

TERMS OF REFERENCE IN-HOUSE CONSULTANCY

Position Title:	Programme Assistant, EU-LAC Social Accelerator
Reports to:	Technical Officer – EU-LAC Programmes
Duty Station:	Subregional Office, Santo Domingo, Dominican Republic
Duration:	Six (6) months

SUMMARY

The Programme Assistant – EU-LAC Social Accelerator is responsible for providing dedicated operational and programmatic support to the Technical Officer – EU-LAC Programmes in the delivery of Caribbean Export's obligations under the EU-LAC Social Accelerator programme. The role is a six-month in-house consultancy based at Caribbean Export's Subregional Office in Santo Domingo, Dominican Republic, and is designed to strengthen the programme team's capacity during an intensive phase of implementation.

The EU-LAC Social Accelerator is a four-year programme funded by the European Union under the Global Gateway Investment Agenda, implemented regionally across Latin America and the Caribbean as part of the Inclusive Societies initiative. Caribbean Export is the implementing partner for the Caribbean component and is responsible for a broad portfolio of activities spanning Jamaica, Dominican Republic, Barbados, and Trinidad & Tobago which include the establishment of Social Innovation Labs, coordination of capacity-building activities, stakeholder engagement, knowledge management, and reporting to the European Commission and consortium partners.

Under the direct supervision of the Technical Officer – EU-LAC Programmes, the Programme Assistant contributes to the day-to-day execution of programme activities, assists in event coordination and stakeholder communications, supports research and documentation efforts, and helps to maintain the monitoring, reporting, and administrative processes that underpin effective programme delivery. The Programme Assistant works in close collaboration with the Technical Officer and, where required, the Deputy Executive Director, to ensure that Caribbean Export meets its obligations under the EU-LAC Social Accelerator in a timely, accurate, and professionally presented manner.

RESPONSIBILITIES/DELIVERABLES:

Programme Implementation and Coordination

- Support the day-to-day operational delivery of Caribbean Export's responsibilities under the EU-LAC Social Accelerator work plan, assisting the Technical Officer in tracking progress against planned activities and timelines, and ensuring compliance with project timelines, budgets, and donor reporting requirements.
- Assist in the coordination of national-level programme interventions across the four participating countries.

- Support the preparation and organisation of programme events, covering agenda drafting, logistics coordination, materials preparation, and the recording of minutes and action points.
- Maintain and update programme databases, contact lists, calendars, and activity tracking tools to support efficient programme management.

Stakeholder Engagement and Communications

- Assist the Technical Officer in managing communications with programme stakeholders, including consortium partners, national stakeholders, social innovation actors, MSMEs, startups, and civil society organisations, and maintain records of stakeholder engagement and relationship management activities.
- Support the drafting and dissemination of programme communications, including correspondence, briefing notes, newsletters, social media updates, and programme announcements, and assist in coordinating stakeholder meetings, consultations, and validation sessions, including preparation of supporting materials.

Research, Documentation, and Knowledge Management

- Conduct desk research, literature reviews, and data-gathering activities to support the development of programme knowledge products, training materials, guidelines, and policy briefs, and assist in the compilation, organisation, and analysis of data collected through programme activities.
- Support the drafting and editing of programme documents, presentations, knowledge products, and other written outputs, and maintain an organised and accessible system of programme documentation, ensuring all relevant files, reports, and records are properly stored and retrievable.

Monitoring, Evaluation, and Reporting

- Support the collection, organisation, and analysis of programme monitoring data to track outputs and indicators against the EU-LAC Social Accelerator results framework, assist in the preparation of regular technical progress reports for internal and external stakeholders, including the European Commission and consortium partners, and contribute to the application of results-based management (RBM) practices across programme activities.

Administrative and Logistics Support

- Provide general administrative support to the Technical Officer, including scheduling meetings, coordinating travel arrangements, preparing expense reports, and managing correspondence.
- Assist with procurement-related tasks, including the preparation of terms of reference and requests for proposals, and support the management of contracts and deliverables for consultants and service providers engaged under the programme.
- Assist in the organisation and management of programme-related events and missions, including venue coordination, participant registration, travel logistics, and on-site support.

