



**Caribbean Community
Climate Change Centre
(CCCCC)**



INTRA-ACP GCCA+ PROGRAMME An initiative of the ACP Group of States funded by the European Union's European Development Fund

Project: Enhancing Climate Resilience in CARIFORUM Countries

A vacancy exists for a

COMMUNICATIONS SPECIALIST

TERMS OF REFERENCE

OVERVIEW

- A. Job title:** Communications Specialist at the Caribbean Community Climate Change Centre (CCCCC)
- B. Type of position:** Contract
- C. Duty Station:** CCCCC Headquarters, Belmopan, Belize
- D. Duration of appointment:** October 2020 – September 2022, with possibility for extension dependent on performance and funding available.

1. INTRODUCTION

The Caribbean Community Climate Change Centre (“the Centre”) has as its mandate to coordinate CARICOM countries’ responses to climate change. To further its work for the people of the Caribbean, “the Centre” cooperates and collaborates with various national, regional and international entities. Along these lines, in 2019 “the Centre” received grant funding from the European Union (EU) under the Intra-ACP Global Climate Change Alliance Plus (GCCA+) Regional programmes (FED/2018/404-539). The project entitled “Enhancing Climate Resilience in CARIFORUM Countries” runs from April 2019 to April 2023.

The overall objective of the EU-GCCA+ Project is to support the climate compatible development of the CARIFORUM countries to combat the negative impacts of climate change, while simultaneously exploring opportunities presented. Success along these lines will be measured in part by the reduction in losses due to climate change induced disasters.

The specific objectives of the above-mentioned project are:

1. Enhance the climate observational and monitoring networks in the CARIFORUM for improved sectoral and development planning.
2. Enhance the Caribbean's climate resilient water infrastructure.
3. Elaborate a capacity building, education and outreach programme.
4. Elaborate a Climate Risk Management Framework in the region.

The principal beneficiaries of the work of the Centre are the more than 35 million people in CARIFORUM Member States. In the case of the Enhancing Climate Resilience in CARIFORUM Countries Project, benefits will include improved forecasting and predictions emanating from the observational and monitoring networks, (inclusive of those in the agricultural, tourism, water, and health sectors), improved climate risk management and disaster mitigation, and awareness building with regards to climate variability and change and improvement in climate resilient water infrastructure.

2. BACKGROUND

Global climate change is arguably the most serious challenge to the development aspirations of the Caribbean region. This is due to a myriad of factors ranging from national development planning not fully considering climate related risks to local level where farmers, households, etc. still have limited information on climate change. The CCCCC, which has a mandate to coordinate CARICOM countries' responses to climate change and with assistance from the Commonwealth Secretariat, developed the *Regional Framework for Achieving Development Resilience to Climate Change* must therefore be a leader in creating greater awareness about climate change at all levels of society.

Whilst climate awareness programmes are most likely to succeed if they target specific audiences, for example at national levels, it is important these be developed in cooperation with major stakeholders and individuals from all walks of life. At the same time, where programmes are expected to span more than one country, it requires that there be optimum coordination for effective implementation.

Via the Communications Specialist position described in these Terms of Reference, the CCCCC and more specifically the EU-GCCA+ project, aims to ensure that the sharing of information, capacity and knowledge about climate action across the CARIFORUM countries is strengthened. Furthermore, the work of the Communications Specialist will build on the experience already acquired in this field at regional and national levels, and contribute to intensifying strategic regional dialogue and information sharing, capacity and knowledge related to climate change.

The Centre is the process of developing "The Caribbean Community Climate Change (CCCCC) Communication Strategy, Towards Climate Change awareness and knowledge management in the Caribbean, 2020-2025". The Communication Specialist will be expected to assist the Centre in assessing the deliverables under this consultancy.

3. OBJECTIVES OF COMMUNICATION & AWARENESS ACTIVITIES

General:

The general objective of this position is to support the “the Centre” in the planning, collecting, crafting and disseminating information with a view to support the climate compatible development of the CARIFORUM countries and to combat the negative impacts of climate change. Furthermore, it is understood that many of the Centre’s strategies are financed via grant funding, as such the position will ensure that communications and awareness under the portfolio of projects are well integrated and complimentary to the wider mission of the Centre as it seeks to enhance climate resilient development in the region.

Specific:

- i. To enhance the awareness of climate change, climate variability, adaptation and mitigation responses in the region and their relevance to Caribbean economies.
- ii. To build awareness across all levels of society on issues related to climate change, with special emphasis on children and youth.
- iii. To strengthen and sustain the regional capacities for public awareness and education pertaining to climate change.
- iv. To promote awareness across the region on positive results of projects previously implemented to ensure their replication.
- v. To capture and exchange experiences and best practices among countries and regions.
- vi. To promote embedding climate variability and climate change related considerations across the Caribbean, through the development of a regional approach to, inter alia, risk management and the creation of a risk ethic in decision making.
- vii. To support the work of the Centre intra and extra-regionally.

4. SCOPE OF WORK & SPECIFIC DUTIES (DUTIES AND RESPONSIBILITIES)

The Communications Specialist will assume general leadership in building awareness in the various target countries on issues related to climate change and climate variability, with direct focus on the Enhancing Climate Resilience in CARIFORUM Countries Project. S/he will serve as an integral part of the team charged with the implementation of the said project.

