



# Caribbean Community Climate Change Centre

*Empowering People to Act on Climate Change*

## A vacancy exists for a

## Resource Mobilization Specialist

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### TERMS OF REFERENCE

#### OVERVIEW

- A. Job title:** Resource Mobilization Specialist (RMS) at the Caribbean Community Climate Change Centre
- B. Type of position:** Fixed Term Contract
- C. Duty Station:** CCCCC Headquarters, Belmopan, Belize
- D. Duration of appointment:** 24 months starting as soon as possible, with possibility for extension dependent on performance and availability of funds.

## I. BACKGROUND

Officially opened in August 2005, the Caribbean Community Climate Change Centre (the CCCCC) is mandated to lead the region's response to managing and adapting to the impacts associated with anthropogenic-driven climate change in addition to serving as the main repository for regional and national information on climate change. The CCCCC was formed by an Inter-Governmental agreement among the Caribbean Community (CARICOM) Member States and is driven by the philosophy established and nurtured by foundation-setting activities such as that of the Caribbean Planning for Adaptation to Climate Change (CPACC) project, Adapting to Climate Change in the Caribbean (ACCC) project, and Mainstreaming Adaptation to Climate Change (MACC) project. The CCCCC manages its portfolio of responsibilities through its network of national, regional and international collaborating agencies and institutions.

The objectives of the CCCCC include, *inter alia*:

- To protect the climate system of Members of the CCCCC for the benefit of present and future generations and their peoples;
- To enhance regional institutional capabilities for the coordination of national responses to the negative effects of climate change;
- To provide comprehensive policy and technical support in the area of climate change and related issues and spearheading regional initiatives in those areas as well as performing the role of executing agency for regional environmental projects relating to climate change; and,
- To advance national and regional approaches in the pursuit of a risk management ethos for transformative action in the face of a changing climate.

The work of the CCCCC is guided by the CARICOM Revised Regional Framework for Achieving Development Resilient to Climate Change, which provides the high-level strategy for countries to systematically address the challenges posed by climate change for the Caribbean and by the CCCCC's Strategic Plan (2022-2026) “**Building Resilience. Securing Our Future.**”

The Revised Regional Framework briefly examines the global and regional context of climate change and threats to the development prospects of the world and the Caribbean region, highlighting the region's vulnerability to climate change. The Framework further proposes a number of strategic objectives aimed at building resilience to a changing climate and provides a guide for implementing the framework.

The CCCCC's Strategic Implementation Plan (SIP) outlines five inter-related Strategic Objectives that, when achieved, will support the achievement of the CCCCC vision of a “Resilient and thriving Caribbean region for all.” The Strategic Objectives outlined in the SIP include:

- **Strategic Objective #1:** Scale up actions to manage the effects of climate change.
- **Strategic Objective #2:** Strengthen strategic partnerships for sustained climate change results within the Region.
- **Strategic Objective #3:** Increase the uptake of climate data and innovative tools for socio-economic development and evidence-based decision-making across the region.
- **Strategic Objective #4:** Increase the Caribbean's public ability to make informed decisions in responding to climate change and its impacts.

- **Strategic Objective #5:** A strong and sustainable Caribbean Community Climate Change Centre delivering on its mandate and provide added value to the Region.

Strategic Objective #5 seeks to strengthen the internal enabling framework that is necessary for the Centre to be fit for purpose to deliver on its mandates and implement the SIP and is thus critical to the achievement of the expected outcomes and targets outlined in the SIP. The cost of implementing the SIP is estimated to be **USD 40 million** over 5 years. The CCCCC is accredited to the Green Climate Fund (GCF) as a Regional Accredited Entity that allows the Centre to access and manage, on behalf of CARICOM Member States, projects valued at USD 10-50 million per project. Currently, the CCCCC is managing an active portfolio of USD 38 million with the GCF. The Centre since April 2022 is also accredited as a Regional Implementing Entity to the Adaptation Fund. In addition, the Centre is currently implementing projects with other donors and bilateral partners that include the European Union, Government of Italy, and Caribbean Development Bank.

In an effort to mobilize resources to implement the Strategic Implementation Plan and achieve long-term financial sustainability of the CCCCC, the Board of Governors approved a Resource Mobilization Plan (2021-2025) in December 2021. Thus, the RMP is organized around two objectives namely, (i) securing adequate and diversified income to meet the estimated cost of implementing the SIP, including the costs of operating and programming at the CCCCC, (ii) building the CCCCC's capacity to implement the RMP as a key function and developing and maintaining strategic partnerships and engagement with key donors at all levels.

