

Terms of Reference

Technical and administrative assistance

Position:	Technical and administrative assistant for administrative and logistic assistance for the Suriname Minamata (Mercury) Assessment and Artisanal Small-Scale Gold Mining National Action Plan (NAP)
Location:	Suriname (with travel to interior remote locations)
Vacancy Type:	Internal / External
Application Deadline:	22 December 2017
Type of Contract:	Individual Consultant
Language required:	Dutch/English
Starting Date:	15 January 2018
Duration of Contract:	Nine (9) Months

1. Background

Suriname is a sovereign state on the Northeastern coast of South America with a land area of approximately 163,000 km². It has extremely high levels of tropical rainforest cover, forming part of the Amazon river basin. It is estimated that more than 90% is still forested, corresponding to approximately 14.8 million hectares (Report to CBD 2012), and it is considered a 'High Forest Cover- Low Deforestation Rate' country. While 13% of the country's land area has been set aside in protected areas, a substantial amount of forest and associated biodiversity is found within productive landscapes.

Mining is a vital sector of Suriname's economy and has grown significantly over the last decade, particularly gold mining, contributing an estimated 1.62 billion USD in 2012 versus 34 million USD in 2000. In 2011, small-scale gold mining was believed to provide 20,000 direct jobs as well as a significant number of jobs in subsidiary services. Most of mining is taking place in Suriname's Greenstone Belt, in which the majority of gold deposits are to be found. Unfortunately, due to its largely unregulated and uncontrolled nature, mining, and in particular Artisanal and small-scale gold mining (ASGM), is causing significant negative environmental impacts on forests, freshwater, fish and other groups of species.

The government of Suriname through the Office of the President has requested United Nations Development Programme (UNDP) to provide support in:

- Access and utilization of Global Environment Facility (GEF) funding for Initial Assessment (including field work) of the use of Mercury, this within the context of the Minamata convention.
- Access and utilize GEF funding in the preparation of a National Action Plan for Artisanal and Small-Scale gold mining.

2. Scope of Work

The main objective of this consultancy is to assist the National Project Coordinator for the MIA, NAP and PPG projects with the administrative and logistic activities.

Objective of the consultancy

To ensure the quality of project activities as well as timely deliverable of the set goals.

Tasks and duties

- Collect, register and maintain all information on project activities;
- Contribute to the preparation and implementation of progress reports;
- Monitor project activities, budget and financial expenditures;
- Advise all project counterparts on applicable administrative procedures and ensures their proper implementation;
- Maintain project correspondence and communication;
- Support the preparation of project work-plans and operational and financial planning processes;
- Assist in procurement and recruitment processes;
- Assist in the preparation of payments requests for operational expenses, salaries, insurance, etc. against project budgets and work plans;
- Follow-up on timely disbursements through UNDP/CO;
- Receive, screen and distribute correspondence and attach necessary background information;
- Prepare routine correspondence and memoranda for National Project Coordinators signature;
- Assist in logistical organization of meetings, training and workshops;
- Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings;
- Maintain project filing system;
- Maintain records over project equipment inventory.
- Support the project coordinator in media relations, including social media, press releases, etc.
- Support the project coordinator in M&E, including compilation and dissemination of lessons learned and best practices

3. Deliverable / Key Functions

Under the guidance of NIMOS and the UNDP, the Consultant directly reports to the National Project Coordinator and is expected to, and will be responsible for all administrative and logistic activities.

Deliverables	Payment Percentage
1st month: 21.75 workdays and upon submitting monthly progress report based on activities.	11.00%
2nd month: 21.75 workdays and upon submitting monthly progress report based on activities.	11.00%
3rd month: 21.75 workdays and upon submitting monthly progress report based on activities.	11.00%
4th month: 21.75 workdays and upon submitting monthly progress report based on activities.	11.00%

5th month: 21.75 workdays and upon submitting monthly progress report based on activities.	11.00%
6th month: 21.75 workdays and upon submitting monthly progress report based on activities.	11.00%
7th month: 21.75 workdays and upon submitting monthly progress report based on activities.	11.00%
8th month: 21.75 workdays and upon submitting monthly progress report based on activities.	11.00%
9th month: 21.75 workdays and upon submitting monthly progress report based on activities.	12.00%
Total	100%

4. Qualifications

Education:

- a. A Bachelor's degree or equivalent in social sciences or a related field;
- b. Training in project management is an asset.

Experience:

- 5 years of relevant experience at the national level in project support and administration, public relations, communications or international development;
- Previous working experience and affinity with environmental related topics;
- Previous experience in similar role with a NGO, multilateral or international organization is a strong asset;
- Specific training in media relations or creative writing would be an asset;
- Experience in event management would also be an asset.

Skills / Competencies:

- Strong interpersonal and communication skills;
- Commitment to team work and to working across disciplines;
- c. Proficiency in standard computer software (word-processing, excel, presentations)
- d. Excellent oral and written communication skills in English and Dutch, good working understanding of Sranang tongo.

5. Documents to be included when submitting the proposal

- a. Technical proposal on how you will approach and complete the assignment;
- b. Curricula Vitae (CV/s);
- c. Financial Proposal per UNDP template;
- d. P11 form