive workforce, and pension systems that guarantee a decent life for the elderly.

### **What you'll do:**

- Analyze the organizational structures and design a multi-channel PES.
- Offer technical expertise in staffing, active labor market policies (ALMPs) and modern PES.
- Provide strategic advice on human resource development challenges.
- Collaborate with other Ministries and government agencies such as the Ministry of Education and the E-government committee as well as international organizations, such as the IDB.
- Provide input for Terms of References of staffing of the PES.
- Advise on the alignment of ALMPs with the SU-L1061 program and National Development Plans, Labor Market Policies, and other multi-year programs.

**Deliverables and Payments Timeline:**

Click or tap here to enter text.

| <b><u>Deliverable #</u></b>  | <b><u>Percentage</u></b> | <b><u>Planned Date to Submit</u></b> |
|--|--------------------------|--------------------------------------|
| <b><u>1 Workplan</u></b>   | 15%                      | 1 week after signature of contract   |
| <b><u>2 First Report</u></b><br>With an updated diagnostics and HR assessment of the PES of Suriname   | 30%                      | 3 months after signature of contract |
| <b><u>2 Second Report</u></b><br>With a roadmap and staffing plan for multi-channel PES in Suriname  | 30%                      | 5 months after signature of contract |
| <b><u>3 Third Report</u></b><br>With Terms of References for staffing of the PES   | 30%                      | 7 months after contract signature    |
| <b><u>4 Final Report</u></b><br>With a brief summary of the activities held in 2024 and Q1 of 2025 and recommendations for the implementation of the roadmap and staffing plan | 25%                      | 12 months after contract signature   |

**What you'll need**

- **Education:** Master's degree (or equivalent advanced degree) in Economics, Sociology, Public Administration, or other fields relevant to the responsibilities of the role.
- **Experience:** At least 15 years of progressive experience in Labour Market Policies and diagnostics of the public sector in the Caribbean.
- **Languages:** Proficiency in English.

### **Key skills:**

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

### **Requirements:**

- **Citizenship:** You are either a citizen of Suriname or a citizen of one of our 48-member countries with residency or legal permit to work in Suriname.
- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.

### **Type of contract and duration:**

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum.
- **Length of contract:** 6 months.
- **Work Location:** On site.

### **What we offer**

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

- A **competitive compensation** package.
- A flexible way of working. You will be evaluated by deliverable.

### **Our culture**

At the IDB Group we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions.

Diversity, Equity, Inclusion and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to apply.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability, please e-mail us at [diversity@iadb.org](mailto:diversity@iadb.org) to request reasonable accommodation to complete this application.

**Our Human Resources Team reviews carefully every application.**

## **About the IDB Group**

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

## **About IDB**

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

### **Follow us:**

<https://www.linkedin.com/company/inter-american-development-bank/>

<https://www.facebook.com/IADB.org>

[https://twitter.com/the\\_IDB](https://twitter.com/the_IDB)

## **About IDB Lab**

Is the innovation laboratory of the IDB Group. We mobilize financing, knowledge, and connections to drive innovation for inclusion in Latin America and the Caribbean. We believe innovation is a powerful tool that can transform our region, providing today unprecedented opportunities to populations that are vulnerable due to economic, social, or environmental factors. IDB Lab has a commitment to gender quality and diversity as part of its development mandate. The Strategy and Impact unit supports IDB Lab in the development of strategy, connections and knowledge, and impact measurement and reporting.

### **Follow us:**

<https://www.linkedin.com/company/idblab/>

<https://www.facebook.com/IDBLab>

[https://twitter.com/IDB\\_Lab](https://twitter.com/IDB_Lab)

## **About IDB Invest**

IDB Invest, a member of the IDB Group, is a multilateral development bank committed to promoting the economic development of its member countries in Latin America and the Caribbean through the private sector. IDB Invest finances sustainable companies and projects to achieve financial results and maximize economic, social, and environmental development in the region. With a portfolio of \$14.1 billion in asset management and 325 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of industries.

**Follow us:**

<https://www.linkedin.com/company/idbinvest/>

<https://www.facebook.com/IDBInvest>

<https://twitter.com/BIDInvest>

## **Procurement Advisor Consultant**

### **Post of Duty: Suriname**

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

### **About this position**

We are looking for an experienced Procurement Advisor Consultant to support the Ministry of Labour, Employment Opportunity and Youth Affairs with strategic and operational procurement activities and capacity building of the 5626/OC-SU (SU-L1061) Labor Market Alignment with New Industries Program. As the Procurement Support Consultant, you will assist the Program Executing Unit with executing their procurement process and updating the Programs Operations Manual (POM) for procurement related matters.