## II. Duties and Responsibilities

Under the overall supervision of the Executive Director (ED), the Resource Mobilization Specialist will be expected to perform the following duties and responsibilities:

1. Lead the following: (a) implementation of the Board approved Resource Mobilization Plan (RMP) through the development of annual work plans, tools, and procedures and coordinate its implementation, and (b) support the strengthening of the Centre's position and visibility among donors;
2. Support the ED and the Centre's Board in Resource Mobilization Initiatives.
3. Develop and implement external specific donor fund-raising strategies and approaches, in alignment with the Resource Mobilization Strategy (RMS), and achieves the annual target for donor funding (within +/-5%);
4. Develop and implement a donor intelligence strategy that is informed by but not limited to: partners needs and priorities, perception of Centre by its current and potential future partners, and projection of CCCCC added value and potential role;
5. Scan opportunities with donors based on partner-specific intelligence and the competitive landscape to identify alignment with Centre's SIP and donor needs;
6. Align resource mobilization targets with the Implementation Framework of the SIP;
7. Identify emerging sources of funding aligned to the Centre's mission, SIP and mandate.
8. Lead the Centre's efforts to establish a 501(c)(3) status in the United States.
9. Seek and establish new strategic partnerships with bilateral and multilateral donors, IFIs, private sector, and philanthropic organizations and nurture existing relationships with current donors.
10. Maintain and populate the Financial Partners Database and prepare donor briefs for each of the main potential donors of the Centre;

11. Liaise and work in close coordination with management staff, Programme Development and Management Unit (PDMU) team, operations and other teams within the Centre to socialize the RMP to make resource mobilization a Centre-wide function that is included in all programming activities of the Centre.
12. Establish a M&E Instrument for the RMP;
13. Coordinate and Assist the Centre to pursue an upgrade of Accreditation with the Green Climate Fund and EU Pillar Assessment
14. Assist in the setting up of the Business Unit within the Centre to enable revenue generating services.

### III. Required Skills, Experiences and Competencies

#### Education:

- A minimum of a Master's degree or equivalent in Business Administration, Economics, International Relations, Climate Finance, Development Studies, Finance, Political Science or related field.

#### Experience:

- At least 5 years of relevant experience at the national, regional, or international level involving multi-stakeholder projects and partnership development at a senior level.
- Extensive demonstrable experience in research and policy-level analysis.
- Demonstrable experience in financial resource mobilization activities with governments, regional and international donors, and non-governmental organizations.
- Significant experience in leading and implementing Resource Mobilization Plans/strategies.
- At least 5 years of demonstrable experience in preparing at least 5 successful proposals earning at least USD 2M.
- Experience in coordination with regional counterparts, partners or donors;
- Proven record of engagement (coordination and working) with national counterparts (including senior government officials at national and state level), partners or donors in at least three (3) previous assignments.
- Ability to work under pressure and time constraints.

#### Competencies

##### *Functional Competencies:*

- Knowledge Management and Learning
  - Builds knowledge and social resource mobilization ethos among staff
  - Ability to provide high-level policy advice to senior management and Board of Governors related to resource mobilization and strategy
  - Profound practical knowledge and experience of interdisciplinary development issues

##### *Development and Operational Effectiveness:*

- Ability to lead the formulation of strategies and their implementation

- Ability to negotiate with donors and internal stakeholders, analyze trends, opportunities and threats to fund-raising
- Excellent writing and presentation skills;
- Ability to plan and organize work programme
- Ability to work with little supervision but part of a team

*Management and Leadership:*

- Focuses on impact and result for the client and responds positively to critical feedback.
- Encourages risk-taking in the pursuit of creativity and innovation.
- Leads teams effectively and shows conflict resolution skills;
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates strong oral and written communication skills;
- Builds strong relationships with clients and external actors.

*Language Requirements:*

- Fluency in spoken English
- Full command of the English language with prior experience and proven capacity for oral and written communication in the production of technical and strategic documents and public messaging.
- Working knowledge of another CARICOM language will be an asset.

**IV. Salary/Benefits**

A salary and benefit package, based on clear performance-based targets, will be negotiated commensurate with qualifications, experience and achievements of the successful candidate.

**V. Management Arrangements**

The RMS will report to the Executive Director.

The RMS will have close coordination and collaboration with the Assistant Executive Director, Management team, Heads of Units, and other technical and administrative personnel as required.

**VI. Contract Period**

Initial contract period is for 24 months with a 3-month probation. Pending satisfactory performance and the availability of funds, a subsequent, longer-term contract would be considered. Fixed term contract.

**VIII. Location and Duration**

The RMS is expected to be located at the Headquarters of the CCCCC located in Belize. However, flexibility to work in a hybrid or fully remote modality would be considered. The estimated duration of this assignment is 24 months; renewal is subject to the availability of funds and successful performance evaluation.

## IX. Application Submission Procedure

- a) Eligible candidates are asked to submit the following:
- Motivation letter outlining how your experience, skills, qualifications, and professional networks 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).
  - Preference will be given to a national of one of the CARICOM Member States. Applicants are to provide proof of nationality.
  - Contact details of three (3) references (Include: Names, Designation and Contact Details)
- b) How to apply

Applications should be clearly identified as – **“Vacancy for Resource Mobilization 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)  
P.O. Box 563  
Belmopan City, Belize  
Phone: + (501) 822-1094 or 1104  
Email: [hr@caribbeanclimate.bz](mailto:hr@caribbeanclimate.bz)*

- c) Deadline for submission of applications:

**Wednesday 3<sup>rd</sup> August 2022 at 3:00PM Belize time (GMT-6). Late applications will be rejected.**

**A short list will be derived based on the experience and qualifications as determined based on 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.**