

TERMS OF REFERENCE

CONSULTANCY: PARTNERSHIPS OFFICER

1. BACKGROUND INFORMATION/RATIONALE

1.1 Relevant background

Caribbean Export Development Agency (Caribbean Export/the Agency) is the only regional export and investment promotion Agency in the African Caribbean and Pacific (ACP) States. Caribbean Export was established by an Inter-Governmental Agreement signed by the 15 States of the Caribbean Forum (CARIFORUM), namely: Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Dominican Republic, Haiti, Grenada, Guyana, Jamaica, Saint Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago. Caribbean Export has Headquarters in Barbados and a Sub-regional office in the Dominican Republic. Currently, the Agency also operates with a Programme Office in Port-au-Prince, Haiti.

Caribbean Export's mission is to increase the competitiveness of Caribbean countries by providing quality export development and trade and investment promotion services through effective programme execution and strategic alliances with development partners. Since its inception, the primary source of funding has been the European Development Fund (EDF). During the period 2017 to 2023 the Agency is executing a work programme with funding under the 11th EDF Regional Private Sector Development Programme (RPSDP). Additionally, during the period 2018 to 2023 Caribbean Export implements the 11th EDF Trade and Private Sector component of the Haiti-Dominican Republic Binational Cooperation Programme. The Agency receives contributions from the fifteen (15) CARIFORUM states under the Agreement establishing Caribbean Export with the main financial partner being the European Union, together with Caribbean Development Bank, Inter-American Development Bank, TecNALIA and Enterprise France among others.

A critical factor in Caribbean Export's future success will be its ability to build valuable and sustainable partnerships with key stakeholders. This will require the consolidation of existing partnerships and the creation of new ones.

It is against this background that Caribbean Export is seeking to hire the services of a Partnership Officer Consultant, for a six-month period on a full-time basis, who will help identify and access funds from traditional and non-traditional sources that will allow for sustained action by the Agency to achieve its mandate.

1.2 Contracting Authority

The contracting authority for this assignment is the Caribbean Export Development Agency and it is funded by the 11th EDF Regional Private Sector Development Programme.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Objective

The objective of this assignment is to help the Caribbean Export Development Agency mobilize funding and forge new relationships and partners via researching possible opportunities, developing project proposals/concept notes and writing proposal submissions for donor funding.

2.2 Scope of Work

The Consultant shall be required to undertake inter-alia:

- Work closely with the Manager – Partnerships, Advocacy and Reporting to identifying new opportunities for funding; support the development of proposals for funding; and engage with prospective partners in and out of the Region.
- Determine proposal concepts by studying requests for proposal (RFPs, RFIs, etc.), attending strategy meetings, and speaking with subject matter experts.
- Research, prepare and submit high quality proposals for consideration by the Agency in strategic priority themes consistent with the Agency's mandate to secure funds from development partners.
- Support the Manager – Partnerships, Advocacy and Reporting throughout the proposal process, meeting proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval, coordinating requirements with contributors, and contributing proposal status information during review meetings.
- Edit documents and technical literature prepared by other staff members, for content, coverage, clarity, and voice consistency, recommending revisions and editorial standards as appropriate.
- Maintain quality results by using templates, following proposal-writing standards including readability, consistency, and tone, and maintaining proposal support databases.
- Assist in identifying partners and specific windows of financing to target with engagement and proposals to access funding.
- Support the maintenance of and update the database of donor interests, identifying priorities and opportunities for the Agency.
- Continually conduct environmental scans and provide donor intelligence (thematic orientations, modalities of engagement, entry points, forecasts etc.) to the Executive Director and Leadership Team to increase probability of attracting funds.
- Monitor and maintain the proposal pipeline.
- As part of the Partnerships, Advocacy and Reporting team, work with team members to develop the required collateral materials (print and digital) that support organizational brand building and fundraising efforts including raising awareness of key Agency results.

3. ASSUMPTIONS AND RISKS

3.1 Assumptions

- The consultant is capable of completing the tasks assigned during the duration of the assignment.

- There is donor funding available during the time period of the consultancy.

3.2 Risks

- The above assumptions are not met.

4. PROJECT MANAGEMENT AND REPORTING

4.1 Responsible Body

Caribbean Export Development Agency

4.2 Management structure

The Consultant will work closely with and under the guidance of the Manager – Partnerships, Advocacy and Reporting.

4.3 Reporting

A monthly progress report outlining key activities undertaken, progress made, and results achieved, must be submitted to the Manager – Partnerships, Advocacy and Reporting.

