

**Government of Suriname
Paramaribo Urban Rehabilitation Program (PURP)
(Project SU-L1046 & SU-L1068)**

**TERMS OF REFERENCE
PROCUREMENT SPECIALIST/OFFICER**

I. BACKGROUND

On January 25, 2017, the Inter-American Development Bank (IDB or "the Bank") approved a loan of twenty million US Dollars (US\$20 million) to finance the Paramaribo Urban Rehabilitation Program (PURP) to contribute to the socio-economic revitalization of Paramaribo historic center. This Program is implemented by the Ministry of Education, Science and Culture (MESC), through the Directorate of Culture. The Directorate of Culture has installed a Project Implementation Unit (PIU) to collaborate with SBHF for daily management.

The specific objectives of the PURP are: (i) attract new residents and commercial activities; (ii) restore to value its cultural heritage; (iii) reduce traffic congestion; and (iv) strengthen the institutional framework for managing its sustainable development.

The Program has the following components to be implemented over a minimum of 5 years period: a) renovation of urban spaces and of key heritage buildings; b) improvement in urban mobility (reducing motorized traffic in the World Heritage Site (WHS), and promoting non-motorized transportation), c) promotion of economic and residential activities (including the renovation of historic buildings for mixed use housing and commercial uses, as well as tourism planning and identification of soft interventions), d) strengthening the institutional framework for managing the area's development. In 2024 the program was expanded with an additional component for EU Grant SU-G1006 – "Climate Change Adaptation Investment for the Resilient of Paramaribo". The loan agreement for a second program, PURP II, was signed in June 2024 and preparations are ongoing to start up the activities.

The planned interventions of the current Program are mostly located within the WHS core zone. More specifically, the largest of the urban development projects are expected to be: (i) The Waterfront development, first phase (of three) of a redevelopment project along the Paramaribo waterfront in the WHS entailing a series of public space interventions such as: recreational areas, public furniture, gardens, paving, as well as a bike and walking paths. This is expected to require earth works, construction, alterations and improvements to the structures (including the existing sea wall) directly on the water's edge; (ii) Reconstruction of National Assembly Building and Restoration of heritage buildings, including reconstruction of a new building on a 4000m2 vacant

lot inside the WHS, and renovation of heritage buildings currently in a state of decay and with a high risk of collapse; and (iii) Urban Mobility - traffic management and infrastructure solutions to improve mobility with a focus on active modes of mobility (walking, biking) within the historic center and its connection with the rest of the city.

II. ROLE AND RESPONSIBILITIES OF THE PIU

The specific responsibilities of the Program Implementation Unit (PIU) are: (i) driving the pace and progress of scheduled Program-related activity; (ii) the preparation of the Annual Operating Plans (AOPs); (iii) coordinating and supporting the preparation of budgets, project accounting, and preparation of requests for advance and replenishment Program funds; (iv) coordinating and supporting the preparation of the annual procurement plan for the Program and the procurement of goods and works and the contracting of services for the Program; (v) the preparation of technical reports and preparing periodic and end-of-year financial reports; (vi) monitoring and evaluating project activities: monitoring of Program's activities progress and analyzing variances of actual results against plans; (vii) contracting the external auditor and ensuring, the application of the external auditor's recommendations; and (viii) serving as a liaison for the Program with the Bank.

III. SCOPE OF ACTIVITIES

The Procurement Specialist/Officer is responsible for all national and international procurement of goods, works and services of the Program, in accordance with the Program Operations Manual (POM), Procurement Standards of the IDB and requirements of the Government of Suriname (specifically, Ministry of Education, Science and Culture; Ministry of Finance and Planning).

