

Terms of reference

“Preparation of Project Document for technical support to the Ministry of Social Affairs and Public Housing”

1. Background

The Ministry of Social Affairs and Public Housing (SOZAVO) is mandated to enhance the social well being of the total community, but more specifically the low-income groups, the elderly, people with disabilities and children/youth. Based on its mandate, the ministry has the responsibility to formulate, implement and monitor policies to address the social needs of the community.

Since 2009 the UNDP Country Office Suriname has collaborated closely with the Ministry. UNDP technical assistance has resulted among others in the development of a Capacity Development Plan and provision of training to the staff of the ministry in leadership and management, and policy formulation.

Currently the ministry has approached UNDP to provide support in strengthening of the organization and provision of “Social Services”. The intention is to expand the network and strengthen the mechanisms for provision of social services, including the development of a comprehensive data management system, and development of the requisite skills of the service providers.

The ministry has also requested assistance for follow up on the recommendations proposed on earlier institutional strengthening initiative, based on assessments done in previous collaboration with the UNDP.

The ministry has also set priority for the support for the housing policy that the ministry is tasked to execute in alignment with the national priorities as set in the National Development Plan (OP) 2017-2021.

A project framework will have to be developed to formalize these areas of assistance in alignment with the Country Programme Document (CDP) 2017-2021 and newly signed Multi Country Sustainable Development Framework (MSDF) 2017-2021.

The services of a consultant are sought to formulate a project document to capture the needs of the ministry and the framework of the technical assistance to be provided by UNDP.

The preparation of the project document will take place during the period of 15 July – 15 August, 2018.

2. Tasks

Objectives:

The objective of this consultancy is: To prepare a Project Document for technical support to the Ministry of Social Affairs and Public Housing (SOZAVO) in alignment with the priorities of the Ministry and consistent with UNDP's 2017-2021 Country Programme Document (CPD) objectives, and outputs/activities of the 2017-2021 MSDF.

Activities to be undertaken by the consultant(s):

- a) Develop and present an inception plan;
- b) Review available documents and interact with key actors (SOZAVO and UNDP) on the expected and possible role and contribution of UNDP in support to the Ministry
- c) Draft a project document in alignment with UNDP guidelines in which a detailed strategy is proposed with the results to be achieved, activities to be executed, timelines, and institutional arrangements as well as human and financial resources necessary to implement the project document.

3. Deliverables:

- a) Inception plan;
- b) Draft Project document for review by all stakeholder and Local Project Appraisal Committee (LPAC);
- c) A Final Project Document ready for signature.

4. Methodology

The consultant will commence with the assignment on July 15th, 2018 and should complete the assignment within 30 days.

A counterpart group will be assembled by the ministry of SOZAVO to work closely with and provide input to the consultant.

The Consultant will report to the Deputy Resident Representative(DRR) of the UNDP Country Office Suriname through the portfolio (program) manager.

5. Required Expertise







The consultant must have an advanced academic degree, a track record as being an expert in the field of UNDP project management and design, and must have at least 5-10 years of practical experience with social policy development and poverty alleviation projects.

Experience with project formulation, and strong interpersonal and project writing skills are indispensable.

Further requirements are:

- experience with project planning;
- experience with capacity development;
- experience in macro economic and social programming;
- experience with public sector reform is an asset;
- writing skills and fluency in English;
- knowledge of Dutch would be an asset.

6. Time Line (ASSIGNMENT SCHEDULE)

Activity	Wk 1	Wk 2	Wk 3	Wk 4
1. Inception plan				
2. Reports review, assessment and consultations				
3. 1 st draft Prodoc				
4. Commentaries by UNDP and counterparts (SOZAVO)				
5. Final draft PRODOC				
9. Acceptance of PRODOC				
10. End assignment				

7. Reference Documents:

The following reference documents will be provided by UNDP:

1. Draft Policy Note 2010-2015
2. Assessment Report of 2005-2010 Social Policy CPD 2017-2021
4. MSDF 2017-2021
5. National Development Plan 2017-2021

The following reference documents will be provided by SOZAVO:

1. Annual plan ministry of SOZAVO
2. Policy document on social services including people disability and elderly