

21/1/2014



UN Development Programme

Suriname - Cty Pgmm

Project: 00078931
Project Title: DEVELOPMENT REPORTING AND CONSULTATIONS
Start Year: 2014
End Year: 2014

Implementing Partner: Ministry of Foreign Affairs

Responsible Parties: Government of Suriname

Revision Type:

Project Description:

The aim of this project is to support the Government of Suriname, in fulfilling its development reporting obligations and in preparing and participating at the international SIDS and Post-2015 development agenda negotiations. Through this project support will be provided in the preparation of the 2014 MDG report, which will serve also as a baseline/input to the formulation of Suriname's priorities for the Post- 2015 Development Agenda. The project will also support the national consultation process which will take place under the leadership of the Ministry of Foreign Affairs, for SIDS 2014 Summit and for the Post-2015 Development Agenda negotiations.

Budget (US\$) as of Last Revision on		
Donor	Fund	Amount
UNDP	04000 TRAC (Lines 1.1.1 and 1.1.2)	115,000.00
Total Budget (201 and Beyond)		115,000.00
Total Utilization (2013 and Prior)		0.00
Project Total		115,000.00
Unprogrammed/Unfunded		0.00

Agreed by: Ministry of Foreign Affairs

Agreed by: UNDP

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United Nations Development Programme
Country: Suriname
Project Document

Project Title **SUPPORT TO SURINAME'S DEVELOPMENT REPORTING AND CONSULTATIONS**

UNDAF Outcome(s):

- 1: By 2016, most excluded marginalised groups and vulnerable populations benefit from reinforced social, economic, and environmental programmes towards accelerated and equitable MDG progress, meaningful participation, and a better quality of life for all beyond the MDG agenda.
- 2: By 2016, government formulates and implements harmonized, equity focused, and gender sensitive MDG-oriented key legislation, policies, and budgets in accordance with the government's commitments to international human rights conventions and other internationally agreed development goals.

Expected CP Outcome(s):

Area 2: Institutional capacities, policy frameworks and tools to: deliver improved services to identified vulnerable groups; and programmes for income generation and sustainable livelihoods, life and employment skills, social protection, social housing, affordable energy and food security provided to identify vulnerable and underserved groups and individuals.

Expected Output(s):
(Those that will result from the project)

1. MDG Goal 8 progress report prepared
2. National Consultation for SIDS 2014 completed, and country report prepared
3. Suriname's participation at intra-regional preparatory meetings and at the SIDS 2014 Summit facilitated
4. MDG Report 2014 prepared, launched and disseminated;
5. National Consultation for Post 2015 Development agenda completed and consultation report prepared
6. Suriname's participation at the negotiations of the Post-2015 Development agenda facilitated

Executing Entity: Ministry of Foreign Affairs
Implementing: General Bureau of Statistics and NIMOS

I. SITUATION ANALYSIS

The Government of the Republic of Suriname is making all efforts to comply with its international development commitments as set out in the UN Millennium Declaration and to provide an impetus towards accelerated progress in the achievement of the Millennium Development Goals (MDGs) and beyond.

The Republic of Suriname is also preparing for its participation at the Third International Conference for Small Island Developing States (SIDS) which is scheduled to be convened from 1-4 September 2014, in Samoa. This conference will include a high-level segment to build upon the Barbados Programme of Action (BPOA) and the Mauritius Strategy for Implementation (MSI), and will identify new challenges for the sustainable development of SIDS.

The country is also committed to prepare its 3rd MDG Report which is scheduled to be ready in 2014 and which will also serve as a base line/input for its national preparations on the Post 2015 Development Agenda negotiations.

As captured in the United Nations Development Assistance Framework (UNDAF) Action Plan 2012-2016 and the Country Programme Document 2012-2016, UNDP will support the implementation of programmes to ensure faster progress towards achieving the Millennium Goals by 2015. UNDP will also support the production of MDG progress reports which present the national progress, achievements, lessons learned and the way forward.

During the previous programme cycle UNDP's support focused on building capacity to produce data for analysis, planning and monitoring of human development interventions and MDG achievement. This included support for preparation of the 2009 MDG progress report; preparation of a baseline study on the situation of social statistics; support for a conference on poverty measurement; and awareness-raising among policy-makers on the use of social statistics for development planning and monitoring progress in achieving the MDGs. UNDP also supported capacity strengthening for the delivery of the social safety net programmes and capacity building of non-governmental organizations working with people living with HIV/AIDS.