You will work in the Suriname Team for the Labor Markets Division. This team is responsible for the supervision of the 5626/OC-SU Program and execution of technical cooperations.

The Labor Markets Division (SCL/LMK) of the IDB aims to promote quality jobs to improve lives in Latin America and the Caribbean. Through its development projects and state-of-the-art research, the Division works with countries of the Region to achieve an accessible labor market for all, a better prepared and more productive workforce, and pension systems that guarantee a decent life for the elderly.

### **What you'll do:**

Your main activities will include:

- Provide input for Terms of Reference for the activities planned for 2024 with the technical team of the MOL and other technical consultants.
- Prepare, review and validate all required procurement documents, evaluation reports and associated contracts, in adherence to IDB's Policies and Procedures for a minimum of 15 administrative and operational procurements, and 5 technical, strategic procurements
- Provide guidance during contract negotiations on defining contract terms, pricing, performance requirements, service delivery schedules and other relevant contractual factors
- Develop and prepare monthly reports on the status of procurements
- Develop and prepare recommendations for work procedures and updates to the POM for the MOL
- Hold workshops and coaching sessions with the PEU and the MOL for tailored capacity building and implementation of improvements

**Deliverables and Payments Timeline:**

Click or tap here to enter text.

| <b><u>Deliverable #</u></b>  | <b><u>Percentage</u></b> | <b><u>Planned Date to Submit</u></b>   |
|--|--------------------------|--|
| 1. Workplan  | 15%                      | Within 2 weeks of Contract Signature   |
| 2. First Report including progress on procurements process that have been started  | 20%                      | Within 2 months of Contract Signature  |
| 3. Second Report including procurements processes that have been started and recommendations for improvements                            | 15%                      | Within 4 months of Contract signature  |
| 4. Third Report including progress on procurement processes that were successfully completed   | 15%                      | Within 6 months of Contract signature  |
| 5. Fourth Report including progress on procurement processes that were successfully completed and improvements that will be implemented  | 15%                      | Within 8 months of Contract signature  |
| 6. Fifth Report including progress on procurement processes that were successfully completed and improvements that have been implemented | 20%                      | Within 10 months of Contract signature |



## **What you'll need**

- **Education:** Master's degree in (or equivalent advanced degree) in Business Administration, Economics, Public Policy, or other fields relevant to the responsibilities of the role. Certification in Project Management and/or Procurement would be an asset
- **Experience:** Between 5 and 10 years of progressive experience in working in project environments with International Financial Institutions
- **Languages:** Proficiency in English.

## **Key skills:**

- Learn continuously.
- Collaborate and share knowledge.
- Focus on clients.
- Communicate and influence.
- Innovate and try new things.

## **Requirements:**

- **Citizenship:** You are either a citizen of Suriname or a citizen of one of our 48-member countries with residency or legal permit to work in Suriname.
- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB, IDB Invest, or IDB Lab.

## **Type of contract and duration:**

- **Type of contract:** Products and External Services Consultant (PEC), Lump Sum.
- **Length of contract:** 12 months, 3 working days per week.
- **Work Location:** On site.

## **What we offer**

The IDB group provides benefits that respond to the different needs and moments of an employee's life. These benefits include:

- A **competitive compensation** package.
- A flexible way of working. You will be evaluated by deliverable.

## **Our culture**

At the IDB Group we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions.

Diversity, Equity, Inclusion and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to apply.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability, please e-mail us at [diversity@iadb.org](mailto:diversity@iadb.org) to request reasonable accommodation to complete this application.

**Our Human Resources Team reviews carefully every application.**

### **About the IDB Group**

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

### **About IDB**

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

#### **Follow us:**

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### **About IDB Lab**

Is the innovation laboratory of the IDB Group. We mobilize financing, knowledge, and connections to drive innovation for inclusion in Latin America and the Caribbean. We believe innovation is a powerful tool that can transform our region, providing today unprecedented opportunities to populations that are vulnerable due to economic, social, or environmental factors. IDB Lab has a commitment to gender quality and diversity as part of its development mandate. The Strategy and Impact unit supports IDB Lab in the development of strategy, connections and knowledge, and impact measurement and reporting.

#### **Follow us:**

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### **About IDB Invest**

IDB Invest, a member of the IDB Group, is a multilateral development bank committed to promoting the economic development of its member countries in Latin America and the Caribbean through the private sector. IDB Invest finances sustainable companies and projects to achieve financial results and maximize economic, social, and environmental development in the region.

With a portfolio of \$14.1 billion in asset management and 325 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of industries.

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