Terms of Reference

Technical Officer
CBF Ecosystem-based Adaptation Facility

<table>
<thead>
<tr>
<th>Position title:</th>
<th>Technical Officer, CBF Ecosystem-based Adaptation Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Flexible within the Caribbean or Washington D.C.</td>
</tr>
</tbody>
</table>

I. BACKGROUND

Established in 2012, the Caribbean Biodiversity Fund (CBF) is the realization of a bold vision to create reliable, long-term funding for conservation and sustainable development in the Caribbean region. The CBF supports and incentivizes Caribbean countries and territories to meet the goals of the Caribbean Challenge Initiative (CCI) and other international and regional commitments.

The CBF is an umbrella fund with permanent and non-permanent funding.

A total of US$42 million of initial commitments have been made to capitalize a permanent endowment that forms the core of the CBF’s funding structure and its Conservation Program. Donors to date include the Government of Germany through the German Development Bank (KfW), the Global Environment Facility (GEF) — through the World Bank and the United Nations Development Programme (UNDP) — and The Nature Conservancy. To implement activities under the CBF Conservation Program which are financed through the endowment the CBF partners with a National Conservation Trust Fund which receive annual payments from the CBF to lead the grant-making programs at the national level. In addition to its endowment, the CBF was created with a flexible structure to manage sinking funds; revolving funds and project grant funding.

In partnership with the German Government through KfW, the CBF at the end of 2016, established a 26.5 million USD fund for its Ecosystem-based Adaptation Facility (EbA Facility). The EbA
Facility will work as a sinking fund over a period of five years to finance climate change adaptation measures that incorporate biodiversity conservation and ecosystems management as part of adaptation strategies. The Facility’s activities will contribute to help people and economies adapt to the adverse impacts of climate change, while also ensuring the resilience of ecosystems.

An EbA Facility Program Manager has been appointed by the CBF Board of Directors and has responsibilities for the day-to-day management of the Facility and implementing the policy and technical decisions of the CBF Board of Directors, CBF CEO and the EbA Facility Committee.

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 members are scheduled to meet at least four times a year, of which at least one should be a physical meeting. 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.

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

The Technical 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. This position is initially designed as a 4-year position, in line with the current expected remaining duration of the sinking fund.

Potential flexibility exists for location within the Caribbean or Washington D.C. 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 Technical Officer:

---

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.
1. **General** (15% 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
   - Provide relevant information about the technical agenda of the EbA Facility to the EbA PM to support the elaboration of the EbA Facility Annual Work Plan, Call for Proposals, Budget and any Reports.
   - Assist in supervising contracts, grant agreements, and all other arrangements necessary to implement the EbA Facility.

2. **Technical Guidance** (45% of overall time)
   - Assists in the preparation of Calls for Proposals and other technical guidance documents.
   - Provides technical guidance to applicants on concepts and proposals submitted to the EbA Facility.
   - Assists in the assessment and selection of concepts and proposals submitted by proponents for grants under Calls for Proposals
   - Supervises and monitors the technical performance of projects financed by the Facility.
   - Ensures that grantees submit technical reports as required by the EbA Facility procedures; resolving any issues involving a grantee’s failure to perform as agreed or failure to report in a proper and timely manner as required.
   - Assists in the preparation of overall technical reports on the projects financed by the EbA Facility.

3. **Monitoring and Evaluation** (25% of overall time)
   - Assist with the implementation of the EBA Facility M,E&L Plan.
   - Assists partners in the development of M,E&L plans for projects funded by the Facility
   - Monitors progress in implementation of the M,E&L plans of funded projects
   - Conducts field visits to monitor compliance with EbA Facility requirements.

4. **Stakeholders engagement** (10% 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 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 in technical meetings

5. **Communications and outreach materials** (5% of overall time)
• Develops written communications and outreach materials, including brochures, pamphlets, and information/promotional materials, as appropriate (in coordination with the EbA PM as needed).

IV. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):

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

A. Minimum qualifications and experience:

1. An undergraduate degree 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) a strong asset.

B. Technical Skills:

4. Thematic knowledge: Demonstrated knowledge and understanding about technical and policy ecosystem-based adaptation issues at the international and national levels and their intersection with conservation and natural resources management.


6. Stakeholders group: Demonstrated experience working with government agencies, civil society organizations and the private sector.

7. Communications and outreach: Experience in communications and outreach with an emphasis on preparing materials such as brochures, pamphlets, and information/promotional documents.

C. Management and other skills:

8. Program/Project management: Demonstrated experience in developing, implementing and monitoring programs and projects. Demonstrated experience in writing reports, memoranda and similar documents.
9. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.

10. **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.

11. **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 Technical Officer, CBF EbA Facility position, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org, jsingh@caribbeanbiodiversityfund.org, and karim.ould-chih@kfw.de. All applications must be received by December 7th, 2018. Applications not received by the above deadline will be automatically disqualified. Expected start date for the position is April 1, 2019.

**A. Application documents:**

1. Cover letter
2. Resume
3. Three references
4. Expected salary conditions and other benefits
5. Signed Declaration of Undertaking (see Section VI below)
6. 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 February 4th, 2019.

**C. Selection Criteria and Evaluation Matrix**

| Selection Evaluation Matrix:  
| Technical Officer,  
<p>| CBF Ecosystem-based Adaptation Facility |</p>
<table>
<thead>
<tr>
<th></th>
<th>Maximum Score</th>
<th>Candidate’s Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Minimum Requirements</strong>  (see Section IV.A)</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Overall professional experience</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>English knowledge</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Spanish or French knowledge</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>French knowledge</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Regional experience</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>2. Technical Skills</strong></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Thematic knowledge</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Monitoring, Evaluation and Learning</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Stakeholders group</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>3. Management and other skills</strong></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Program and project management</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Interpersonal, communication and marketing skills</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Proactive behavior and assertiveness</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>4. Written sample</strong></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SCORE</strong></td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

**VI. Declaration of Undertaking**

We underscore the importance of a free, fair and competitive contracting procedure that precludes abusive practices. In this respect we 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 we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines\(^2\).

We also underscore the importance of adhering to environmental and social standards in the implementation of the project. We 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.

\(^2\) 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"
We will inform our staff of their respective obligations and of their obligation to fulfill this declaration of undertaking and to obey the laws of the country of [ ] (name of country).

We also declare that our company/all members of the consortium has/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 our company/all members of the consortium will immediately inform the Client and KfW if this situation occurs at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding on the Client and/or KfW, the Client shall be entitled to exclude us/the consortium or, if the contract is awarded to our company/the consortium, 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 individual)

.................................................................
(Signature)