

TERMS OF REFERENCE

Position Title:	Programme Implementation Officer (GRIT)
Contract Type:	In-House Consultancy
Reports to:	Manager – Technical Programmes; and Programme Officer – Gender and Entrepreneurship
Location:	Caribbean Export Development Agency – Headquarters in Barbados
Application Period:	September 23 rd – October 3 rd , 2025
Start Date:	November 2025

PROGRAMME SUMMARY

The Caribbean Women Entrepreneurs Generating Resilient and Inclusive Trade (GRIT) Programme, funded by Global Affairs Canada (GAC) and implemented by the Caribbean Export Development Agency (Caribbean Export), is a four-year programme (2024–2028) that aims to increase the productivity, competitiveness, and export readiness of women-led businesses across six Caribbean member states: Belize, Dominica, Grenada, Jamaica, Saint Lucia, and Saint Vincent and the Grenadines.

Through training, grant funding, technical assistance, trade missions, and launch-to-market programmes, GRIT will support 800 women entrepreneurs in adopting green business practices and digital technologies to scale, diversify, and compete in regional and international markets. GRIT's impact will extend to a further 10,000 individuals across the wider region through capacity-building initiatives and access to market intelligence tools.

Beyond its interventions, GRIT seeks to strengthen the ecosystem for women's entrepreneurship by addressing structural barriers, embedding gender-responsive approaches in trade and private sector development, and positioning women-led enterprises as key drivers of sustainable and inclusive economic growth in the Caribbean.

ROLE SUMMARY

As Programme Implementation Officer – GRIT, you will be at the heart of one of the Caribbean's most ambitious women's entrepreneurship initiatives. Joining at the very start of the programme, you'll help lay the foundation for impact over the next three years, rolling up your sleeves to co-create interventions, test fresh ideas, and collaborate directly with partners and entrepreneurs to shape lasting impact across the region.

Operating within the Technical Programme Unit, working alongside the Programme Officer – Gender and Entrepreneurship (POGE) and in collaboration with the technical team, operations staff, and external stakeholders, you will help bring bold ideas to life, supporting the coordination of interventions, driving logistics, generating insights, and ensuring that GRIT delivers measurable impact across the region.

This role is designed for someone who is tenacious, digitally fluent, and ready to make a difference. You'll need sharp organisational skills, a knack for problem-solving, and the confidence to use digital tools, ODOO project dashboard, and AI to work smarter. In return, you'll gain hands-on experience shaping a programme that empowers women entrepreneurs, drives systems change, and contributes to a more resilient Caribbean economy.

CORE DELIVERABLES

Programme Management Support

- Drive the timely implementation of GRIT interventions in line with GAC rules and standards.
- Support the preparation of detailed work and budget plans aligned with programme objectives.
- Assist with TOR drafting, documentation, and consultant recruitment processes.
- Monitor partner and consultant deliverables, ensuring deadlines are met and quality outputs delivered.
- Support basic administrative and financial tasks where required, such as preparing purchase orders, assisting with payment documentation, and maintaining financial records for workshops and missions.
- Provide back-up support to the Finance & Programme Operations Officer in times of peak workload to ensure smooth programme delivery.

Gender Mainstreaming

- Apply gender analysis to integrate gender considerations into all GRIT interventions.
- Research and recommend ways to strengthen gender integration across Caribbean Export's broader portfolio of programmes.

Reporting, Research and M&E

- Support data collection and analysis for gender, monitoring, and evaluation activities.
- Contribute to clear, evidence-driven reports, updates, and presentations for GAC, CEDA, the GRIT Steering Committee, and other stakeholders.
- Conduct and synthesise research that informs programme design and delivery.

Events and Logistics

- Take the lead on logistics and coordination for training workshops, trade shows, missions, and B2B events.

Stakeholder Engagement and Communications

- Maintain dynamic databases of stakeholders, partners, and beneficiaries, ensuring regular connection and engagement.
- Support execution of GRIT's communications and visibility plan to keep stakeholders informed and inspired.
- Perform other support functions as assigned by the Manager – Technical Programmes and/or the Programme Officer – Gender and Entrepreneurship.

KNOWLEDGE AND CAPACITY

- Experience supporting programmes or projects in gender, development, trade, entrepreneurship, or private sector development.
- Understanding of the realities, challenges, and opportunities faced by women-led businesses in the Caribbean.
- Exposure to donor-funded programmes, with hands-on involvement in logistics, reporting, or stakeholder coordination.
- Familiarity with gender analysis tools, methodologies, and planning, with a genuine interest in embedding gender equality in practice.
- Knowledge of private sector needs and constraints in the Caribbean, including gender dynamics, is an asset.
- Experience working with government agencies, international organisations, or NGOs would be an advantage.
- Awareness of broader economic and social development issues in the Caribbean.
- Fluency in written and spoken English is required; knowledge of French is an asset.
- Proficient in Microsoft Office. Digitally savvy, with the confidence to leverage tools like ODOO dashboards, Miro, AI platforms and productivity tools to work smarter, seamlessly and efficiently.

SKILLS AND ABILITIES

- Thrives in fast-paced environments; able to prioritise, multitask, and manage competing demands.
- Collaborative, adaptable, and eager to contribute across tasks, from logistics to strategy.
- Sharp problem-solver with strong judgement and decision-making ability.
- Excellent communicator with the ability to present ideas clearly in writing and in person.
- Detail-oriented, accurate, and able to uphold confidentiality when handling sensitive information.
- Excited to work in a multicultural, diverse, and dynamic regional environment.

- Strong report writing and presentation skills.

EDUCATION & EXPERIENCE

- A Bachelor's degree in Social Sciences, Entrepreneurship, Business, Innovation, Gender Studies, International Development, or a related discipline.
- 3–5 years' proven experience supporting programmes or projects in a development or donor-funded environment.
- Additional training or demonstrated experience in gender mainstreaming, project management, or monitoring and evaluation would be an asset.

TRAVEL DEMANDS

This role may require occasional travel within the region and to Canada to support the execution of GRIT activities. All travel will follow the Agency's approved travel policy and/or GAC travel policy.

CONTRACT MODALITY

The successful candidate will be offered an In-House Consultant contract. Individuals engaged under this contract are not considered "staff members" of the Caribbean Export Development Agency. Conditions of service will be governed by the consultancy contract and the general terms and conditions for In-House Consultants. Consultants are responsible for determining and meeting their own tax liabilities and duties, in accordance with local or other applicable laws.

The contract will be for one (1) year from the date of commencement, with the possibility of renewal based on performance and Agency needs. The selected candidate will be required to work from Caribbean Export's Headquarters in Barbados and so must be legally authorised to live and work in Barbados. The Agency will not provide visa sponsorship or cover relocation expenses.

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 October 3, 2025.

Note to interested applicants:

We encourage all interested candidates to apply, even if you don't meet every requirement noted above. We believe in potential! Many people worry that they don't "tick all the boxes," but fresh ideas, energy, and a willingness to learn can be just as valuable. Studies have shown that women in particular tend to under-estimate how closely they match job requirements, so please apply if you feel drawn to the role.