Recently, with UNDP's support the country has conducted a national consultation process and drafted the country report for the SIDS, which has been used as an input for the participation at the inter-regional preparatory meeting in Barbados in October, 2013.

Through the process of national consultations input from relevant stakeholders are captured with emphasis on special groups such as the tribal communities. The consultations are also viewed as a springboard for deepening engagement on complementary activities and processes, such as on Rio+20, aid and development effectiveness, the post2015 development agenda and national development priorities (e.g., food and nutrition security, youth empowerment, climate change).

In line with the discussions held between the Government of Suriname (GOS) represented by the Ministry of Foreign Affairs, the National Institute for Environment and Development (NIMOS), and the United Nations Development Programme (UNDP), the Suriname Country office has been requested to provide support to this process.

The National Institute for Environment and Development (NIMOS) as the overarching government body for development is identified by the Government of Suriname to support the Ministry of Foreign Affairs in leading the process of consultations, both for the SIDS 2014 and Post2015 Development Agenda negotiations, while the General Bureau of Statistics (ABS) will provide the technical leadership in the preparation of the MDG Report 2014.

This project document is developed to provide legal framework for the cooperation and support to be provided by the UNDP to the Government of Suriname.

II. STRATEGY

Overall goal:

This project is aimed to support the Government of Suriname, in fulfilling its development reporting obligations and in preparing and participating at the international SIDS 2014 and Post-2015 development agenda negotiations. Through this project support will be provided in the preparation of the 2014 MDG report, which will serve also as a base line/input for the formulation of Suriname's priorities for the Post2015 Development Agenda.

Acknowledging the urgency and tight timeline towards the SIDS preparation meeting in Jamaica in July 2013, the 68th UN General Assembly in September 2013, and inter-regional SIDS preparatory meeting in Barbados in October 2013, most urgent needs as identified by the Government of Suriname such as the technical assistance in drafting the SIDS country report and facilitation of related consultations were advanced from the Development Effectiveness project of the UNDP. These interventions are prerequisites for a successful preparation and participation of the country to the SIDS 2014 Summit. These activities will be appropriately framed under this project document and enable substantive reporting to be properly captured under the Atlas and IWP reporting tools.

Objectives:

The main objective of this project is to ensure that sufficient technical and operational support is available to the country during the process of **preparation and participation at the Third International Conference for Small Island Developing States 2014 and the Post-2015 Development Agenda negotiations**, and, the preparation of the MDG Report 2014.

The activities of this project are positioned to assist the country in taking leadership and ownership of the process of negotiations and reporting in development related matters and help to build national capacity there were is still lacking.

The objective of the country consultations is to "stimulate an inclusive, bottom-up debate". The consultations should adhere to key process principles of inclusion and accountability, in order to ensure consistency, legitimacy and ownership.

Therefore efforts are made to open the consultations to all stakeholders in the country, with particular focus on effectively involving those who are commonly underrepresented or marginalized in decision-making processes. Efforts will be made to ensure that people who participate in the consultations have access to relevant information and can provide feedback and influence the results and the process of the consultations.

Building on previous experiences, the preparation of the MDG Report 2014, will be a fully national owned and lead process, where external technical support will only be sought in cases where it might add value related to efficiency and improvement of quality such as the reporting on MDG 8.

Expected output

If successfully completed this project will achieve the following outputs:

1. National Consultation for SIDS 2014 completed, and country report prepared
2. Suriname's participation at intra-regional preparatory meetings and at the SIDS 2014 Summit facilitated
3. MDG 8 progress report prepared

4. MDG Report 2014 prepared, launched and disseminated;
5. National Consultation for Post-2015 Development agenda completed and consultation report prepared
6. Suriname's participation at the negotiations of the Post 2015 Development agenda facilitated

Planned Activities:

In order to achieve the overall goal and objectives of this project the following activities are planned:

- a) Technical assistance for the preparation of the national report on SIDS including recruitment of a consultant for drafting the national report;
- b) Facilitate national stakeholders consultation meetings on SIDS 2014 and Post 2015 Development agenda;
- c) Provide support to the country's participation at the regional and intra-regional preparatory meetings and the SIDS 2014 Summit in SAMOA;
- d) Facilitate the drafting process of the MDG report 2014 including guidance and support to the technical working groups
- e) Recruit a national consultant for the preparation of the MDG 8 report
- f) Production (layout and printing), launch and dissemination of the MDGR 2014
- g) Provide technical, operational and financial support to the country's participation at the various negotiation rounds of the Post-2015 Development Agenda negotiations;
- h) Recruitment of national consultants to facilitate and prepare reports of the consultations processes

Project Budget

At this stage the project budget will reflect costs that will be covered by UNDP, i.e. expenses related to Suriname's participation at SIDS 2014 Summit, and MDG report preparation, including preparation of the Goal 8 report, technical working group facilitation, workshop/seminars, and publication/production/dissemination of MDG Report 2014.

