



TERMS OF REFERENCE

- Position:** Programme manager consultant
- Project Title:** Suriname Sustainable Development Goals
Financing Component 1
- Duration:** 17 months; starting April 19th 2021 to September 30th 2022
- Location:** Paramaribo, Suriname
- Source of Funding:** UNDP SDG Sustainable Financing Component 1
- Contract type:** IC/part time with estimated 216 working days avg 3days/per week

1. BACKGROUND

The aim of this Joint Programme (JP) is to develop a National Roadmap for a Sustainable Financial System to reorient the flow of international and local resources toward more inclusive and gender responsive sustainable actions (i.e. banking, public and private sector investments) in the Republic of Suriname. The Joint Programme is intended to mobilize significantly increased, new and additional financial resources from all sources. It works with the implementation of sustainable forest management and other nature-based solutions linked with the other Suriname NDCs priorities while strengthening scientific and technical cooperation and partnerships. This initiative will promote dialogues, alliances and networks with the government, development banks, financial sector as well as investors to facilitate informed policy and decision-making in the country. Additionally, it will strengthen the capacities of public authorities and the broader ecosystem that can lead to a pipeline of impact-driven investments for the achievement of the Sustainable Development Goals in Suriname.

Duties and Responsibilities

The project manager (PM) has overall responsibility managing the Program Management Unit and for coordinating the Joint Programme to achieve the results

(outputs) as defined in the Project Document and in the annual work plan through timely and quality implementation and monitoring.

The PM will work closely with the PUNO's and other participating partners (e.g. ministries, donors, civil society, and private sector) involved in the implementation and monitoring of the UN Joint Programme.

2. Overall-responsibilities

- Coordination of the Joint Programme, management of the Programme Management Unit (PMU) including the Project Implementation Team (PIT) and secretariat to the JP Steering Committee (JPSC) together with the Programme Focal Team (PFT);
- Provide technical advisory input and oversight for the overall implementation of the Joint Programme;
- Develop and strengthen partnership and coordination between PUNO's, the Government, Civil Society Organisations (CSOs), financial sector, and development partners to support the implementation of the programme
- Facilitate capacity building activities among stakeholders.

Detailed responsibilities and Duties

- Support the work of the JP Steering Committee.
- Perform the role of secretariat for the JPSC together with the PFT;
- Attend the quarterly meetings with the PFT, monthly meetings with the PIT and (virtual) meetings with the MSTAG when needed.
- Coordinate and implement Annual work plan, and consolidate the Annual and Quarterly progress reports for the review of the PFT before submitting to JPSC;
- Bring key and sensitive issues affecting the Joint Programme implementation to the PFT for ensuring a timely solution and adjustments for an efficient and effective implementation of the programme;
- Support the PIT and the MSTAG to strengthen the communications with its members;
- Provide close and regular support to the PUNO's for the implementation of various components of the programme;
- Promote synergies between the Joint Programme and related projects and/ or programmes, (included those projects/ programmes funded by Government or other development partners).

- Provide support and advice to the PIT and implementing partners in coordinating and supervising activities of national and international consultants to secure timely production of planned outputs and the review of these outputs;
- Provide advice and inputs in identification of technical expertise and preparation/finalizing of TORs, identification and evaluation of experts, and reviewing reports produced;
- Coordinate and liaise with stakeholders – including participating ministries, development partners, civil society, and the private sector including financial stakeholders;
- Support the monitoring of the JP outputs, and prepare a ToR for the evaluation study.
- Provide coordination, oversight and quality assurance of the JP monitoring and evaluation
- Provide strategic guidance to ensure the programme's progress towards achieving its outcomes;
- Make sure that the participatory consulting processes take place in an effective and efficient way with the participating partners, so as to ensure ownership and enable synergies.
- Also identify and propose opportunities to reduce transaction costs and for increasing the impact of programme.
- Support training and capacity strengthening of stakeholders.

3. EDUCATION/PROFESSIONAL EXPERIENCE

Education

Master's degree in environmental studies, Finance, Public Policy/Administration or other related fields.

- Certification in project management or results-based management (RBM) is desirable.

