



May 2023

Terms of Reference

Position title:	Program Manager, CBF Advancing Circular Economy (ACE) Facility
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 2022-2027 CBF Strategic Plan has three main goals:

1. CBF is an effective institution with exemplary practice standards.
2. CBF grantees and beneficiaries geographically cover more of the Caribbean region.
3. CBF provides sustainable financing opportunities for the Caribbean region.

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 USD175 million, including USD 95 million endowment in its Conservation Finance Program, which aims to support 12 countries across the region, a USD 50 million sinking fund for Ecosystem-based Adaptation – the EbA Facility- which anchors the CBF’s Climate Change Program; and a € 25 million¹ sinking fund for the

¹ approx. USD 28 Million

Advancing of Circular Economy – the ACE. Facility which anchors the Nature Based Economies Program.

The ACE Facility was developed to contribute to the reduction of marine pollution in the Caribbean through the promotion of sustainable circular economy interventions. The Facility will award grants through a call for proposals process to finance and provide technical support projects with a long-term focus on reducing marine litter or prevent its introduction into the marine environment, improve the framework conditions for circular economy and engage local Caribbean communities in reducing marine pollution. Key outputs of the ACE Facility are:

1. The ACE Facility as a financing mechanism for circular economy interventions in the Caribbean is operational.
2. Priority circular economy measures that achieve measurable reduction of marine litter have been implemented.
3. Capacities and awareness of public and private actors for the circular economy have been strengthened.

The ACE Facility will work with public and private sector partners as well as other Caribbean stakeholders to fund projects that promote and apply practical circular economy principles to minimize, prevent or remove waste entering the marine environment and/or removing marine litter. This is to be achieved by investments in equipment and infrastructure but also generation of data and knowledge, policy support and education of consumers.

Individual projects will be targeted in 9 countries across the region. The countries are: Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Montserrat, Saint Lucia, Saint Vincent and the Grenadines. Funding for the ACE Facility is provided by the German Ministry for Economic Cooperation and Development (BMZ) through the German Development Bank (KfW). The CBF hopes to attract additional donors for the ACE Facility in the future.

Oversight of the ACE Facility will be a collaboration between the CBF Secretariat and the ACE Committee. The ACE Committee comprises external experts appointed by the CBF Board. Its purpose is to provide overall technical supervision and strategic advice and guidance to the operations of the ACE Facility.

For more information, please visit the CBF website (www.caribbeanbiodiversityfund.org).

II. POSITION SUMMARY

The CBF seeks a **Program Manager** in charge of the Advancing Circular Economy (ACE) Facility with a proven record of success in managing projects and related programs relating to circular economy, included but not limited to marine litter and waste management.

The Program Manager will lead the ACE Facility as part of the new Nature Based Economies Program of the CBF. Working closely with the CBF Board and CEO and the CBF Secretariat team, the PM will manage the operationalisation and implementation of the ACE Facility, including any technical, financial and procurement activities.

The ACE Facility Program Manager also serves as Secretary to the ACE Committee and is responsible for oversight of the staff and activities of the ACE Facility as well as to contribute to the ACE strategy and other policy and organizational documents relevant for the ACE Facility.

III. DUTIES AND RESPONSIBILITIES

The Program Manager will:

A. General.

1. Lead and is responsible for the general and active management of the ACE Facility including the operationalization of the ACE Facility to include the oversight and lead responsibility for the development of operational manuals, grantmaking framework, governance, and other relevant documents.
2. Liaise with the current donor KfW (and potentially others in future).
3. Provide strategic support to the ACE Committee and the CBF on the ACE Facility's approach in the Caribbean.
4. Work closely with the CBF CEO and the CBF Management Team on efforts to identify new relevant finance mechanisms and partnerships in the Caribbean.
5. Manage the CBF ACE Facility team to ensure ACE Facility reporting, compliance and budget, in particular the ACE Facility Call for Proposals (CfP) preparation, launch, analysis, selection and grant award process.
6. Serve as secretary to the ACE Committee, including preparation for meetings and executing the ACE Committee's guidance in the implementation of ACE Facility activities.
7. Lead on the monitoring, evaluation and reporting of the performance of the ACE Facility and its grants against key indicators as required by CBF and KfW.
8. Liaise with CBF Legal advisors as required for guidance on legal issues and for the development of legal instruments including grant agreements relevant to the ACE Facility.
9. Any other activity to ensure the proper operation of the Facility.

B. ACE and relevant CBF operational procedures:

1. Prepare and monitor implementation of the ACE Facility annual work plans, procurement plans, budgets and disbursement plans for the CBF Board and KfW.
2. Lead on the development and inclusion of operational manuals and policies for the ACE Facility within the CBF policy framework

3. Report on the implementation progress to CBF Board and KfW.

C. Program and Grants Administration and Monitoring and Evaluation:

1. Lead the preparation and implementation of calls for proposals.
2. Supervise and monitor the technical and financial performance of projects financed by the ACE Facility, supported by data collection and reporting.
3. Generally prepare or cause to be prepared and supervise consultancy contracts, grant agreements, and all other documents necessary to implement the ACE Facility.
4. Ensure compliance of all ACE Facility activities with existing CBF Policies and Procedures, including Environmental and Social Management System (ESMS) and Gender Policy.

