

ASSOCIATION OF CARIBBEAN STATES (ACS)

TERMS OF REFERENCE: **DIRECTOR FOR TRADE AND SUSTAINABLE DEVELOPMENT**

1. CONTEXT

The Association of Caribbean States (ACS) is a regional intergovernmental organisation created by virtue of the Convention establishing the Association of Caribbean States signed in Cartagena de Indias, Colombia, on 24th July 1994. The Convention identifies the purpose of the organisation, as, *inter alia*, developing the collective capabilities of the Caribbean Region to achieve sustained cultural, economic, social and scientific technological advancement; developing the potential of the Caribbean Sea and promoting an enhanced economic space for trade and investment.

From the inception therefore, ACS leaders envisioned an Association that supported holistic development within and for the Region that would engender cohesive and sustainable results. With a view to facilitating consultation, cooperation, coordination and concerted action towards these ideals, the governance structure of both the ACS and its Secretariat has been in constant evolution as members have sought to better equip the Association to handle the increasingly intertwined priorities that inform the Region's vision for its sustainable development. Said priorities have themselves evolved in the context of paradigm shifts in the geo-political, socio-cultural, economic and environmental realities internal to the Greater Caribbean but also external to the Region that impact its development. The ACS Secretariat has been restructured on various occasions in the pursuit of the most effective, synergistic and nimble organisation, equipped to handle these substantive and intertwined sustainable development issues and goals.

The most recent iteration regarding restructuring of the ACS Secretariat was effected in fulfilment of the mandate to revitalize the Association issued by virtue of paragraph 37 of the Havana Declaration of the 7th Summit of Heads of State and Government of the ACS (Havana Cuba on 6 June, 2016). The revitalization process culminated in 2018 with the adoption by the 23rd Ordinary Meeting of the Ministerial Council of the ACS, of Agreement 22/18 "to approve the recommendations for the restructuring of the Secretariat of the Association of Caribbean States, which establishes the following Directorates:

- Directorate for Cooperation and Resource Mobilisation - the Director of this Directorate would be responsible for the former Special Fund Unit;

- Directorate for Trade and Sustainable Development - the Director of this Directorate would be responsible for Trade, Transport, Sustainable Tourism and External Economic Relations;
- Directorate for Disaster Risk Reduction, Environment, and the Caribbean Sea - the Director of this Directorate would be responsible for matters related to climate change, disaster risk reduction and the Caribbean Sea.

In accordance with what was agreed in the 9th Extraordinary Meeting of the Ministerial Council of the proposed themes and functions of these directorates made by the Open Ended Group, the themes of trade, transport, sustainable tourism and external economic relations, all revenue generating sectors for the entire ACS membership, critical to cohesive and sustainable development, would now be serviced by the Directorate for Trade and Sustainable Development. The linkages between these areas can thus be more systematically developed to the mutual enhancement of activity in each individual area. The expected result is more cohesive development within and between each of the aforementioned sectors as work plans, projects and programmes are increasingly integrated to reflect each other's concerns and strengths.

The sectors of trade, transport, sustainable tourism and external economic relations feed into each other both upstream and downstream, constituting inputs and derivatives for each other. For example better transportation systems facilitate both increased trade and tourist activity (goods and services, including cultural services) which can only be sustained if trade systems are adequate to support the demand created by both sectors. The ultimate derivative of each of these independent but related phenomena is an enhanced and more stable economic space. The consequent sustainable economic development must then, through policy, provide socio-economic development dividends at all levels of society.

The overlap of the sectors of trade, transport, sustainable tourism and external economic relations is reflected in the common Sustainable Development Goals (SDGs) to which they are linked. Effectively planned and managed, sustainable tourism, effective transport and enhanced and equitable trade contribute to all 17 SDGs, leaving no individual or ACS member behind and directly addressing the first global goal to reduce poverty. It is precisely to ensure that the ACS treats these intertwined sectors with equal attention and maximizes the synergies that the ACS Secretariat has been restructured to pool trade, transport sustainable tourism and external economic relations within a single suitably staffed Directorate. The resulting synergies are expected to facilitate more effective, lean and focused resource management yielding greater results for each sector individually and all the sectors collectively.

The mainstreaming of gender and youth into all projects and programmes within the Directorate will further enhance efforts to reduce poverty. Additionally, with a mechanism in place for more effective resource management, it is expected that results will be more sustainable thereby producing greater long term impact. Given these goals and expectations a strategic policy and programme management approach is required to effectively administrate this multi-sectoral directorate.

Given this mandate, the Terms of Reference for the Director for Trade and Sustainable Development are articulated below in light of the foregoing. As per provision of the Working Group report approved by the 22nd Meeting of the Ministerial Council, in order to maintain regional balance, Directors are designated by the Ministerial Council from amongst a shortlist of three candidates proposed by countries based on eligible subgrouping.

2. OBJECTIVE

To recruit suitably qualified individuals from Member States to head the Directorate for Trade and Sustainable Development, based on the rotating eligibility of the geographic subgroups of the ACS.