In addition to these expenses there will be costs related to the preparation for the Post 2015 Development Agenda negotiations, including the consultations processes, and actual participation of Suriname at the Post-2015 Agenda negotiations.

Overview of project expenses: (detail see Atlas format)

Output	Source	Amount(USD)
Output 1: SIDS 2014	UNDP TRAC	20000
Output 2: MDG Report 2014	UNDP TRAC	60000
Output 3: Post-2015 Development Agenda	UNDP TRAC	35000
Total		115000

III. RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome as stated in the Country Programme Results and Resource Framework: UNDAF Outcome 1: By 2016, most excluded marginalised groups and vulnerable populations benefit from reinforced social, economic, and environmental programmes towards accelerated and equitable MDG progress, meaningful participation, and a better quality of life for all beyond the MDG agenda. UNDAF Outcome 2: By 2016, government formulates and implements harmonized, equity focused, and gender sensitive MDG-oriented key legislation, policies, and budgets in accordance with the government's commitments to international human rights conventions and other internationally agreed development goals.</p> <p>CPD Area 2: Institutional capacities, policy frameworks and tools to: deliver improved services to identified vulnerable groups; and programmes for income generation and sustainable livelihoods, life and employment skills, social protection, social housing, affordable energy and food security provided to identify vulnerable and underserved groups and individuals.</p> <p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: 1 - Existence of programmes to deliver identified social services to the poor and vulnerable especially in the interior districts. 2 - Income generation and job creation opportunities available and accessible to identified groups and individuals.</p> <p>Applicable Key Result Area (from 2012-2016 Strategic Plan): Poverty Reduction and MDGs</p> <p>Partnership Strategy:</p>			
<p>Project title and ID (ATLAS Award ID): SUPPORT TO SURINAME'S DEVELOPMENT REPORTING AND CONSULTATIONS</p>			
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES
<p>SIDS 2014</p> <p>Output 1 Improved national capacity for monitoring development outcomes and poverty reduction</p> <p>Baseline: A National Assessment Report on the Barbados Programme of Action +10 Review, 2004; Nationaal Rapport Rio+20, Een statusrapport over Duurzame Ontwikkeling in Suriname (National Report Rio+20, A status report on sustainable development in Suriname) 2002-2011; SIDS 2014</p>	<p>(2014)</p> <p>1. Suriname's participation at (intra) regional SIDS preparatory meetings supported</p> <p>2. Suriname's participation at the SIDS 2014 summit in Samoa supported/facilitated</p>	<p>1. Support/facilitate Suriname's participation at (intra) regional preparatory meetings and SIDS 2014 summit in Samoa</p>	<p>Lead Agency : Ministry of Foreign Affairs</p> <p>Partners: NIMOS UNDP</p>
			<p>Technical Assistance Travel costs</p>

<p>country report.</p> <p>Indicators: Clear strategy and policies to formulate goals and plans, and monitor implementation or progress towards sustainable development goals</p>				
<p>MDG Report 2014 prepared, launched and disseminated</p> <p>Output 2 Improved national capacity for monitoring development outcomes and poverty reduction</p> <p>Baseline: MDG annual progress report 2009 and MDG baseline report 2005</p> <p>Indicators: Implementation status of poverty and MDG acceleration strategy, particularly for lagging MDGs</p>	<p>(2013)</p> <ol style="list-style-type: none"> 1. National MDG Steering committee and Technical working group installed (2014) 2. National consultant recruited and Goal 8 progress report prepared 3. Data updated and narrative analysis capturing progress, challenges and lessons learned of the MDG indicators/goals prepared and presented to ABS by the technical ministries via technical working groups 4. Drafting/writing committee installed 5. MDG Report 2014 drafted, reviewed and finalized 	<ol style="list-style-type: none"> 1. Installation of National MDG Steering committee, Technical working groups and Drafting/writing committee 2. Technical Ministries provide MDG data update and narrative analysis capturing progress, challenges, lessons learned and the way forward 3. Working sessions of technical working groups 4. Recruit national consultant for preparation of Goal 8 progress report 5. Draft, review and edit MDG Report 2014 6. Launch and disseminate MDG Report 2014 	<p>Lead Agency : Ministry of Foreign Affairs</p> <p>Partners: ABS UNDP</p>	<p>Technical Assistance Workshop/Seminars Translations/editing Material and supplies Printing</p>
<p>Post-2015 Development Agenda</p> <p>Output 3 Improved national capacity for monitoring development outcomes and poverty reduction</p>	<p>(2013)</p> <p>Information session on Sustainable Development and Post- 2015 Development Agenda</p>	<ol style="list-style-type: none"> 1. Internal discussions among Government actors on Sustainable Development 2. Provide technical assistance in drafting national priority report on Post-2015 	<p>Lead Agency : Ministry of Foreign Affairs</p>	<p>Technical Assistance Workshop/Seminars Material and supplies Travel costs</p>

