

REPUBLIEK SURINAME



WORLD BANK

AND

MINISTRY OF NATURAL RESOURCES

OF SURINAME

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES - CONSULTANT FIRMS SELECTION

Republic of Suriname

Suriname Extractive Industries Technical Assistance Project / P163612

EGPS Grant No. TF0A6097

Assignment Title: Consulting Services

Reference No. (as per Procurement Plan): TF0A6097

The Extractive Industries Transparency Initiative (EITI) is an international initiative to which the Government of Suriname applied and was formally approved as a member on May 24, 2017. Even though the application is formally filed by the Government, it is a participatory process involving Government, Private Sector and Civil Society. Therefore, the EITI Suriname Multi-Stakeholder Group (MSG) is in charge of leading the EITI implementation in Suriname.

To support Suriname's participation in EITI towards more transparent and efficient management of its mining and oil sectors, the government of Suriname received a grant from the Extractive Global Programmatic Support (EGPS) Multi-Donor Trust Fund through the World Bank. The project is a pioneer in two senses: it is the first donor financing mechanism put in place in support of the EITI in-country, and it is the second Recipient-Executed grant put in place in recent times since Suriname re-engagement with the World Bank. The ultimate beneficiary of the Project is the entire population of Suriname in that it should better take advantage of the national mineral resources through improved transparency in revenue and sector management.

The project seeks to hire an Event Management Consultant Firm to Support the Execution of Citizen Communication Outreach and Training on EITI in Suriname who will be responsible for providing technical assistance services.

Tasks and Responsibilities

1. Plan and facilitate *six* info sharing events for community members of *Newmont area* and *Rosebel area*: request for MSG speakers; prepare list of participants and confirmation prior to the event; provide technical and logistics for the event; provide consumption package including meals and beverages; report on proceedings.
2. Assist in the production and broadcasting of interviews on EITI by the MSG on tv stations: assist in the production of interview script; video shooting; support in the editing and production of interview video and facilitate the broadcasting on tv, website and social media.
3. Assist in the production, printing and distribution of communications materials for info sharing events. This includes formulate and design key messages and info graphics translated in local languages to facilitate dissemination of information for target groups.

The consultancy firm will carry out the following tasks for **training activities**:

1. Plan and facilitate *writing sessions on EITI* for media, MSG and PR of reporting companies, request for a competent trainer, prepare list of participants and confirmation with invitees prior to the sessions; provide technical preparation of the sessions; report on sessions proceedings.
2. Plan and facilitate training sessions on *Website Content Management System*: identify key participants and confirmation with participants prior to the training; request for a competent trainer, provide a training schedule and participants with relevant training materials; provide technical preparation of the sessions; report on sessions proceedings.
3. Plan and facilitate *Peer learning sessions* with Trinidad EITI Secretariat on governance structure and reporting for MSG and EITI Suriname Secretariat: request for speakers; prepare list of participants and confirmation with invitees prior to the sessions; provide technical preparation of the sessions; report on proceedings.
4. Plan and facilitate sessions on *reconciliation* for MSG and reporting stakeholder companies: request for speakers; prepare list of participants and confirmation with invitees prior to sessions; provide technical preparation of the sessions; report on proceedings.

Primary qualifications

a) Education of assigned personnel:

- Have at least a bachelor degree or equivalent qualification in hospitality management, business administration, marketing, public relations, or communications from a recognized university or institute.
- Have an experience in communications with communities in the interior

b) Track record:

- A minimum of five (5) years' experience in planning and conducting events in citizen communication outreach and training.
- Experience in communicating with communities in the interior is a requirement.
- Knowledge of the EITI process is a plus.

c) Demonstrated Competencies:

- Highly motivated and experienced in planning, coordinating and evaluate events for national and/or international organizations.
- **Professionalism:** Ability to liaise with government and stakeholders in a professional and interact with people from different social background.
- **Results:** Must be results oriented.
- **Planning and Organizing:** Excellent administration, organizational skills and time – management skills
- **Teamwork:** Commitment to teamwork and participatory process skills.
- **Communication skills:** Excellent communication and interpersonal skills; able to write reports in a clear and concise manner, both in Dutch and in English, Sranan is a pre.
- **Technological:** good in computer applications and Microsoft Office.

Characteristics of the Appointment

Type of Appointment: Consultant Firm
Duration: 90 days
Place of work: Consultancy firm own facilities and for specific tasks and meetings at the MNR facilities, Paramaribo Suriname.

