



TERMS OF REFERENCE

Administrative/Operative Support – Suriname

“Comprehensive Action for Climate Change Initiative- Latin American and Caribbean”

CACCI Project: Guyana and Suriname

General Information			
Name of Consultancy	Administrative/Operative Support		
Type of Consultancy	National		
Unit	IICA Suriname Delegation		
Participating Unit	Agricultural Climate Action and Sustainability Program (PACSA)		
Duration of Consultancy	7 Months		
Expected Start Date	June 01, 2024	End Date	December 31, 2024
Contract Value	USD 12,000		

1. Background

The Inter-American Institute for Cooperation on Agriculture (IICA) is the specialized agency for agriculture of the Inter-American System that supports the efforts of Member States to achieve agricultural development and rural well-being. Through its seven hemispheric programs, IICA has developed a broad experience in areas such as technology and innovation for agriculture, agricultural health, food safety and quality, international agricultural trade, family farming, rural development, agriculture climate change and bioeconomy. To achieve its mission, the Institute provides technical cooperation services through close and permanent work with its 34 Member States using internal and external funding and addressing their needs in a timely manner.

In this light, IICA is collaborating with the United States Agency for International Development (USAID) and the International Food Policy Research Institute (IFPRI) to implement the Comprehensive Action for Climate Change Initiative – Latin America and the Caribbean (CACCI-LAC). This initiative is geared towards improving the climate resilience of countries by providing localized technical support for countries in the LAC Region. Specifically, the objective is to accelerate the implementation of Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs) in accordance with the Paris Agreement on Climate Change.

In the Caribbean, the CACCI is being implemented in Guyana and Suriname to help advance the implementation of the agriculture elements of their NDCs by:

- I. Strengthening the inter-institutional articulation between the ministries of agriculture and environment in Suriname
- II. Building capacity for:
 - a. measuring, reporting, and verifying GHG emissions from the agriculture sector,
 - b. improving monitoring and evaluation systems and processes, and
 - c. developing and implementing project interventions and sustainable climate financing initiatives and

- III. Participating in strategic global and regional networking (political-technical), knowledge and action events.

As such, IICA is seeking a suitably qualified Administrative/Operative Support to join a team of specialists to support the implementation of the agricultural elements of NDCs.

2. Objectives of the Consultancy

To support the effective result-based implementation, coordination, financial management, administration, reporting and communication of the project.

3. Scope of Work

The Administrative/Operative Support will facilitate the main administrative coordinator in all the project management tasks. This position is well-suited for an individual who is well structured, organized, detail-oriented, and capable of working collaboratively within a team. The main activities to be carried out include:

- a. Ensuring full compliance of all project activities with relevant administrative and financial management policies, processes, and requirements of the IICA and CACCI-LAC.
- b. Ensure the timely preparation of administration and financial data and reports in accordance with the administrative and financial reporting and monitoring framework IICA and CACCI-LAC.
- c. Ensuring the proper organization and maintenance of financial and administrative documentation records for budget control, verifying the consistency, and resolving discrepancies for all internal and external expenditure and auditing processes for reporting to the CACCI-LAC.
- d. Inputting project data/information into databases or spreadsheets, maintaining accurate records, and ensuring information is up-to-date and easily accessible. This may include maintaining contact lists, inventory records, or financial documents.
- e. Liaise closely with the Administrative staff of the IICA Suriname and Guyana offices and other main implementing partners to ensure compliance and efficient acquisition of all financial data and supporting documents for input into the IICA SAP system.
- f. Supporting the development of correspondence which may include drafting of emails, letters, agendas, and meeting minutes.

- g. Ensure the timely preparation and processing of monthly cashflow for the purchase of goods and services and monthly closure of accounts for efficient project budget management.
- h. Providing support to the Project Implementation Unit (PIU) as needed, such as preparing presentations, arranging travel plans, and processing expense reports.
- i. Contribute to the project risk matrix, identify obstacles, propose changes, and adaptively manage risks as required to achieve expected activities, outputs, and outcomes.
- j. Serve as a liaison between project specialists/consultants, internal sources of information, and IICA officials.
- k. Provide administrative support for the coordination and execution of meetings, seminars, workshops and training programs and the dissemination of project information to the project team, partners and stakeholders.
- l. Support the development and review of knowledge and communication products and project reports.
- m. Collaborate effectively with the Regional Project Management Team and other technical specialists and/or project personnel and actively participate in, and contribute to, meetings as scheduled by the Project Coordinator.
- n. Undertake evaluations of project administrative and operative processes every 4 weeks and assist in project reviews as appropriate. These evaluations are expected to be included in the monthly progress reports which will be submitted to the Project Coordinator. The monthly progress reports should include a summary of administrative and operational support activities, key achievements, challenges and obstacles, metrics and KPIs, and upcoming activities and plans.
- o. Support the closure of the project in collaboration with the Regional Project Management Team.

