



CARICOM REGIONAL ORGANISATION FOR STANDARDS AND QUALITY (CROSQ)

TERMS OF REFERENCE

PROJECT COORDINATOR, RESOURCE MOBILIZATION & PROGRAMME DEVELOPMENT

Introduction

The CARICOM Regional Organisation for Standards and Quality (CROSQ) was established in 2002 by a Caribbean Community (CARICOM) treaty as an Intergovernmental Organisation. CROSQ's main objectives are the development and harmonisation of standards, metrology, mutual recognition of accreditation and certification systems and facilitation of the achievement of international competitiveness of regional goods and services produced and provided in the Community. Since the inception of CROSQ, the focus has shifted over the years from regional standards development and standards harmonization throughout the region to the development of the basic regional quality infrastructure architecture and equivalence.

General Functions

The Project Coordinator, Resource Mobilization and Programme Development is primarily responsible for expanding and managing the portfolio of quality infrastructure related projects to be administered by CROSQ and source resources, financial or otherwise, to effect same. The Project Coordinator is expected to work in close collaboration with the Chief Executive Officer.

The objective of the Resource Mobilisation Function is to explore and source opportunities for technical assistance and donor funding for the provision of quality infrastructure solutions to ensure sustainability of CROSQ's portfolio of programmes and projects to facilitate CROSQ achieving its mandate; and addressing QI requirements of CARICOM member states.

The objective of the Programme Development function is to identify, formulate, implement and evaluate a portfolio of programmes and/or projects so as to ensure attainment of the organisation's mandate.

Specific Functions

- (a) Networking, forging relationships and maintaining links with relevant institutions and donor agencies for synergistic programme and project development purposes.
- (b) Identifying relevant project opportunities, organizations and collaborating agencies based on the need for quality infrastructure solutions and technical assistance.
- (c) Researching potential donors and income generating opportunities with the intention of identifying areas for project support and collaboration.





(d) Writing and developing project proposals and converting them into organizational projects with an appropriate resource base to farm out to Project Officers.

(e) Managing the project life cycle to include but not limited to:

1. Managing the initiation, planning, executing, monitoring, control, closeout and evaluation of projects;
2. Managing stakeholder relationships;
3. Developing logframes, work breakdown structures, project schedules and budgets, procurement plans, contracts and risk management plans and administering same;
4. Assisting in the preparation, review and approval of Terms of Reference (TORs) for the identification and then the selection of consultants for hire within projects;
5. Managing project consultancies on behalf of the CROSOQ Secretariat or with beneficiary Member States;
6. Ensuring that goods and services are procured according to the relevant CROSOQ and donor policies, rules and procedures;
7. Coordinating the development of relevant project activities in member states;
8. Ensuring smooth, timely and accurate flow of information between CROSOQ, donors, partners and stakeholders within the framework of the agreed activities;
9. Preparing progress reports for submission to the CEO, CROSOQ Council, donors and project partners as required;
10. Undertaking periodic evaluations of project activities and assist in project reviews as appropriate;
11. Ensuring that project expenditures are aligned to approved project budgets.
12. Ensuring compliance of all project activities with relevant administrative and financial requirements of the donor and CROSOQ;
13. Ensuring that lessons learnt during the implementation of the programme are captured, documented and disseminated among member states;
14. Liaising with relevant persons in the resolution of day-to-day administrative and operational problems;
15. Identifying project risks and related mitigating strategies, and proposing alternatives where necessary;
16. Representing the projects and promoting their objectives and CROSOQ in regional and international arenas;
17. Reporting to the CEO, CROSOQ on programme and project activities.

(f) Performing such other reasonable duties as may be assigned by the CEO, CROSOQ.





Minimum Qualifications and Requirements

Education

- (a) University degree in Natural Science, Applied Science, Physical Sciences, Economics, Business Administration or relevant discipline
- (b) Certification in Project Management.

Experience

- (a) At least five (5) years' experience in managing projects
- (b) Experience in working in a development cooperation or donor funded environment (asset).
- (c) Experience in project proposal writing, negotiating and contracting projects with donors

Key Competencies

- a) Experience working in an intergovernmental/multi-cultural organization would be an asset
- b) Advanced degree is an asset
- c) Knowledge of standardization, metrology, accreditation and conformity assessment is an asset
- d) Good verbal and written English is required; working knowledge of another regional language is an asset
- e) Proven ability to work effectively with diverse cross functional teams
- f) Proficiency in the use of contemporary computer-based applications including Microsoft Project is an asset
- g) Ability to communicate effectively at all levels including senior management
- h) Excellent analytical and assessment skills
- i) Excellent attention to detail

Reporting Relationship: Chief Executive Officer

Positions Supervised: None

Principal Organisation Relationships:

-Internal:

Chief Executive Officer





Staff

-External

National Standard Bureaus

CROSQ Council

Caricom Secretariat

Partner Organisations

Donor agencies

Consultants and experts working with CROSQ

To apply, please email your Application letter and CV or Resume crosq.caricom@crosq.org
For the attention of Heather Wilson, using the caption **Project Coordinator, Resource Mobilization
and Programme Development**

Closing date for applications is **March 20, 2023**