3. SCOPE OF WORK

Under the direction of the Secretary General, the incumbent is responsible for advising and assisting in the day to day management of the Secretariat, coordinating and managing the workload of the Directorate as well as implementing ACS policies, plans and work programmes in the areas of Trade, Transport, Sustainable Tourism and External Economic Relations.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities:

1. Advise the Secretary General and the other Directorates in rationalizing, coordinating, managing and implementing ACS policies, programmes and projects which contribute effectively to the development process in the Greater Caribbean;
2. Assist in the institutional strengthening of the Secretariat through development and delivery of appropriate training workshops/programmes on projects related to trade, transport, sustainable tourism and external economic relations;
3. Assist the Secretary General with presentations to the Executive Boards and the Ministerial Council;
4. Provide management oversight and assist in the execution of programmes and projects related to trade, transport, sustainable tourism and external economic relations emanating from the Plan of Action in coordination with the Director of Cooperation and Resource Mobilisation and under the direction of the Secretary General;
5. Assist the Secretary General in designing and presenting to Member States, cooperation projects on trade, transport, sustainable tourism and external economic relations, in close collaboration with the Directorate for Cooperation and Resource Mobilisation;
6. Assist in decision-making with respect to the adoption, implementation and management of programmes and projects in alignment with the Plan of Action and mandates issued by the ACS Summits of Heads of State and/or Governments and the Ministerial Council;
7. Ensure that the work documents for meetings of the ACS bodies and working groups under his/her responsibility, as well as the results of such meetings are prepared for circulation, in compliance with Agreements 13/10 and 9/17;
8. Assist the Secretary General in safeguarding the legal and political integrity of Co-operation Agreements, programmes and projects entrusted to the

Secretariat in the areas of Trade, Transport, Sustainable Tourism, and External Economic Relations taking into consideration all relevant regional and international Agreements such as the Sendai Framework for Disaster Risk Reduction 2015-2030, the Paris Agreement on Climate Change and the 2030 Agenda for Sustainable Development amongst others;

9. Collaborate in the development of draft agendas and participate in meetings of the Special Committees for Trade Development and External Economic Affairs, Transport, Sustainable Tourism, Disaster Risk Reduction, the Caribbean Sea Commission and the Council of National Representatives of the Special Fund, as well as all other meetings, conferences and activities which he/she has been assigned by the Secretary General relating to the smooth running of the Association and the realisation of its aims and objectives;
10. Prepare and present reports at regular intervals on projects being managed, including reports to be submitted after workshops/missions in accordance with Agreement 13/10 and 9/17;
11. Prepare papers, articles and lectures as required by the Secretariat;
12. Perform the function of Chargé d'affaires, a.i. in the absence of the Secretary General as designated;
13. Conduct all functions stipulated in the Ministerial Agreements and in the manuals and regulations drawn up by the Secretariat.

Specific Duties and Responsibilities:

14. Develop and manage a work programme that mainstreams the 2030 Sustainable Development Goals that are relevant to the mandates of Trade, Transport, Sustainable Tourism and External Economic Relations in alignment with the Plan of Action and mandates issued by the ACS Summits of Heads of State and/or Governments and the Ministerial Council;
15. Support and develop programmes for promoting and strengthening economic and trade integration amongst Member States;

16. Assist the Secretary General in compiling regional statistics relevant to the mandates of Trade, Transport, Sustainable Tourism and External Economic Relations;
17. Assist the Secretary General in promoting synergies for sustainable development and capacity building;
18. Assist the Secretary General and the Director for Cooperation and Resource Mobilisation in identifying financial resources in accordance with the Addis Ababa Action Agenda on Financing for Development.

STAKEHOLDER RELATIONSHIPS

1. Maintain contacts and interface with ACS liaison officers within the Member States, Associate Members and Observers, as well as third countries, government institutions, international organisations and agencies related to his/her ACS responsibilities;
2. Represent the Secretary General at Official events and conferences as designated.

4. DURATION

The terms and conditions of the Contract shall be applied for the duration of the Contract which shall be for an initial period of three (3) years, with an option for one (1) renewal for two (2) years, in accordance with the relevant provisions of Agreement 10/95 or relevant decisions of the Ministerial Council.

5. REMUNERATION PACKAGE

- a) A Monthly Salary of US\$6,609.63;
- b) Purchase of airline ticket to and from Port of Spain, Trinidad and Tobago, for the Director and up to four (4) dependents from the point of origin;
- c) Payment of airline ticket, per diem and travel expenses for official travel in keeping with the relevant internal guidelines;

- d) Group Health Insurance Medical Plan;
- e) Annual paid vacation entitlement of 25 working days;
- f) Participation in ACS International Staff Fund (employee – 7% and employer – 14%);
- g) Subsidy Grant of one month's salary for every completed year of service payable at the end of the Contract;
- h) Shipping of personal effects from and to point of origin in keeping with the relevant internal guidelines;

6. QUALIFICATION AND EXPERIENCE

Eligible Candidates must possess the following qualifications and experience:

- A Post Graduate University degree (Master's degree or equivalent) in fields related to International Relations, Development Studies, Economics or other relevant areas.
- At least fifteen years' relevant work experience, preferably with experience at international or regional levels in areas such as Trade, Transport, Sustainable Tourism, External Economic Relations and International Economic Relations; and
- Experience in management of projects funded by international cooperation agencies and/or participation in international negotiations.

7. KNOWLEDGE AND COMPETENCIES

- Excellent oral and written communication skills in at least two (2) of the official languages of the ACS;
- Strong interpersonal skills;
- Strong leadership, teamwork, decision-making and management skills;
- Ability to work in a multicultural environment.

8. ADDITIONAL INFORMATION

SUPERVISORY RESPONSIBILITIES

The incumbent is responsible for co-ordinating, managing and overseeing the work of two (2) Advisors, two (2) Research Assistants and a Secretary. Other duties include training and evaluation; planning, and assigning responsibilities.

OFFICIAL TRAVEL

The incumbent is expected to travel in the course of his/her duties.