

TERMS OF REFERENCE - Political Consultant

1. CONTEXT

The Association of Caribbean States (ACS) is a regional Inter-Governmental 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 Associate Members, 6 Founding Observers and 29 Observer Countries.

ACS engages external consultants to provide services to fulfil its mandate vis-à-vis its Member States and Associate Members. As a result, the ACS is seeking to engage a Political Consultant to provide support to the Office of the Secretary-General in accordance with the functions referred herein.

2. OBJECTIVE

To provide professional and substantive political, analytical and coordination support to the Secretariat’s Inter-Governmental Affairs functions by ensuring timely preparation, servicing, documentation and follow-up of statutory and official meetings, while providing political analysis and drafting support aligned with ACS procedures and diplomatic standards.

3. REPORTING STRUCTURE

The Consultant will report to the Secretary-General.

4. DELIVERABLES

A. Inter-Governmental Affairs and Statutory Meetings Support

1. Assist in the management of Ministerial Council meetings, Executive Board meetings, Intersessional Preparatory Meetings, Summits of Heads of State and Government (where applicable), and other official Inter-Governmental engagements.
2. Preparation of substantive meeting documentation including concept notes, agendas, background documents, draft decisions, summary records, and meeting reports in accordance with ACS procedures and diplomatic standards.
3. Drafting and coordination support for declarations, communiqués, ministerial decisions and official outcomes, including consolidation of inputs across Secretariat units.
4. Coordination with Member States, Associate Members, Observers and host governments on meeting preparation, participation and follow-up.
5. Supporting accurate recording of meeting outcomes, maintenance of decision-tracking tools, and timely follow-up on mandated actions.

B. Political Analysis, Monitoring and Early Warning

6. Monitor, identify, analyse and report on political developments, regional dynamics, and emerging issues that may impact Inter-Governmental dialogue and the effectiveness of the ACS.
7. Provide analytical inputs on cross-cutting issues and international trends affecting the Greater Caribbean, including implications for Inter-Governmental cooperation.
8. Prepare structured political briefs, situational summaries, and early warning notes to support informed decision-making by the Secretary-General and senior management.
9. Support identification of political risk exposure and propose mitigation considerations for Secretariat engagement and programming.

C. Drafting, Correspondence and Strategic Briefing Support

10. Draft and/or support the preparation of official correspondence and documentation including notes verbales (where applicable), talking points, speeches, statements and briefing notes for the Secretary-General and senior management.

11. Ensure documentation meets institutional quality standards, formatting requirements, and diplomatic protocol.
12. Support preparation of Secretary-General reports for Inter-Governmental meetings, including compilation and consolidation of Secretariat inputs.
13. Provide editing and quality assurance for politically sensitive or high-level documents to ensure clarity, coherence, and alignment with ACS positions.

D. Coordination, Implementation Follow-up and Institutional Memory

14. Support tracking of decisions, recommendations, resolutions and ministerial mandates, including maintaining tools and internal records to monitor implementation status.
15. Contribute to repositories and knowledge management systems that preserve institutional memory and improve continuity across meeting cycles.
16. Prepare periodic progress updates and implementation summaries for senior management review and reporting to ACS organs, where required.

E. Cross-Cutting Themes and Strategic Secretariat Support

17. Provide substantive support to cross-cutting political and policy areas under the purview of the Office of the Secretary-General, including (where assigned) gender mainstreaming, youth, vulnerable groups, culture, education, and alignment with the Sustainable Development Goals (SDGs).
18. Contribute to internal coordination of Secretariat workstreams by supporting analytical and strategic inputs aligned to the ACS work programme and ministerial guidance.
19. Perform any other related duties as assigned, consistent with the scope and level of the position.

5. DURATION

The Consultancy would be for an initial period of six (6) months and may be renewed.

6. REMUNERATION

The consultant shall be paid monthly the sum of Two Thousand Five Hundred Dollars United States currency (US\$2,500.) tax free.

7. QUALIFICATIONS AND EXPERIENCE

- Master's degree (or equivalent postgraduate qualification) in International Relations, Political Science, Diplomacy, Public Administration, International Politics, International Economics, Law, or a related field. In the absence of a Master's degree, relevant work experience will be evaluated and considered.
- Approximately 3 to 5 years of progressively responsible experience in political affairs, diplomacy, international relations, multilateral engagement, or related functions within a governmental, regional or international organisation environment.
- Demonstrated experience in political analysis, advisory support, and drafting of official documentation for senior officials.
- Experience supporting the organisation and servicing of statutory, ministerial, or high-level Inter-Governmental meetings.
- Proven capacity to work with diverse stakeholders, including Member States, diplomatic missions, and international partner organisations.

8. COMPETENCIES:

- Strong political judgement, analytical capability and sound discretion in handling sensitive matters.
- Professionalism and integrity in a multicultural environment and ability manage competing priorities.
- Confidentiality and trustworthiness.
- Excellent organisational, planning and time management skills.
- Strong attention to detail and commitment to quality.
- Ability to work under pressure.
- Communication & Interpersonal skills.
- Demonstrated ability to use tracking tools and dashboards to monitor key metrics, action items, and implementation progress, and to produce accurate management reports.
- Excellent drafting skills with the ability to tailor written communication for different audiences and levels of seniority.

- Demonstrated ability to use decision-tracking tools and follow-up matrices for ministerial mandates and meeting outcomes, including periodic implementation status updates and action reminders as required.
- Advanced proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and or Google Workspace applications.
- Calendar management and executive office workflow coordination.

7. ADDITIONAL INFORMATION

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

8. SUBMISSION OF DOCUMENTS:

Candidates must present the following documents for consideration:

1. Full Curriculum Vitae;
2. University Degree certificate;
3. Language Proficiency certificates (not native tongue);
4. Names and contact information of three (3) referees.

Applicants must complete 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. This form must be completed using either [Adobe Acrobat](#) or [Adobe Acrobat Reader DC](#). Do not attempt to complete this document using any web browser.

Applications must be addressed to:

H.E. Noemí 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

And be submitted via the ACS' website www.acs-aec.org or by email to: hr@acs-aec.org

The details stated above outline the nature and level of the tasks normally assigned to this position. It does not constitute an exhaustive list of these tasks. Additional related duties may be assigned as necessary for the effective functioning of the Association.

Only electronic applications will be acknowledged. All your submissions via email must not exceed 5MB in size.

Due to the high volume of applications received, only short-listed candidates will be contacted for an interview. These candidates will also receive notice of the final outcome of the selection process.