

CCRIF SPC

TERMS OF REFERENCE (TOR)

PROGRAMME MANAGER – STRATEGIC INITIATIVES

Reporting To: Chief Executive Officer (CEO)

Internal Interfaces: Chief Risk Management Officer (CRMO) & Chief Operations Officer (COO), Business Development Specialists (BDS).

1. Background and Objective

CCRIF SPC is a segregated portfolio company that offers parametric insurance products designed to mitigate the financial impacts of natural disasters in the Caribbean and Central America. To execute its strategic plan, CCRIF is expanding its portfolio to cover new perils and tailoring its core risk models to provide bespoke solutions across vulnerable socio-economic sectors. Related to this would be an increased number of partnerships requiring effective management, implementation and monitoring.

CCRIF is establishing the role of Programme Manager, Strategic Initiatives, to support the Chief Executive Officer (CEO) in driving this next phase of growth. The incumbent will work in close coordination with the Chief Operations Officer (COO) and Chief Risk Management Officer (CRMO) to oversee the funding strategies, business planning, and end-to-end project management necessary to deploy new initiatives from concept to regional implementation. Additionally, the role will entail managing the strategic scaling, enhancement, and deeper market penetration of CCRIF's existing portfolio of parametric products across member countries.

2. Scope of Work and Key Responsibilities

The Programme Manager will focus heavily on the deployment and scaling of new parametric solutions, the expansion of existing products, and introducing/scaling regional development initiatives and associated partnerships across the Caribbean and Central America. Key responsibilities include:



Strategic Business Planning & Implementation: Translate CCRIF's strategic vision into actionable project roadmaps. Support the roll-out of tailored models for critical sectors, including housing, fisheries, agriculture, tourism and public assets.

Product Expansion: Oversee the project lifecycle for the roll-out and execution of new initiatives, coordinating closely with the CRMO on technical design and validation phases and COO on grant funding. Supporting the commercialization and scaling of both existing and parametric insurance solutions.

Cross-Functional Collaboration: Partner closely with the CRMO, Business Development Specialists and work alongside the COO to align project rollouts with operational requirements.

Proposal Writing & Resource Mobilization: Lead the conceptualization and drafting of high-quality funding proposals targeted at development agencies, bilateral donors, and international climate funds to secure capitalization and technical assistance for new and existing initiatives.

Stakeholder & Multilateral Engagement: Supports the CEO to maintain high-level relationships with member governments, regional organizations, and international financial institutions to align regional disaster risk management (DRM) strategies.

Monitoring, Evaluation & Reporting: Develops and manages a Results Framework and Monitoring & Evaluation (M&E) systems to track outcomes, measure developmental impacts, and prepare structured performance reports for the CEO and the Board of Directors.

3. Required Qualifications and Experience

Education: Master's degree or higher in Climate Change/Disaster Risk Management, Economics, Finance, Public Policy, Project Management, or a related quantitative field.

Experience: A minimum of 10 years of post-graduate professional experience in project management, business planning, and/or implementing climate and disaster risk financing instruments. Proven experience working within or alongside multilateral development institutions (e.g., The World Bank, Caribbean Development Bank, IDB) or international development agencies is highly desirable.

Sector Expertise: Strong technical understanding of parametric insurance, microinsurance, disaster risk financing, and the unique socio-economic vulnerabilities of Caribbean sectors like tourism, agriculture, and housing.

Core Competencies: Exceptional executive writing skills, working knowledge in project management software, and a track record of managing donor-funded programmes.