

ASSOCIATION OF CARIBBEAN STATES

TERMS OF REFERENCE

CONSULTANT - PROJECT COORDINATOR

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 entered into a Technical Cooperation Agreement with the Inter-American Development Bank under the Regional Public Good funding scheme to implement the ‘MSME Competitiveness and Development’ Project. This project seeks to promote the development of MSMEs in the Greater Caribbean that are regionally integrated, resilient and operating in the sustainable tourism, agribusiness, and creative sectors.

An analysis of the Greater Caribbean region showed that MSMEs account for more than half of all regional employment and drive significant economic activity and job generation regionally. However, they are characterised by high informality, limited access to financing, high failure rates and weak international presence, thus diminishing their potential in regional markets and global value chains. This is particularly evident in tourism-based businesses, agricultural production, and the creative sectors. In this light, the ACS saw the opportunity to encourage and bolster support to this critical sector.

The project seeks to strengthen and enhance the quality of business development services offered to MSMEs through Small Business Development Centres (SBDC), build regional clusters and value chains in the three aforementioned target sectors and support the expansion and internationalisation of MSMEs. This will be achieved in the first instance, through strengthening SBDCs and creating a regional network thereof. This regional network will provide the necessary support for regional value chains for

MSMEs in the sectors while building and sharing business connections and new skills. Further to this, the project targets the strengthening of capacities through an e-commerce readiness programme for businesses in the three target sectors in a bid to encourage participation in the digital economy and access to global value chains.

The cumulative impact of these project activities is intended to create a favourable business environment where MSME development not only thrives, but also encourages the adoption of entrepreneurial attitudes into the culture of the region.

3. PROJECT MANAGEMENT OVERVIEW

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

General Terms:

- Employment: Consultant
- Duration: 8 months (with the possibility of extension)
- Location: ACS Headquarters, #5-7 Sweet Briar Road, St. Clair, Port of Spain, Trinidad, and Tobago
- Hours: access to the Headquarters is available between the hours of 9am to 5pm
- Should be available to attend in-person meetings as required.
- Unavailability to execute the duties under the period of contract should be notified to the Project Manager in writing at least one week in advance.

Remuneration Details:

USD 2,100 per month (tax free) is being offered for this assignment. Payments will be made monthly, after the satisfactory completion of assigned duties as verified by the Project Manager, and submission of a monthly work report that details completed duties.

4. RESPONSIBILITY SUMMARY

Under the general guidance of the Project Manager, the Project Coordinator is responsible for coordinating and 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, the Project Coordinator will be required to:

1. 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.
2. Create and maintain comprehensive project plans and reports.
3. Compile and maintain updated project reports and minutes of meetings.
4. Prepare biannual project and financial reports; ensuring the accuracy and timely submission of these reports to the IDB.
5. Prepare and dispatch quarterly progress reports.
6. Maintain physical and electronic records for the project in accordance with procedures and standards set by the IDB.
7. Assist with meeting schedule management.
8. Monitor project progress and assist the project manager in determining solutions to issues that may arise.
9. Document project implementation progress, to include but not limited to ongoing activities, activities completed, decisions taken, remedial actions agreed and expenditure details.
10. Act as the point of contact and maintain communication with the RPSC and other stakeholders including providing information, coordinating meetings, and responding to queries.
11. Coordinate project management activities, resources, and equipment.
12. Coordinate recruitment of consultant(s).
13. Assist in oversight of the work carried out by consultants to ensure the work is conducted in a timely manner with high quality.
14. Work closely with the ACS Finance Officer and Project Manager to monitor project expenditures and financial reporting
15. Submit quarterly financial reports and assist in the submission of biannual financial reports to the IDB
16. Organize and manage project events/activities and liaise with project stakeholders to ensure their active participation.
17. Liaise with key stakeholders to optimise access and ensure timely organisation and facilitation of activities relating to the Project implementation.
18. Submit monthly work reports detailing tasks and activities undertaken.
19. Ensure the project is properly closed out and project documentation completed and stored.

20. Perform such other duties as may be assigned.

6. KNOWLEDGE AND COMPETENCIES

- Excellent oral and written communication skills in English and Spanish;
- 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;
- Strong analytical and evaluating skills with the ability to generate reports;
- Ability to multi-task and perform well under pressure;
- Ability to work independently;
- Proficiency in MS Office Suite including MS Projects.

7. QUALIFICATIONS AND DESIRED EXPERIENCE

- A University degree (Bachelor's degree or equivalent) in Development Studies, Project Management, Business Management, Business Administration, Social Sciences or related fields
- Certification in Project Management from the Project Management Institute (PMI) (e.g. CAPM, PMP etc.)
- Excellent oral and written communication skills in English and Spanish;
- Minimum of three (3) years of related work experience in MSME/private-sector development
- Previous work experience in an international or regional organisation would be considered an asset
- Experience working on related international/regional projects
- Extensive experience working with Microsoft Projects or another project management software
- Experience monitoring project expenditures and financial reporting

8. ADDITIONAL INFORMATION

This document constitutes only a solicitation of interest in and proposal for providing project support services to the 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 Secretariat will be available on Monday to Friday from 9.00 am to 5.00 pm. The Consultant can access the Secretariat during these hours to carry out his/her functions.

Nationality: You must be a citizen of one of the IDB member countries that is also a Member State or Associate Member of the ACS¹ in order to qualify.

9. SUBMISSION OF DOCUMENTS

Eligible candidates should submit the following in electronic format to hrcontact@acs-aec.org with copy to acsmsme@acs-aec.org.

1. Indication of availability to carry out the consultancy during the period;
2. Supporting documents such as curriculum vitae and cover letter;
3. 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. Ambassador Noemi Espinoza Madrid
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

¹ 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