

TERMS OF REFERENCE – CONSULTANCY SERVICES

POSITION: PROGRAMME COORDINATOR – ADMINISTRATION
REPORTING TO: Manager – Technical Programmes
LOCATION: Head Office, Warrens, St. Michael Barbados

Summary of Consultancy Services Required

The Programme Coordinator – Administration will provide consultancy services to the Technical Programmes Unit across all its technical programmes. The role provides common project, administrative, and logistical assistance to ensure consistency, quality service delivery, and effective project implementation. This includes supporting planning activities, coordinating programme-related functions, and assisting with the organisation of events, workshops, and missions as appropriate.

Scope of Services

The Consultant will work closely with the Manager – Technical Programmes and the project leads to ensure the efficient coordination and administration of the Unit's work programme.

Project/Programme Support

- Assist the Technical Programmes Unit with project development, strategic planning, coordination, and administrative support to meet its objectives and activities directed at national, regional, and international markets.
- Support the development of annual and multi-year work plans.
- Support the preparation of monthly, quarterly, and annual progress reports.
- Work directly with selected BSOs to facilitate the execution of the Agency's interventions and activities.
- Support project leads in the coordination of internal and external events, training sessions, workshops, and procurement requests.
- Provide support to the Grants Team in the administration of grant programmes.
- Conduct information gathering and basic research tasks for analysis and report preparation.
- Support the Unit in procurement processes by assisting with shortlisting candidates, managing communication channels, and coordinating logistics related to interviews.
- Support contracting processes by liaising with the Operations and Finance Teams to ensure compliance, finalisation, and execution of contracts.

Administrative Support

- Assist with the preparation and efficient processing of documents under the Agency's management and reporting systems.
- Prepare and maintain databases for corporate and project-related activities and contracts.
- Ensure accurate physical and electronic filing of documents in accordance with Agency policies.
- Support administrative and technical assistance payment processes, including the creation of purchase orders and process flows within the Agency's financial systems.
- Manage and maintain Unit-level correspondence, including drafting formal letters to public and private counterparts, arranging signatures, and confirming receipt.
- Support the implementation of internal controls to mitigate risk and standardise outputs by ensuring accurate expense recording, proper use of templates, and compliance with resource and documentation procedures.
- Liaise with the Finance and Operations Unit to ensure compliance with Agency standards.
- Plan and coordinate field missions, including clearances, logistics, and itineraries.
- Support the building of private sector awareness through the coordination of educational activities such as workshops, seminars, and targeted missions.
- Provide support to onboarding new members to the Unit by liaising with HR, Operations, Finance, and IT to arrange provisions.
- Assist with the preparation of monthly, quarterly, and annual reports and departmental papers as required.
- Schedule and coordinate meetings, events, interviews, appointments, and other related activities.
- Maintain processes that ensure that technical outputs are completed and delivered on schedule.

Knowledge and Experience

- Basic knowledge of the economic and social development issues in the Caribbean region.
- Basic understanding of CARICOM/CARIFORUM and other relevant trading blocs.
- Basic knowledge of donor agencies that offer funding opportunities.
- Knowledge and practice of international and local business etiquette for government, business, and social interactions.
- Understanding of principles and processes for providing customer and personal services, including needs assessment, quality assurance, and satisfaction evaluation.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint) and project management tools such as MS Project.

Skills and Competencies

- Strong relationship management and communication skills.
- Excellent administrative, organisational, and planning abilities.
- Strong research and monitoring skills.
- Problem-solving skills with a proactive and solution-oriented approach.
- Excellent report writing and presentation skills.
- Ability to multi-task, prioritise, and manage time effectively to meet multiple deadlines.
- Ability to work under pressure with competing demands.
- Sound judgment and decision-making ability.
- Demonstrates initiative, adaptability, and professionalism.
- Maintains confidentiality and discretion with sensitive information.
- Strong attention to detail and accuracy.
- Ability to work effectively in a multicultural, diverse, and dynamic environment.

Education and Qualifications

- Bachelor's degree in Economics, Business or Office Administration, Project Management, Marketing, or a related field.
- Minimum of five (5) years' experience in general office administration, project coordination, or an accounting environment.
- At least two (2) years' experience functioning at the regional or international level would be an asset.
- Fluent in spoken and written English; ability to communicate in Spanish, French, or Dutch would be an asset.
- Must be a national of a CARIFORUM Member State.

Administration and Reporting

This is an in-house consultancy role. The Consultant will report to the Manager – Technical Programmes. Payments will be made upon submission of monthly invoices accompanied by an approved activity/deliverables report. A work plan with key deliverables must be developed and approved at the start of the consultancy.

The consultancy will be classified under **Technical Assistance – Programme (TE-P)**, with the level determined by the Consultant's experience and expertise. The Consultant will be required to work on-site at Caribbean Export's Barbados office during office hours, with some flexibility offered.

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

Duration and Travel

The consultancy period will be determined by the Agency's contract terms. Regional travel may be required to support the coordination of programme activities, consistent with the Agency's approved travel policy or donor-specific travel guidelines.

Note: Programme and Projects are used interchangeably for this Consultancy.

ADMINISTRATION

If this opportunity excites you, send us your CV along with a motivation letter explaining why you're the right fit to hr@carib-export.com. Only shortlisted candidates will be contacted.

Applications close on Sunday, December 14, 2025