

## Invitation for Applications

The **Association of Caribbean States (ACS)** has received financing from the **Inter-American Development Bank (IDB)** through the Regional Public Goods (RPG) Initiative toward the implementation of the Micro, Small and Medium-Sized Enterprises, International Trade and Development Project. Individual consultants are hereby invited to provide project administration services for this project. More details on the services are provided in the Terms of Reference that can be accessed below.

Your expression of interest/cover letter accompanied by your curriculum vitae should be submitted by **23<sup>rd</sup> June, 2025 at 11:59pm (AST)** [hrcontact@acs-aec.org](mailto:hrcontact@acs-aec.org) with copy to [acsmsme@acs-aec.org](mailto:acsmsme@acs-aec.org).

**Duration of appointment:** 8 months

**Duties and responsibilities:** Under the guidance and supervision of the Project Manager, the Project Coordinator will be required to:

- Coordinate the implementation of the Project in a timely manner and be responsible for its financial, administrative, and technical oversight in line with ACS and IDB's policies and practices.
- Create and maintain comprehensive project plans and reports.
- Compile and maintain updated project reports and minutes of meetings.
- Prepare biannual project and financial reports; ensuring the accuracy and timely submission of these reports to the IDB.
- Prepare and dispatch quarterly progress reports.
- Maintain physical and electronic records for the project in accordance with procedures and standards set by the IDB.

**Nationality:** You must be a citizen of one of the IDB member countries that is also a member of the ACS<sup>1</sup> in order to qualify.

**Required documentation:**

1. Cover letter
2. CV with at least 2 references
3. Completed ACS Job Profile

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<sup>1</sup> Aruba, Bahamas, Barbados, Belize, Bonaire, Colombia, Curaçao, Costa Rica, Dominican Republic, El Salvador, French Guiana, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Mexico, Nicaragua, Panama, Saba, Saint Barthelemy, Saint Martin, Sint Maarten, Sint Eustatius, Suriname, Trinidad and Tobago, Venezuela