



Terms of Reference

Program Officer CBF Ecosystem-based Adaptation Facility

Position title:	Program Officer, CBF Ecosystem-based Adaptation Facility
Location:	Flexible within the Caribbean or Washington D.C.

I. BACKGROUND

The Caribbean Biodiversity Fund (CBF) is a regional environmental fund whose mission is “to ensure continuous funding for conservation and sustainable development in the Caribbean.” Established in 2012, and with a flexible structure, the CBF is designed to accommodate the receipt, investment, distribution and monitoring of conservation funding throughout the region. Currently, the CBF has two programs: (i) a Conservation Finance Program, anchored by a US\$75 million endowment fund and (ii) a Climate Change Program, focused on Ecosystem-based Adaptation (EbA), with a US\$50 million sinking fund.

In partnership with the German Government under the International Climate Initiative (IKI), and through KfW, the CBF has established a US\$50 million fund for its **Ecosystem-based Adaptation Facility (EbA Facility)**. The EbA Facility is a sinking fund that finances climate change adaptation measures that incorporate biodiversity conservation and ecosystems management as part of adaptation strategies. The Facility’s activities contribute to help people and economies adapt to the adverse impacts of climate change, while also ensuring the resilience of ecosystems. The current EbA Facility funding is to be spent down by 2025.

Currently the EbA Facility has committed about US\$12 million through 11 grants under its first Call for Proposals in 2019. This will increase with subsequent calls for proposals (to approx. 35 - 40 in total). A 2nd call is currently under way. Targeted countries of the EbA Facility currently include Antigua & Barbuda, Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Saint Lucia, and Saint Vincent & the Grenadines. The Bahamas, Barbados, Saint Kitts and Nevis, and

Trinidad and Tobago may benefit through regional projects.

The EbA Facility Program Manager (EbA PM) has responsibilities for day-to-day management of the Facility and leads and supervises the implementation of policy, operational and technical decisions of the CBF Board of Directors, CBF CEO and the EbA Facility Committee. The Program Manager is currently assisted by an EbA Technical Officer with administrative and financial support provided by other CBF staff members.

To give the needed guidance to the EbA Facility, an EbA Facility Committee was created and members appointed by the CBF Board of Directors. The EbA Committee has a mandate assigned by the CBF Board of Directors and is guided by a Charter developed and approved by the Board. The EbA Committee reports, with the support of the EbA Program Manager, to the Board on progress of the EbA Facility.

CBF partner donors to date include the Government of Germany (Federal Ministry of Economic Cooperation and Development – BMZ, and the Federal Ministry of the Environment, Nature Conservation and Nuclear Safety -BMU) through the German Development Bank (KfW), The Nature Conservancy (TNC), and the Global Environment Facility (GEF) — through the World Bank and the United Nations Development Program (UNDP).

More information about the CBF can be found at <http://www.caribbeanbiodiversityfund.org>

II. POSITION SUMMARY

Climate change adaptation is one of the most urgent challenges for the Caribbean islands' existence, its communities, economies, and to the CBF goals.

The CBF seeks a **Program Officer** with a proven record of success in addressing climate change and conservation challenges in order to provide the program support to effectively implement the strategic agenda of the EbA Facility. The Program Officer will work closely with, and report to, the EbA Program Manager, in providing this program support.

The Program Officer will enter into a full-time consultant contract agreement with the CBF. The position will be contracted initially for one year and can be renewed, provided the incumbent continues to meet and/or exceed the objectives set and tasks agreed upon. During the first year, a 3-month probation period shall apply. A review and evaluation will be conducted at the end of the year and will be the basis for potential renewal.

Potential flexibility exists for location within the Caribbean or Washington D.C.¹ This position is open to individuals only. Consulting firms or consortiums of are not eligible. No subcontracting is allowed.

¹ The selected candidate must have all necessary visas and work permits to work in the relevant jurisdiction. The CBF is not able to provide visa or work permit support nor a relocation allowance to the selected candidate.

III. DUTIES AND RESPONSIBILITIES

The Program Officer:

1. General (20% of overall time)
 - Assists the EbA PM in the general and active management of the affairs of the EbA Facility.
 - Assist in the implementation of the EbA Facility Work Plan
 - Assist in the monitoring of grants through progress reports, ongoing communication and site visits.
 - Assist in the preparation and supervision of contracts, call for proposals, grant agreements, and all other arrangements necessary to implement the EbA Facility.
 - Assist in the preparation of reports to the CBF Board of Directors, EbA Facility Chairman/Committee, CBF CEO and Donor.
 - Assist the EbA PM in the organization, delivery and documentation of EbA Committee meetings.

