



# Caribbean Community Climate Change Centre

*Empowering People to Act on Climate Change*

## A vacancy exists for an

# Environmental and Social Specialist (ESS) (With Project Development and Management Responsibilities)

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## TERMS OF REFERENCE

### OVERVIEW

**A. Job title:** Environmental and Social Specialist (ESS) (With Project Development and Management Responsibilities) at the Caribbean Community Climate Change Centre (CCCCC)

**B. Type of position:** Contract

**C. Duty Station:** CCCCC Headquarters, Belmopan, Belize

**D. Duration of appointment:** September 2020 – August 2021, with possibility for extension.

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## **I. BACKGROUND**

- 1.1 The Caribbean Community Climate Change Centre (“Centre”) was established by an Agreement signed in February 2002 but it was officially opened in August 2005. Membership is opened to all Member States and Associated Member States of the Caribbean Community (CARICOM) on an optional basis. In 2013, the Centre was registered with the United Nations under Article 102 of the Charter of the United Nations and designated as a Centre of Excellence by the United Nations Institute for Training and Research (UNITAR). Its staff comprises a cadre of highly qualified professionals.
- 1.2 The Centre has the mandate to coordinate the Caribbean Community’s (CARICOM) response to climate change as well as provide climate change-related policy advice and guidance to CARICOM Member States. As part of its effort to continuously execute its mandate, the Centre has developed a Readiness Project with the support of CARICOM Member States and the Green Climate Fund, aimed at building greater capacity within the Centre, especially within its Programme Development and Management Unit (PDMU). This capacity is essential for identifying and shaping impactful, transformative, sustainable, innovative, and replicable projects for submission to various climate financing windows.
- 1.3 The Centre operates as a self-sufficient organisation and covers its operating and capital cost primarily through indirect project-related costs generated when performing the functions of implementing and executing agency for regional projects.
- 1.4 The Centre collaborates with multiple regional and international partners in fulfilling its mandate and has successfully implemented and executed projects funded by agencies that include multilateral entities, such as the: *Green Climate Fund (GCF)*, *European Union (EU)*, *German Development Bank (KfW)*, *Inter-American Development Bank (IADB)*, *World Bank (WB)*, *Caribbean Development Bank (CDB)*, *Global Environment Facility (GEF)* and the *United Nations Development Programme (UNDP)*. The Centre has also partnered bilaterally, with entities such as the United Kingdom Department for International Development (UK DFID), United States Agency for International Development Eastern and Southern Caribbean Office (USAID ESC), and the Governments of Italy, the Hellenic Republic of Greece and Australia.
- 1.5 On July 09, 2015, the Centre was accredited as a regional implementing entity by the Board of the Green Climate Fund (GCF), a key multilateral financing mechanism to support climate action in developing countries. As a regional direct access entity, the Centre has the mechanism, which includes the Regional Framework for Achieving Development Resilient to Climate Change and its Implementation Plan, to coordinate climate action in the region. Utilizing a bottom-up approach the aim is to develop bankable projects, both national and regional, consistent with national priorities, the Regional Framework, GCF’s strategic results area and investment criteria and the Sustainable Development Goals (with specific reference to Goal 13).

1.6 In the Caribbean, Direct Access Accredited Entities (AE) seek support to enhance their capacity to identify, develop and implement projects for the GCF. In this regard, the CCCCC has gotten support from CARICOM Member States via a GCF Readiness Project aimed at improving the CCCCC's and CARICOM countries' capacity to deliver high-quality funding proposals for GCF consideration. The Readiness Project's specific objectives are to:

- Strengthen capacities of CCCCC's Staff and CARICOM Members States;
- Enhance stakeholders' engagement to accelerate country-driven adaptation and mitigation projects;
- Support efforts aimed at maintaining and or upgrading the CCCCC's accreditation;
- Enhance CCCCC's capacities in supporting CARICOM countries during the process of developing Concept Notes' and Funding Proposals'; and,
- Mobilize private sector to support Low-Carbon and Climate-Resilience development in CARICOM countries.