4. Minimum Qualifications and Requirements

Education

- a. Bachelor's degree in accounting, business administration, project management, human resource management, procurement, business administration or any other related field.

Experience

Minimum of two to three years relevant work experience in:

- a. Field implementation of project activities, project operations and support involving any of the following: HR, procurement, finance and administration
- b. Programme/project formulation, analysis, planning, follow up and implementation.
- c. Preparation of expenditure statements and financial reports and self-checks/auditing.
- d. Systematization, organization and analysis of information and data.

Key Competencies and Skills

- a. Excellent organizational skills;
- b. Excellent oral and written communication skills, especially in communicating with technical experts, policy makers and stakeholders;
- c. Good interpersonal skills and ability to maintain effective working relations and resolve conflict.
- d. Ability to manage multiple deliverables simultaneously with minimum supervision.
- e. Proficiency in the use of online communication tools (email, ZOOM, TEAMS etc.) and in the use of Microsoft Office tools (Excel, Word, and PowerPoint etc.).
- f. Ability to work efficiently with team members and stakeholders;
- g. Display cultural, gender, religion, nationality sensitivity and adaptability.

Languages

- a. Fluency in English (both oral and written) is required;
- b. Fluency or good knowledge in Surinamese or Dutch will be an asset.

5. Timetable for Implementation of Activities:

The consultancy will last for seven (7) months, from June 01 to December 31, 2024. An Administrative/Operative Support work plan will be developed and agreed upon with IICA after the contract is signed.

Expected Products and Content:

No.	Product Description	Submission Date
1.	Monthly Progress Reports (7) which should include summary of administrative and operational support activities completed, key achievements, challenges and obstacles, metrics and KPIs, and upcoming activities and plans.	Last week of the month

6. Location and Duration of Consultancy

The Administrative/Operative Support will be hired by contract until project closure, or until the specific assignments for the required services are completed, whichever is sooner. The consultancy will begin once the contract is formalized and signed. The Administrative/Operative Support will work mainly remotely to execute their duties.

7. Payment:

The total amount of this consultancy will be Twelve Thousand United States Dollars and ⁰⁰/₁₀₀ (USD 12,000.00,) which is inclusive of professional fees as well as any bank fees and tax obligations that may be posed. The Administrative/Operative Support will be paid equal monthly payments (that sums up to the total contract payment) upon submission of monthly progress reports which constitute the products under this contract.

- a. Source of Funding: CACCI-LAC Project
- b. Total Payment: USD 12,000.00
- c. Payment Method: Monthly

8. Unit responsible for monitoring:

Agricultural Climate Action and Sustainability Program (PACSA).

9. Project Coordination:

As a collaborating partner, IICA will provide project management oversight for the implementation of the interventions covered within the Research Agreement on behalf of the International Food Policy Research Institute (IFPRI). A Project Implementation Unit (PIU) consisting of a Project Coordinator, an Administrative/Operative Support, and a Multi-Country Facilitator with direct responsibility for the day-to-day execution of the project, will be established by IICA.

The PIU will be supported by a Regional Project Management team, which provides technical and management guidance. This will include IICA staff in both headquarters and Caribbean offices and will be led by IICA's Hemispheric Program on Agricultural Climate Action and Sustainability, of the Directorate of Technical Cooperation. The project will be implemented in coordination with national and sub-national stakeholders from the public sector, private sector, civil society, academia, and farmers organizations.

The Administrative/Operative Support will lead administrative and operative type duties at the multi-country level under the overall supervision of the Regional Project Management Team, which will provide technical guidance and managerial support. This position will be hosted in IICA's Suriname office.

10. Position of the officer responsible for monitoring:

1. The Project Coordinator, CACCI-LAC Project.

The Consultant will also be accountable to:

2. Dr. Chaney St. Martin, International Specialist in Water and Soil Management, IICA Delegation in Trinidad and Tobago.
3. Ms. Carolina Borda, CACCI Project Lead, Technical Specialist in Natural Resource & Climate Change
4. Mrs. Nekelia Gregoire Carai, Technical Specialist in Water and Soil Management, IICA Delegation in Dominica.
5. The Manager of the Agricultural Climate Action and Sustainability (PACSA), Directorate of Technical Cooperation.

11. Travel:

Any international travel required will be defined together with the consultancy supervisor, with costs covered by the Project/IICA.

12. Presentation of Offer

Interested candidates are encouraged to submit an electronic application by email to climate.change@iica.int no later than May 19, 2024, at 11:59 with the subject line **Application: Administrative/Operative Support - CACCI**. The application must include (as attachment) the following documents:

1. Cover letter
2. Curriculum Vitae
3. Two references

For questions related to this job offer please contact climate.change@iica.int

****Incomplete applications will not be considered.***

-----*Last line of the Terms of Reference*-----