The Communications Specialist is required to:

Strategic Direction and Knowledge Management

- Prepare a Communications and Visibility Plan for the EU GCCA Project for submission to the EU Delegation.
- Advise the Centre on the utilisation of communication strategies, techniques, and tools for the implementation of the EU GCCA communications programme and associated Centre programmes.
- Assist the Centre with the implementation of the Centre Communication Strategy, Towards Climate Change awareness and knowledge management in the Caribbean, 2020-2025

- Provide leadership in communications management and assume quality assurance and control on communications outputs.
- Support other communication requirements of the Centre's technical work including the preparation of materials for workshops and training exercises, etc.
- Support the development of project/program data and information management and sharing systems, communication strategies and information dissemination mechanisms.
- Manage the writing, development, design, production and dissemination of diverse publications and news releases through a variety of media, including print, broadcast and social.
- Promotes optimum visibility of EU GCCA+ activities through effective media relations, placement and distribution of information material and creative partnerships with local, regional and international programmes and organisations
- Ensure that systems are instituted for the capture and distribution of lesson learnt, best practices and successes of the EU GCCA Programme.
- Collaborates closely with partners and facilitates knowledge building and knowledge sharing
- Oversees the content development, expansion and continual assessment of the quality and relevance of web-based information services

Coordination Activities

- Liaise with the ACP Secretariat for the Global EU GCCA Programme to ensure adequate synergies in areas such as visibility, communication and knowledge management as necessary.
- Liaise with national and regional partners, relevant consultants, etc. to elaborate comprehensive Climate Awareness and Communications Programmes. A key requirement is that such programmes are gender sensitive.
- Serve as a Focal Point to coordinate capacity building activities pertaining to Climate Awareness and Communications Programmes under the EU GCCA+ project, other Centre activities and other EU funded regional programmes (such as with PAHO, CIMH etc)
- Establish linkages with donors, specialised national, regional and international organizations involved in climate change management training, capacity building, communication, and information dissemination.
- Maintain a working relationship with local/community, national and regional agencies to ensure effective networking on the various aspects of the implementation of the EU GCCA and Centre Programmes.

Reporting, Monitoring & Evaluation

- Assist and support the Centre's efforts in supervising and evaluating the performance of the information dissemination and/or training activities.
- Assist the Centre in the regular monitoring and review of the various project/program management activities.
- Provide progress reports and annual work plans as required under the various projects/programs being implemented by the Centre.

- Monitoring and reporting. Ensure that relevant assessments, i.e. national needs assessment surveys, etc., are efficiently and effectively undertaken and that results are integrated into any awareness and capacity building strategy or plan.

The Communications Specialist may also be required to undertake any such duties as may be assigned from time to time in support of the implementation of the Centre’s work.

5. EXPECTED DELIVERABLES

Key expected deliverables shall include, but not be limited to:

General

- A well-functioning and effective Communication and Awareness Unit at “the Centre”.
- Annual and quarterly work plans and progress reports.

GCCA+ Specific

- Detailed strategy, plan and budget for activities under Component 3 of the EU GCCA+ project and for visibility prepared, approved and implemented
- Reports outlining the results of various national needs assessment and KAP surveys.
- Tailored National Climate Awareness and Communications Programmes implemented
- Regional visibility of the EU-GCCA+ project achieved
- Monitoring reports on changes in behaviour prepared and disseminated
- Communication and knowledge products, including lessons learnt, developed and disseminated to wide-cross-section of stakeholders.

6. SUPERVISION AND REPORTING

The Communications Specialist will work within the Communications Unit. S/he will report directly to the Executive Director. S/he will also be required to keep the Lead Project Manager for the EU GCCA+ updated on matters specific to the project.

7. LOCATION AND DURATION OF CONSULTING SERVICES

The Communications Specialists will be contracted full-time at the CCCCC’s office in Belmopan, Belize.

In the first instance, it is expected that the Communications Specialist will be contracted for a duration of two (years) commencing on **1st October 2020**.

8. QUALIFICATION AND EXPERIENCE

The consultant is required to possess:

Qualifications:

A minimum of a post-graduate degree in Communication, Journalism, Mass Communications, Public relations or related field, preferably with a specialization in Development Communication.

General Experience:

- At least 10 years' proven experience in communications at the national and regional levels in the Caribbean.
- Demonstrated experience in the development of communication strategies to raise awareness of issues would be an asset.
- Sound and clear competence in the design and development of appropriate information modules and dissemination modes.

Specific Expertise

- 5 years proven experience in communication at the national and regional levels in the Caribbean in the field of climate change education and awareness
- Demonstrated understanding of the impacts of climate variability and change on Caribbean States and the beneficial aspects of building resilience to the impacts of anticipated changes
- Working experience with regional or donor organizations, in particular exposure to EU communication requirements would be a distinct advantage.

Competencies and Skills

- Strong presentation, communication and report writing skills in English.
- Proficiency in a second language is an asset, e.g. Spanish, French, etc.
- Proficient Computer skills and Communications Tools such as knowledge of graphic design software.

Additional Requirement

- Applicants must be eligible to work in Belize and must comply with the Eligibility/Nationality requirements of the EU Funded GCCA Programme.

9. APPLICATION PROCEDURE

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 CARIFORUM Member State.
- Three (3) reference letters of which at least two (2) should be from past employers and the other as character reference.

Applications should be clearly identified as – “**Vacancy for Communication Specialist**” 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*

Deadline for submission of applications: Wednesday 9th September 2020 at 10:00 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.