<p>Baseline: SIDS Country Report, MDG annual progress report 2009 and MDG baseline report 2005</p> <p>Indicators: Clear strategy and vision on poverty and other related post-2015 Development/MDG targets</p>	<p>(2014)</p> <p>2 Clear understanding on the concept of Sustainable Development among Government actors</p> <p>3. National Post-2015 Development Agenda national priority document prepared</p> <p>4. National Consultations supported on Post-2015 Development Agenda</p> <p>5. Suriname's participation at regional and international negotiations on Post-2015 Development Agenda supported/facilitated</p>	<p>Development Agenda</p> <p>3. Recruitment of national consultant for drafting priority document and facilitation of national consultation process</p> <p>4.. Technical and organizational support for national consultation on Post-2015 development agenda</p> <p>5. Technical assistance/facilitate Suriname's participation at regional and international Post-2015 Agenda negotiation meetings</p>	<p>Partners: NIMOS UNDP</p>	
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V. MANAGEMENT ARRANGEMENTS

As agreed between the Government of Suriname, and the UNDP this project will be implemented according to the National Implementation Modality (NIM) by the Ministry of Foreign Affairs with support from UNDP. Ministry of Foreign Affairs represented by the Permanent Secretary will be the responsible actor for the implementation of this project and achievement of its objectives.

UNDP will provide project assurance, technical guidance and assistance, and also project support services, such as the recruitment of consultants, rendering other services and direct payments. The project support services will be provided upon request by the Ministry and respective charges will be incurred by the UNDP in accordance to the exiting cost recovery guidelines.

A focal point will be assigned by the Ministry to coordinate and take the lead in the day to day implementation for the various activities of the project.

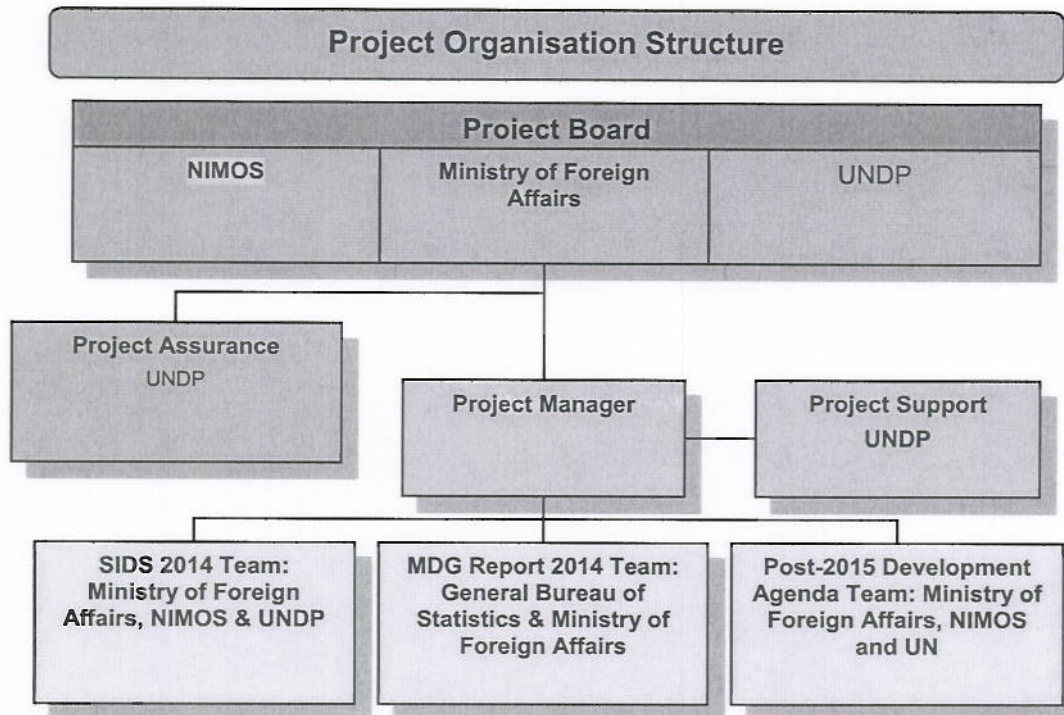
A Project Steering Committee will be formed to provide overall guidance and direction on the project, and will be comprised by the Ministry of Foreign Affairs, NIMOS and the UNDP.

