



**Caribbean Development Bank (CDB)**  
**Haiti Country Office (HCO)**  
**Education Specialist**  
**Draft Terms of Reference**  
**November 2024**

## **BACKGROUND**

Ever since Haiti joined the Bank in 2007, CDB Management recognized that for a better understanding of the circumstances/development challenges in Haiti, to better adapt aid to the local situation and to more successfully administer the programme of activities there, it would require the Bank to eventually establish a permanent in-country presence<sup>1</sup>.

The Haiti Country Office (HCO) was established in 2018 to deepen CDB's efforts to contribute meaningfully to the transformation and sustainability of the Haitian economy and seek to assist Haiti's further integration into CARICOM. The Representation coordinates the Bank's aid and builds strategic partnerships within the country. HCO's mandate includes a) monitoring and facilitating the implementation of interventions; b) strengthening partnerships; c) developing closer relationships and facilitating information sharing with Government of Haiti (GOH), development partners and other stakeholders; d) improving communication with, and responsiveness to, various stakeholders; and e) participating in working and discussion groups in the relevant national priority sectors.

The progress and scaling-up of the operational programme for Haiti continue to be a key focus of CDB<sup>2</sup>. CDB and contributors have committed to further supporting Haiti, considering the country's fragility, special development needs, and its strategic importance for the Bank. The establishment of HCO has provided valuable in-country support by establishing relationships and becoming familiar with the Haitian context, challenges and opportunities.

Currently, HCO has a small staff complement of three (3) professionals, (i) the Country Representative, (ii) an Operations Officer and (iii) an Administrative Assistant. The Office has enabled the Bank to forge closer contacts with key local stakeholders (national authorities, NGOs, civil society and the private sector), and also participate more effectively in policy formulation and donor coordination.

---

<sup>1</sup> *Revised Operational Strategy for the Caribbean Development Bank Operations in Haiti (2007-2012)*, SDF 7/2 NM-4, May 2008, Barbados, Caribbean Development Bank.

<sup>2</sup> *Mid-Term Review of the Ninth Cycle of the Special Development Fund (Unified)*, Paper BD60/19, June 2019, Barbados, CDB.

The Haiti CSPE<sup>3</sup> has recommended that “CDB should take full advantage of the HCO, by formally setting out its mandate, responsibilities, and authorities in a way that maximises its contribution to in-country coordination (with other international partners and the GOH), and to achievement of expected development results”. Currently, almost all decisions on minor programme alterations or requests from GOH are referred to Head Quarters (HQ) in Barbados. The Country Representative who has major responsibility for agreed results should have adequate authority to take a lead in making these decisions, within the defined scope of the project/programme and should be given as much flexibility/control over resources as practical. Naturally, programme adjustments would be done in consultation with the relevant project supervisor. The formal empowerment of the office in that regard would improve timely and quality service delivery and eventually lead to greater satisfaction of beneficiaries and partners.

Within the framework and the orientations defined in the “Vision and Approach Paper: Haiti Country Office – The Way Forward (February 2024)”, it is proposed to augment human resources at HCO and to recruit (4) local sector specialists for improved operations, one each in the following thematic areas: (i) Education & Training, (ii) Agriculture / Energy / Environment, (iii) Private Sector (MSMEs) and (iv) Social & Gender.

These Terms of Reference set out the objectives and responsibilities of the Education and Training Specialist, as well as the competencies required for such a position.

## **JOB OBJECTIVES**

Under the guidance and general supervision of CDB Social Sector Division (SSD), the Education Specialist supports the development and preparation of the Education and Training programme and is responsible for managing, implementing, monitoring, evaluating and reporting the progress of education and training projects within the Haiti portfolio. The Specialist provides technical guidance and management support throughout the programming processes to facilitate the administration and achievement of results on education and training projects, to improve learning outcomes and equitable and inclusive education, especially for children who are marginalized, disadvantaged, and excluded in society.

The Specialist contributes to the achievement of results according to plans, allocation, results based-management approaches, as well as CDB’s Strategic Plans, standards of performance, and framework.

## **SUMMARY OF KEY FUNCTIONS/RESPONSIBILITIES:**

### **1. Support to programme development and planning**

- Support the preparation, design and updating of the situation analysis for the education and training programs to ensure that current and comprehensive data on education and training issues is available to guide CDB’s strategic policy, advocacy, intervention and development efforts on education programmes.

