

## **Job Title: Evaluation Officer**

The Caribbean Development Bank (CDB/the Bank) is seeking to recruit a skilled, motivated, and dynamic professional for the role of Evaluation Officer. The successful candidate will be based at CDB's headquarters in St. Michael, Barbados.

### **THE DIVISION**

The Office of Independent Evaluation (OIE) is an independent office of the Bank, reporting to the Board of Directors through the Development Effectiveness Committee (DEC). It has a mandate to evaluate CDB's development performance, assessing outcomes and impact in Borrowing Member Countries (BMCs). The main products are country strategy programme, thematic, policy and corporate process evaluations, as well as validation of Completion Reports prepared by the Operations Department. The work of OIE contributes to learning lessons for the improvement of the Bank's operations and policies.

### **THE ROLE**

The Evaluation Officer (EO) will participate in and assist in managing and conducting selected evaluations, including thematic evaluations, country-level evaluations, and corporate evaluations in accordance with international best practices and standards. The EO will play a key role in generating valuable insights, lessons learned, and good practices, and collaborate closely with CDB staff, engaging in the design and delivery of capacity-building initiatives within the evaluation context. By enhancing the capabilities of CDB staff to design effective evaluations and proficiently collect essential data throughout implementation, the EO will be instrumental in elevating the quality, and the use, of CDB evaluations.

Some travel within the region may be required.

### **KEY RESPONSIBILITY**

The job will require the EO to:

- Participate in the identification, planning, and implementation of selected evaluations, including thematic, country-level, and corporate evaluations and syntheses. This includes the preparation of approach papers, the procurement and supervision of consultants, data gathering and analysis, review of reports, and support in facilitating Evaluation Advisory groups as necessary.
- Prepare Project Completion Validation Reports with reference to the criteria and rating standards of the Bank's Performance Assessment System (PAS), and verification that sufficient evidence is presented to support the results claims.
- Contribute to the planning and execution of knowledge management activities, to ensure that there is optimal uptake of evaluation lessons and insights, in collaboration with the Evaluation, Research and Knowledge Management Assistant. Promote the buy-in and use of evaluations, including through enhanced stakeholder engagement throughout the evaluation process.
- Contribute to the conception and delivery of capacity-building activities tailored for CDB staff. These initiatives are geared toward enhancing expertise in evaluation and fostering the ability to craft effective products while collecting the required data throughout evaluation implementation.
- Contribute to the development and review of evaluation policies, strategies, frameworks, systems, operational guidelines, and tools, and promote their application. Support a culture of evaluation.
- Participate in inter-agency evaluation initiatives, meetings, professional evaluation networks, and fora to keep abreast of developments in good practices and innovations in evaluation.

- Support the development of results frameworks, and actions to promote the use of evaluation.
- Backstop staff and countries in developing actions plans following evaluation recommendations.
- Support communications and engagement on evaluation, and enhanced visibility of evaluation.

## QUALIFICATIONS

The successful candidate should have:

- A Master's degree in relevant fields (e.g. evaluation, development, economics, social sciences).
- A minimum of seven years of progressively responsible experience in evaluation, monitoring and evaluation, or related fields.
- Practical understanding and practice in evaluation quality assurance and assessment mechanisms

The following would be considered assets:

- Professional evaluation qualification, training, or post-graduate qualification in Evaluation and in research methodologies, or relevant experience and practice.
- Advanced skills and practice in tools for modern data analysis, visualization and communication
- Experience in mapping and tracking the follow-up and use of evaluation recommendations
- Proficiency in additional languages
- Working experience in CDB's region and member countries

### *Function-specific Competencies*

The EO must demonstrate:

- Sound knowledge of evaluation principles, norms and standards, methodologies and latest evaluation trends, gender equality and human rights, disability, inclusion and environmental sustainability issues, and how to incorporate them into evaluation practice.
- The ability to design evaluations and manage evaluation processes using proper methodologies.
- The ability to identify/select and manage, motivate, and coordinate appropriate evaluation teams.
- The ability to plan and conduct systematic, independent, impartial evaluations or assessments.
- The ability to exercise mature judgement, tact, integrity, confidentiality, discretion, and respect.
- The ability to manage and maintain effective working relationships with people of different national or cultural backgrounds and portray a positive attitude.

## BEHAVIOURAL COMPETENCIES

Competency	Definition
Acting as a Champion for Change	Actively identifies problems and opportunities for change and implements solutions where appropriate. Maintains effectiveness when experiencing major changes in work tasks or the work environment and supports people in their efforts to try new things.

Acting Decisively	Moves quickly to make decisions and commits to a clear course of action; comfortable making decisions based on partial information; willing to take risks in order to maintain momentum; shows a strong bias toward action.
Acting Strategically	Aligns day-to-day activities around broader organizational goals and objectives; priorities resources and rewards people based on how their actions support the broader needs of the organization
Championing Customer Needs	Calls attention to issues that impact customer satisfaction; view situations from the perspective of customers; encourages people to think about customers when making decisions and develops and sustains productive customer relationships.
Communicating Effectively	Consistently communicates with clarity and thoroughness to optimize audience understanding. Communicate information in a clear, concise, and timely manner. Demonstrates effective speaking and presentation skills
Delivering high-quality work	Critically reviews work processes to ensure quality; addresses problems that could impact quality; makes sure project deliverables and services meet all requirements and expectations; does not make the same mistakes twice
Displaying Technical Expertise	Keep his/her technical skills current; effectively applies specialized knowledge and skills to perform work tasks; understands and masters the technical skills, knowledge, and tasks associated with his/her job; shares technical expertise with others.
Driving for Results	Bottom-line oriented and pushes self and others to achieve results. Keeps current on project status; makes sure people are aware of project status and what they need to do to keep things moving; redirects project resources and activities to overcome setbacks; elevates project concerns to senior levels of leadership when appropriate.

## TERMS OF APPOINTMENT

This is a full-time position with the successful candidate being contracted on a two-year basis in the first instance, with the possibility of renewal. The salary is competitive and commensurate with qualifications and experience. A pension plan, life and medical insurance are included in the benefits package.

This is a multi-post appointment

Before you proceed to apply, please consider the following requirements:

- You must be a national of one of CDB's member countries.
- You will be required to produce evidence of any educational and professional qualifications to support your application if you are selected for an interview.
- All appointments are subject to satisfactory background checks and references.

CDB fully respects the need for confidentiality of the information supplied and assures you that we will not discuss your background and interest with anyone, including references, without your prior consent.

**The deadline for submission of applications is June 9, 2025**