The attention of interested Consultants is drawn to the Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by the IBRD Loans and IDA Credits and Grants, dated October 15, 2006 and revised in January 2011 and as of July 1, 2016

A Consultant will be selected in accordance with World Bank Procurement Regulations for Borrowers under Investment Project Financing” dated July 1, 2016, as revised November 2017.

Further information can be obtained at the email address below.

Expressions of interest must be delivered in a written form by e-mail by 16 May 2020 at 14:00 hours p.m. local time.

Ministry of Natural Resources

Attn: Mr. D. Abeleven, National coordinator for EITI in Suriname

E-mail: secretariaat@eitipuriname.org, with a copy to guillianodoest@gmail.com

TERMS OF REFERENCE

SURINAME EXTRACTIVE INDUSTRIES TECHNICAL ASSISTANCE (SEITA) PROJECT (P163612)

Event management to support the execution of citizen communication outreach and training on EITI in Suriname

1. BACKGROUND

The Extractive Industries Transparency Initiative (EITI) is an international initiative to which the Government of Suriname applied and was formally approved as a member on May 24, 2017. Even though the application is formally filed by the Government, it is a participatory process involving Government, Private Sector and Civil Society. Therefore, the EITI Suriname Multi-Stakeholder Group (MSG) is in charge of leading the EITI implementation in Suriname.

To support Suriname's participation in EITI towards more transparent and efficient management of its mining and oil sectors, the government of Suriname received a grant from the Extractive Global Programmatic Support (EGPS) Multi-Donor Trust Fund through the World Bank. The project is a pioneer in two senses: it is the first donor financing mechanism put in place in support of the EITI in-country, and it is the second Recipient-Executed grant put in place in recent times since Suriname re-engagement with the World Bank. The ultimate beneficiary of the Project is the entire population of Suriname in that it should better take advantage of the national mineral resources through improved transparency in revenue and sector management.

Project Objectives are:

- Annual publication of reconciled information on extractive industries' revenues.
- Citizen engagement of stakeholders on extractive industries' governance.

The project consists of two Components:

- Component **A**, the project will provide support to the implementation of Suriname's EITI Work Plan. This will include: EITI Reconciliation Reports and dissemination; outreach and communication; capacity building such as in-country training as well as regional training for EITI implementation and project execution.
- Component **B**, Project management. The project will support the national EITI Secretariat; project Administration and coordination of project activities.

Since 2019 the Ministry of Natural Resources (MNR) is designated as the Implementing Agency of the project. In order to support the EITI implementation, the Government of Suriname, MNR, is seeking a consultancy firm to provide event management services to support the execution of citizen communication outreach and training on EITI.

2. THIS ASSIGNMENT

The EITI encourages participating countries to ensure that stakeholders are engaged in dialogue about natural resource revenue management; to have outreach events to spread awareness of and facilitate dialogue about governance of extractive resources and conduct capacity-building efforts to improve understanding of the information and data from the reports.

This TOR sets out the work to be undertaken by a consultancy firm to support MNR with the execution of citizen communication outreach and training activities on EITI.

***Important Note:** All activities required for this assignment should consider the Covid-19 situation in Suriname and the instructions provided by the government and at the Ministry of Natural Resources. Therefore, online tools such as surveys, virtual meetings, social media and other communication tools are encouraged in order to mitigate the spread of covid-19.*

3. OBJECTIVES OF THE ASSIGNMENT

The consultancy firm will carry out the following tasks for citizen communication **outreach activities**:

4. Plan and facilitate **six** info sharing events for community members of *Newmont area* and *Rosebel area*: request for MSG speakers; prepare list of participants and confirmation prior to the event; provide technical and logistics for the event; provide consumption package including meals and beverages; report on proceedings.
5. Assist in the production and broadcasting of interviews on EITI by the MSG on tv stations: assist in the production of interview script; video shooting; support in the editing and production of interview video and facilitate the broadcasting on tv, website and social media.
6. Assist in the production, printing and distribution of communications materials for info sharing events. This includes formulate and design key messages and infographics translated in local languages to facilitate dissemination of information for target groups.

The consultancy firm will carry out the following tasks for **training activities**:

5. Plan and facilitate *writing sessions on EITI* for media, MSG and PR of reporting companies, request for a competent trainer, prepare list of participants and confirmation with invitees prior to the sessions; provide technical preparation of the sessions; report on sessions proceedings.

