



March 2022

Terms of Reference

Program Manager Conservation Finance Program

Position title:	Program Manager, CBF Conservation Finance Program
Location:	Flexible within the insular Caribbean

I. BACKGROUND

Established in 2012, the CBF is a regional environmental fund whose mission is to ensure continuous funding for conservation and sustainable development in the Caribbean. The CBF was designed to accommodate the receipt, investment, distribution and monitoring of conservation funding throughout the region. The CBF has three main goals:

1. To build effective and reliable organizational structures for the CBF and its Caribbean Sustainable Finance Architecture (CSFA).
2. To expand the CBF's thematic and geographic scope.
3. To increase funding for the CBF and the CSFA.

The Fund has a flexible structure to implement innovative solutions for resource mobilization at the regional level through a range of financial instruments. Currently, the CBF manages a total of USD145 million, including USD 95 million endowment in its Conservation Finance Program, which aims to support 12 countries across the region; and

a USD 50 million sinking fund for Ecosystem-based Adaptation – the EbA Facility- which anchors the CBF’s Climate Change Program.

To date the Conservation Finance Program (CFP) manages approximately USD 80 million which aims to support 12 National Conservation Trust Funds (NCTFs) in 12 countries across the region. The countries are: Antigua & Barbuda, The Bahamas, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts & Nevis, St. Lucia and St. Vincent & the Grenadines through the CBF Endowment Fund. The main funder of the CBF Endowment Fund to date is German Development Bank (KfW).

Additionally, the CFP includes an organizational development component aimed at strengthening the network of conservation trust funds that are part of the regional Finance Architecture, including the CBF and manages a growing suite of projects that support the CSFA, including the Caribbean Regional Architecture for Biodiversity (CRAB) Project (signed March 2022) from the Agence Française De Développement (AFD) and projects being developed for support from the Global Environmental Facility (GEF) and the Government of Canada, among others.

II. POSITION SUMMARY

The CBF seeks a **Conservation Finance Program Manager** with a proven record of success in managing environment funds and projects in order to effectively implement the Conservation Finance Program.

The CFP Manager is responsible for the monitoring of the Endowment Fund, and the Caribbean Sustainable Finance Architecture. He/she will also represent the CBF, lead the CFP team and provide relevant input in the CBF institutional systems, including development of Terms of Reference for consultancies, and technical information to be included for the CFP in CBF documents.

III. DUTIES AND RESPONSIBILITIES

The Program Manager:

A. General.

1. Leads and is responsible for the general and active management of the affairs of the Conservation Finance Program;
2. Manages strategic support to the NCTFs and the CBF on approaches to address conservation issues in the Caribbean;
3. Works closely with the CBF CEO on efforts to identify new conservation programs, projects and/or partnerships in the Caribbean;
4. Liaises with CBF Legal advisors as required for guidance on issues relevant to the CBF NCTF Partnership Agreements and other agreements of relevance to the NCTFs (e.g. pre-financing agreements) and the CSFA (e.g. donor project agreements).
5. any other activity to ensure the proper operation of the Program.

B. Operational procedures:

1. Ensure the preparation of CFP submissions to the CBF annual work plans, budgets, procurement and disbursement plans.
2. Contribute to the development of operational manuals and policies of both the CBF and the Conservation Finance Program.
3. Ensure the timely submission of CFP reports to relevant funders, including but not limited KfW and the Government of France through AFD/FFEM.

C. Program and Grants Administration and Monitoring and Evaluation:

1. Leads on the monitoring, evaluating and reporting of the performance of the Conservation Finance Program and its beneficiaries against key performance indicators as required by CBF, KfW and other relevant partners.
2. Supervises and monitors the technical and financial performance of agreements and projects financed by the Conservation Finance Program, supported by data collection and reporting.
3. Responsible for preparing or overseeing the preparation and supervision of contracts, grant agreements, and all other documents necessary to implement the CFP.

D. Financial Oversight:

1. Oversees and approves all CFP financial commitments
2. Assists CBF's Finance Officer, and Finance Committee in reviewing and monitoring all reports from the endowment asset manager.
3. Manages the CBF CFP team to ensure the Program's reporting, compliance and budget.

E. Staff management:

1. Functions as the lead for the CFP Team (*program and project support staff*) including participating in the team selection process and preparation of work-plans and supervision of the performance of their duties.
2. Coordinates with the CBF CEO on the management of the CFP team and its support staff.

F. Stakeholders engagement:

1. Promotes the capacities and institutional strengthening of the beneficiaries to ensure the delivery of quality results and expected impacts of the CFP.
2. Represents the CBF CFP in meetings as well as regional and international conferences and events.

G. Communication support.

1. Ensures the CFP input in the development and implementation of the CBF Communication Strategy including ensuring the CBF, KfW, AfD and any other funders are adequately represented in all beneficiary materials.
2. Ensures the accuracy of CFP technical information in CBF communication materials
3. Supports CBF organisation at relevant technical and outreach events

H. Coordination with other initiatives:

1. Develops and maintains a network of contacts with other conservation organisations and relevant stakeholders in order to achieve greater efficiencies and synergies, access additional potential sources of funding, and raise awareness of any potential negative impacts on biodiversity that could result from proposed or current donor-funded, government-funded and private-sector-funded initiatives in coordination with the CBF CEO and Board.

