



Terms of Reference SDG Gallery Coordination Consultant

Post:	SDG Gallery Coordination Consultant
Type of Contract	Individual Contract
Office:	United Nations Resident Coordinator Office
Duty Station:	Paramaribo, Suriname
Duration of contract:	September 23 rd – October 30 th , 2019

Organizational Setting and Reporting

The position is located in the United Nations Resident Coordinator Office (RCO) in Paramaribo, Suriname and reports to the UN Resident Coordinator (RC).

Description of the SDG Gallery

Responsibilities: Within delegated authority, the SDG Coordination Consultant, will be responsible for the duties listed below with a focus on providing coordination support to the UNCT in the development and design of SDG advocacy events and campaigns in 2019.

Among other the Consultant will support the United Nations Country Team (UNCT) of Suriname in developing and implementing a SDG Advocacy Gallery, an interactive exhibition to be launched on UN day aiming to raise awareness and advocacy among Surinamese citizens towards the achievement of the SDGs. The event will be held in Paramaribo, Suriname over a two to three day period. Students, the public and civil society will be encouraged to visit the SDG Gallery.

Keeping in line with the four priority areas of the United Nations Multi-Country Sustainable Development Framework (UN MSDF), the SDG Gallery aims to: (1) raise awareness and advocacy towards the localization and achievement of the Sustainable Development Goals and (2) promote national awareness and engagement of the UN Caribbean MSDF priority areas in Suriname and the broader Caribbean.

As an interactive gallery that is rooted within the Surinamese context, it will afford citizens with the opportunity to understand how the MSDF and SDGs connect to their daily lives. The gallery will expand to incorporate historical material capturing the impact of the UN's work in Suriname and in the broader Caribbean.

Furthermore, it will create a multi-sensory, hands-on experience, that invites participants to reflect critically on the core principles underpinning the 2030 agenda (universality, interconnectedness and indivisibility, inclusiveness and commitment to leaving no one behind) and their role in the multi-stakeholder partnership. Finally, it will highlight key initiatives tackling the common development challenges of the Caribbean countries and illustrate how the UN is "Delivering As One" to address these.

Responsibilities of the Consultant

The United Nations Resident Coordinator Office is looking for a superbly organized, highly adaptable, entrepreneurial and strategic event lead to help strategize, conceptualize and coordinate the inaugural SDG Gallery in Paramaribo, Suriname.

Description of Functions:

1. Leads the provision of strategic guidance to the RC and UN Country Team (UNCT) on the Coordination of SDG related events and campaigns
 - Support the coordination and development of a detailed master event plan for the SDG Gallery & Exhibition in collaboration with and under supervision of the RC Office, ensuring that the document captures and reflects the objectives of the Gallery;
 - Build personal knowledge of UNCT programs and projects in order to effectively contribute to the design and formulation of the Gallery structure and program;
 - Create a comprehensive event budget and monitor expenses on a regular basis in respect of the Gallery;
 - Support the UNCT agencies (resident and non-resident) on the coordination and development of agency-specific displays and activities; liaise and coordinate with UN entities to help structure a cohesive One UN display;
 - Support RC/UNCT in engaging with external stakeholders - including national government counterparts, civil society and private sector partners – for the purpose of organizing the Gallery;
 - Coordinate with a selected third party vendor to ascertain that all required equipment (such as sound systems, audio, and video screens) is in place;
 - Manage, follow-up and confirm invitations for the opening night for various counterparts, including high level Government representatives as well as key media agencies;
 - Recruit a team of SDG Gallery Ushers and ensure that team members are prepared as needed with regards to talking points, presentations, or any other materials as needed.

2. **Leads and coordinates substantive support assisting the RC/UNCT to facilitate effective and timely execution of the SDG Gallery on October 24 and 25**
 - Provide substantive support to the RC/UNCT in the coordination of SDG Gallery displays ahead of the day of the event;
 - Support the RC/UNCT in organizing, facilitating and overseeing set-up by liaising with key third party vendors on the day of event;
 - Assist in liaison and coordination with key venue and third party counterparts to ensure smooth execution and implementation of displays;
 - Coordinate and execute all logistical requirements for a successful SDG Gallery including but not limited to: ensuring that venue is secured, contractual outputs are executed smoothly, invitations are issued, RSVPs are tracked and follow-up is undertaken as necessary.

3. **Support the RC Office in facilitating key Post-Gallery follow-up items**
 - Support the coordination of a comprehensive report to the RC Office after the Gallery concludes;
 - Provide suggested follow-up action items after the conclusion of the Gallery;
 - Provide a detailed budget expenditure report with all receipts as required.

Expected Outputs and Deliverables:

Output/ Deliverable	Content	Approx. Output Date
1	Draft Master Plan of 2 Day Event	September 25
2	Finalize an Exhibition Concept Blueprint with all agencies	September 30

Output/ Deliverable	Content	Approx. Output Date
3	Management and Recruitment of Usher Team for Event Day	September 30
4	Arrange Media Coverage (print, news, radio)	October 7
5	Organize Printing of all Agency Display Materials	October 12
6	Smooth Execution of event	October 24, 25, 26

Competencies

- **Professionalism:** Proven knowledge and understanding of theories, concepts and approaches relevant to development finance and financial systems. Ability to identify key strategic issues, opportunities and risks. Demonstrated ability to provide innovative technical leadership by performing and/or overseeing the planning, development of programmes. Proven ability to analyse complex data and produce reports leading to sound policy recommendations for achieving sustainable development; Ability to think strategically, to identify key emerging issues in the area of finance and development.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; provides oversight and takes responsibility for delegated assignments.
- **Judgment/Decision-making:** Identifies key issues in complex situations, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; makes a recommendation based on all available information; checks assumptions against facts.
- **Technological Awareness:** Keeps abreast of available technology; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Education

Applications should be either recent graduates or students in a university or graduate school program.

Work Experience

Experience in event planning and organization as well as prior experience with advocacy on SDGs. A minimum of international working experience is considered an asset.

Languages

Fluency in English and Dutch is required.

How to Apply

Applicants are requested to send their submissions to procurement@undp.org with subject line: SDG Gallery Coordination Consultant by Thursday 19, September 2019 Midnight NY, USA time with the following attachments:

- Resume/CV
- Cover letter
- UN Personal History (P-11) form

Note: Please indicate your ability, availability and daily rate (in SRD) to undertake the terms of reference above. **Applications submitted without a daily rate will not be considered.**