6. Plan and facilitate training sessions on *Website Content Management System*: identify key participants and confirmation with participants prior to the training; request for a competent trainer, provide a training schedule and participants with relevant training materials; provide technical preparation of the sessions; report on sessions proceedings.
7. Plan and facilitate *Peer learning sessions* with Trinidad EITI Secretariat on governance structure and reporting for MSG and EITI Suriname Secretariat: request for speakers; prepare list of participants and confirmation with invitees prior to the sessions; provide technical preparation of the sessions; report on proceedings.
8. Plan and facilitate sessions on *reconciliation* for MSG and reporting stakeholder companies: request for speakers; prepare list of participants and confirmation with invitees prior to sessions; provide technical preparation of the sessions; report on proceedings.

4. METHODOLOGY/ APPROACH

For this assignment the consultancy firm should:

- Meet with project partners to understand the objective of the activities
- Give preference to the execution of training activities online, (most appropriate technology to communicate)
- Plan the details of activities, including time, location, and cost
- Request quotations for venues, from caterers, and other service providers, when applicable
- Visit venues to ensure the that they meet requirements
- Coordinate the production of promo material, accommodation, transportation, and other services
- Review quotations, invoices, request and approve payments
- Communicate frequently with the project counterpart on the execution
- Oversee all activities to ensure that project counterpart is satisfied
- Carry out any other tasks that may be necessary for execution

5. DELIVERABLES

The consultancy firm is expected to deliver:

1. A draft and final work plan to conduct the tasks for citizen communication outreach and training activities
2. A draft and Final reports (in hard copy and soft copy) of each communication outreach and training activities
3. A separate report on and physical submission of the audio, visual and written production of communication materials and products.

6. PROFILE OF THE CONSULTANCY FIRM

d) **Education of assigned personnel:**

- Have at least a bachelor degree or equivalent qualification in hospitality management, business administration, marketing, public relations, or communications from a recognized university or institute.
- Have an experience in communications with communities in the interior

e) **Track record:**

- A minimum of five (5) years' experience in planning and conducting events in citizen communication outreach and training.
- Experience in communicating with communities in the interior is a requirement.
- Knowledge of the EITI process is a plus.

f) Demonstrated Competencies:

- Highly motivated and experienced in planning, coordinating and evaluate events for national and/or international organizations.
- Professionalism: Ability to liaise with government and stakeholders in a professional and interact with people from different social background.
- Results: Must be results oriented.
- Planning and Organizing: Excellent administration, organizational skills and time – management skills
- Teamwork: Commitment to teamwork and participatory process skills.
- Communication skills: Excellent communication and interpersonal skills; able to write reports in a clear and concise manner, both in Dutch and in English, Sranan is a pre.
- Technological: good in computer applications and Microsoft Office.

7. MANAGEMENT ARRANGEMENTS

- The contract will be between the firm and the Ministry of Natural Resources (MNR) of the Republic of Suriname
- The firm will report to the EITI National coordinator or an appointed representative.

8. CHARACTERISTICS OF THE CONSULTANCY

- Duration: It is estimated that the consultancy requirements should be undertaken over a 3 - month period. The consultancy is expected to commence in Q2 of 2020¹
- Type of Consultant: National firm, lump sum.
- Place of work and mission: consultancy firm own facilities and for specific tasks and meetings at the MNR facilities, Paramaribo Suriname.

9. PAYMENT SCHEDULE AND CONDITIONS OF THE CONTRACT

The consultancy firm shall be paid an agreed lump sum for deliverables, taken into account qualifications, experience and satisfactory performance:

- 20% upon submission and approval of a draft and final detailed work plan to conduct outreach and training

¹ There could be risks for delays due to covid -19 situation, national, regional and international.

- 30% upon submission and approval of a draft and Final reports (in hard and soft copy) of each outreach and training activities
- 50% upon submission and approval of a separate report on and physical submission of final audio, visual and written production of communication materials and products (in hard and soft copy). In the format requested by the project counterpart.

10. APPLICATION

- The consultancy firm must submit a technical and financial proposal. The proposals must be written in English.
- The technical proposal must at least contain: a plan of action with method, results, timetable, resumes and references.
- The financial proposal must at least state the costs for carrying out the assignment expressed in USD², the period of availability and a clear distinction between the remuneration of the consultant (s) and other costs.
- Further information can be obtained by E-mail: info.seiti.2017@gmail.com

² All payments will be made in SRD and The Exchange rate of the Centrale Bank of Suriname is applicable