D. Financial Oversight:

1. Oversee and ensure the effective use of ACE Facility funds in alignment with approved work plans and budgets and in close collaboration with the CBF CEO and Finance Team.
2. Oversee and facilitate the approval process for all ACE Facility financial commitments.
3. Work with CBF's Finance team to ensure the effective management of the ACE Facility Asset Manager and the portfolio, including relevant reporting.
4. Manage the CBF ACE Facility team to ensure the Program's reporting, compliance and budget.

E. Staff management:

1. Function as the direct report for the ACE Facility Team members including participating in the selection process and preparation of work-plans, supervision of the performance of their duties.
2. Coordinate with the CBF CEO and Management Team on the mutual support between CBF and the ACE Facility support staff on CBF and ACE deliverables.
3. Prepare TORs, facilitate the hiring process and (if necessary) lead on the CBF's process for termination of ACE Facility Team staff.
4. Participate in the recruitment process in identifying any agreed additional ACE or other CBF team members.

F. Stakeholders engagement:

1. Promote the capacities and institutional strengthening of grantees to ensure the delivery of quality results and expected impacts of the ACE Facility.
2. Represent the CBF and particularly the ACE Facility in meetings, conferences and events.

G. Communication support.

1. Ensure ACE Facility input in the development and implementation of the CBF Communication Strategy.
2. Ensure ACE Facility, CBF and KfW are adequately represented in all CBF, ACE and ACE beneficiary materials.
3. Support CBF organisation at relevant technical and outreach events.

H. Coordination with other initiatives:

1. Develop and maintain a network of contacts with other Circular Economy initiatives and relevant stakeholders in order to achieve greater efficiencies and synergies, and access additional potential sources of funding.
2. Ensure close coordination and cooperation with the -Project “Supporting the framework conditions for a climate-sensitive circular economy in the Caribbean” which is funded by BMZ and implemented by GIZ; and other relevant global and regional circular economy initiatives (e.g. EU, USAID, UNDP, AFD, etc).

I. Travel expectation:

1. Travel is expected within the Caribbean region and internationally to monitor implementation at project sites, promote the ACE Facility’s 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, circular economy/waste management, or related discipline is required. A Master’s degree or equivalent in a relevant field is a distinct advantage.
2. Training in program/project management
3. Demonstrated experience working in the Caribbean region
4. At least five years of experience in environmental grant-making and management.
5. Exemplary verbal and written skills in English.
6. Good or advanced Spanish or French knowledge (conversational and writing) is considered a strong asset.

B. Technical Skills and Thematic Knowledge:

1. Demonstrated knowledge and understanding of waste management/pollution issues along the material value chain and its place in the transition to a circular economy.,
2. Demonstrated organizational and management experience in developing, administering, implementing and monitoring grant making programs and projects with specific objectives, both from a technical and administrative standpoint.
3. Demonstrated knowledge and understanding of conservation trust funds and conservation finance.
4. Demonstrated Caribbean regional and national experience on circular economy principles is an asset.

C. Monitoring, Evaluation and Learning:

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

D. Staff Management:

1. Demonstrated experience and ability in supervising staff, providing guidance and establishing strong (virtual) teams.

E. Fundraising and marketing:

1. 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:

1. 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:

1. Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
2. 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.
3. Experience in work with German/international cooperation programs and projects is an asset.

H. Other considerations:

1. **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.
2. **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 June 5, 2023 at 11:59PM USEST. Applications not received by the above deadline will be automatically disqualified. Expected start date for the position is August 2023.

A. Application documents:

1. Cover letter
2. Resume
3. Three references
4. Signed Declaration of Undertaking (see Section VI below)

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 participate in an interview. Interviews are tentatively scheduled between June 19-23, 2023.

C. Selection Criteria and Evaluation Matrix

Selection Evaluation Matrix: Program Manager, CBF Advancing Circular Economy (ACE) Facility			
		Maximum Score	Candidate's Score
A.	Education and Experience	25	
1	Degree	3	
2	Project Management training	5	
3	Caribbean/Regional experience	5	
4	Overall professional experience	4	
5	English knowledge	5	
6	French and/or Spanish knowledge	3	
B.	Technical Skills and Thematic Knowledge	22	

1	Thematic knowledge	8	
2	Program management experience	5	
3	Document preparation	4	
4	Regional and national thematic experience	5	
C.	Monitoring, Evaluation and Learning	12	
D	Staff Management	6	
E	Fundraising and marketing	7	
F	Management and other skills	10	
G	Skills and Relationship Management	12	
1	Interpersonal and communication skills	5	
2	Key Partner Experience	4	
3	Relevant Donor Experience	3	
H	Other considerations	6	
1	Proactive behavior	3	
2	Assertiveness	3	
	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 one year 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 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 Guidelines².

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))

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"