Activities will be implemented in close collaboration, involvement and support of key technical institutions and or organizations, such as the General Bureau of Statistics (ABS) and the National Institute for Environment (NIMOS), the National Planning Office and other Line Ministries.

For the preparation of the Millennium Development Goal (MDG) Report, a Steering Committee, Technical working Groups, and a Drafting/writing Committee will be officially installed by the Ministry of Foreign Affairs.

The UNDP as main partner of the government in this project will provide the initial funding for this project using its core development resources. This does not exclude the government and other development partners to contribute to particular activities or components of the project. In such case the funding will be treated as cost-sharing contribution and will be managed by the UNDP using its appropriate guidelines and procedures.

The resources will be made available to the project in accordance with the payment modalities under the Harmonized Cash Transfer (HACT).



The HACT micro assessment for the UNDAF/UNDAP programme cycle 2012-2016 is currently being undertaken by the CLAD on behalf of the UN in Suriname. Result of the assessment for the Ministry of Foreign Affairs will guide the need for capacity support and related alignment of the implementation modality under the aegis of this project.

This project will also build on and collaborate with other existing/ongoing and future UNDP initiatives in assistance to government of Suriname and as such necessary action and fine tuning will take place to ensure coherence and synergy among project activities.

All nationally-implemented projects must be audited periodically. The UNDP country office draws up an annual audit plan for NIM projects by October/November of each year and submitted to the Office of Audit and Investigation (OAI) for approval. The audit plan lists the projects scheduled to be audited, considering among other things, whether the project has previously been audited, the volume of expenditure, the number of projects. As per guidelines of OAI, the level of risk and related threshold, the project is enlisted for annual audit. Each NIM project should at least be audited once in its lifetime.

The United Nations Development Programme (UNDP) shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, documentation, or modifications which are produced, prepared or collected under this project. At the Government of Suriname's request, the UNDP shall take all necessary steps, execute all necessary documents and generally assist in transferring them to the Government in compliance with the requirements of the applicable rules and guidelines, agreements and law.

Time planning

The project will start officially in January 2014 and last until the end of December 2014. As a matter of urgency – and following request from the Ministry of Foreign Affairs – the following components have been implemented before the official signing of this project and pre-financed by UNDP under the Development Effectiveness project:

1. Facilitation of the consultation process for the SIDS 2014
2. Services of a national consultant for preparation of the country report for SIDS 2014

These interventions were necessary to facilitate and or provide input to Suriname's participation at the SIDS preparation meeting in Jamaica in July, the 68th UN General Assembly in September, and inter-regional SIDS preparatory meeting in Barbados in October, 2013

Official preparation of the MDG Report 2014 has started in September 2013 with the official meeting hosted by the Ministry of Foreign Affairs. The meetings of the technical working groups started in November, 2013 while the first meeting of the Steering Committee will take place in January, 2014. First draft of the MDG Report will be available and presented to the stakeholders for review and additional input in 1st quarter of 2014. Presentation of the final MDG Report will take place in the 2nd quarter of 2014.

The official internal meetings among Government actors will take place in the 1st quarter of 2014, while the consultations with all stakeholders will be convened from the 1st quarter of 2014 and onwards.

The remaining activities are planned to be implemented from January until End of December 2014.

VI. MONITORING FRAMEWORK AND EVALUATION

Monitoring and evaluation of the project will be undertaken in accordance with the programming policies and procedures outlined in the UNDP User Guide.

