

Consultancy for the Development of a Database of Business Service Providers

TERMS OF REFERENCE

1 BACKGROUND

The Suriname Investment and Trade Agency (SITA) was established by the Government by State Decree of November 11, 2021, as the national competent authority to attract, facilitate and improve export and investment flows in Suriname.

The specific objectives of SITA are: i) attracting FDI greenfield and expansion projects to Suriname, ii) strengthening the capacity of both current exporters to expand their export volumes, particularly those operating in non-extractive industries and services and potential exporters who will export for the first time, and iii) promoting linkages between local and foreign companies.

Information about Suriname's business service providers is often difficult to find for new investors and exporters, and limited to web searches or individual contact networks. There is no comprehensive database of providers for companies running or planning to run businesses in Suriname. SITA, as the Government's official Trade and Investment Promotion Agency, aims to help fill this gap.

2 OBJECTIVE AND SCOPE OF THE CONSULTANCY

The general objective of this consultancy is to create a database of business service providers in Suriname that are available to exporters and investors. The database will be comprehensive in nature, providing details of business support services offered by the private and public sector, and should encompass as wide as possible range of support services and providers.

This database would serve as a highly organized, online tool, offering reliable contact information for foreign investors and exporters in search of business support services available locally in Suriname.

3 MAIN ACTIVITIES OF THE CONSULTANCY

The consultant shall develop a database that can be used both offline and online (integrated into SITA's website) for easy reference and identification of business support services. The database should be both comprehensive and factual, ensuring not to favor or recommend one service provider over another. The database should also consider and deliver standardized information per service activity, to ensure consistency and depth of information available to users.

Working closely and under the supervision of SITA's Market Intelligence Director, the specific tasks are as follows:

- (i) **Conduct a mapping of all available business providers and support organizations in Suriname by type of service offered.** This will provide names and contacts as a first start in populating the database and be drawn from a number of sources such as the Trade Register at the Chamber of Commerce and Industry, licensing authorities (i.e. Ministry of EZOTI, district commissioners etc.)

The scope of business service providers that shall be included at minimum, will comprise at least the following (final list to be agreed with SITA):

- Financial Institutions (banks, insurance and other financial intermediaries)
- Architects, surveyors, environmental services providers
- Business associations and support organizations, NGOs and similar
- Business and Strategy consultants
- Business, Audit and Accounting Services
- Construction companies and construction materials suppliers
- Equipment servicing and maintenance suppliers
- Equipment production, hiring and leasing companies
- Event organizers
- Freight forwarding, clearance and logistics agents
- In-market representation and promotion services
- ICT equipment, software and data services providers
- Legal services
- Marketing & Communications Services (research, planning, design, advertising, websites, social media, video production, printing etc.)
- Packaging design and production
- Process Engineering services (Factory layout, process re-engineering, technology adoption, automation, digitalization of processes, good manufacturing practice)
- Procurement services
- Property and Office accommodation companies
- Pre-shipment inspection services
- Private laboratories, conformity assessment bodies and inspections
- Private standards certification
- Quality consultants (HACCP, ISO22000, ISO9000 etc)
- R&D and product design/development
- Trade finance (export credit, LOC, guarantees, insurance etc)
- Training and vocational training
- Recruitment agencies
- Translation and Interpretation services

(ii) **Data collection.** Once the list has been approved, the consultant will agree the data to be collected on each business service provider. The consultant will then approach the providers to obtain their permission to be included in the database via a consent form as well as gather additional information.

At minimum, the information to be collected should include:

- Description of specific services offered
- key staff profiles
- contact details
- information on female owned/ led companies
- languages spoken

- data of establishment and registration number at the Chamber of Commerce and Industry
- any professional accreditations and/ or qualifications (as required by law to operate)
- references (optional)
- links to company web sites or social media where users can find more information

Where Business Membership Associations specific to a service (e.g. lawyers or freight forwarders) exist, then details of these bodies will also be included. It is a requirement of this exercise that at least 400 companies be listed with complete data per the above information requirement..

iii) Preparation of the database.

The consultant should provide an excel database in a format to be agreed with SITA (in both English and Dutch) of ‘certified’ business service providers (legal operators registered in Suriname) and business support organisations.

The consultant will provide all original materials to SITA to enable them to constantly update the database.

4 DELIVERABLES

The duration of the consultancy is four (4) months.

# 1: Inception report containing the collection tool and a Long list of business support organisations and business service providers in Suriname	1 month after signing the contract
#2: Data presented in an excel format agreed with SITA	3 months after the submission of the second deliverable

a. Downstream Work:

There is potential for downstream work associated with this assignment. Based on the satisfactory performance of this contract consultants may be asked to expand or update the contents of the database with full range of business providers working in the value chain of the priority sectors as defined in the Sector Targeting Strategy.

5. CONSULTANTS PROFILE

Education: A Bachelors degree in international trade, marketing, economics, business management, or related field.

Years of Experience: A minimum of ten years of relevant professional experience in business development and advisory services

Type of Experience:

- Good connections, wide network, and understanding of the Suriname business environment.
- Has participated in Trade-Export projects in Suriname (or equivalent experience in business).

- In-depth understanding of market research, data gathering and formulating reports.
- Good knowledge and experience in using databases
- A good understanding of SMEs' needs.
- Excellent communication skills.

Additional Requirements:

- Fluency in English and Dutch (oral and written).
- Should be a citizen of an IDB member country.

6. REPORTING REQUIREMENT

The selected consultant must submit the work plan and deliverables stipulated above, in editable format. Each document must be reviewed by the client within 7 working days after receiving it.

All documents must be submitted to the Executing Agency in an electronic file in English.

The database is intellectual property of SITA and cannot be reused or adapted for other clients. Editable digital files should be provided at the end of each material development.

The consultant must ensure the privacy and security of Clients' and SITA's proprietary information and copyright. All data and information gathered through this assignment must be stored securely and must not be shared with any third parties without explicit permission from SITA.

The Terms of Reference are aligned with the data privacy regulations of the Government of Suriname and the data privacy recommendations outlined in the IDB's policies. The consultant shall ensure compliance with the data privacy guidelines set out in the IDB's policies as well as the applicable data protection regulations of the Government of Suriname.

Duration of the assignment: 4 months.

7. PAYMENT SCHEDULE

Deliverable	Percentage of Total Payment	Submission time
# 1: Inception Report, a collection tool and long list of business support organisations and service providers in Suriname	30%	1 month after signing the contract
# 2: Data presented in an excel format to be agreed with SITA containing at least 400 service providers	70%	3 months after the submission of the second deliverable