

HRD Terms of Reference, Template 2022
For PEC consultancies

[Consultancy 1 – DRAFT]

Consultancy to support the conducting of diagnostics and mapping the portfolio of Ministry of Finance and Planning (MoFP) of Suriname, and assessing strengths and weaknesses on carrying out fiscal management reform

Background of the search:

The Fiscal Management Division (IFD/FMM) is looking for an international consultant to carry out mapping and diagnostics on the portfolio of the Ministry of Finance and Planning (MoFP) of Suriname in four key areas: i) debt management; ii) tax administration and system reform; iii) budget planning and execution; and iv) SOEs management and reform. Specifically, the consultant will support i) conducting diagnostics on the institutional capacity and the mapping of the portfolio of MoFP on the above four key areas; and ii) assessing strengths and weaknesses of the institutional capacity and providing policy recommendations.

The team's mission:

IFD/FMM main areas of work are tax policy and administration, public expenditure policy and management, subnational fiscal policy and management, fiscal sustainability as well as macro-fiscal policy and fiscal transparency. To this end, activities related to fiscal policy include design projects to reform tax policy, public spending policy, advisory and technical assistance on specific issues, as well as knowledge generation to guide our evidence-based interventions and learn from our work.

What you'll do:

- First responsibility. Assess the current business management process of MoFP in the areas of debt management, tax reform, budget planning and execution, and SOE management, and identify strengths and weaknesses of the institutional capacity.
- Second responsibility. Prepare a design of an operational manual on strengthening institutional capacity to conduct fiscal policy and management reforms.
- Third responsibility. Prepare a technical note based on the First and Second responsibilities.
- Fourth responsibility. Conduct focus group/interviews and surveys to the MoFP officials on the strengths and weaknesses of the current institutional structure and process to conduct reforms in debt management, budget planning and execution, tax reform, and SOE management.
- Fifth responsibility. Prepare and draft an operational manual on strengthening institutional capacity to conduct fiscal policy and management reforms.

- Sixth responsibility. Prepare and draft an operational manual on strengthening institutional capacity to conduct fiscal policy and management reforms.
- Seventh responsibility. in meetings with the Project team and the GoS officials.
- Eighth responsibility. Deliver a presentation to the GoS (MoFP) officials and incorporate feedback.
- Ninth responsibility. Perform tasks per request of the Team Leader.

Deliverables and Payments Timeline:

- **Product 1:** Delivery of a work plan.
- **Product 2:** A technical note containing the diagnostics/assessment, and recommendations to strengthen institutional and technical capacity to conduct fiscal policy and management reforms.
- **Product 3:** A Powerpoint presentation of the assessment and recommendation. The presentation will be delivered to MoFP officials in coordination with the Team Leader.
- **Product 4:** An operation manual on the institutional development plan to carry out fiscal policy and management reforms in four core areas.

The payments will be processed according to the following:

- 10% upon delivery and approval of Product 1.
- 20% upon delivery and approval of Product 2.
- 30% upon delivery and approval of Product 3.
- 40% upon delivery and approval of Product 4.

What you'll need:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to fourth degree of consanguinity and the second degree of affinity, including spouse) working for the IDB Group.
- **Education:** Master's Degree in Economics, Public Finance, Public Policy, or related areas with a relevant experience in conducting fiscal policy and management reform in developing countries.
- **Experience:** At least 10 years of combined experience in economic analysis, public finance, or fiscal policy and management.
- **Languages:** Fluency in English and Dutch.

Core and Technical Competencies:

- Fiscal policy.
- Project management.
- Ability to work in a team given the high interaction with officials in the country expected for the job.

Opportunity Summary:

- **Type of contract and modality:** Product and External Services Contractual (PEC). Lump Sum Contract.
- **Length of contract:** 90 days of consulting in a period of up to 6 months.
- **Starting date:** October 2022.
- **Location:** Suriname.
- **Responsible person:** The consultancy will be coordinated by Gerardo Reyes-Tagle (gerardor@iadb.org), Lead Fiscal Economist, Fiscal Management Division (IFD/FMM).
- **Requirements:** You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.