The position under consideration will support efforts to achieving the Readiness Project objectives set out above.

## **II. OBJECTIVE**

The main objective of this position is to support the Caribbean Community Climate Change Centre (referred hereafter as "the Centre") in the strengthening of the Project Development and Management Unit (PDMU) through the preparation of project/programme proposals for Caribbean Community (CARICOM) Member States and the Caribbean Region in general. The PDMU develops innovative, impactful, and transformative projects that can qualify for bilateral or multilateral climate and/or developmental financing, inclusive of funding from the Green Climate Fund (GCF).

The Environmental and Social Specialist is expected to:

- i. Review and revise the Centre's Environmental and Social Safeguards Policy and Performance Standards document and ensure that it always meets current internationally accepted standards;
- ii. Undertake Environmental and Social Impact Assessments and develop associated Environmental and Social Management Plans (ESMP) to ensure compliance with environmental and social safeguard requirements; and,
- iii. Incorporate Environmental considerations into ALL funding proposals.

Additionally, the Environmental and Social Specialist is expected to:

- i. Manage the implementation of Programmes/Projects including GCF Readiness and Project Preparation Fund (PPF) projects.
- ii. Work with Member States to identify their development resilience priorities, nested within their development strategies, plans, or Public Sector Investment Programmes (PSIPs) to combat climate variability and change;

- iii. Prepare project/programme proposal documents including, inter alia, the completion of or assisting in the project's/programme's appraisal, stakeholders' consultation, gender analysis and environmental and social assessment, where necessary;
- iv. Oversee and pilot the proposals toward various financing channels for their successful acceptance and funding;

### **III. DUTIES AND RESPONSIBILITIES**

The Environmental and Social Specialist will employ a collaborative and direct approach with CARICOM Member States to ensure that project/programme concepts are complementary to national agendas, as well as regional and international frameworks, and to coordinate inputs from stakeholders in developing innovative, transformative and impactful project/programme proposals for CARICOM Member States. The project/programme proposals developed must be aligned with planned and on-going climate change programmes. The proposals will be formulated in the required format, content and quality required by the Centre's PDMU and in keeping with the GCF templates. The Scope of Services includes, but is not limited to the following:

1. Review and update the current Environmental and Social Policy and Performance Standards of the CCCCC;
2. Support the preparation of full investment project/programme proposals to address climate change ensuring the inclusion of environmental and social safeguards, stakeholder engagement and gender policies of the CCCCC, GCF and other donors;
3. Secure the integration of findings and recommendations of Socioeconomic studies, Environmental and Social Impact Assessments and gender considerations into project strategies and results framework;
4. Monitor compliance with the Centre's Environmental and Social Policy, to be articulated in a monitoring plan for each objective included in the projects/programmes and which shall include baseline data and the effectiveness and efficiency of mitigation measures;
5. Assist with the screening and application of mitigation measures, contracting language, and environmental plans for ALL funding proposals. These screenings should include, but not be limited to the impacts on health and quality of forests, rights and welfare of people, and changes in management, protection, or utilization of natural resources;
6. Undertake or support studies (socio-economic and environmental) that are needed for the preparation of proposals and outputs, including the development of environmental and/or social management plan(s) for managing risks;
7. Support capacity building efforts aimed at project development and implementation, gender mainstreaming, environmental and social safeguards and stakeholder engagement within CARICOM Member States and the Centre;
8. Liaise with CARICOM Member States to identify priorities, advance country programmes and develop project/programme ideas, concepts and proposals;
9. Liaise with national, regional and international stakeholders and donor institutions;

10. Represent the CCCCC at national, regional and international conferences and workshops, and make presentations on the work of the CCCCC;
11. Support the development of knowledge products including maps and geo-informatics, tools, vulnerability and risk assessments and a database with historic and projected climatic data, socio-economic data, and environmental data;
12. Prepare work plans, procurement plans, progress reports, annual reports, project completion report and other reports that may be required.
13. Mobilize resources for project development and management, including drafting Terms of References, evaluating potential vendors and service providers and preparing payment memos.
14. Any other duties that may be assigned from time to time for the effective and efficient delivery of services within the PDMU.

