



**CBF Technical Officer, USAID’s Sustainable Financing for Caribbean Regional Conservation Program (SFCRCP)
Project Leader Terms of Reference**

Official Project Name	USAID’s Sustainable Financing for Caribbean Regional Conservation Program (SFCRCP)
Position Title:	CBF Technical Officer, SFCRCP Project Leader
Location:	Flexible within the 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 three programs: (i) a Conservation Finance Program, anchored by a USD 75 million endowment fund and (ii) a Climate Change Program, focused on Ecosystem-based Adaptation (EbA), with a USD 50 million sinking fund and (iii) a Nature Based Economies Program, focused on Advancing Circular Economy principles, with a USD 25.5 million sinking fund.

Under the Conservation Finance Programme, the CBF provides financial resources through eligible National Conservation Trust Funds (NCTFs) and leads the grant-making at the national level. Activities financed under this program may include, but are not limited to, support for PAs management and establishment (including management plans), infrastructure within and outside PAs for natural resources management, environmental education, community engagement, environmental policy, and research. The NCTFs can include government, NGOs, small private associations, and research and academic institutions. The Conservation Finance Programme includes an organizational development component aimed at strengthening the network of conservation trust funds that are part of the Caribbean Sustainable Finance Architecture ("the Architecture").

The Architecture is composed of one regional trust fund: the CBF, and a group of NCTFs, who have signed a partnership agreement with the CBF. Its final objective is to support activities that contribute substantially to the financing and long-term conservation and maintenance of biodiversity in the region. As it is consolidated, the Architecture will address two challenges related to financial flows for conservation in the Caribbean:

1. Create a pole of attraction and reference for financial and technical partners, offering financial conditions of performance, diversification and investment security that are reassuring for them
2. Develop the absorptive capacity of the area in the biodiversity sector, to effectively deploy these financial resources and achieve concrete results and increased impact on biodiversity.

In August 2023, the CBF signed an Agreement with the U.S. Agency for International Development (USAID) for the financing of the Sustainable Financing for Regional Conservation Project. This USAID’s

Sustainable Financing for Caribbean Regional Conservation Program (SFCRCP) project will seek to ensure that CBF beneficiaries - grant recipients and the CBF Partner National CTFs (NCTF) - are strengthened and also able to subsequently strengthen NCTF grantees, to address climate and disaster resilience. This supports the third USAID initiative (Strengthen existing institutions to manage climate risk comprehensively).

Project Objective: The main goal of this project is to ensure that the conservation of ecosystems in the Caribbean region is safeguarded through sustainable financing.

Project budget: approximately USD 4 M from USAID

Project beneficiary countries: Antigua & Barbuda, The Bahamas, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts and Nevis, St. Lucia, and St. Vincent and the Grenadines

Project timeframe: 5 years

The project consists of four key components:

- 1. Assessment and Action Plans for NCTFs and CBF:** The project will evaluate the Caribbean Sustainable Finance Architecture (CSFA), encompassing the National Conservation Trust Funds (NCTFs) and the Caribbean Biodiversity Fund (CBF). This assessment will lead to the development of Action Plans, leveraging the expertise of CBF, aimed at facilitating consolidation and sustainability. The Conservation Trust Funds Practice Standards established in 2020 will guide this process. The project will conduct a baseline assessment of the 11 CBF partner NCTFs, identifying gaps and challenges. Workshops and customized solutions will be devised to address the specific needs of the NCTFs.
- 2. Institutional and Regional Capacity Support:** This component is geared towards bolstering the ongoing capacity and institutional development of CBF beneficiaries, encompassing CBF grantees, NCTFs, and NCTF grantees. The Environmental Foundation of Jamaica (EFJ), the implementing partner, will draw upon its expertise and best practices to provide comprehensive capacity-building. This encompasses a range of grant management practices, including proposal writing, review support for subgrantees, and the establishment of effective reporting systems.
- 3. Assessment and Mapping of Caribbean Conservation and Climate Change Funding Landscape:** A critical facet of the project is the thorough assessment and mapping of the Caribbean Conservation and Climate Change Funding Landscape. The collaboration between the CBF and the NCTFs has been instrumental in advancing sustainable financial mechanisms. This initiative will play a pivotal role in expanding the capacities and financial resources for the Caribbean's Sustainable Finance Architecture. The project's focus on the continued development of the NCTFs positions them as national leaders, driving resource mobilization for biodiversity preservation, Protected Areas, and environmental management priorities. The NCTFs assume three pivotal roles: as local financing sources, conduits for evaluation, and leaders in conservation finance. This component will also engage partners from the government, private sector, and diaspora to assess and determine conservation finance needs, facilitating the definition of appropriate and sustainable mechanisms for funding biodiversity efforts in the region.
- 4. Implementation of Caribbean Climate Resilient Grants:** The fourth component is dedicated to the practical application of capacity support. This involves the selection of proposals that will be implemented by the NCTFs. These grants serve not only to apply the capacity-building insights gained in Component 2 but also to align with USAID's Caribbean vision. Given the significance of

financing solutions for biodiversity conservation and climate resilience initiatives, grantmaking becomes a pivotal driver for the continued growth and evolution of the National Conservation Trust Funds (NCTFs).