Work Experience, Skills and Knowledge

- At least 7 years of professional experience at the managerial and/or advisory level in the area of relevant programme management and coordination. Experience in area of finance is an asset;
- Proven experience in programme management and previous experience of managing large scale projects would be an asset;

- Extensive experience in monitoring and managing formative and summative evaluations;
- Proven experience in coordinating a multi-disciplinary team of experts and consultants;
- Familiarity in communicating in a clear and articulated manner technical and/or complex issues to different types of audiences;
- Possess political acumen and negotiation skills.

Language Requirements:

- Proficiency in both spoken and written Dutch and English; knowledge of Sranang Tongo is an asset.

4. Competencies

Competencies

Core Competencies:

Promoting Ethics and Integrity / Creating Organizational Precedents;

- Building support and political acumen;
- Building staff competence, Creating an environment of creativity and innovation;
- Building and promoting effective teams;
- Creating and promoting enabling environment for open communication;
- Leveraging conflict in the interests of the UN & setting standards;
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning;
- Fair and transparent decision making; calculated risk-taking

Functional Competencies:

- Sensitizes UN Partners, donors and other international organizations to the UN's strategic agenda, identifying areas for joint efforts;
- Develops positive ties with civil society to build/strengthen UN's mandate;
- Identifies needs and interventions for capacity building of counterparts, clients and potential partners;
- Takes responsibility for achieving agreed outputs within set deadlines and strives until successful outputs are achieved;
- Creates an environment that fosters innovation and innovative thinking;

- Identifies and compiles lessons learned;
- Serves as internal consultant in the area of expertise and shares knowledge with staff;
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments;
- Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments.
- Works towards creating an enabling environment for a smooth relationship between stakeholders.
- Demonstrates understanding of stakeholder's perspective.
- Keeps the stakeholder informed of problems or delays in the provision of services;

6. Oversight and Reporting lines

The Individual consultant will provide direct support to the government of Suriname through the Ministry of Spatial Planning and Environment, Directorate Environment in its leadership role as it relates to the realization of the afore mentioned objective, activities and outputs. The oversight and monitoring of the Individual consultant will be done by the UNDP in collaboration with the Ministry of Spatial Planning and Environment, Department Environment with. The deliverables are to be accepted/cleared by ROM/DM and by UNDP.

7. Deliverables

The Programme Manager will provide monthly progress updates and Quarterly progress reports in addition to following substantive deliverables

Suriname SDG Financing Component 1 project outcome, output, and activity	Deliverable	Indicative # days	Target Date
SDG Financing Component 1 project	SDG Financing Component 1 detailed Inception report including detailed PIP workplan reflective of 3 phases of the Joint Programme Implementation Plan	10	30 April 2021

SDG Financing Component 1 project: Outcome 1 Advocacy, Education and Awareness and Outreach Quarterly Progress Report	Report on: Advocacy action Education and Awareness and Outreach action plan, including women and youth	22	31 May 2021
SDG Financing Component 1 project: 1.4 Activity Indigenous and Tribal Peoples, marginalized and people with disability expanded stakeholder engagement	Report on: Indigenous a Tribal Peoples (ITP) and Persons With Disability informed and engaged on SDG Financing Component 1 and key activities undertaken during period Quarterly progress Report SDG secretariat	25	28 July 2021
SDG Financing Component 1 project: Terms of reference for design of Monitoring Framework for SDG Financing in Suriname	Terms of reference for design of Monitoring Framework and key activities undertaken during period Status update report on phase 1 of the Joint PIP	20	30 September 2021
SDG Financing Component 1 project general support	Report on SDG financing thematic events and key activities undertaken during period	24	31 November 2021
SDG Financing Component 1 project Report	Report on press event with Finance and Banking sector and key development partners (Donors) active in Suriname and key activities undertaken during period Status update report on phase 2 of the Joint PIP Annual Report SDG Trust fund	35	20 January 2022
SDG Financing Component 1 project	Report on input and feedback into Communications actions and products delivered for target groups, key activities undertaken during period	20	31 March 2022

SDG Financing Component 1 project	Report on input and feedback into design of exit CEPA survey and key activities undertaken during period	20	31 May 2022
SDG Financing Component 1 project	Draft programme outline next phase and key terms of reference design team and key activities undertaken during period Status update report on phase 2 of the Joint PIP Annual Report SDG Trust fund Quarterly progress Report	20	31 July 2022
SDG Financing Component 1 project	Final Report inclusive of substantive results and delivery figures.	20	28 Sept 2022

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.