



ASSOCIATION OF CARIBBEAN STATES

Terms of Reference

CONSULTANT - PROJECT ADMINISTRATIVE ASSISTANT

(LOCAL INVITATION ONLY)

1. CONTEXT

The Association of Caribbean States (ACS) is a regional intergovernmental organisation that was established by virtue of the Convention Establishing the Association of Caribbean States done in Cartagena de Indias in July 1994. Article III of the Convention identifies its purpose as that of “consultation, cooperation and concerted action” in order “to identify and promote the implementation of policies and programmes”.

2. PROJECT BACKGROUND AND JUSTIFICATION

The Association of Caribbean States (ACS) has received financing from the Resilience, Sustainable Energy and Marine Biodiversity (RESEMBID) Programme’s COVID-19 Resilience Response Facility, under the contracting authority of Expertise France, towards implementing the “Advancing Collaboration as a Strategy for Building Tourism Crisis Resilience in OCTs of the Greater Caribbean” Project.

This project seeks to overcome four (4) specific barriers to expediting economic reactivation through the Tourism Industry in European Overseas Countries and Territories (OCTs). In the first instance, the SARS-CoV-2 pandemic, commonly referred to as COVID-19, has demonstrated that there is a growing need to diversify OCTs’ tourism source markets. Major traditional source markets like the United States and Europe account for sizeable portions of global pandemic cases (ECDC 2020), with the virus being relatively contained in the Caribbean. Under the ACS’ reach, there is an opportunity for this project to encourage harmonized travel and tourism systems that can be adopted across OCTs, and the Greater Caribbean and therefore harness the region as a secondary source market characterized by south-south travel.

Ingrained in the project is a campaign to help overcome health safety concerns in the minds of potential travelers, regarding travel to and within the Greater Caribbean region. The project is therefore expected to help OCTs adopt sound regulatory and policy frameworks, from which they can market themselves as

responsible destinations at the forefront of mitigating COVID-19 transmission risks for visitors.

Similarly, the project, through tourism as its economic point of reference, inherently addresses the barrier of growing unemployment among women and youth as vulnerable groups. Globally, tourism, by virtue of its dependence on hospitality, is dominated by women, whether housekeeping and attending, or management functions like sales, event planning and marketing. As such, tourism in the OCTs provides alternative income sources for low- to high-skilled individuals both as employees and/or youthful service supply entrepreneurs. Regardless of their role or position all affected persons gain better livelihood prospects from actions that stabilise tourism in the Greater Caribbean.

Finally, this project seeks to strengthen technological adoption and adaptation in the tourism resilience framework of national governments. Thus, the ACS proposes to pilot technology aided solutions that support coordinated passenger facilitation protocols and visitor contact tracing systems. The goal is to enable visitor flow management mechanisms which encourage both ease of destination access and viral containment as a means of guiding tourism recovery.

3. PROJECT MANAGEMENT OVERVIEW

The ACS, through its Directorate of Trade and Sustainable Development, as the primary Project Executing Agency (PEA) wishes to procure the services of a Project Administrative Assistant, as part of the project implementation team. The Secretariat now invites application from interested eligible individuals, indicating qualifications and experience as required to provide the services.

General Terms:

- Employment: Fixed Term Contract.
- Duration: approximately 15 months;
- Location: ACS Headquarters, #5-7 Sweet Briar Road, St. Clair, Port of Spain, Trinidad and Tobago;
- Hours: 9am to 5pm, with flexibility required

Remuneration Details:

Payments will be made on a monthly basis, after the satisfactory completion of assigned duties as verified by the Project Manager, with details of completed duties to be submitted via monthly Work Report from the Project Administrative Assistant.

4. RESPONSIBILITY SUMMARY

Under the general guidance of the Director of Trade and Sustainable Development, in the capacity as Project Manager, the Project Administrative Assistant is responsible for supporting the broad day-to-day operational activities that enable project execution in an effective and timely manner.

