



<https://website.crosq.org/job/terms-of-reference-project-coordinator-technical-barriers-to-trade-tbt-phase-iii-project/>

## Project Coordinator – Technical Barriers to Trade (TBT) Phase III Project

**Hiring organization**  
CROSQ

**Employment Type**  
Contractor

**Date posted**  
June 13, 2025

**Valid through**  
30.06.2025

### Background

The Technical Barriers to Trade (TBT) Phase III project is one component under the new Economic Partnership Agreement (EPA) Support Programme (Phase 3), which is part of the new European Union's Neighbourhood, Development, and International Cooperation Instrument (NDICI), which constitute the legal basis for programming EU cooperation in developing countries during the period 2021-2027.

The Overall Objective (Impact) of this action is to advance the sustainable integration of the Caribbean region into the world economy.

The Specific Objective of this action is the effective implementation and operation of the EPA to enable more trade and investments with the EU.

The Economic Partnership Agreement between the CARIFORUM countries and the EU was signed in 2008 and is a fundamental cornerstone in the relationship between the two regions. Despite its asymmetric and development-oriented structure, the implementation of its provisions at national levels remains challenging, in large part due to a lack of capacities.

Under the 10th and the 11th European Development Funds, financial support was provided to advance the implementation of the agreement. Through the Technical Barriers to Trade (TBT) component, the quality infrastructure has been strengthened. However, there is still room for improvement. This TBT Phase III project will therefore focus on further increasing the use of an internationally recognized Regional Quality Infrastructure (RQI) by regional and national quality institutions and the private sector, to support interregional and international trade (expected result).

Under the TBT Phase III project, a dedicated Project Implementation Unit (PIU) has been established which coordinates and administers the implementation of the project activities. Under the programme, funding to support the hiring of a Project Coordinator (PC) at the CARICOM Regional Organisation for Standards and Quality (CROSQ) has been allocated for a contract period not to exceed November 30, 2027, with duty station at the CROSQ Secretariat, Barbados.

### General Functions

The Project Coordinator will be attached to the CROSQ Secretariat and will be responsible for the general execution of the project components and activities undertaken by CROSQ within the TBT Phase 3 Project. The Project Coordinator will carry out these responsibilities under the overall coordination of the CROSQ Chief Executive Officer, the Project Coordinator at PTB and in coordination with the Project Coordinator at INDOCAL. This includes, but is not limited to: a) ensuring compliance with EU requirements and regulations, b) ensuring timely execution of all project activities, c) supervising project staff at CROSQ; and d) ensuring that the programme is implemented in a manner that is consistent with the mandate of CROSQ and the decisions of its Council. Reporting various progress reports for submission to the CROSQ (CEO and Council); the Technical Implementation

Groupings; the PTB Project Coordinator and project partners as required.

### **Specific Functions**

- (a) Developing under the coordination of the Project Coordinator PTB jointly with the Project Coordinator INDOCAL and in coordination with the Technical Officers, the overall Annual Operating Plan (AOP).
- (b) Monitoring and coordinating the implementation of project activities within CROSQ according to the Annual Work Plan and Budget.
- (c) Coordinate with partners providing logistical and organizational support to the implementation of project components and the AOP.
- (d) Participating in the selection of project staff to support project components.
- (e) Coordinating the development of relevant project components in each Member State.
- (f) Coordinating the preparation of Operating Procedures and work plans as required by CROSQ and donors.
- (g) Assisting in the preparation, review and approval of Terms of Reference (TORs) for the identification and selection of consultants hired within the project.
- (h) Maintaining links with relevant institutions and donors for strategic and programme development purposes.
- (i) Ensuring smooth, timely and accurate flow of information between CROSQ, donors, partners and stakeholders within the framework of the agreed activities.
- (j) Preparing progress reports for submission to CROSQ (CEO and Council), donors and project partners as required.
- (k) Preparing project documents, including the logical framework and budgets in required formats.
- (l) Preparing annual project budgets in collaboration with relevant Project staff.
- (m) Developing and maintaining activity-based monitoring in cooperation with the Technical Officers
- (n) Providing regular progress reports to the PTB Coordinator and coordinate regular updates to alliance partners and Project Coordinators on the status of implementation.
- (o) Delivering information for the results-based monitoring to PTB Coordinator and assist the other Project Coordinator.
- (p) Undertaking periodic evaluations of project activities and assist in project reviews as appropriate.
- (q) Maintaining records of project expenditure and cash flow and ensure that budgets are followed.
- (r) Ensuring compliance of all project activities with relevant administrative and financial requirements of the donor and CROSQ.
- (s) Ensuring that lessons learnt during the implementation of the programme are captured, documented and disseminated among Member States.
- (t) Liaising with relevant persons in the resolution of day-to-day administrative and operational problems.
- (u) Ensuring that goods and services are procured according to the relevant policies, rules and procedures.
- (v) Identifying project risks and related mitigating strategies, and proposing alternatives where necessary.
- (w) Representing the Project and promoting regional quality infrastructure and CROSQ and in national, regional and international arenas.
- (x) Maintaining close continued collaboration with alliance partners, regional institutions and organizations, public and private sector and other projects and initiatives in the region.
- (y) Reporting to the CEO, CROSQ on programme activities.
- (z) Supporting the Strategic planning processes for CARICOM (RBM focal point), the NSB strategic plans and CROSQ's strategic plan and Implementation Scorecard.

(aa) Performing such other reasonable duties as may be assigned by the Chief Executive Officer – CROSQ related to the project.

## **Minimum Qualifications and Requirements**

### **Education**

- University degree in Natural Sciences/ Applied Sciences/ Engineering or relevant discipline
- Certification in project management or project management training
- Masters degree in management or a relevant field would be an asset

### **Experience**

- Minimum of 3 years' experience in project management or general management role with varied coordination responsibilities
- Fiduciary responsibility for national or regional projects.
- Experience supervising technical and administrative staff
- Demonstrated experience working in a quality infrastructure/development or donor funded environment would be an asset.

### **Key Competencies**

- MS Office suite
- Strategic planning, Planning and budgeting, Project management
- Communications (written and oral)
- Team player/builder

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## **Contacts**

**Reporting Relationship:** Chief Executive Officer, CROSQ

**Positions Supervised:** One – Project Assistant

### **Principal Organisation Relationships:**

*-Internal:*

CEO

Technical Officer group in CROSQ

CROSQ Finance Team

*-External:*

Member States – NSB's

Project Sponsors

CROSQ Council

CARICOM Organizations

**Duty Station:** *Baobab Towers, Barbados*

To apply, please email your Application letter and resume to

***recruitment@crosq.org***

For the attention of the **Finance & Administration Manager** with the caption  
**Project Coordinator**

Closing date for applications is **June 30, 2025**