I. Travel expectation:

1. Travel is expected within the Caribbean region and internationally to monitor implementation at project sites, promote the Conservation Finance Program results and findings and meet with existing and potential partners and donors.

IV. REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS (evaluation criteria):

All candidates for the Program Manager position must provide evidence of the following qualifications, experience and skills:

A. Education and Experience

1. An undergraduate degree from a recognized university in natural resources management, environmental management, conservation finance or related discipline is required. A Master's degree or MBA in relevant field is a distinct advantage.
2. Demonstrated experience in program management
3. Demonstrated experience working in the Caribbean region
4. At least five years of experience in environmental grantmaking and management.
5. Exemplary verbal and written skills in English.
6. Good or advanced Spanish or French knowledge (conversational, read and writing) is considered a strong asset.

B. Technical Skills and Thematic Knowledge:

7. Demonstrated knowledge and understanding of conservation trust funds, biodiversity and conservation issues at the international and national levels and their intersection with conservation and natural resources management.
8. Demonstrated organizational and management experience in developing, administering, implementing and monitoring grant making programs and projects with specific objectives.
9. Demonstrated experience in implementing a detailed budget, and writing reports, memoranda and similar documents.

C. Monitoring, Evaluation and Learning:

10. Demonstrated experience in the development and application of Monitoring, Evaluation and Learning plans

D. Staff Management:

11. Demonstrated experience and ability in supervising staff, providing guidance and establishing strong teams.

E. Fundraising and marketing:

12. Experience in marketing and/or fundraising with an emphasis on raising funds from multilateral and bilateral aid agencies, foundations, and the private sector.

F. Management and other skills:

13. High capacity to establish a successful vision for the tasks at hand and deliver results within a specific time frame and a team effort environment.

G. Skills and Relationship Management:

14. Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
15. Demonstrated experience working at the leadership and operational levels with government agencies, civil society organization, development agencies, and the private sector. Experience working with Committees, Board of Directors or similar types of structures and interacting with its members.
16. Experience in work with German/international cooperation programs and projects is an asset.

H. Other considerations:

17. **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.
18. **Assertiveness:** Capacity to solve problems and represent CBF in an assertive manner.

V. HOW TO APPLY:

To apply for the CBF Conservation Finance Program Manager, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org and jbuchanan@caribbeanbiodiversityfund.org. All applications must be received by Monday May 2nd, 2022 at 11:59PM USEST. Applications not received by the above deadline will be automatically disqualified. Expected start date for the position is July 1st, 2022.

A. Application documents:

1. Cover letter
2. Resume
3. Three references
4. Signed Declaration of Undertaking (see Section VI below)
5. Written sample of 3 pages or less (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 between June 6th and June 10th, 2022.

C. Selection Criteria and Evaluation Matrix

Selection Evaluation Matrix: Program Manager, CBF Ecosystem-based Adaptation Facility			
		Maximum Score	Candidate's Score
A.	Education and Experience	25	
1	Degree	3	
2	Project Management	5	
3	Caribbean/Regional experience	5	
3	Overall professional experience	5	
4	English knowledge	5	
5	French and/or Spanish knowledge	2	
B.	Technical Skills and Thematic Knowledge	20	
6	Thematic knowledge	8	
7	Program management	8	
8	Document preparation	4	
C.	Monitoring, Evaluation and Learning	10	
D	Staff Management	5	
E	Fundraising and marketing	7	
F	Management and other skills	10	
G	Skills and Relationship Management	10	
9	Interpersonal and communication skills	5	
10	Key Partner Experience	2	
11	Relevant Donor Experience	3	
H	Other considerations	6	
12	Proactive behavior	3	
13	Assertiveness	3	
4.	Written sample	7	
	TOTAL SCORE	100	

Terms of Employment

The Program Manager will enter into an employment or consultant contract agreement with the CBF. The Manager position will be contracted initially for two years and can be renewed, provided the Manager 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 each year and will be the basis for a potential renewal. The selection for the Conservation Finance Program Manager will be in alignment with the below criteria:

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

Declaration of Undertaking

I underscore the importance of a free, fair and competitive contracting procedure that precludes abusive practices. In this respect I have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present tendering process or, in the event that I am awarded the contract, in the subsequent execution of the contract. I also declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines¹.

I also underscore the importance of adhering to environmental and social standards in the implementation of the project. I undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

I will inform the CBF Secretariat of their respective obligations and of their obligation to fulfil this declaration of undertaking and to obey the laws of the country of [] (name of country).

I also declare that I have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that I will immediately inform the CBF if this situation occurs at a later stage.

I acknowledge that, in the event I am added to a list of sanctions that is legally binding on the CBF, the CBF shall be entitled to exclude me or, if the contract me, to immediately cancel such contract if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion from the tender procedure occurs after the Declaration of Undertaking has been issued.

.....
(Place)

.....
(Date)

.....
(Name of company)

.....
(Signature(s))

¹ See "Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries" and "Guidelines for Procurement of Goods, Works and associated Services in Financial Cooperation with Partner Countries"