



TERMS OF REFERENCE

Junior Consultant – Support to the Services Sector Development

1.1 Background

CARIFORUM States and the European Commission (EC) concluded an Economic Partnership Agreement (EPA) in December 2007. The EPA is heralded as being more than a trade agreement by setting out objectives geared towards, inter alia, reducing and eventually eradicating poverty through trade partnerships; promoting regional integration, sustainable development, economic cooperation and good governance; promoting the integration of CARIFORUM States into the world economy; providing support for increasing investment and private sector initiative and enhancing supply capacity, competitiveness and economic growth in the CARIFORUM region;; and strengthening relations taking into consideration levels of development and international obligations.

With a view to implementing the agreement to ensure that CARIFORUM services providers take advantage of the opportunities that have become available, it is necessary to assist CARIFORUM service providers in identifying opportunities for the export of services and in particular, utilizing the EU offer with respect to access into EU Member States.

As the regional agency, leading the implementation the 11th European Development Fund (EDF) Regional Private Sector Programme (RPSDP), Caribbean Export Development Agency (Caribbean Export) undertakes a range of programme-based activities, which has implications for the application of the EPA regionally. The work includes identifying and strengthening the region's high potential niche sectors to benefit from EPA provisions. While supporting other interventions, the main focus sector for Caribbean Export in the Services sector under the 2019 work programme will include Management Consulting, Music, Fashion and animation and film.

Additional support is needed in the implementation of the Services work plan to ensure that actions identified are undertaken in a timely manner and the results achieved.



1.2 Responsible Authority

Caribbean Export Development Agency (Caribbean Export)

2. OBJECTIVE, PURPOSE AND EXPECTED RESULTS

2.1 Overall objective

To provide technical support for the implementation of the services projects identified or developed by Caribbean Export

2.2 Specific Objectives

- To ensure the timely and effective execution of the services sector programmes including but not limited to the:
 - Services Go Global training programme;
 - Implementation of the services registry;
 - Execution of the Business of Music training programme;
 - Enhancement of the Management Consultants through the execution of developed projects; and
 - Execution the Fashion Accelerator and market support to the established designers.
- To provide support for the development new projects relevant to the services sector.
- To provide administrative support to the above-mentioned programme as required

2.3 Purpose of Consultancy and Expected Results

The specific purpose of this consultancy is to work with the Services Specialist in the implementation of the Services work programme. The Junior Consultant will be expected to provide technical and administrative support to ensure the successful implementation of projects under the management of the Services Specialist, particularly those related to the services sector. He/She will also be required to work with the team to implement other strategic initiatives under the 11th EDF Regional Private Sector Development Programme.



3. ASSUMPTIONS AND RISKS

3.1 Assumptions

- The Business and trade support organisations and other relevant country institutions contribute to the implementation of the projects.
- Service firms and practitioners are willing to submit company and service information to the registry and commit to keeping their information up to date.
- Stakeholders will fully participate in the programmes, complete export plans and can meet the requirements for export

3.2 Risks

- The major risk is that the above-mentioned assumptions are not fulfilled and therefore the anticipated results and objectives of the project are not realized.
- Stakeholders cannot commit to the programmes

3.3. Mitigation

- To mitigate this risk, Caribbean Export is working with Business Support Organisations, and other key stakeholders to implement the projects. Therefore, challenges that are identified will be addressed collaboratively with key stakeholders.
- Careful selection/vetting of participants in the capacity building programmes will be paramount to ensure that they are fully committed to the project and participate in all aspects of the programmes.

4. SCOPE OF WORK

4.1 Specific Activities

The Junior Consultant reports to the Services specialist. He/she will provide support to the services work programme managed by the Services Specialist and assist in other strategic Agency initiatives.