The Procurement Specialist/Officer shall coordinate procurement actions, in accordance with the IDB Procurement Policies including:

1. Prepare and review procurement notices, procurement plans, advertisement notices for program consultancies, terms of references, draft contracts, and bidding documents for the procurement of goods, works and services;
2. Under the supervision of the Program Manager and in collaboration with the relevant PIU members (especially with the HSE team & Civil Engineering Specialists), prepare and issue Bidding Documents to interested bidders;
3. Prepare procurement documents for submission for IDB non-objection, as required;
4. Arrange for advertising of Specific Procurement Notice, Request for Expression of Interest, among others;
5. Update procurement plan on scheduled of semi-annual plan;
6. Assist, support and oversee recruitment of technical assistance consultants;
7. Prepare draft contracts for goods, works and services and amendments;
8. Ensure all procurement procedures are in strict conformity with the relevant IDB Procurement Guidelines;
9. Ensure appropriate certification for the delivery of goods, works and services of all contracts;

10. Prepare responses to clarification and issues resulting from bidder's queries of the bidding documents;
11. Issue documents to bidders; organize Public Bid Opening; arrange and facilitate as needed the Bid Evaluation Process;
12. Prepare Bid Evaluation Report and submit to IDB for "non-objection";
13. Lead in contract negotiations, resulting from bidding/evaluation process, and facilitate the contracting;
14. Arrange and participate in the selection committee to review bidding documents;
15. Contract administration, assist the Financial Specialist in the review of payment documentation when necessary;
16. Establish in collaboration with the Program Manager, Program Operations Officer and Financial Specialist, a Project Management Information System to manage records of contractors, suppliers, and consultants;
17. Follow up and report to Financial Specialist the date of contract signing and contract payment schedules. In collaboration with the Program Operations Officer and Financial Specialist, maintain oversight of contract payment schedule;
18. Finalize procurement actions by: (i) liaising with the relevant Ministry of Education, Science and Culture and Ministry of Finance officers for procurements requiring customs clearance; (ii) assist and ensure that goods delivered at all locations are received and inspected to be in good condition;
19. Liaise with prospective suppliers and conduct site inspections of goods and works as necessary;
20. Provide guidance to contractors, suppliers and beneficiaries on procurement procedures. Prepare informative session if required;
21. Ensure that, prior to final contract payment to firms and individual consultants, performance evaluation form is completed;
22. Attend the required workshops and trainings regarding bank policies as requested by the IDB;
23. Other related tasks as assigned by the Program Manager.

IV. REPORTING

The Procurement Specialist/Officer will report to the Program Manager. He/She will work and coordinate closely with the Operations Officer, Monitoring & Evaluation Officer, and Financial Specialist.

V. TYPE AND DURATION OF CONSULTANCY

This is an individual consultancy (independent contractor). This vacancy may be filled by a full-time consultant for the period of one (1) year, and his/her services may be retained and renewed for further periods up to the end of the Project, by mutual agreement of the parties and upon satisfaction of his/her performance.

VI. LOCATION

The position will be based in Paramaribo, Suriname within the MESC/Directorate of Culture Program Implementation Unit (PIU) with mobility as needed considering the locations of the various stakeholders and other scenes of action, and needs of the assignment, day to day.

VII. QUALIFICATIONS

Education:

- Bachelor Degree in Procurement, Public Administration or related fields. A specialization in Urban Rehabilitation or similar is a plus; Candidates with a post-secondary or professional higher education with ample experience are also eligible;
- Knowledge in private and/or public procurement;

Experience:

- Minimum 2 years of relevant experience in a project-based environment in Public or Private Sector. Working experience with IDB or other internationally funded programs is a plus.
- Desirable experience with procurement for heritage buildings and/or demonstrated experience with construction works is a plus;
- Familiarity with IDB or other international organization's procurement policies;
- Knowledge of Government of Suriname procurement rules and procedures;
- Proficient in relevant computer-based applications (ex. spreadsheets, word processing, database management, PowerPoint presentations).

Skills:

- Strong leadership capabilities, good interpersonal relations, strong initiative and results orientation;
- Good organizational, analytical, problem solving, communication and negotiating skills;
- Ability to quickly build and maintain productive relationships with high level government officials and other key stakeholders;
- Public speaking/oral presentation skills;
- Strong written and verbal communication skills, both in Dutch and English.