➤ **Project M&E:**

Project monitoring and evaluation (M&E) will:

- 1) focus on results at two levels: at output level, and at outcome level, in which the project has contributed to overall institutional capacity of the Ministry of Foreign Affairs in its development reporting obligations and negotiations;
- 2) enhance management efficiency and effectiveness of the project and ensure consultation/participation of all stakeholders; and
- 3) focus on assessment of progress and sustainability, and on experiences and lessons learnt to support more informed decision-making and dissemination of project results.

Monitoring will be conducted by UNDP and the Ministry of Foreign Affairs during the project cycle. Monitoring reports will be prepared and shared among the partners. The Ministry of Foreign Affairs in its role as implementing partner, will submit to UNDP an Annual Project Review, including the Annual Work Plan Monitoring Tool.

- **Quarterly reports:** The Ministry will prepare and submit quarterly project reports based on the progress, to support day to day monitoring and implementation, as well as information sharing among concerned parties. Progress reports will not only focus on the project itself, but also involve related achievements, issues, changes, setbacks and lessons learned in light of the overall objective and related outputs of the project, to support more informed decision-making and dissemination of project results.
- An **Annual Review Report** will be prepared by the Project Manager, shared with the Project Assurance/Steering Committee and submitted to UNDP. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- Based on the annual review report, **Annual Project Review** shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. The annual review will be a tool to ensure periodic assessment on whether the approach and interventions will produce the expected outcomes.
- **Final review:** in the last year, a final assessment will be made. Reviews will focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes. Both annual review and final review are driven by the Project Assurance/Steering Committee and may involve other stakeholders as required.
- An **Issue Log** shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.

- Based on the initial risk analysis submitted, a **risk log** shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- A **project Lesson-learned log** shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- A **Monitoring Schedule Plan** shall be activated in Atlas and updated to track key management actions/events

VII. LEGAL CONTEXT

The Government of Suriname and the United Nations Development Programme (UNDP) have entered into a Standard Basic Assistance Agreement (SBAA) to govern UNDP's assistance to the country, which was signed by both parties on April 29, 1978.

Based on Article I, paragraph 2 of the SBAA, UNDP's assistance to the Government shall be made available to the Government and shall be furnished and received in accordance with the relevant and applicable resolutions and decisions of the competent UNDP organs, and subject to the availability of the necessary funds to the UNDP.

This project document shall be the instrument referred to as such in Article 1 of the SBAA.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the executing agency's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999).

The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

VIII. ANNEXES

Risk Analysis. Use the standard Risk Log template.

Terms of Reference:

TOR for National Consultant in Drafting a MDG report on Goal 8

TOR National Consultant for Drafting National Report on Post-2015 Development Agenda

Capacity Assessment: Results of capacity assessments of Implementing Partner (including HACT Micro Assessment)

Annex 1: OFFLINE RISK LOG
(see *Deliverable Description* for the Risk Log regarding its purpose and use)

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the risk (In Atlas, use the Description field. Note: This field cannot be modified after first data entry)	When was the risk first identified (In Atlas, select date. Note: date cannot be modified after initial entry)	Environmental Financial Operational Organizational Political Regulatory Strategic Other Subcategories for each risk type should be consulted to understand each risk type (see Deliverable Description for more information) (In Atlas, select from list)	Describe the potential effect on the project if this risk were to occur Enter probability on a scale from 1 (low) to 5 (high) P = Enter impact on a scale from 1 (low) to 5 (high) I = (In Atlas, use the Management Response box. Check "critical" if the impact and probability are high)	What actions have been taken/will be taken to counter this risk (In Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)	Who has been appointed to keep an eye on this risk (In Atlas, use the Management Response box)	Who submitted the risk (In Atlas, automatically recorded)	When was the status of the risk last checked (In Atlas, automatically recorded)	e.g. dead, reducing, increasing, no change (In Atlas, use the Management Response box)
1	Timely availability of accurate data and analysis on MDG progress due to data availability and input/presence of focal points	November, 2013	Strategic & Operational	Delay in preparing the MDG Report P = 3 I = 4	Early correspondence to respective PS by the Ministry of Foreign Affairs and active follow-up by working group chairs	MFA and ABS	UNDP	November, 2013	Ongoing follow-up by Technical working group co-chairs
2	Country's definition on Poverty	September, 2013	Political & Strategic	Impact for reporting on Goal 1 P = 4 I = 4	Highlighted on the preparatory meeting. To address this matter within the steering committee	MFA	ABS	November, 2013	No action taken further

**Project Title: SUPPORT TO SURINAME'S DEVELOPMENT REPORTING
AND CONSULTATIONS**

Award ID:

Date:

Annex II (b)
Draft Terms of Reference (TOR)
National Consultant for the preparation of MDG 8 Report

1. Background

The Republic of Suriname has committed itself at the Millennium Summit in 2000 to help achieve global goals and targets on development, namely the Millennium Development Goals (MDGs). The MDGs have a proposed end date of 2015.

