



Caribbean Community Climate Change Centre

Empowering People to Act on Climate Change

A vacancy exists for a

Project Manager

TERMS OF REFERENCE

OVERVIEW

- A. Job title:** Project Manager 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 supported the development of several climate change projects and is now leading their implementation.

It is against this background that the CCCCC is hiring a Project Manager to spearhead the implementation of several projects across the Caribbean region.

II. OBJECTIVE

The main objective of this position is to support the Caribbean Community Climate Change Centre (the Centre) in the strengthening of the Project Development and Management Unit (PDMU) through the effective and efficient management of projects/programmes in Caribbean Community (CARICOM) Member States and the Caribbean Region in general. The PDMU develops and implements innovative, impactful, and transformative projects that qualify for bilateral or multilateral climate and/or developmental financing, inclusive of funding from the Green Climate Fund (GCF).

The Project Manager is expected to:

- i. Manage the implementation of Programmes/Projects and Project Preparation Fund (PPF) projects.
- ii. Ensure the successful implementation of all assigned project/s with a view of advancing the mission of the Centre;
- iii. Facilitate the adaptive management process of assigned projects;
- iv. Report on projects progress and maintain delivery timelines as per project schedule;
- v. Contribute to the production of technical deliveries and lessons-learned-documents;
- vi. Collaborate with other project managers and donors to ensure complementarity among the Centre's activities and to enable synergies and efficiencies in implementation; and,
- vii. Build effective working relationships with members of the Centre's staff and stakeholders to advance project activities as well as that of the wider PDMU and the Centre.

III. DUTIES AND RESPONSIBILITIES

The Project Manager will employ a collaborative and direct approach with CARICOM Member States to ensure that projects/programmes are complementary to national agendas, as well as regional and international frameworks, and to coordinate inputs from stakeholders in the implementation of these innovative, transformative and impactful projects/programmes. The Project Manager is expected to function as an integral part of the Programme Management and Development Unit (PDMU). As such, the successful candidate will have the following specific responsibilities:

(a) ***Planning***

- Develop Annual Work Plans, Monitoring and Evaluation Plans, Stakeholder Engagement Plans in close consultation with Centre's staff and countries to ensure that specified tasks are logically and strategically organized, and implemented
- Work to develop quarterly plans and design work packages to facilitate the effective execution of project interventions/activities on schedule

(b) ***Management and Implementation***

- Manage and coordinate the implementation of activities under assigned project/s.
- Identify appropriate implementation arrangements and needed resources to implement projects.
- Draft Terms of References and Technical Specifications for consulting and non-consulting services, goods and works to be procured.
- Manage consultants/suppliers, monitor progress of deliverables under the contracts and provide feedback as necessary.
- Ensure that project activities are undertaken on time and within approved budgets as outlined in the yearly/quarterly work plans.
- Ensuring projects adhere to existing Centre's and respective funding agencies financial, procurement and administrative procedures and processes.

(c) ***Stakeholder Engagement***

- Develop and maintain a database of all the projects and partner organizations and stakeholders.
- Liaise with government agencies of participating countries, non-governmental organizations, local communities, and representatives of most affected sectors to achieve optimal effectiveness of the project operations and the widest possible participation of stakeholders in the implementation of each project.
- Participate and play an active role in the coordination of networking activities such as meetings, workshops, and stakeholder meetings, webinars, etc.
- Collate feedback from stakeholders, both within the Centre and third parties, on deliverables/outputs for transmission to executing personnel or entity.

(d) ***Monitoring and Evaluation***

- Monitor and evaluate regular progress of project based on goals, outcomes, and outputs.
- Identify, analyze and address issues and risk as possible or escalate these to the Project Management Sub-Unit, Head of PDMU and other relevant personnel as necessary.
- Contribute to updating of the results framework/logical framework.
- Contribute to tracking aspects such as continued business case justification (project relevance), design, sustainability plans, etc.

(e) ***Reporting***

- Prepare and submit required progress reports (including financial and technical reports) that will also include the execution of component evaluations and technical reviews.

(f) ***Other Duties***

- Represent the Centre at national, regional, and international meetings to present the project/s and other aspects of the Centre's work.
- Any other duties that may be assigned from time to time.

IV. REQUIRED QUALIFICATION, EXPERTISE AND COMPETENCIES

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

- a) Minimum of a Bachelor's Degree in Economics, Climate Change Management or environmental-related field. Higher qualifications and Project Management certification is highly desirable and an advantage.
- b) A minimum of 5 years of successful experience in the managing projects involving inter-sectoral planning at the national or regional or international levels, preferably in the Caribbean. Demonstrated experience in working across sectors or in a multi-sectoral environment is essential.
- c) Successful experience in managing at least one externally funded project from inception to closeout. This would include producing technical and strategic documents and plans. Preference will be given to candidates who have managed project/s spanning at least two countries.
- d) Experience in integrating projects and initiatives from multiple donors to enhance efficiency to leverage complementarities among projects. Experience in managing projects in areas of climate change, energy, agriculture, water, institutional capacity etc. will be an asset.
- e) Familiarity with climate change and other environmental governance issues in the Caribbean, including related conventions (e.g., UNFCCC).
- f) Familiarity with the guidelines and procedures of funding entities such as the Green Climate Fund, the Global Environment Facility, etc.
- g) Be a national of one of the CARICOM Member States

The Project Manager is also expected to possess the following **skills, knowledge, and other competencies**:

- Exceptional skills in setting goals and meeting deadlines.
- Knowledge of project management standards such as of the Project Management Institute, the Association of Project Management and of methodologies such as the Projects in a Controlled Environment.
- Competencies in specific areas of project management such as stakeholder engagement, monitoring and evaluation, etc. as evidenced by capacity building certificates or academic digital badges.
- Full computer literacy of Microsoft Office Suite and internet applications. Working knowledge of any project management software is highly desired.

- Excellent oral and written communications skills in English. Working knowledge of Spanish, French or Dutch would be a distinct advantage.
- Strong interpersonal and motivational skills and sensitivity to the local environment, as well as the ability to work with minimal supervision.

V. PLACE OF WORK

The Project Manager 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 Project Manager will report to the Head of PDMU or any person delegated to supervise his/her day to day activities.
- b) The Project Manager will have day-to-day interactions with Senior Management, Procurement Officers, other 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.
- Detailed Curriculum Vitae or Résumé 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 Project Manager**” 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*

- c) **Deadline for submission of applications: *Monday August 24th, 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.