---

<sup>3</sup> *Haiti Country Strategy and Programme Evaluation 2007 – 2015*, Paper BD92/2019-B4, March 2019, Barbados, CDB.

- Help HQ Education Supervisor set priorities, strategies, design and implementation plans. Keep abreast of development trends to enhance programme management, efficiency and delivery.
- Participate in strategic programme discussion on the planning of education and training programs. Formulate, design and prepare program proposals for the sector, ensuring alignment with CDB's Strategic Plans and Country Engagement Strategy and Programme, and coherence/integration with the regional strategies and national priorities/plans.
- Establish specific goals, objectives, strategies and implementation plans for the sector using results-based planning approach. Prepare required documentation for programme review and approval.
- Work closely and collaboratively with colleagues at HQ, internal colleagues in Haiti, and international partners to discuss strategies and methodologies, and to determine national priorities to ensure the achievement of concrete and sustainable results.
- Provide technical and operational support throughout all stages of programming processes and to ensure integration, coherence and harmonization of projects with other CDB sectors and achievement of results as planned and allocated.

## **2. Programme management, monitoring, and delivery of results**

- Plan and collaborate with colleagues at HQ, internal colleagues in Haiti and international partners to establish monitoring benchmarks, performance indicators to assess/strengthen performance accountability, coherence and delivery of concrete and sustainable results for the assigned sector on education and training programmes. In particular:
  - i. In collaboration with HQ, ensure that a robust monitoring and evaluation system is in place, that lessons learned are documented, applied and used for education and training programme improvement in Haiti.
  - ii. Ensure that standardized monitoring indicators are developed and measured in all implementation projects and that lessons learned are identified and integrated into programming.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with the Haitian Government and other counterparts to assess progress and to determine required action/interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and weaknesses in programme management.
- Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes/projects through field visits and surveys, and exchange information with stakeholders to assess progress, identify bottlenecks and potential problems, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Monitor and verify the appropriate use of sectoral programme resources (financial, administrative and other assets) confirming compliance with CDB rules, regulations/procedures and commitments, standards of accountability and integrity, ensuring timely reporting of resources utilization.
- Prepare regular and mandated programme reports for management, and partners to keep them informed of programme progress.

### **3. Technical and operational support to programme implementation**

- Provide technical guidance and operational support to Haitian Government counterparts, NGO partners, and international partners on interpretation, application and understanding of CDB policies, strategies, processes and best practices and approaches on education and training related issues to support programme management, implementation and delivery of results.
- Arrange/coordinate availability of technical experts with HQ to ensure timely and appropriate support throughout the programming process.
- Participate in education and training programme meetings to provide technical and operational information, advice and support.
- Draft policy papers, briefs and other strategic programme materials for management use.

### **4. Networking and partnership building**

- Build and sustain effective close working partnerships with relevant Haitian Government counterparts, national stakeholders, global partners, donors, and academia through active networking, advocacy and effective communication to build capacity, exchange knowledge/expertise and to reinforce cooperation to achieve sustainable and broad results on education and training programmes.
- Ensure positive leadership for a quality positioning of the CDB Haiti Country Office with Technical and Financial Partners in education and training.
- Prepare communication and information materials for Haiti Country Office program advocacy to promote awareness, establish partnerships and support fund raising for education and training programs.
- Participate and/or represent CDB in appropriate Financial and Technical Partners discussions on education and related issues to collaborate with international partners/colleagues on planning and preparation of programs/projects ensuring organizational position, interests and priorities are fully considered and integrated in development planning and agenda setting.

### **5. Innovation, knowledge management and capacity building**

- Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders and to support the implementation and delivery of concrete and sustainable programme results.
- Keep abreast, research, benchmark, and implement best practices in education management. Assess, institutionalize and share best practices and knowledge learned.
- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize and implement capacity building initiatives to enhance the competencies of clients/stakeholders to promote sustainable results on education and related programmes/projects.

## 6. Qualifications

- An advanced university degree in one of the following fields is required: education, economics, psychology, sociology, or another related technical field.
  - *\*A bachelor's degree in above areas or other related field, combined with 7 additional years of professional experience in programme planning, management, and/or research in education may be considered in lieu of an advanced university degree.*
- A minimum of five years of professional experience in programme planning, management, and/or research in education is required.
- Relevant experience in an international organization is considered as an asset.
- Fluency in English is required. Knowledge of French and Creole is required.