In order to effectively keep track on progress in achieving the MDGs, each member country of the United Nations (UN) has the responsibility to formulate an annual report identifying the country's achievements. This report needs to be submitted at the UN General Assembly in September.

A process had been initiated to define the targets and indicators for Suriname, and a MDG Technical Working Group was established and is being chaired by The General Bureau for Statistics (ABS). This group has three working groups with specific themes, and meets regularly to elaborate agreed definitions, measuring methods and data collection systems. There is also a MDG Steering Committee which has an overall coordinating role of the MDG reporting process.

The first MDG Report 2005 took the form of a baseline report rather than a full-fledged MDG report, providing data which was available but at the same time identifying gaps and providing recommendations for addressing those gaps. The MDG Progress Report 2009 gave an overview of the progress made. The next MDG Progress Report 2014 will give an update of the progress made over the past period, which may contribute to the formulation of a national position of Suriname with respect to Sustainable Development and Post 2015 Development Agenda.

The preparation of the 2014 MDG Progress Report will be jointly coordinated by the Ministry of Foreign Affairs and the ABS, while the various technical ministries and institutions will provide the valuable contribution regarding data and narrative analysis on the progress made.

However, for goal 8 “**Develop a Global Partnership for Development**” no systematic data collection and policy monitoring system is yet in place. Therefore, technical assistance is needed to assist the Ministry of Foreign Affairs in gathering data and preparing an analysis report.

The targets and indicators for MDG goal 8 are captured in the annex of this TOR.

2. Purpose of Consultancy (objectives)

The overall aim of this consultancy is to collect data and analyse the progress made on indicators related to goal 8 using the status captured in 2009 MDG Report as a baseline.

This assignment will reflect the following tasks:

- collect data and information from various ministries and institutions. The consulting team will undertake consultations with relevant stakeholders as listed below (identified by the Ministry of Foreign Affairs);
- identifying the gaps in data availability and providing recommendations;
- analyse data/information and prepare of analysis report on goal 8 for inclusion in the MDG report.

3. Deliverables

The technical assistance will result in the following deliverables:

- Development of a work plan in consultation with the Ministry of Foreign Affairs, including persons and entities to be interviewed and time lines for undertaking tasks under these TOR;
- A narrative/analysis report on the achievements under goal 8, for inclusion in the MDG report;
- A final consultancy report including indications of the data availability gaps and recommendations for improvement and recommendations for Monitoring & Evaluation.

Listing of actors to consult (this is not a comprehensive list):

- Ministry of Foreign Affairs (MFA);
- Ministry of Transport, Communication and Tourism (TCT-Telesur-TAS);
- Ministry of Finance;
- Ministry of Agriculture, Animal Husbandry and Fishery (LVV);
- Ministry of Labour, Technological Development and Environment (ATM);
- Ministry of Trade and Industry (HI);
- Ministry of Health (VG);
- General Bureau of Statistics (GBS);
- Planning Institute (Planbureau);
- Central Bank of Suriname (CBvS);
- Suriname Dept Management Organisation (Bureau voor de Staatsschuld);
- Other relevant ministries;
- International development partners such as the UNDP, UNICEF, UNFPA;
- Private sector (Uniq, Digicel, CQ-Link);
- Key Civil society organizations with relevance to the work field of goal 8.

4. Work Arrangements

The consultant will report to and work closely with the Division International Cooperation (IS) at the Ministry of Foreign Affairs.

5. Duration of the consultancy

Thirty (30) working days from the date of signature of the consultancy contract.

6. Qualifications and Experience

The consultant should meet the following qualifications:

- holding a MSc. (or equivalent) university degree in social sciences field;
- with at least ten (10) years of experience in data analysis, research and reporting;
- with practical knowledge of analysing the MDG indicators;
- fluent in spoken and written Dutch and English.

7. Deliverables and payment schedule

Payment shall be made upon delivery and approval of the deliverables as mentioned under point 3 of this TOR.

The payment will be made in three phases namely,

- the first payment (20%) upon submission and approval of the work plan;
- the second payment (40%) will be made upon submission of the draft report on achievement of MDG 8;

- the final payment (40%) will be made upon submission and approval of the final report on achievement of MDG 8 and a final report on the consultancy including recommendations for a monitoring framework for MDG 8.

