

# **SURINAME**

## **Suriname Business Climate and Innovation Program (SUBCIP) SU-L1049**

### **TRAINING and AWARENESS STRATEGY FOR ENACTED LAWS AND NEW LEGISLATION**

#### **TERMS OF REFERENCE**

##### **1. BACKGROUND**

1.1 Although Suriname has experienced recent sustained economic growth over the last 10 years, its economy depends mainly upon gold, oil and bauxite, showing vulnerability to unpredictable swings in international prices of these main exports.<sup>1</sup> Revenues from commodity prices and bilateral grant flows did not promote a legal and institutional framework that favors private sector investment. Thus, the authorities seek to engage in structural reforms to transition to a new economic model—one with a diversified production basket, and a less vulnerable economic base that fosters greater participation of the private sector in economic activity. The Government of Suriname Development Plan (2012–2016) gives special consideration to good governance, social development, economic diversification, education for competitive skills and building a knowledge society, protection of natural resources, and management of the impact of climate change. Concerning the business climate, the Development Plan concentrates on enhancing governance, innovation and competitiveness. A clear and concise strategy to achieve these specific goals, in the context of a modern industrial policy making structure, is needed to guide public and private actors.

1.2 Suriname has an insufficiently modernized legal and institutional framework to promote private sector led growth, diversification and innovation. The current legal framework needs to be updated to support private sector activity. Suriname ranks 106 out of 148 countries in the Global Competitiveness Report 2013-2014<sup>2</sup>, with institutions ranking 82 out of 148, technological readiness 105, and innovation 124. Furthermore, it ranks 158 out of 190 countries in the World Bank’s “Ease of Doing Business” – 2017- indicator, and 165 in the indicator of protecting investors. The lack of an adequate business climate and strong institutions hinder investor confidence, private sector activity and growth.<sup>3</sup>

1.3 Based on this background the Program Suriname Business Climate and Innovation will address among others, Sub-component III.1. Modernizing institutions in charge of the implementation of legal reforms. This sub-component will support the implementation of the legal reforms described in sub-component II.1.a, by supporting the modernization and capacity building of the ministry in charge of the reforms (MTI&T) and other governmental institutions to enhance their current functions.

One of the core activities of this project is the development and implementation of an intensive training and capacity building initiative to promote general knowledge and understanding of the

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<sup>1</sup> Fritz Krokow, et al. Suriname toward Stability and Growth. International Monetary Fund. 2009.

<sup>2</sup> Suriname was not included in the most recent reports (2015-2016).

<sup>3</sup> NORTH, D. Institutions, Institutional Change and Economic Performance, Cambridge University Press.

legal reforms, and more specific the modernized laws and regulations. To this end, an external Firm shall be recruited to provide training activities.

**2. OBJECTIVE(S) OF THE ASSIGNMENT**

2.1. The overall objective is: to contribute to capacity building of key public sector officials and stakeholders that are involved in implementing new legislation. In addition, practical tools will be provided. The training and tools shall contribute to the overall understanding of the scope, purpose and practical application of the new legislation to facilitate its implementation towards promoting entrepreneurship and an enabling business climate supporting private sector development to driving economic growth and prosperity.

2.2. The specific objective of the consultancy service is to develop a training handbook including training material (toolbox kit, power point presentations and training strategy) and provide hands on training, workshops and a train the trainers program among others, in the following areas:

- a. Intellectual Property Rights Act
- b. Secured Transactions Act
- c. Business and Professions (licenses) Act
- d. Electronic Transactions Act
- e. National Quality Infrastructure
- f. Annual Financial Statements Act for government officials

**3. SCOPE OF SERVICES, TASKS (COMPONENTS) AND EXPECTED DELIVERABLES**

**3.1 Training Areas:**

Areas	Topics
a. Intellectual Property Rights	Industrial Property Rights Copy Rights and Trademark
b. Secured Transactions	Movable property (definition, types, etc.) Collateral protection insurance Registration procedure
c. Law of Business and Professions	ISIC –code: how to use? Licensing procedures Economic Zoning
d. Electronic Transactions	Scope and definition of electronic transactions Accreditation bodies and service providers E-business (contracts and others) E-gov for business

