**SURINAME
“Strengthening Female Entrepreneurship in Brokopondo, Wanica, Sipaliwini and Marowijne”(SU-T1091)**

 **TERMS OF REFERENCE FOR** **PROJECT COORDINATOR**

1. **BACKGROUND**

Established in 1959, the Inter-American Development Bank (“IDB” or “Bank”) is the main source of financing for economic, social and institutional development in Latin America and the Caribbean. It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing countries.

The Interior of Suriname – generally referred to as comprising the three districts of Brokopondo, Marowijne and Sipaliwini and a part of the District of Para – represent approximately 90% of the land area of Suriname”. While the interior districts represent the majority of the land area, the districts of Brokopondo and Sipaliwini comprised mainly of “Amerindian and Maroon villages, account for only 10% of the country’s population”. According to the national 2004 Census, that there are about 250 villages in the country’s interior districts of Brokopondo, Marowijne and Sipaliwini) which “range from small family communities of 50 in the cases of indigenous peoples to large Maroon communities of up to 7,000” persons. The options for micro enterprise development, as well as employment opportunities are limited, as these districts are remote and dispersed. The women in the Maroon communities in Suriname’s interior have limited opportunities for micro enterprise development and employment as these communities are very small and remote, located many hours away from viable employment opportunities and markets in the main urban centers on the coast.

Most Maroon households have lived sustainably within their environment, relying primarily on fishing and subsistence farming. The low level of productivity in subsistence farming and lack of economic opportunities in the interior usually means that men (heads of household, and usually the income providers) leave their agricultural communities to seek informal employment in extractive industries, such as mining, which is the main economic activity in the interior, leaving their families in the villages for extended periods of time. Increasingly, traditional community structures in villages in the interior are affected by the informal mining activity, as men find the sector lucrative compared with more traditional livelihoods. Women are particularly affected as they are left behind, without a stable source of income and have the household responsibilities as well as the need to engage in local production schemes.

Cassava is native to Latin America and the Caribbean, and “is an integral part of the food and cultural fabric”. Cassava cultivation and processing has provided an opportunity for income generation for women in the interior of Suriname. The crop’s cultivation and processing are

based on local and cultural knowledge and traditions, and “cassava is the fourth most important staple food after rice, wheat flour (bread) and plantain”.

**II. OBJECTIVE**

The objective of the consultancy is to manage and coordinate all aspects and activities of the “Strengthening Female Entrepreneurship in Brokopondo, Wanica, Sipaliwini and Marowijne”(SU-T1091) in compliance with the Project Documents approved by WUFS and the IDB.

**III. CHARACTERISTICS OF THE CONSULTANCY**

Consultancy category and modality: International Contractual, Time based

Contract duration: Twelve (12) months from the start date

Place(s) of work: Suriname, Paramaribo with frequent visits to Brokopondo, Wanica, Sipaliwini and Marowijne

Payment and Conditions: Compensation will be determined in accordance with Bank’s policies and procedures. In addition, candidates must be citizens of an IDB member country.

Consanguinity: Pursuant to applicable Bank policy, candidates with relatives (including the fourth degree of consanguinity and the second degree of affinity, including spouse) working for the Bank as staff members or Complementary Workforce contractual, will not be eligible to provide services for the Bank.

Diversity: The Bank is committed to diversity and inclusion and to providing equal opportunities to all candidates. We embrace diversity on the basis of gender, age, education, national origin, ethnic origin, race, disability, sexual orientation, religion, and HIV/AIDs status. We encourage women, Afro-descendants and persons of indigenous origins to apply.

**IV. SCOPE OF WORK**

* Develop Annual Operating Plans based on the programs’ result matrix, goals, objectives and indicators, including updated timelines for implementation, a record of the source of counterpart funding (i.e. in kind and in cash), an updated risk table, and an updated list of beneficiaries of the training and certification activities.
* Participate in meetings of the different governance mechanisms associated with the project, including the Steering Committee and periodic community group meetings.
* Identify, plan and execute events or meetings necessary for the successful implementation of the project;
* Liaise with the Communities and stakeholders to promote goals and objectives of the Program.
* Liaise with the IDB country office and project team members as required to ensure efficient project execution in compliance with bank regulations.
* Draft terms of reference and coordinating the work of consultants working towards specific outputs associated with the project.
* Identify potential individual consultants or firms or other providers of services or goods to support the successful implementation of the project's activities;
* Supervise tendering activities of the Program and participate in the selection committee. Provide oversight to the implementation of all consultancies, goods and service contracts.
* Facilitate contacts between consultants and other entities during Program execution, especially when entities and consultants need to meet in the field for Program execution purposes.
* Supervise the financial administration of the Project, review and authorize financial planning in accordance with procurement plan and AOP updated, request of funds to the IDB and financial reporting and documentation requirements as well as the individual payments that are made from the Program budget.
* Manage Program Implementation to achieve the desired outcomes and results.
* Provide managerial supervision to ensure that the Program is executed according to the guidelines specified in the Project Document, Project Contract and Operating Plan.
* Prepare Program Monitoring reports, and assist in the Monitoring the Program’s results, and the overall evaluation of the program on an annual basis
* Other duties that may be implied in the contract or assigned by WUFS/SURIVIT as executing agency of the Program and contracting authority.

**V. QUALIFICATIONS:**

The consultant must hold a professional degree, post graduate or equivalent, in areas related to the assignment. He/She must also have sufficient experience in business management, administration or relevant field with at least 8 years of professional experience including 5 years in Project Management. Excellent oral and written communication skills in Dutch and English are a requisite. Communication skills in Sranan Tongo would be a bonus.

Other qualifications include:

* At least 5 years’ experience analyzing and designing strategies to improve the competitiveness of clusters and/or Small and Medium Enterprises (SMEs);
* Demonstrated ability to lead, communicate effectively, and work independently in challenging environments;
* Demonstrated ability in project management and facilitation skills;
* Experience working in the Caribbean region;
* Professional experience working on technical assistance and/or loan programs under multilateral institutions such as the IDB, EU, World Bank, or similar is preferred;
* Availability and accessibility to the beneficiary.

**VI. ORGANIZATIONAL RELATIONSHIPS**

The Project Coordinator is responsible for the Project Executing Unit, and reports directly to WUFS/SURIVIT. However, networking and close collaboration with other key stakeholders is a requirement. The project Coordinator will meet with the steering committee as much as is required. The Project Coordinator will be responsible for the effective management and coordination of the Project Execution as a whole.

**VII. PAYMENT**

Consultancy is developed under Time based modality and the payments will be made monthly. Payment will be made upon approval by WUFS/SURIVIT.