Annex II (b)

Draft Terms of Reference

Post 2015 Development Agenda National Preparatory Process

Preparation of National Report/Briefs in Suriname

Background

In this connection, UNDP is providing financial and technical support, in collaboration with the UN Country Team to support a multi-stakeholder consultative process in advance of the Post 2015 Development Agenda.

The main objective of the national preparations is to support Suriname's preparation for and participate effectively in the negotiations for the formulation of the global Post 2015 Development Agenda. The multi-stakeholder preparatory process will be addressing the general objectives outlined.

The national preparation process consists of three consecutive and interlinked phases. All three phases contribute to the preparation of an output document while building capacity on the issues. These three phases are:

- Preparation of background document(s) as basis for multi-stakeholder consultation;
- Multi-stakeholder consultations on issues related to the general objectives of the Post 2015 Agenda and priority setting guided by the High level panel report;
- Preparation of national synthesis report, and/or national briefs, which may be used in regional and global negotiation processes.

CONSULTANT ACTIVITIES

Under the overall direction of the National Institute for Environment and Development (NIMOS) and the Steering Committee for the Preparation of National Synthesis Report for the Post 2015 Development Agenda, the contracted Consultant will undertake the following activities:

A) Prepare background document(s) as basis for multi-stakeholder consultation

For the preparation of background documents, the national consultant will compile and carry out a stocktake of all international reports and document related to the Post 2015 Development Agenda. Furthermore, the consultant will also take stock of all relevant national reports, amongst others, the MDG Baseline report 2005, MDG Progress Report 2009, The MDG Report 2014, the country report for SIDS 2014, National Development Plan and all other related document highlighting national development planning, priority and progress.

B) Multi-stakeholder consultations on issues related to the general objectives of the Conference

Based on the background documents, the consultant will support the organization and facilitation of a multi-stakeholder consultation process on issues related to the general objectives of the Post 2015 Development Agenda formulation process. The consultations will take the form of technical meetings with all relevant stakeholders, using the 9 major groups as guiding principle on stakeholder selection, with special consideration and inclusion groups of the society that are commonly underrepresented or marginalized in decision-making processes.

C) Prepare a National Report

Based on the consultations, the consultant will draft a national synthesis report and/or national briefings in consultation with and guidance of NIMOS, the Ministry of Foreign Affairs and UNDP.

The report should capture the outcomes of the multi-stakeholder consultations and should address the guiding questions in the Guidance Note and elaborated in the Concept Note for the UN system for national preparations for the Post 2015 Development Agenda formulation.

The report should aim at providing recommendations that the country delegations can take forward to the regional and global negotiation meetings.

The report shall be reviewed by NIMOS, the Ministry of Foreign Affairs and the principal United Nations partners. The consultant will incorporate suggested changes in the final report. The report should:

1. be a minimum of 20 pages, and be written in a clear, concise and readable manner;
2. include a brief summary of the consultations;
3. identify the key issues and barriers for Suriname to subscribe to globally adhered development agenda;
4. focus on practical and pragmatic actions at the national level; and
5. identify opportunities for cooperative partnerships with the international community.

IX. TIME FRAME & DELIVERABLES

The Consultant will deliver to NIMOS, the Ministry of Foreign Affairs and the UNDP the following:

- 1) Background document in preparation of the consultation meeting submitted 2013;
- 2) Draft report on the outcome and discussions during the consultation meeting, which will be held on2014;
- 3) Final synthesis report to be completed and submitted by 2014.

X. MONITORING & EVALUATION OF WORK

During the course of this preparatory process the consultant will receive overall guidance from NIMOS, the Ministry of Foreign Affairs and UNDP. Deliverables resulting from the work of the Consultant will be approved by NIMOS and the Ministry of Foreign Affairs.

XI. QUALIFICATIONS

The Consultant must be nationally renowned with at least 10 years of experience in fields related to human development and must have long working experience in the field of MDGs, with hands on experience in Suriname. Familiarity with the United Nations and its programmes in human development and MDGs is beneficial. The Consultant must have proven strong written and communications skills, be fluent in English and be able to liaise between the Government and the UN agencies.

Implementation and Coordination Arrangements

The Consultant will be issued a contract by UNDP Suriname to be jointly supervised by NIMOS, the Ministry of Foreign Affairs and UNDP.