	Electronic signature Certificates Codes of conduct
e. National Quality Infrastructure	Standardization - Conformity assessment services Metrology – Accreditation: * correlation between these subjects * WTO- compatibility (do’s and don’ts) * Role of government and division of tasks (government – private sector)
f. Annual Financial Statements Act	Importance and use of AFSA in governance of companies, esp. Organizations of Public Interest; enforcement

### 3.2 Tasks

- Design a Toolbox Kit for each area (3.1).
  - It should be based on the drafts laws or the enacted laws;
  - It should cover basic concepts of the selected topics, each one of which will be covered in individual modules, with the corresponding examples and exercises;
  - Testing and review of the Toolbox to be done by an expert trainer/consultant (pilot training);
  - Finalize the Toolkit based on feedback received during the testing process.
- Conduct a training program as follows:
  - Two (2) training courses in each area for public officers (minimum 20) and stakeholders (minimum 5) before and/or after the enactment of the concerning laws;
  - One (1) training program that covers all subjects of section 3.1 each area for stakeholders and education centers.
  - One (1) train the trainers program

–Draft summaries of each training for publicity.

–Develop a template for progress reporting by the participants.

–Provide feedback and coaching to the trainees.

In all the training courses *practical tools (real life cases) and guide lines shall be provided to help trainees to support and contribute to the improvement the Ease of Doing Business.*

### 3.3 Expected deliverables:

- 4 –Submit a detail work plan including the methodology, a training needs assessment, learning goals, starting point of trainees, including templates for pre- and post-evaluation surveys for participants.

- Submit a toolbox kit with teaching notes and explicit learning objectives for each module which can be clearly evaluated: **material needs to be provided in both Dutch and English.**
- Submit a set of Power Point presentations (soft copy). One for each module. This will be used by trainers/consultants to conduct training sessions (**ppt. needs to be provided in both Dutch and English**).
- Conduct a training program including an assessment of competencies after the training and facilitate workshops. The **training should be in Dutch. If training is conducted in English, the firm is responsible for proper translation in Dutch during training.**
  - Submit a detailed training strategy. This should take the following into account: target audiences;
  - specific needs;
  - training methods (Interaction during the training, provide practical skills and tools, an exam, an assessment to determine if skills have improved and coaching)
  - Summaries of each training will be published and shall include but are not limited to a brief description of the background, rationale, process, subject, content and expected results. This shall be submitted in English and Dutch.

A template for progress reporting including recommendations by participants.

#### **4. TEAM COMPOSITION & QUALIFICATION REQUIREMENTS FOR THE KEY EXPERTS**

**4.1 Team:** The team composition shall be as follows: A team leader, an expert to provide training in legislation –a didactical expert- and a group of legal experts in the related areas of 3.1 – curriculum/content experts -.

- Subject matter expert - The subject matter expert shall have knowledge and experience as mentioned in section 3 of the TOR.
- A certified trainers/ didactic expert with at least 5 years of experience in providing education in the related area (as included in section 3) at Universities or higher education
- A certified curriculum development expert with at least two projects in the field of curriculum development.
- An expert that has experience with developing practical toolkits related to laws
- Didactic Expert - This didactic expert will work closely with the trainees and conduct a needs assessment. In addition, support will be provided to this group in determining learning activities and the overall learning strategy with the training material. The didactic expert is also responsible for developing the toolbox kit and power point presentations for each area as mentioned in section 3.1.
- Adult learning experience.
- Experience with interactive training methods.
- Experience with conducting train the trainer programs.

## **4.2 Required skills and experience**

### *4.2.1 Consulting Firm*

The contracted firm should demonstrate the following qualifications:

- At least 5 years of experience developing, implementing and or evaluation of similar projects (Developing toolkits, developing tailor made training and provide interactive adult training, conduct the trainer's programs, conduct a training needs assessments and conduct an assessment of improved skills, provide on line training, provide face to face training);
- Relevant experience in the design and execution of legal training in developing countries within the last 5 years;
- Experience in providing advisory services and technical assistance, related to the selected areas under 2.2. above.
- Knowledge and insight of the World Bank's Ease of Doing Business (EoD) Indicators and how to improve the EoD Ranking, will be an asset.
- Knowledge and experience with the subjects which are mentioned in section 3.1

