

TERMS OF REFERENCE – CONSULTANCY SERVICES

**PROGRAMME OFFICER – GENDER AND ENTREPRENEURSHIP
REPORTING TO: MANAGER – TECHNICAL PROGRAMMES**

LOCATION: HEAD OFFICE, BARBADOS

SUMMARY OF CONSULTANCY SERVICES REQUIRED

The Programme Officer will provide consultancy services to the Agency, including in the implementation of a Global Affairs Canada (GAC) Project entitled 'Caribbean Women Entrepreneurs Generating Resilient and Inclusive Trade (GRIT). The role will operate within the Technical Programme Unit of the Agency, and will coordinate and implement all programme activities, including planning and coordinating programme-related interventions, administrative, as well as special events as applicable.

KEY SERVICES TO BE PROVIDED/DELIVERABLES

Under the overall supervision of the Manager Technical Programmes, the **Consultant** must undertake, but not be limited to the following activities:

- Coordinate all programme related activities under the GRIT project.
- Develop detailed annual work and budget plans based on approved overall work plan.
- Coordinate and support the development and timely submission of work plans and budgets.
- Ensure timely and daily management of the project and implementation of all activities in accordance with the rules and regulation of GAC.
- Undertake gender analysis to effectively mainstream gender into the design and formulation of the project.
- Provide recommendations to mainstream gender considerations across the work of Caribbean Export and other activities/projects that the Agency is implementing.
- Lead in drafting TORs and recruiting consultants/contractors to conduct work on specific activities and objectives as required by the work programme.
- Guide consultants/contractors to ensure that their work is conducted in a timely manner and meets the required deliverables and quality standards.
- Review all deliverables and reports of contracted consultants/partners before submitting to the donor to ensure their quality.

- Lead engagement and communication with beneficiaries to ensure they have the necessary information to participate in and benefit from specific activities and to ensure performance milestones are achieved as required.
- Draft the development of timely project/programme reports to donor agency.
- Prepare timely submissions to report on overall project progress and results to Caribbean Export.
- Assist with the execution, monitoring and evaluation activities to be carried out by Caribbean Export.
- Monitor project funds and assist the Finance team in preparing the necessary documentation to donor Agency.
- Lead and undertake necessary stakeholder engagement in the implementation of the project.
- Coordinate training workshops, tradeshow and missions, B2B events where applicable.
- Conduct research and synthesize information relevant to the Agency's overall work programme.
- Support the coordination efforts to implement a communications plan (designed in consultation with the Lead Partnerships, Advocacy and Reporting) to keep stakeholders informed and engaged throughout the project.
- Any other activities that may be assigned by the Manager – Technical Programmes or designate.

KNOWLEDGE AND EXPERIENCE

- Demonstrated experience in entrepreneurship, business development, export and investment promotion, and trade development, with a clear understanding of the challenges and opportunities faced by women-led businesses in these areas.
- Formal training in gender analysis and gender planning and demonstrated expertise in mainstreaming gender in projects and programmes, especially in trade and private sector development.
- Sound knowledge and understanding of private sector needs and constraints of the CARIFORUM region, including an understanding of the gender context in CARIFORUM countries.
- Demonstrated experience working with government institutions and international or non-governmental organizations supporting development work in trade and private sector development, or similar area, with a gender lens.
- Familiarity with gender analysis tools and methodologies in trade and private sector development.
- Knowledge of the economic and social development issues in the Caribbean.
- Demonstrated experience in project cycle management, project administration and procurement.
- Fluency in written and spoken English is required. Knowledge of French will be an asset.

- Proficiency in the use of Microsoft Office programmes especially Microsoft Word, Microsoft Excel, Microsoft Projects and Microsoft PowerPoint.

SKILLS AND ABILITIES

- Ability to multi-task, prioritize, and manage time effectively to meet several deadlines.
- Ability to work under pressure with competing demands.
- Ability to work effectively in small teams, demonstrating flexibility, initiative, and a willingness to contribute to a wide range of tasks—from routine administrative duties to high-level strategic activities.
- Digitally savvy, with the confidence and capability to leverage emerging technologies, including AI tools, to support research, content creation, and the timely delivery of high-quality outputs.
- Good judgment, strategic thinking, decision-making ability.
- Demonstrates confidentiality and discretion with sensitive information.
- Pays attention to detail and accuracy.
- Ability to work effectively in a multi-cultural, diverse, dynamic environment.
- Relationship management skills.
- Excellent administrative, organizational and planning skills.
- Strong research, analytical and monitoring skills.
- Excellent report writing and presentation skills.

EDUCATION

- Postgraduate Degree in any of the following areas: Social or Natural Science, or relevant discipline plus 5 years working in a development organisation or donor funded environment.
- Specialisation in Gender and Gender Analysis or mainstreaming or 5 years of demonstrated experience undertaking similar assessments is required.
- Specialisation or demonstrated experience in Project Management would be an asset.

TRAVEL DEMANDS

Some travel will be required to undertake the duties of this consultancy effectively, and any travel will follow the Agency's approved travel policy or travel policy of the project donor, which will be advised.

CONSULTANCY PERIOD

This Consultancy period will be one year (1) year from 1 May 2025, eligible for renewal based on performance and/or Agency needs.

The key services to be provided will be developed into a workplan for monthly deliverables and milestones during the consultancy period.

ADMINISTRATION

This contract will be considered an In-House Consultancy and individuals engaged will not be considered “staff members” of Caribbean Export Development Agency. Their conditions of service will be governed by their contract and the general terms and conditions for In-House Consultants. In-House Consultants are responsible for determining their tax liabilities and payment of any taxes and/or duties, in accordance with local or other applicable laws.

Applicants must be legally authorized to live and work in Barbados. The Agency will not provide visa sponsorship or cover relocation expenses.