



## Request for Applications Consultancy: Financial and Administrative Consultant – ‘BCC4Nature’ Project

Conservation International Suriname (CIS) is seeking a qualified independent consultant with the relevant expertise to execute an assignment to provide financial and administrative services to its ‘BCC4Nature Project’.

### 1. Background

Suriname is recognized as one of the greenest countries in the world, with the lowest ecological footprint per capita and the highest bio-capacity per capita (Living Guianas Report, 2012). The country's hinterlands, covering 93% of its territory and dominated by dense forests, play a crucial role in environmental conservation and the livelihoods of local communities, particularly Indigenous and Maroon tribes. These communities depend on natural resources such as timber, gold, wildlife, and water, which are deeply intertwined with their cultural practices. However, since the 1990s, the rapid expansion of small-scale gold mining has led to severe environmental degradation, including mercury contamination of waterways, increased river turbidity due to sediment runoff, and deforestation that disrupts natural drainage systems, exacerbating flooding and reducing water availability during dry seasons.

In the district of Brokopondo, with a population of approximately 20,000 (2012 census), socio-economic challenges further intensify these environmental issues. High unemployment and limited access to essential resources, such as clean water, have pushed many residents into unsustainable practices like excessive logging and unregulated mining. A significant portion of the community faces poverty, with many men engaging in artisanal and small-scale gold mining (ASGM) due to the lack of alternative income opportunities and limited support for sustainable businesses. This cycle of environmental degradation, high school dropout rates, and poverty persists.

To address these challenges, the BCC4Nature initiative aims to strengthen local Civil Society Organizations (CSOs) in Suriname's hinterland to promote sustainable natural resource management, good governance, and economic development.

The BCC4Nature project in Brokopondo seeks to enhance economic growth, promote sustainable bio-based enterprises, encourage cooperation among villages to tackle socio-economic challenges collectively, improve coordination with government and private sector stakeholders, and foster accountability in resource management. The project will support two CSOs in distinct regions: a newly established CSO in the village of Compagniekreek and the community-based organization TUMAW, building on prior efforts in Brownsveg (a cluster of eight transmigration villages). Additionally, the initiative will facilitate the creation of an overarching CSO Council, serving as the collective voice of all Brokopondo villages.

The Council will function as an umbrella organization advocating for sustainable practices, strengthening CSO coordination, representing community interests, and supporting responsible resource management. The BCC4Nature project builds upon the vision and mission of the Brokopondo community, incorporating lessons from the EU-funded LACH project (2021-2024), which garnered widespread community support. By implementing BCC4Nature's actions, the project aims to foster long-term district development and reduce poverty. Through collaboration with communities in Brownsveg and Compagniekreek and engagement with government and private sector entities, the project will establish the CSO Council. By project completion, the Council and strengthened CSOs will positively impact over 20,000 residents across six resorts in Brokopondo.

### 2. Objective of the Consultancy

The Financial and Administrative Consultant (FA Consultant) will support the financial and administrative operations of the BCC4Nature project, ensuring adherence to financial regulations, maintaining accurate financial records, and fulfilling reporting requirements for Conservation International Suriname (CI-S) and the European Commission (EU).

### 3. Key Responsibilities

- The consultant will provide overall Financial and Administrative support to the BCC4Nature project. Specifically, the consultant will:
- Ensure that all transactions follow CI-S and or EU policies and procedures.
- Ensure that all project expenditures are approved in accordance with CI-S approval matrix
- Conduct bi-monthly budget vs actual analysis and participate in periodic financial progress meetings with the Finance Manager and the Project Lead.
- Monitor timely payments of all invoices (services and consulting agreements).
- Monitor the Co-Finance amount of the project upon receipt of transaction detail summaries.
- Assist the Project lead with periodical financial review of the commitments.