Our culture: Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative, and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace diversity and encourage women, LGBTQ+, persons with disabilities, afro-descendants, and indigenous people to apply.

About us: At the IDB, we are committed to improving lives. Since 1959, we have been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.

Our team in Human Resources carefully reviews all applications.

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For PEC consultancies

[Consultancy 2 – DRAFT]

Consultancy to support the design and implementation of institutional development plans to be carried out by MOFP for the improvement of the tax system, SOEs management, budget and debt management system

Background of the search:

The Fiscal Management Division (IFD/FMM) is looking for an international consultant to design and implement pilot programs to strengthen institutional and technical capacity of the relevant Units of the Ministry of Finance and Planning (MoFP) of Suriname to carry out reforms in four key areas: i) debt management; ii) tax administration and system reform; iii) budget planning and execution; and iv) SOEs management and reform. Specifically, the consultant will i) design pilot programs based on the assessment from the Component 1 and the demands from the MoFP officials; ii) provide technical and operational support to run pilot programs; iii) design and deliver training programs to strengthen the technical and administrative capacity of the relevant Units of the MOFP to carry out the implementation of fiscal sustainability programs in tax reform, rationalization of SOEs, debt management and budget planning/execution; and iv) provide a comprehensive analysis and recommendation on strengthening institutional development plan to conduct fiscal policy and management reforms.

The team's mission:

IFD/FMM main areas of work are tax policy and administration, public expenditure policy and management, subnational fiscal policy and management, fiscal sustainability as well as macro-fiscal policy and fiscal transparency. To this end, activities related to fiscal policy include design projects to reform tax policy, public spending policy, advisory and technical assistance on specific issues, as well as knowledge generation to guide our evidence-based interventions and learn from our work.

What you'll do:

- First responsibility. Prepare the design of pilot programs to be carried out by MOFP for the improvement of the tax system, SOEs management, budget and debt management system.
- Second responsibility. Provide technical and operational support to implement pilot programs.
- Third responsibility. Prepare, design, and implement training programs for the MoFP staff on the improvement of the tax system, SOEs management, budget and debt management system.
- Fourth responsibility. Participate in meetings and provide technical advice to and incorporate feedback from the MoFP officials.

- Fifth responsibility. Deliver a result report of the implementation of pilot programs and training sessions, and present to the GoS (MoFP) officials.
- Sixth responsibility. Perform tasks per request of the Team Leader.

Deliverables and Payments Timeline:

- **Product 1:** Delivery of a work plan.
- **Product 2:** A technical note containing the contents and outputs of pilot programs and training sessions.
- **Product 3:** A comprehensive final analysis report of the feedback survey from the MoFP officials.

The payments will be processed according to the following:

- 10% upon delivery and approval of Product 1.
- 50% upon delivery and approval of Product 2.
- 40% upon delivery and approval of Product 3.

What you'll need:

- **Citizenship:** You are a citizen of one of our 48-member countries.
- **Consanguinity:** You have no family members (up to fourth degree of consanguinity and the second degree of affinity, including spouse) working for the IDB Group.
- **Education:** Master's Degree in Public Administration, Business Administration, Economics, or related areas with a relevant experience in conducting fiscal policy and management reform in developing countries.
- **Experience:** At least 10 years of combined experience in public finance and management, or fiscal policy and management.
- **Languages:** Fluency in English and Dutch.

Core and Technical Competencies:

- Fiscal policy and management.
- Project management.
- Ability to work in a team given the high interaction with officials in the country expected for the job.

Opportunity Summary:

- **Type of contract and modality:** Product and External Services Contractual (PEC). Lump Sum Contract.
- **Length of contract:** 9 months.
- **Starting date:** March 2023.
- **Location:** Suriname.

- **Responsible person:** The consultancy will be coordinated by Gerardo Reyes-Tagle (gerardor@iadb.org), Lead Fiscal Economist, Fiscal Management Division (IFD/FMM).
- **Requirements:** You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.

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