



## Terms of Reference

Position title:	CBF Program Officer - Ecosystem-based Adaptation Facility
Location:	Flexible within the insular Caribbean

### 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 USD 88 million endowment fund and (ii) a Climate Change Program, focused on Ecosystem-based Adaptation (EbA), with a USD 50 million sinking fund.

In partnership with the German Government under the International Climate Initiative (IKI), and through KfW, the CBF has established a USD 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 2026.

Through the EbA Facility, the CBF is distributing grants directly to local, national and regional projects through competitive calls for proposals with the aim of supporting effective climate change adaptation measures in the marine and coastal zone of the insular Caribbean. These actions include restoration and rehabilitation of ecosystems, reduction of land-based stressors, other measures to reduce pressures on ecosystems, measures to reduce physical damage to ecosystems, installation of artificial reefs, and grey-green infrastructure (hybrid solutions) relevant to the EbA approach. Projects can be implemented by local, national, regional or international non-governmental organizations (NGOs), national conservation trust funds (NCTFs), community-based organizations (CBOs), government agencies, regional organizations, private sector companies, universities and other academic institutions, and consortia of organizations.

Since the operationalization of the EbA Facility, three calls for proposals have been completed resulting in a total of USD 30 million committed under awards to 24 project projects implementing

Ecosystem-based Adaptation (EbA) projects in the Caribbean region, with a further 6 million in the pipeline for three approved projects. Through the 4th Call for Proposals, the EbA Facility expects to increase the portfolio of grantees to approximately 35-40 across four completed calls. Targeted countries of the EbA Facility currently include Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Montserrat, Saint Lucia, and Saint Vincent & the Grenadines. Antigua & Barbuda, 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, Nuclear Safety, and Consumer Protection - BMUV) through the German Development Bank (KfW), The Nature Conservancy (TNC), the Global Environment Facility (GEF) — through the World Bank and the United Nations Development Program (UNDP), the Agence Française de Développement (AFD) and the Fonds Français pour l'Environnement Mondial (FFEM).

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

The Program Officer will enter into a consultant contract agreement with the CBF. The position will be contracted initially for three months and can be extended and/or renewed, provided the incumbent continues to meet the objectives set and tasks agreed upon.

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

### III. DUTIES AND RESPONSIBILITIES

The Program Officer:

1. General Program Support (20% of overall time)
  - Assists the EbA PM in the general and active management of the affairs of the EbA Facility
  - Assists in the implementation and updating of the EbA Facility Work Plan
  - Assists in the collection of data for the preparation of reports to the CBF Board of Directors, EbA Facility Chairman/Committee, CBF CEO and Donor
  - Assists the EbA PM in the organization, delivery and documentation of EbA Committee meetings
  - Liaises with CBF's Senior Finance and Finance Officers on financial matters including maintaining disbursement records, preparing forecasts and projections
  - Engages in cross cutting CBF duties
  - Assists in strategic planning including review of operational processes and development of new project documents
  - Supports CBF contracting of support services and consultancies including TORs development and evaluation of bids
  - Contributes to improving documentation for the operations of the EbA Facility
  - Contributes to writing and editing project materials and position papers
  - Tracks operational matters on pending actions of grantees and the EbA Facility to facilitate efficient communication and follow up
  - Maintains the EbA Facility filing repository.
  
2. 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 in the monitoring of grants through progress reports, ongoing communication and site visits
  - Assists with the review of Grantees' annual work plans and budgets and tracking the progress of implementation
  - Assists with communications to beneficiary organizations, grantees, and the EbA Facility Committee
  - Assists in ensuring that grantees are in compliance with Grant Agreements and Donation Agreements
  - Assists with follow-up and communication with grantees on budget and procurement matters
  - Ensures adherence to CBF procurement guidelines for grantees
  - 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
  - Supports for the EbA Facility Call for Proposals from development of call documents to selection of award-winning applications

3. 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 grantees, representatives of governments; non-governmental organizations; community-based organizations, private sector institutions, and donors
  - 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
  - Contributes to planning workshops and stakeholder engagements to facilitate grantee knowledge exchange, collaboration and networking.
  
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
  - Reviews promotion and awareness activities of grantees ensuring compliance with CBF-KfW branding guidelines.
  
5. Monitoring, Evaluation and Auditing (10% of overall time)
  - Assists with the tracking and reporting of the EbA Facility Monitoring Evaluation and Learning (MEL) Plan
  - Assists with monitoring progress in implementation of the MEL plans of funded projects
  - Conducts field visits to monitor compliance with EbA Facility requirements.
  - Contributes to KfW reporting at 6 month intervals providing synthesis of lessons learnt and adaptive program management activities
  - Ensures delivery of financial audits and provides project information for the annual CBF use of funds audit.

#### 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 from a recognized university in management, climate change, natural resources/environmental management, project management, finance, or other relevant field is required. A Masters degree 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, reading and writing) would be an 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, budgets and similar documents.
5. **Thematic knowledge:** Demonstrated knowledge and understanding about ecosystem-based adaptation issues and their intersection with conservation finance and natural resources management.
6. **Stakeholders groups:** Demonstrated experience working with government agencies, civil society organizations and the private sector. Experience in liaising with donors would be an asset.
7. **Monitoring, Evaluation and Learning:** Demonstrated experience and ability in monitoring, evaluation and learning.
8. **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.
9. **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.

**C. Other Skills:**

10. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations. Experience in working with remote teams would be an asset.
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.

**V.HOW TO APPLY:**

To apply for the Program Officer, CBF EbA Facility position, please submit the documents listed below via email with subject line “**Application: CBF Program Officer – EbA Facility**” to [secretariat@caribbeanbiodiversityfund.org](mailto:secretariat@caribbeanbiodiversityfund.org) copying [jbuchanan@caribbeanbiodiversityfund.org](mailto:jbuchanan@caribbeanbiodiversityfund.org)

All applications must be received by Monday, August 21, 2023. Applications not received by the above deadline will be automatically disqualified. Expected start date for the position is Monday, October 2, 2023.

**A. Application documents:**

1. Cover letter
2. Resume
3. Three references

**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 4 candidates will be invited to conduct an interview.

### C. Selection Criteria and Evaluation Matrix

<b>Selection Evaluation Matrix: CBF Program Officer, Ecosystem-based Adaptation Facility</b>			
		<b>Maximum Score</b>	<b>Candidate's Score</b>
<b>1.</b>	<b>Minimum Requirements</b> (see Section IV.A)	<b>30</b>	
	Education	5	
	Overall professional experience	8	
	English knowledge	5	
	Spanish knowledge	4	
	French knowledge	3	
	Regional experience	5	
<b>2.</b>	<b>Management and Technical Skills</b>	<b>60</b>	
	Program/project management	30	
	Thematic knowledge	10	
	Event Organizing	5	
	Stakeholder groups	5	
	Monitoring, Evaluation and Learning	5	
	Communication and Outreach	5	
<b>3.</b>	<b>Other skills</b>	<b>10</b>	
	Interpersonal, communication and marketing skills	5	
	Proactive behavior and assertiveness	5	
	<b>TOTAL SCORE</b>	<b>100</b>	