5. LOGISTICS AND TIMING

5.1 Commencement date and period of implementation

The expected commencement date is 17th April 2023 for a period of six (6) months.

6. PAYMENT TERMS

All services must be completed to the satisfaction of the Agency and payments will be contingent on submission and approval of the progress report and appropriate invoice. Payments will be made in accordance with the terms and conditions outlined in the contract between the contracting authority and the consultant.

7. REQUIREMENTS

7.1 Qualifications

- University degree in International Development/International Relations/Strategic Management/Economic, Political Science, Social Sciences, Development, Planning, Business Administration, Economics or a related field.
- Specialised qualifications or training in Microsoft Office, MS Projects, MS Visio/Smart Draw, Resource Mobilization, Grant Proposal Writing.

7.2 Work Experience

- At least five years' relevant experience writing technical proposals.
- Working experience and understanding of the development sector, preferably in resource mobilization and/or partnership building, ideally including proposal and report writing.
- Highly self-motivated and able to work autonomously, take initiative and make decisions.

7.3 Required Documentation

Interested persons are required to submit a quotation to deliver the scope of work outlined in **EUROS**, together with the completed [Applicant Declaration Form](#) , curriculum vitae and two (2) references to Ms. JoEllen Laryea – Manager (Ag), Partnerships, Advocacy and Reporting **no later than 4:30 pm AST on April 3, 2023.**

7.4 Office Accommodation

Office accommodations at Caribbean Export's Head Office in Barbados will be provided to the Consultant during his/her assignment period.

8.5 Facilities to be provided by the Consultant

None

8.6 Equipment

The consultant will be provided standard office equipment including computer, telephone services, internet, among others.

8.7 Travel

Caribbean Export will cover travel costs if required.

8. REPORTS

8.1 Submission and Approval of Reports

The reports as noted in Section 4.3 must be submitted to the Manager – Partnership, Advocacy and Reporting. All reports must be submitted in English in electronic format. The Manager – Partnership, Advocacy and Reporting is responsible for approving the reports.

9. EXCLUSION CRITERIA

Candidates will be excluded from participation in the bidding process if they:

- a) are bankrupt, insolvent, filing for insolvency or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- b) are the subject of proceedings for fraud, corruption, a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
- c) have been convicted of an offence concerning professional conduct by a judgement which has the force of *res judicata*
- d) are guilty of grave professional misconduct proven by any means which Caribbean Export can justify;
- e) are guilty of serious misrepresentation in supplying the information required by the contracting authorities as a condition of participation in the procurement process; they have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same Contracting Authority or another contract financed with Caribbean Export's funds;
- f) are in breach of payment of taxes or social security contributions;
- g) have been convicted or are the subject of proceedings for money laundering, terrorist offences or activities, child labour, human trafficking, being a criminal enterprise in the production of goods and services, or any other irregularity;
- h) are established as or operating as a shell company.

A derogation from the mandatory exclusion clauses provided above, may be provided on an exceptional basis, for overriding reasons to entities operating in the public interest such as public health or protection of the environment.

10. MONITORING AND EVALUATION

The Consultancy will be monitored and evaluated by Caribbean Export over the duration of the project. Performance on the project will be measured by satisfactory completion and timely submission of the deliverables outlined in Section 4.3 and 8.1. Feedback, other than acceptance, on each submitted deliverable is not a requirement for the continuation of the project. However, in some instances the Consultant may need to integrate any feedback into the subsequent deliverables. The Contracting Authority will provide feedback to the consultant within ten (10) working days of receipt of the final report.

11. SPECIAL REQUIREMENTS

No special requirements for this consultancy.

12. PUBLICATION OF INFORMATION

To participate in any activity executed or supported by Caribbean Export, the consultant agrees that any information and personal data shared and collected by the Agency will be processed for the purpose of reporting the outcomes and impact of the project. Please note that Caribbean Export reserves the right to publish the Contractor's/Participant's name and address, the purpose and nature of the activity, and financial arrangements, in accordance with Caribbean Export's Personal Data Protection Policy. (<https://content.carib-export.com/download/personal-data-protection-policy/>). Derogation from publication of this information may be granted if it could endanger the Contractor/Participant or harm his/her commercial interests.

13. DECLARATION

To participate in any procurement undertaken by Caribbean Export, all applicants must complete and submit to the agency the Applicant Declaration Form. <https://content.carib-export.com/download/applicant-declaration-form/>

14. SUBMISSION DEADLINE

All required documentation in article 7.3 should be submitted by 4.30 p.m. AST, April 3, 2023. All submissions should be sent to: JoEllen Laryea at jlaryea@carib-export.com