5. ESSENTIAL FUNCTIONS

Under the guidance and supervision of the Project Manager substantive duties will include:

Reporting and Record Keeping:

1. The recording of project meeting minutes.
2. Maintain physical and electronic records for the project in accordance with procedures and standards set by RESEMBID and Expertise France.
3. Draft, finalise and dispatch milestone memos and other routine correspondence as per project activity needs;
4. Document project implementation progress, to include but not limited to ongoing activities, activities completed, decisions taken, remedial actions agreed and expenditure details, in order to support project reporting to the RESEMBID Facility through Expertise France;
5. Assist in the preparation, design, proofreading and formatting of quarterly/annual project reports by acquiring and assembling necessary information from project partners and stakeholders, using reporting templates;
6. Submit monthly work reports detailing tasks and activities undertaken;
7. Proofread and/or review project correspondence and consultant deliverables for accuracy;

Logistics Management

1. Arrange and/or coordinate team meetings in consultation with the Project Manager;
2. Coordinate all logistical arrangements for project events, meetings and workshops, including the dissemination of information, follow-up communications;

3. Assists with the organisation of field visits, as well as staff and consultant missions as required for project activities;
4. Coordinates the timely flow of information to all relevant project stakeholders required to support the execution of project activities.

Financial Coordination

1. The coordination of budgetary tasks in conjunction with the Project Manager, to include the preparation of financial notes, memos and travel authorization, as well as the regular recording of project expenditures within appropriate templates;
2. Follow-up on timely disbursements from the Finance Manager to support project execution
3. Prepare proposals for budget revision
4. Prepare and submit expenditure and programme budget status reports

General Support

1. Liaise with and maintain working-level contacts with ACS support staff, project staff, partners and other stakeholders to facilitate the execution of project tasks in a timely and effective manner;
2. Provide day-to-day support to project activities implementation in order to enable conformity to expected results, outputs, objectives and work-plans;
3. Any other task and or duty assigned consistent with the post

6. KNOWLEDGE AND COMPETENCIES

- Excellent oral and written communication skills in English as one of the official languages of the ACS;
- Strong skills for project implementation and knowledge of project management processes, and best practices;
- Professionalism and a demonstrated ability to work collaboratively with colleagues to achieve project goals;
- Strong interpersonal skills, communication skills, ability to manage external collaborators;

- Diplomatic acumen, principles of integrity, transparency and the ability to work under pressure in a multicultural environment;
- Excellent organisational, planning and time management skills;
- Ability to work independently;
- Proficiency in MS Office Suite including MS Projects.

7. QUALIFICATION AND DESIRED EXPERIENCE

- A University degree (Bachelor's degree or equivalent) Project Management, Business Administration or related fields;
- Minimum of two (2) years' related work experience.
- Experience in tourism planning, management or development would be an asset;
- Previous work experience in an international or regional organisation would be considered an asset.

8. REMUNERATION

A tax-free fee of US \$1,600 per month is being offered for this assignment.

9. ADDITIONAL INFORMATION

This document constitutes only a solicitation of interest in and proposal for providing expertise services to ACS and shall not be interpreted as an offer by the ACS to enter into a retainer agreement for such services. Your response will be treated as an offer to provide such services and not an acceptance of any offer made by the ACS.

The ACS facility will be available between the hours of 9.00 am to 5.00 pm. The Consultant can utilise the facility during these hours in order to carry out his/her functions.

10. SUBMISSION OF DOCUMENTS

Eligible Consultant should submit in electronic format to hrcontact@acs-aec.org the following:



- I. Indication of availability to carry out the Consultancy during the period;
- II. Supporting documents such as curriculum vitae;
- III. The attached Applicant Job Profile Summary Form which must be completed using either Adobe Acrobat or Adobe Acrobat Reader DC. Do not attempt to complete this document using any web browser.

Documents must be addressed to:

H.E. Rodolfo Sabonge
Secretary General
Association of Caribbean States
5-7 Sweet Briar Road, St. Clair
PO Box 660, PORT OF SPAIN
Tel: 868-622-9575
Fax: 868-622-1653