



CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE (CCCCC)

TERMS OF REFERENCE (TOR) FOR

PROJECT DEVELOPMENT SPECIALIST (PDS)

WITHIN THE PROJECT DEVELOPMENT AND MANAGEMENT UNIT (PDMU)

1. BACKGROUND

- 1.1. The Caribbean Community Climate Change Centre (referred hereafter as “the CCCCC”) was established by an Agreement signed in February 2002 but it was officially opened in August 2005. Membership is open to all Member States and Associated Member States of the Caribbean Community (CARICOM) on an optional basis. In 2013, the CCCCC 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 CCCCC 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 CCCCC has developed a Regional Readiness Project with the support of CARICOM Member States and the Green Climate Fund (GCF), aimed at building greater capacity within the CCCCC, 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 CCCCC 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 CCCCC 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 CCCCC 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 CCCCC was accredited as a regional implementing entity by the Board of the GCF, a key multilateral financing mechanism to support climate action in developing countries. As a regional direct access entity, the CCCCC 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 (DAEs) seek support to enhance their capacity to identify, develop and implement projects supported by 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 Development Specialist to support the CCCCC in meeting its project development and resource mobilization targets across the Caribbean region.

2. OBJECTIVES OF THE POSITION

- 2.1. The objective of this position is to provide capacity support to the Project Development and Management Unit (PDMU) of the Caribbean Community Climate Change Centre in developing project/programme proposals for Caribbean Community (CARICOM) Member States and the Caribbean Region in general. The PDMU aims at ensuring innovative, impactful, and transformative projects that would qualify for bilateral or multilateral climate and/or developmental financing, including that of the Green Climate Fund (GCF).
- 2.2. The main purpose of this position is to deliver quality programme/project proposals through:
 - (i) Engagements with Member States to identify their development resilience priorities, nested within their national development strategies, plans, or public

sector investment programmes (PSIPs) to combat climate variability and change.

- (ii) The design of the project/programme proposal documents including, *inter alia*, the completion or assisting in the project's/programme's appraisal, stakeholders' consultation, gender analysis and environmental and social assessments, where necessary; and
- (iii) Oversee and pilot the proposals toward various financing channels for acceptance and funding.

3. SCOPE OF WORK

In carrying out his/her assignment, the Project Development Specialist (PDS) is required to employ a collaborative approach and close engagement with Member States and their focal points on Climate Change to ensure that project concepts are aligned with national development priorities that are complementary to other nationally and/or regionally relevant frameworks and which would benefit from inputs from a wide cross section of stakeholders. The project proposals must be innovative, transformative, and impactful and must establish linkages with planned and on-going climate change activities to facilitate complementarities while reducing the potential for duplication. The proposals will be formulated in keeping with the required format, content and quality required by the CCCCC's Programme Development and Management Unit (PDMU) and in keeping with the templates of the GCF or other donors as necessary.

Further to the objective and purpose described above, the PDS is expected to carry out the following specific duties:

1. Assist the PDMU in the expansion of its project/programme portfolio through the development of project ideas, concept notes and proposals. This would include:
 - 1.1. Reviewing relevant documentation and literature related to the projects/programmes being developed.
 - 1.2. Defining the project/programme preparation arrangements including the technical coordination of each component/activity as appropriate.
 - 1.3. Defining the project activities under each Component incorporating all technical comments as they arise from the PDMU, the GCF and related donors, and countries.
 - 1.4. Outlining detailed budgets and possible cost sharing arrangements.
 - 1.5. Defining the baseline and annual targets, and monitoring mechanisms for indicators which are defined in the proposal.
 - 1.6. Developing and defining a Risk Management Plan.
 - 1.7. Outlining the processes utilized for the conduct of stakeholders' consultation, gender analysis, feasibility analyses and environmental and social analyses/assessments, and project/programme exit strategy.
2. Ensuring that the studies outlined in (1.7) above are executed and that their findings inform the proposals.

