

USAID/PROSE
Technical Coordinator Vacancy
Statement of Work

STATEMENT OF WORK

Position: Technical Coordinator
Project: USAID PROSE
Location: ESC Region

Consultant Agreement Period of Performance: Work may begin upon approval by USAID, with a start date no earlier than 20 May 2024.

Supervision. The incumbent will report to Ms. Marianela Guzman, PROSE Chief of Party (CoP).

Communication protocols. Cadmus expects that the incumbent will have regular direct communication with PROSE partners and stakeholders. Changes to workplan, budgets, or schedule or performance issues may not be discussed substantively with these partners and must be referred to the Chief of Party.

Resignation. The incumbent agrees to provide at least 4 weeks' written notice should a decision be made to terminate services.

Other Direct Costs (ODCs): The position may require limited regional travel. For such travel, the Consultant will receive travel allowances in accordance with the U.S. Federal Travel Regulations. All project-related expenses must be approved in advance in writing by the Chief of Party.

Project Overview: The U.S. Agency for International Development selected Cadmus to implement a disaster management and climate adaptation project entitled "Policy and Regulatory Reform for Resilience (PROSE)." PROSE is headquartered in the Barbados and covers 11 countries in the Eastern and Southern Caribbean region.

Position Responsibilities: The PROSE Technical Coordinator is expected to:

1. Coordinate technical assistance activities pertaining to comprehensive disaster management (CDM) policy/regulatory reform.
2. Drive scope of work (SoW) forecasting and support shaping of Technical Assistance Request (TAR) SoW's in close coordination Objective Leads
3. Facilitate, coordinate, and foster all TAR processes from inception to close-out in coordination with CoP and Objective Leads
4. Provide cross-cutting technical inputs in areas of disaster risk reduction (DRR) and climate resiliency across TAR SoW development.
5. Serves as primary coordination and engagement lead for support from University of West Indies (UWI)
6. Work with CoP and other partners to determine staffing and plan implementation for each PROSE Helpdesk request.
7. Manage the Technical Assistance Tracker and lead PROSE Helpdesk requests as well as activities from other sources, with direct support from the Technical Support Specialist and in close coordination with the Activity Management Specialist.

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8. Support Objective Leads' engagement and liaise with National Focal Points (NFPs) to identify new requests for assistance and/or coordinate collaboration with PROSE staff.
9. Work with other PROSE team members to ensure close collaboration with CDEMA (Caribbean Disaster Emergency Management Agency) and identify opportunities for support the advancement of the CDM Strategy.
10. Responsible for progress tracking of TARs and filing of associated deliverables.
11. Lead quality and monitoring, evaluation, and learning (MEL) indicators based on TARs, under close coordination with the Activity Management Specialist and the Operations Manager.
12. Provide management and technical support of outreach activities, project workshops, and events across the region, in collaboration with CoP and Activity Management Specialist.
13. Participate in regular (e.g. weekly or ad hoc) activity meetings with the PROSE team and CoP to discuss project progress, upcoming activities, actual or anticipated challenges, and other relevant matters.
14. Provide technical input as requested by the CoP for various activities as needed and any other relevant duties.

Required Qualifications

1. Master's degree in Disaster Management, climate resilience studies, development studies, or relevant area of social sciences, and 5 years of professional experience in the DRM or 7 years of professional experience in program management and/or advisory services related to disaster risk reduction and climate resilience.
3. Proven DRR and climate change experience in the Caribbean region, policy experience desired.
4. Experience working and coordinating with National Disaster Management Offices, CDEMA, governments, local communities, and NGOs.
5. Demonstrated ability to leverage an established network of key stakeholders and organizations within the Caribbean region to advance PROSE's initiatives.
6. Technical knowledge of gender integration, Early Warning Systems- (EWS) into disaster risk reduction and climate change policies and programs
7. Strong organizational and analytical skills, excellent technical writing, and communication skills
8. Proven capacity to coordinate, facilitate and implement capacity development activities, such as workshops and trainings.
9. Ability to synthesize, systematize, edit, and review reports to manage content and produce knowledge client deliverables.
10. Able to work independently with no supervision and commitment to teamwork.

Qualified applicant please submit CV with a Cover letter and three professional references to:

Kathy-Ann.Hepburn@cadmusgroup.com