

TERMS OF REFERENCE – CONSULTANT (Disaster Risk Reduction, Caribbean Sea & the Environment)
Directorate for Disaster Risk Reduction, Sustainable Tourism, Caribbean Sea and the Environment

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 defines the organisation as one of “consultation, cooperation and concerted action” whose purpose is “to identify and promote the implementation of policies and programmes”. The organisation’s work is focussed on - cooperation, disaster risk reduction, sustainable tourism, trade, transport and external economic relations, and the protection of the Caribbean Sea. The ACS has 25 Member States, 10 Association Members, 6 Founding Observers and 29 Observer Countries.

ACS engages external consultants to provide technical services to fulfil its mandate vis-à-vis its Member States and Associate Members. Accordingly, the ACS seeks to hire a consultant to support the Directorate for Disaster Risk Reduction, Sustainable Tourism, Caribbean Sea and the Environment (DDTCE) in accordance with the functions referred to herein.

2. OBJECTIVE

To recruit a suitably qualified candidate to provide support through analysing, planning, conceptualising, developing and evaluating plans, programmes and projects as well as coordinating the agendas and work programmes in the areas of Disaster Risk Reduction, Caribbean Sea and the Environment.

3. REPORTING STRUCTURE

The Consultant will report to the Director – Disaster Risk Reduction, Sustainable Tourism, Caribbean Sea and the Environment.

4. DELIVERABLES

1. Assist the Director in the development, rationalization, coordination and implementation of ACS policies, programmes and projects which contribute effectively to the development process in the Greater Caribbean;
2. Assist the Director in the design and presentation of cooperation projects on Disaster Risk Reduction, Caribbean Sea and the Environment;
3. Prepare reports on activities, programmes and projects undertaken by the Directorate in accordance with established guidelines;
4. Act as a resource person on issues in accordance with the policies, programmes and projects of the Directorate;
5. Assist the Director in the submission of working documents for meetings of the ACS bodies and working groups as well as ensuring that the outcomes of such meetings are prepared for circulation in compliance with Agreements 13/10, 9/17 and 7/23;
6. Assist the Director in coordinating all aspects of working meetings including interfacing with focal points as designated;
7. Assist the Director in drafting agendas and participate in meetings of the Special Committee for Disaster Risk Reduction and the Caribbean Sea Commission;
8. Conceptualize project profiles and prepare proposals in collaboration with the Director for submission to the Directorate for Cooperation and Resource Mobilisation;
9. Assist the Director in organising, executing, monitoring and following up on activities of the Directorate and those stemming from the mandates received from the Special Committee and Caribbean Sea Commission as well as those received from the higher bodies of the ACS;
10. Submit Official Travel Reports to the Secretary-General upon return from official missions;
11. Represent the ACS at official meetings, events, workshops and conferences as designated;

12. Advise the Director on all matters related to Caribbean Sea Commission policies, programmes and projects as well as support initiatives and present recommendations aimed at achieving the objectives and mandates of the Association;
13. Assist the Director in the development of a work programme that mainstreams the 2030 Sustainable Development Goals that are relevant to the mandates of Disaster Risk Reduction, Environment and the Caribbean Sea.

5. DURATION

The Consultancy would be for an initial period of six months and may be renewed.

6. REMUNERATION

The consultant shall be paid monthly the sum of Three Thousand Eight Hundred and Thirty Dollars and Twenty Cents United States currency (US \$3,830.20) tax free.

7. QUALIFICATIONS AND EXPERIENCE

- A Post Graduate degree (Master's degree or equivalent) in fields related to Sustainable Development, Environmental Studies, Disaster Risk Reduction or other relevant areas;
- At least five (5) years' relevant work experience, preferably with experience at international or regional levels in areas such as sustainable development, environmental studies, disaster risk management, protection or conservation of marine resources, preferably the Caribbean Sea; and
- Management of projects funded by international cooperation agencies.

8. COMPETENCIES:

- Excellent oral and written communication skills in two (2) of the official languages of the ACS;
- Strong interpersonal skills;
- Knowledge of project management software and tools;
- Diplomatic acumen;

- Ability to work in a team and to collaborate with others;
- Excellent organisational, planning and time management skills;
- Accountability;
- Analytical, problem solving and critical thinking;
- Ability to work under pressure in a multi-cultural environment;
- Professionalism;
- Integrity;
- Proficiency in MS Office Suite.

9. ADDITIONAL INFORMATION

The Consultant is expected to travel in the course of his/her duties.

10. SUBMISSION OF DOCUMENTS

Eligible candidates must download, complete and upload the Applicant Job Profile Summary Form included with the website vacancy. Failure to complete the Applicant Job Profile Summary Form will result in automatic rejection of the application. The Applicant Job Profile Summary Form must be completed using either Adobe Acrobat or Adobe Acrobat Reader DC. Do not attempt to complete this document using any web browser.

Applicants are requested to combine their CV and all supporting documents into a single PDF file before uploading. This file should include:

1. Full Curriculum vitae;
2. University degree certificate;
3. Language Proficiency certificates (not native tongue);
4. Names of three (3) referees and contact information.
5. Cover Letter

Applications 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

Only electronic applications will be acknowledged. Please upload the following two documents using the buttons below:

1. Combined PDF (CV + supporting documents)
2. Completed Applicant Job Profile Summary Form

Each applicant is allowed to upload two files only, and their total size should not exceed 4 MB.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.