2. Program and Grants Administration Support (50% of overall time)
 - Assists with the assessment and selection of concept notes and full proposals submitted to the EbA Facility for funding consideration.
 - Assist with the review of Grantees' annual work plans and budgets and tracking the progress of implementation.
 - Develop, plan, and organize program-related workshops, trainings and events.
 - Contribute to writing and editing project materials and position papers.
 - Contribute to improving documentation for the operations of the EbA Facility.
 - Assist with program communications to beneficiary organizations, grantees, and the EbA Facility Committee.
 - Liaise with CBF's Legal Advisors to assist with the preparation of documents requiring legal review.
 - Assist with ensuring that the reporting requirements of grantees are met.
 - Assist in ensuring that grantees are in compliance with Grant Agreements and Donation Agreements.
 - Assist with follow-up and communication with grantees on procurement issues.
 - Assists in the preparation of overall program reports on the projects financed by the EbA Facility.
 - Assist the EbA PM in resolving any issues involving a grantee's failure to perform as agreed or failure to report in a proper and timely manner as required.

3. Stakeholders engagement (15% of overall time)
 - Works with the EbA PM to represent and promote the CBF's EbA Facility interests in day-to-day dealings and on-going liaison with grantees,

representatives of governments; non-governmental organizations; community-based organizations and private sector institutions.

- Promotes the capacities and institutional strengthening of grantees to ensure the delivery of quality results and expected impacts of the EbA Facility.
- Represents the CBF EbA Facility at relevant meetings.

4. Communications and outreach materials (10% of overall time)

- Develops written communications and outreach materials, including press releases, blogs, newsletter articles, brochures, pamphlets, and information/promotional materials, as appropriate (in coordination with the EbA PM, Communications Specialist and EbA Technical Officer as needed).
- Supports the visibility of the EbA Facility overall program and grantee projects on the CBF website and social media.
- Secures the submission of communications materials from grantees to the CBF EbA Facility and reviews these materials to ensure suitability for distribution through CBF networks.

5. Monitoring and Evaluation (5% of overall time)

- Assist with the tracking and reporting of the EbA Facility Monitoring Evaluation and Learning (MEL) Plan.
- Assist with Monitoring progress in implementation of the MEL plans of funded projects.
- Conducts field visits to monitor compliance with EbA Facility requirements.

IV. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):

All candidates for the Program Officer position must provide evidence of the following skills and abilities:

A. Minimum qualifications and experience:

1. An undergraduate degree (Bachelor of Science) from a recognized university is required. A Masters degree (in climate change, natural resources management, environmental management, biology or similar) is preferred.
2. At least 5 years of experience in a similar position.
3. Exemplary verbal and written skills in English. Good or advanced Spanish and/or French knowledge (conversational, read and writing) is a strong asset.

B. Management and Technical Skills:

4. **Program/Project management:** Demonstrated experience in developing, implementing and monitoring programs and projects including the components of proposals, work plans, budgets, logical frameworks, procurement plans, monitoring learning and monitoring plans. Demonstrated experience in writing reports, memoranda and similar documents.
5. **Thematic knowledge:** Demonstrated knowledge and understanding about ecosystem-based adaptation issues and their intersection with conservation and natural resources management.
6. **Event Organizing:** Demonstrated experience in developing, organizing and facilitating national/regional workshops and other events. Expertise with online fora, such as organizing and hosting webinars.
7. **Stakeholders groups:** Demonstrated experience working with government agencies, civil society organizations and the private sector. Experience in liaising with donors would be an asset.
8. **Monitoring, Evaluation and Learning:** Demonstrated experience and ability in monitoring, evaluation and learning.
9. **Communications and outreach:** Experience in communications and outreach including the preparation of materials such as brochures, pamphlets, information/promotional documents and online material for web content, social media, etc.

B. Other Skills:

10. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
11. **Proactive behavior:** Be a highly energetic, self-starting, entrepreneurial and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly. Ability to undertake actions, decisions, and achieve results in an independent manner and assume the responsibility for the actions taken.
12. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner often with limited information and under pressure.

V. HOW TO APPLY:

To apply for the Program Officer, CBF EbA Facility position, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org and jsingh@caribbeanbiodiversityfund.org.

All applications must be received by January 22, 2021. Applications not received by the above deadline will be automatically disqualified. Expected start date for the position is April 1, 2021.

A. Application documents:

1. Cover letter
2. Resume
3. Three references
4. Written sample (clearly stating it is of your own authorship or leadership)

B. Selection Process:

1. Any application must contain all the information requested in Section V.A above. Incomplete applications will be automatically eliminated from the review process.
2. All complete applications will be reviewed by a Selection Committee against the evaluation matrix found in Section V.C below.
3. The top 5 candidates will be invited to conduct an interview. Interviews are tentatively scheduled for March 1st, 2021.

C. Selection Criteria and Evaluation Matrix

Selection Evaluation Matrix: Technical Officer, CBF Ecosystem-based Adaptation Facility			
		Maximum Score	Candidate's Score
1.	Minimum Requirements (see Section IV.A)	30	
	Education	7	
	Overall professional experience	8	
	English knowledge	6	
	Spanish knowledge	2	
	French knowledge	2	
	Regional experience	5	
2.	Management and Technical Skills	50	
	Program/project management	22	
	Thematic knowledge	10	
	Event Organizing	5	
	Stakeholder groups	5	
	Monitoring, Evaluation and Learning	3	
	Communication and Outreach	5	
3.	Other skills	15	

	Interpersonal, communication and marketing skills	10	
	Proactive behavior and assertiveness	5	
4.	Written sample	5	
	TOTAL SCORE	100	