#### **IV. REQUIRED QUALIFICATION, EXPERTISE AND COMPETENCIES**

Eligible candidates should have the following minimum qualifications, experience, and competencies:

- a) At least Master's in Environmental Science and/or Management and Social Sciences, Natural Resource Management, Environmental Law or related discipline; Ph.D., in any of the fields mentioned would be an asset
- b) A minimum of five (5) years proven experience in environmental impact assessment process, environmental compliance, environmental policy, monitoring and management, preferably in the Caribbean Region;
- c) Knowledge of and experience in sustainable development, biodiversity/conservation finance;
- d) Knowledge of and experience implementing international social safeguards policies/standards (e.g. GCF, World Bank, GEF, IFC or IADB) would be considered an advantage
- e) Knowledge of the policies, legislation and procedures associated with environmental management and relevant experience in developing environmental policies
- f) Demonstrated ability to work independently and within a multi-disciplinary team of experts involved in project/programme design
- g) Proven ability to generate and sustain ongoing consultation and meaningful participatory processes with a wide cross section of stakeholders throughout the duration of the period of employment
- h) Knowledge in at least one of the other regional languages (Spanish, French, or Dutch) will be an asset.
- i) Strong interpersonal and motivational skills and sensitivity to the local environment, as well as the ability to work with minimal supervision.
- j) Be a national of one of the CARICOM Member States

## V. PLACE OF WORK

The Environmental and Social Specialist (ESS) will be contracted full-time to the Centre's Headquarters in Belmopan, Belize. The initial contract duration is for one (1) year with a probationary period of three (3) months, and subject to extension, contingent on performance and availability of funding.

## VI. MANAGEMENT ARRANGEMENTS

- a) The Environmental and Social Specialist (ESS) will report to the Head of PDMU or any person delegated to supervise his/her day to day activities.
- b) The Environmental and Social Specialist (ESS) will have day-to-day interactions with Senior Management including Procurement Officers, Project Managers, Project Development Specialists, LIDAR Technical Personnel, Finance and Human Resources.

## VII. SUBMISSION OF APPLICATION

### a) **Deadline for applications**

Eligible candidates should submit:

- Motivation letter outlining how your experience, skills, qualifications, and professional associations fit with the required job description (no longer than 2 pages).
- Detailed Curriculum Vitae with full details of experience, achievements, qualifications, and names (include copies of Degrees and certificates).
- Proof that nationality is that of a CARICOM Member State.
- Three (3) reference letters of which at least two (2) should be from past employers and the other as character reference.

### b) **How to Apply**

Applications should be clearly identified as – “**Vacancy for Environmental and Social Specialist (ESS)**” in the subject matter of the email and be submitted as one PDF file (in the order listed above) via an email to:

*Ms. Ethlyn Valladares  
Human Resource Administrator  
Caribbean Community Climate Change Centre (CCCCC)  
2nd Floor, Lawrence Nicholas Building, Ring Road  
Belmopan City, Belize  
Phone: + (501) 822-1094 or 1104  
Email: [hr@caribbeanclimate.bz](mailto:hr@caribbeanclimate.bz)*

- c) **Deadline for submission of applications: Monday August 24<sup>th</sup>, 2020 at 9:00 AM Belize time (GMT-6).** Late applications will be rejected.

A short list will be derived based on the experience and qualifications as determined on the basis of submissions. Only candidates who are short-listed will be contacted.

The CCCCC is committed to achieving workforce diversity in terms of gender and culture. ALL qualified individuals are equally encouraged to apply.