### *4.2.2 Team Leader*

The Team Leader shall have at least 5 years of experience in the development, implementation and or evaluation of similar projects and should meet the following requirements:

- Advanced degree in continental law system;
- Knowledge of the legal system in Suriname is highly desirable;
- Ability to conduct on-site training and facilitate workshops;
- Proven and extensive experience in the development of training curricula and training material;
- Knowledge of adult competency based learning theory will be an asset;
- Proven ability and experience in leading and facilitating training and workshops on multidisciplinary and multicultural teams
- Multidisciplinary skills and the ability to communicate effectively;
- Ability to work both independently and as part of a team;
- A high standard of professionalism;
- Ability to engage in regional travel as the consultant may be required to travel; and
- Fluency in English (written and spoken) with excellent drafting and communication skills. Ability to communicate in Dutch is highly desirable.

### *4.2.3 Experts*

<b>Expert</b>	<b>Education and skills</b>	<b>Experience</b>
<b>Didactic Expert</b>	Higher education in the field of didactics (teaching methodologies) or at least 2–3 years of experience	<ul style="list-style-type: none"> <li>• In-depth knowledge of didactics and training methodology for face-to-face and/or online training or e-learning methodology;</li> <li>• Experience with curriculum development, including e-learning;</li> <li>• Experience with developing train the trainer’s programs</li> </ul> <p>Experience with facilitating discussions, group assignments, role play and other interactive training methods;</p> <ul style="list-style-type: none"> <li>• Interactive presentation skills <ul style="list-style-type: none"> <li>• Communication skills;</li> </ul> </li> <li>• Fluency in English is mandatory, Speaking and writing Dutch will be an asset.</li> </ul>
<b>Content expert</b>	Degree in law. Advanced and thorough knowledge of the subject of the training material.	<ul style="list-style-type: none"> <li>• 5 years of experience in the field of the module.</li> <li>• Extensive knowledge and practical experience in the field of the training material subject;</li> <li>• Interactive presentation skills</li> <li>• Communication skills;</li> <li>• Fluency in English is mandatory. Speaking and writing Dutch will be an asset.</li> <li>• Previous experience with curriculum development, including e-learning, would be an advantage.</li> </ul>

## 5. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

<b>Report</b>	<b>Dates</b>	<b>Submission Name and Address</b>
Work Plan (WP)	1 week after signing the contract	MOTI&T - CUS
Inception report with a detailed training strategy including the methodology	1 month after the approval of the WP	

Mid -Term -Pilot training	2 months after the contract approval	
Training and Workshops	3 months after the contract approval: <ul style="list-style-type: none"> <li>• Two (2) training activities in each area for public officers (minimum 20) and stakeholders (minimum 5) before and/or after the enactment of the concerning laws</li> <li>• One (1) training program in each area for stakeholders and education centers</li> </ul>	
Final report	5 months after the contract approval It should include: An assessment of the training program with recommendations A Toolbox kit with teaching notes and explicit learning objectives for each module which can be clearly evaluated A set of Power Point presentations, one for each module, which can be used in the future by trainers/consultants to conduct training sessions	

Reports shall be submitted electronically in Word and Pdf. Power point presentations have to be submitted in an annex in the final report.

## 6. COORDINATION AND SUPERVISION

The technical responsibility of this consultancy will be coordinated by the Legal Task Force of the MOTI&T together with the Competiveness Unit Suriname (CUS).

## 7. CHARACTERISTICS OF THE CONSULTANCY

**7.1 Type of consultancy:** International Consulting Firm

**7.2 Duration:** 6 months (date - #days)

**7.4 Place of work:** Consultants place of residence with four (4) trips to Suriname.

## 8. SCHEDULE OF PAYMENT

The consultants will receive a per diem for travel and accommodation for four (4) trips to and from Suriname, this amount will be included in the contract between the firm and MTIT.

The firm will receive three (3) lump sum payments, as follows:

- 30% after signing the contract and submission and approval of the work plan and inception report;
- 40% after submission and approval of the midterm report and pilot training and the draft toolkits;
- 30% after completion of the training sessions and after submission and approval of the final toolkits and the final report.

#### **9. Additional requirement**

Sub contract at least two local individual experts or one local firm with the capacity relevant to this consultancy to contribute to capacity building of the locals.