The Junior Consultant will be expected to:



- (a) Provide research and technical support for the timely implementation of the services focused projects listed in the workplan in accordance with the rules and regulations of Caribbean Export, including but not limited to:
- i. Assist in the drafting TORs and recruiting consultants/ contractors to conduct work on specific activities and objectives as required by the WP.
 - ii. Assist in the drafting of TORs/ invitations and recruiting participants for specific activities and objectives as required by the WP.
 - iii. Provide support to managing and guiding consultants/ contractors to ensure that their work is conducted in a timely manner and meets the required deliverables and quality standards.
 - iv. Liaising and communicating 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.
 - v. Assist with reviewing all deliverables and reports to be submitted to CEDA prior to their submission and liaising with the consultants/ contractors to ensure that the quality of the deliverables and reports submitted meet the quality standards and are in keeping with the TORs.
 - vi. Support the accurate and timely submission of progress reports to CEDA.
 - vii. Assist with the collection of data for monitoring and evaluation activities to be carried out by CEDA.
 - viii. Assist with the monitoring of project funds and preparing the necessary documentation to facilitate payment to suppliers and contractors in accordance with CEDA's regulations.
 - ix. Liaising and coordinating with relevant stakeholders as required.
 - x. Reporting on project outcomes.
- (b) Assist in coordinating training workshops
- (c) Conduct research and synthesize information relevant to the Agency's overall services program;
- (d) Provide support for the development of new projects
- (e) Provide administrative support to the Services work programme
- (f) Any other duties that may be assigned



5 Project Management

5.1 Responsible body

The Caribbean Export Development Agency

5.2 Management Structure

The Officer in Charge, will retain overall responsibility for the project. Day-to-day supervision of this specific programme is the responsibility of the Services Specialist, who will communicate progress to the Officer in Charge.

6. LOGISTICS AND TIMING

6.1 Logistics

He/she will be required to operate from the Head Office of the Caribbean Export Development Agency, Barbados, in accordance with its guidelines and procedures

6.2. Commencement date and period of implementation of tasks

The duration of the consultancy shall be April 15 – December 12, 2019.

7. REQUIREMENTS

7.1. Personnel

Qualifications and Experience Required

- A post graduate in international trade, Economics, Management or related field;
- At least 5 years' post-qualification experience.
- Experience in Trade in Services
- Excellent appreciation of cross cutting linkages between services and the wider economy and macro-economic frameworks to support those connections
- Ability to communicate with private and public-sector stakeholders
- Familiarity with the CARIFORUM Services industries, in particular cultural industries and Management consultants;
- Experience working with other trade promotion organizations and business support organisations would be an asset



- Ability to work on multiple projects and meet tight deadlines
- Proven ability to coordinate project work;
- Analytical skills
- Ability to work effectively under pressure
- Excellent organizational skills
- An excellent command of English;
- Excellent oral and written communication skills;

7.2. Required Documentation

Interested persons must submit the following documents:

- Cover letter
- Curriculum vitae

In order to be considered, applicants must respond no later than 4:30 p.m. Barbados Time on 29th March, 2019 and email submissions to Allyson Francis at afrancis@carib-export.com copied to Robertha Reid at rreid@carib-export.com. No late submissions will be accepted.

8. REPORTS

8.1. Reporting requirements

- **Monthly Progress Reports** outlining key deliverables and milestones achieved, outstanding activities to be completed and challenges encountered or foreseen. An updated project schedule and budget should be submitted by the 28th day of every month. Reports should be accompanied by a signed invoice in the amount to be claimed by the Consultant in Barbados Dollars.

9. Submission & approval of reports

The reports and deliverables as referred to above must be submitted in English to the Services Specialist electronically to afrancis@carib-export.com copied to Robertha Reid at rreid@carib-export.com. All reports must be submitted in English and in electronic format. The Services Specialist is responsible for approving the reports.



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 Sections 4 (Scope of Work) and 8 (Reports).

11. Special requirements

The Junior Consultant will be based at Caribbean Export's Headquarters:

Caribbean Export Development Agency
1st Floor Baobab Tower,
Warrens, St Michael
Barbados