- Assist the Project lead with preparation of cash requests, including submission of expense reports.
- Assist the Project lead with the budget forecast when reimbursement by the EU is due.
- Ensure correct project coding for all transactions (expense reports and invoices) in accordance with the approved donor budget.
- Review all recorded project expenses (commitments, invoices, timesheets) immediately after the month-end close.
- Be a liaison for the Delivery & Monitoring Director before his/ her approval of timesheets recorded on the project.
- Upon detection of mischarged, miscoded expenses immediately report and follow-up with the Finance Manager, ultimately before the next CI-S month end close.
- Prepare quarterly financial reports in line with CI-S and EU guidelines, that will feed into the annual financial reporting.
- Set up and maintain a proper filing system (both digital and physical) for the CI-S project team.
- Set up and maintain a proper filing system (both digital and physical) for the financial audit at the end of the project. Ensure documentation is filed in accordance with the structure of the external audit.

#### **4. Deliverables and Progress Reporting**

The consultant will report on progress made on assigned responsibilities through submission of monthly progress reports, ideally between the 20<sup>th</sup> - 23<sup>rd</sup> of each month, to be reviewed and approved by CI Suriname. Specifically, monthly reports will contain the following:

- I. A written report capturing progress made against assigned responsibilities, challenges faced and overcome and suggestions for improved project administration.
- II. Reviewed and updated Transaction Detail Report(s), mapped against the approved project budget, including correct project coding.
- III. Updated electronic filing systems for both internal (Finance) and external (Audit) purposes

Periodically, the following collaborative actions will be included in the consultant's progress reports:

- Support and contributions towards quarterly, bi-annual and annual financial reporting to the EU, including co-financing.
- Support, input and review of grant correspondence to the EU
- Support, outcomes and adjustive actions following bi-monthly Budget Variance Analysis meetings with the Finance Manager and Project Lead.

#### **5. Consultancy Duration, Compensation, and Payment Schedule**

The consultancy is scheduled for an initial period of 12 months (with the possibility for an extension), ideally commencing on April 10, 2025, and ending on March 31, 2026. A monthly fee will be considered, payable upon acceptance and approval of each monthly progress report.

#### **6. Location of Work**

The consultant will perform his/her responsibilities in Paramaribo, Suriname. A hybrid working schedule will be considered, inclusive of an agreed schedule for in-person presence at the CI-Suriname office. The anticipated number of working hours is expected between 20-25 working hours (2-3 full working days) per week.

#### **7. Qualifications and Experience**

The services will be provided by an independent consultant with the requisite skill set to perform the established responsibilities. Specifically, the consultant is expected to have the following expertise:

- Bachelor's degree in finance, Business Administration, Accounting, or related field and at least three (3) years of relevant professional experience in financial and administrative roles.
- Experience working with procurement policies or extended experience working with donor organizations and financial reporting, preferably EU-funded.
- Proficiency in MS Office and financial management software.
- Strong analytical, organizational, and problem-solving skills.
- Knowledge of financial compliance and reporting requirements.
- Excellent oral and written communication skills in Dutch and English.
- Collaborative working style and team-player attitude, exceptional communication, and inter-personal skills and ability to work independently.



# BCC4Nature



- High attention to detail and accuracy and ability to handle confidential information with discretion.

## 8. Evaluation and Selection Criteria

In evaluating applications, CI-S will seek the most ideal blend of expertise, competencies and character, when selecting a candidate. Applications will be evaluated using the following criteria:

- Solid evidence of educational background as a basis for financial-administrative knowledge, interpretation and application (15 points)
- Experience with national and or international granting programs, donor specific compliance and reporting (10 points)
- Working experience in financial management systems and applications, compliance and reporting (15 points)
- Quality of the motivation letter, presentation and language proficiency that is supportive to the requirements and qualifications set for the Terms of Reference (10 points)

### Interested?

Applications should be sent, in Dutch or English, to [procurementsr@conservation.org](mailto:procurementsr@conservation.org) on or before **March 28, 2025, by 4 PM** local time. Please specify “Financial and Administrative Consultant + Your Name” in the subject line. Applications should include:

1. A motivation letter
2. A resume or Curriculum Vitae of the applicant providing detailed information on the requirements and criteria listed in the “**Qualifications and Experience**” and “**Evaluation and Selection Criteria**” sections of the TOR.

Questions and clarifications regarding the consultancy may be addressed no later than March 24, 2025, by 12 PM local time to [procurementsr@conservation.org](mailto:procurementsr@conservation.org)