



TERMS OF REFERENCE
Governance/Social Specialist – Suriname

“Comprehensive Action for Climate Change Initiative- Latin American and Caribbean”
CACCI Project: Guyana and Suriname

General Information			
Name of Consultancy	Governance/Social Specialist		
Type of Consultancy	National		
Unit	IICA Suriname Delegation		
Participating Unit	Agricultural Climate Action and Sustainability Program (PACSA)		
Duration of Consultancy	6 Months (16 working days)		
Expected Start Date	June 01, 2024	End Date	November 30, 2024
Contract Value	USD 10,400.00		

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 Governance Specialist to join a team of specialists to undertake consultancies related to the implementation of the agricultural elements of NDCs.

2. Objectives of the Consultancy

- a. To conduct an alignment and inter-institutional trust analysis with targeted institutions related to NDC target setting and implementing the agriculture elements of the NDCs in Suriname.
- b. To facilitate the development/strengthening and launching of an Inter-institutional Agricultural Climate Action Working Group in Suriname.
- c. To develop and pilot scorecards for monitoring and evaluating inter-institutional collaboration for implementing the agricultural elements of the NDCs.

3. Scope of Work

The Governance Specialist will lead activities related to assessing and monitoring inter-institutional trust and alignment among targeted government Ministries including the Ministries of Agriculture and the Environment.

Specifically, the Governance Specialist **will lead (14 working days)** on all the following sub-activities:

- Conduct an alignment and institutional trust analysis with targeted institutions and stakeholders with respect to current and future NDC target setting and implementation in agriculture in Suriname.
- Develop a charter of operations and provide technical support to facilitate the development and launching of an inter-institutional working group to drive climate action in agriculture.
- Develop and pilot scorecards for monitoring & evaluating inter-institutional collaboration to achieve the implementation of agricultural elements of the NDC in Suriname.
- 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.

Additionally, the Governance Specialist will collaborate conjointly with other specialists to **provide support (2 working days) not lead** to activities related to developing:

- An integrated action plan and roadmap for strategic advocacy and implementation of agricultural elements of the NDC for Suriname.
- A needs assessment report on M&E systems, processes and platforms requiring support.

*In carrying out their work, the Governance Specialist must ensure that all activities are carried out in a gender-sensitive manner.

4. Minimum Qualifications and Requirements

Education

- a. A master's degree in public administration, economics, law, political sciences, social sciences, sustainable development or in a related discipline;
- b. Or a bachelor's degree with a combination of two to five additional years of relevant experience in governance, project or program management, political economy analysis related to food, agriculture, nutrition, social inclusion, sustainable development, environment, and related areas, may be accepted in lieu of the master's degree,

Experience

- a. Extent and relevance of experience in governance, political economy and policy support related to food security, nutrition, and agricultural development;
- b. Extent and relevance of experience in networking, multi-stakeholder and participatory approaches, and policy dialogue to improve global cross-sectionalism;
- c. Demonstrated knowledge of international working and communications practices, and governance and business structures found in developing countries;
- d. Demonstrated experience working with governments and international organizations in a developing country context, experience in countries in the Caribbean will be taken as an asset;
- e. Familiar with the relevant international standards and benchmarks on governance and institutions in agriculture

Key Competencies and Skills

- a. Excellent oral and written communication skills, especially in communicating with technical experts, policy makers and stakeholders;
- b. High level of leadership and stakeholder engagement capacity
- c. Proficiency in the use of online communication tools (email, ZOOM, TEAMS, etc.) and Microsoft Office (Word, Excel, Power Point).

Languages

- a. Advanced writing and oral skills in English
- b. Fluency or good knowledge in Surinamese or Dutch will be an asset.

5. Timetable for Implementation of Activities:

The consultancy will last for six (6) months, from June 01 to November 30, 2024. A Governance Specialist work plan will be developed and agreed upon with IICA after the contract is signed.

Expected Products and Content

No.	Product Description	Submission Date	% Payment
1	Inception Report and Workplan for undertaking the consultancy. The report should include a mapping of stakeholders to be included in the review and stock taking process, proposed methodology/workplan for undertaking the identified activities inclusive of associated stakeholder engagement plan, tools, timeline, technical resources, assumptions and risks; the detailed work plan for the completion of the assignment should include indicators, means of verification, timelines.	June 07, 2024	15%
2	Draft Gaps and Barriers Report of Existing Action Plans for implementing of agricultural elements of NDC and building institutional trust and alignment in Suriname. The draft will constitute the completed report before review/feedback by the Regional Project Management Team.	July 29, 2024	20%
3	Draft Scorecards for Monitoring and Evaluating inter-institutional collaboration in Suriname. The draft will constitute the completed scorecards before review/feedback by the Regional Project Management Team.	August 19, 2024	15%
4	Final Gaps and Barriers Report of Existing Action Plans for implementing of agricultural elements of NDC and building institutional trust and alignment in Suriname. The final report will constitute the updated draft based on feedback received from the Regional Project Management Team.	September 30, 2024	10%
5	Final Scorecards for Monitoring and Evaluating inter-institutional collaboration in Suriname. The final scorecard will constitute the updated draft based on feedback received from the Regional Project Management Team.	October 07, 2024	10%
6	Launch of Inter-institutional Agricultural Climate Action Working Group in Suriname.	October 28, 2024	15%
7	Final Consultancy Report detailing all activities performed and results achieved, covering all aspects of the scope of work and lessons learned and recommendations.	November 18, 2024	15%

6. Location and Duration of Contract:

The Governance Specialist will be hired by contract until the end of the contract, or until the specific assignments for the required services are completed, whichever is sooner. The total number of working days for the consultancy is 16 days over a period of six (6) months, from June 01 to November 30, 2024. The contract will begin once the contract is formalized and signed. The Governance/Social Specialist will work mainly remotely to execute their duties.

7. Payment Method

The Governance Specialist will be paid a percentage of the total value of the consultancy subject to the approval of each deliverable and invoice that are deemed satisfactory by IICA. The total amount of this consultancy will be Ten Thousand, Four Hundred United States Dollars and ⁰⁰/₁₀₀ (USD 10,400.00) which is inclusive of professional fees as well as any bank fees and tax obligations that may be posed.

- a. Source of Funding: CACCI-LAC Project
- b. Total Payment: USD 10,400.00
- c. Payment Method: Upon submission and satisfaction of deliverables

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 Governance Specialist will lead activities related to assessing and monitoring inter-institutional trust and alignment among targeted government Ministries including the Ministries of Agriculture and the Environment 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:

1. Dr. Chaney St. Martin, International Specialist in Water and Soil Management, IICA Delegation in Trinidad and Tobago.
2. Ms. Carolina Borda, CACCI Project Lead, Technical Specialist in Natural Resource & Climate Change
3. Mrs. Nekelia Gregoire Carai, Technical Specialist in Water and Soil Management, IICA Delegation in Dominica.
4. 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 pm with the subject line **Application: Governance Specialist – CACCI-LAC**. 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*-----