3. Collaborate with other members of the PDMU, Finance and Procurement in the development and management of project ideas, concept and proposals that are included in the CCCCC Entity Work Programme (EWP).
4. Supporting capacity building efforts within CARICOM Member States to develop and implement Climate Change projects.
5. Liaising with national, regional, and international stakeholders and donor institutions.
6. Organizing and executing stakeholder consultations, national and regional dialogues.
7. Representing the CCCCC at national, regional, and international conferences and workshops, and making presentations on the work of the CCCCC.
8. Developing 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.
9. Preparing work plans, procurement plans, progress reports, annual reports, project completion report and other reports that may be required.
10. Mobilizing resources for project development and management, including drafting Terms of References, evaluating potential vendors and service providers, and preparing payment memos.
11. Supporting and contribute towards the implementation of the CCCCC's Strategic and Implementation Plan, Gender Framework, and other guiding policies and strategies.
12. Assisting with the piloting and acceptance of these proposals for funding.
13. Assisting with the implementation of GCF Readiness & Preparatory Support and GCF Project Preparation Facility projects; and
14. Any other duties that may be assigned from time to time for the effective and efficient delivery of services within the PDMU and the CCCCC in general.

4. EXPECTED DELIVERABLES

The principal deliverables of the PDS includes but not limited to:

1. Finalized GCF Funding Proposals with, inter alia, costings and budgets cost benefit analyses, a logframe/results framework, monitoring, and evaluation plans risk management plans and outline of institutional arrangements.

2. Finalized GCF Project Preparation Facility (PPF) and GCF Readiness and Preparatory Support Application packages.
3. Finalized Funding Proposals for submission to bilateral and multilateral sources.

5. CHARACTERISTICS OF THE POSITION

Estimated Timeline of Position: The initial contract duration is for one (1) year with a probationary period of three (3) months, and subject to extension for at least one (1) additional year contingent on performance and further contract renewal contingent on performance and availability of funding.

Location: The successful candidate will be contracted full-time to the CCCCC's Headquarters in Belmopan, Belize, with travel to Member States as necessary.

Start date: The successful applicant will be expected to commence work immediately on appointment.

Remuneration: An attractive package awaits the successful candidates. Package takes into consideration that PDS is expected to work beyond the normal working hours.

6. QUALIFICATIONS AND EXPERIENCE:

6.1. Academic requirement

Candidates are expected to have at least:

- A Master's in Project Planning/Development, Development Studies, Finance, Climate Change, Environment Science/Management, Economics, or related discipline.

6.2. Professional requirement

Candidates are expected to have:

- A minimum of three (3) years proven experience in project/programme development and project cycle management, preferably in the CARICOM region
- Knowledge of the Climate Change threats development imperatives and socio-cultural dynamics in the Caribbean Region
- 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
- Demonstrated ability to work independently and within a multi-disciplinary team of experts involved in project/programme design
- Be a national of one of the CARICOM Member States

- Excellent communication skills, inclusive of spoken and written English
- Computer experience with competence in Microsoft Office, Excel, GIS, etc.

7. REPORTING AND COORDINATION:

- 7.1. The PDS will work within the PDMU and closely with staff within the various sub-units and will report directly to the Sr. Project Development Specialist.
- 7.2. The PDS will have day-to-day interactions with Senior Management, other Project Development Specialists, Project Managers, Procurement Officers, LIDAR Technical Personnel, Finance and Human Resources.

8. SUBMISSION OF APPLICATION

8.1. Submission Package

Applicants wishing to signal their interest in undertaking the prescribed work are to email or otherwise submit:

- Motivation letter outlining how experience, skills, qualifications, and professional associations fit with the required job description.
- Detailed Curriculum Vitae or Resume with full details of experience, achievements, qualifications, and reference contact information,
- Three (3) Reference letters (from the last 3 employers), and
- Information demonstrating the experience and competence requested (i.e, proposal writing sample, etc.).
- Proof of CARICOM Nationality
- Copies of Degrees and Certificates

8.2. How to Apply

Applications should be clearly identified as – “**Vacancy for Project Development 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)
3rd Floor, David L. McKoy Business Centre, P.O. Box 563, Ring Road
Belmopan City, Belize, C.A.
Phone: + (501) 822-1094 or 1104
hr@caribbeanclimate.bz

8.3. Deadline for submission of applications: Monday 9th May 2022 at 2:00pm Belize time (GMT-6). Late applications will be rejected.

8.4. Additional notes:

- 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, nationality and culture. All applications will be treated with the strictest confidence.