- Undertake any other tasks as may be assigned by the Technical Officer – EU-LAC Social and Digital Innovation and the Deputy Executive Director.

Core & Technical Competencies

1. **Programme Coordination and Support:** Demonstrated ability to provide effective operational and administrative support to technical staff, with experience in activity tracking, work plan monitoring, and ensuring the timely delivery of programme tasks in a multi-stakeholder environment.
2. **Stakeholder Engagement and Communications:** Ability to communicate clearly and professionally with diverse stakeholders, including consortium partners, national actors, and programme beneficiaries, and to draft high-quality correspondence, briefing notes, and programme communications.
3. **Research and Documentation:** Strong research, writing, and organisational skills, with the ability to conduct desk research, synthesise information, and prepare well-structured documents, presentations, and knowledge products in support of programme objectives.
4. **Monitoring and Reporting:** Familiarity with monitoring and evaluation processes, including data collection and organisation, preparation of progress reports, and application of results-based management (RBM) principles in a donor-funded programme context.
5. **Event and Logistics Coordination:** Demonstrated ability to support the planning, organisation, and execution of workshops, events, and stakeholder meetings, including logistics management, materials preparation, and on-site coordination.
6. **Administrative Efficiency:** Strong organisational skills and attention to detail, with the ability to manage administrative tasks, documentation systems, and competing priorities effectively and with a high standard of professionalism.
7. **Digital Proficiency:** Strong proficiency in Microsoft 365 and other digital collaboration tools, with the ability to leverage technology – including artificial intelligence tools – to support efficient programme delivery.
8. **Adaptability:** Capacity to work effectively in a dynamic, fast-paced environment, adjusting priorities and approaches as programme needs evolve, while maintaining accuracy and attention to detail.
9. **Multilingual Communication:** Fluency in English and Spanish is required. Proficiency in French or Dutch is considered an asset.

Education and Experience:

Bachelor's degree in international development, social sciences, business administration, project management, public administration, communications, or a related field.

A postgraduate qualification in a relevant field would be considered an asset. A certification or training in project management or monitoring and evaluation would also be considered an asset.

Experience:

- Minimum of three (3) years of relevant professional experience in programme support, project coordination, or administrative support, preferably within an international development, donor-funded, or regional organisation.
- Demonstrated experience providing operational and administrative support to a technical officer or programme manager within a multi-stakeholder programmatic environment.
- Experience supporting the planning and execution of workshops, events, or stakeholder meetings, including logistics coordination and preparation of supporting materials.
- Experience with monitoring and reporting processes, including the collection and organisation of programme data and the preparation of progress reports.
- Experience working with Caribbean states and knowledge of the Caribbean regional development context is an asset.
- Prior experience within EU-funded or donor-funded programmes, or in an international development organisation, would be a distinct advantage.

Additional Requirements:

- Strong proficiency in business technology tools like Microsoft 365, digital media tools, and communications software.
- Ability to leverage artificial intelligence tools, like large language models (i.e. ChatGPT, Claude, Perplexity), to undertake tasks related to implementation.
- Ability to travel occasionally, as needed, for programme activities, events, and missions within the Caribbean region.

This position is open to all suitably qualified CARIFORUM nationals. Applicants must be legally authorised to live and work in the Dominican Republic. The Agency will not provide visa sponsorship or cover relocation expenses. This is a temporary consultancy that is intended to be carried-out in-person in the office. The selected candidate will be required to work in the Subregional Office from Monday to Friday, 8:30 AM to 4:30 PM.

Interested applicants should submit an updated CV and a cover letter outlining their suitability for the role to hr@carib-export.com. Only shortlisted candidates will be contacted. **Applications close on April 7th, 2026 at 4:30PM AST.**

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.