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

II. POSITION SUMMARY

The CBF seeks a **CBF Technical Officer - USAID's SFCRCP Project Leader** with a proven record in working and achieving results and impact with donor-driven projects such as the USAID's SFCRCP Project. The position will be contracted initially for one year and will aim to be renewed annually for the duration of the project (5 years), provided the incumbent continues to meet 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 each year and will be the basis for potential renewal.

The CBF operates as a registered organization¹ with employees working remotely within the Caribbean region. We currently have a total of eleven employees from countries such as Dominica, Dominican Republic, Jamaica, St. Lucia, Trinidad and Tobago, St. Vincent and the Grenadines.

The CBF Technical Officer - USAID's SFCRCP Project Leader will be employed full-time by the CBF for the lifetime of the project or based on the availability of funds for the USAID's SFCRCP project. As an employee, you will receive contributions towards health insurance, internet, and mobile charges which will be a part of your salary package. In addition to the salary package, the CBF Technical Officer –USAID's SFCRCP Project Leader will be allowed 15 working days for vacation leave on a yearly basis. The CBF will also provide a laptop and phone during the tenure of this project.

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

Mobility requirement: The post requires work from home and the ability to travel across the region for meetings and site visits.

III. DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the CBF Technical Officer – USAID's SFCRCP Project Leader:

1. General (10% of overall time)

- Assists the Conservation Finance Program Manager (CFPM) and the CBF CEO in the preparation and presentation of reports to the CBF Board of Directors, and other relevant parties;
- Provides the CBF team with information relevant, but not limited, to the objectives and activities of the USAID's SFCRCP Project;
- Provides the CFPM and the CBF Senior Finance Officer and team with relevant information and details in the preparation and tracking of USAID's SFCRCP budget and procurement plan;

¹ Registered in the UK as a Charity and in Jamaica

- As needed travel with the CBF team including but not limited to, support, represent and make presentations on USAID's SFCRCP and the CBF;
2. USAID's SFCRCP Project Management and Coordination (75% of overall time)
- As agreed with the CFPM, leads on the design and CBF's implementation of the USAID's SFCRCP Project Activities, including budget allocation;
 - Engages and liaises with the other project coordinators of the CBF to ensure synergies, effective and efficient implementation of the USAID's SFCRCP project as part of the overall CBF objective
 - Ensures that the USAID's SFCRCP Project, including any sub-agreements, is at all times in compliance with the requirements of the CBF (as per the operations manual, and all CBF Policies) and the project donor, USAID (fixed term agreement).
 - As agreed with the CFPM, leads on the management and oversight of CBF-EFJ Sub-Agreement, including personnel and particularly in terms of design, progress and achieving technical results under the Sub-Agreement;
 - Leads on the preparation of all documents required for the efficient and effective implementation and management of the USAID's SFCRCP Project for review and approval by CBF. This includes but is not limited to the preparation of:
 - Project overall implementation plans;
 - Project annual work plans and budgets and incorporation in CBF Annual Work Plans;
 - Terms of References and other necessary procurement-related documentation for consultancies to be hired according to the Work Plan;
 - Design (as needed), coordinate all USAID's SFCRCP sub-agreements
 - Progress Reports (technical and financial) required and any other queries made by the project donor. This includes as well collation of all USAID's SFCRCP sub-agreement results for reporting to the project partners/donors, and any technical assistant consultants;
 - Develops, plans, and organizes project-related workshops, trainings, and events;
 - Designs and supports, as agreed with the CFPM, USAID's SFCRCP project communications to NCTFs, Donors and other Conservation Finance stakeholders;
 - Works with the CBF Communications team and other relevant partners to ensure the visibility of the USAID's SFCRCP Project on the CBF website and social media, in accordance with the CBF Brand Guidelines, and the USAID Branding and Marking Guidelines. This includes the planning, writing and editing of communication materials and presentations on the USAID's SFCRCP Project ;
 - Establish the Project Steering Committee (PSC), leads on the meetings for the PSC and all communications and engagement as needed with the PSC.
3. Monitoring and Evaluation (15% of overall time)
- Design and implement Monitoring Evaluation and Learning (MEL) Plan for the USAID's SFCRCP Project results that ensures due consideration of CBF and project partner/donor systems;
 - Leads on the tracking and reporting of the Conservation Finance Program Monitoring Evaluation and Learning (MEL) Plan as per the USAID's SFCRCP indicators and results.

- Supports with inputs from the SFCRCP project to the overall CBF Conservation Finance MEL Plan
- As needed prepare and implement travel with the objective to efficiently monitor and evaluate the USAID's SFCRCP activities and initiatives;

IV. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria)

All candidates for the CBF Technical Officer - USAID's SFCRCP Project Leader 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 Master's degree (in natural resources management, environmental management, biology or similar) is preferred.
2. At least 5 years of experience in a similar position managing and coordinating projects of similar scale.
3. At least 3 years of experience in project preparation and implementation with a focus on grantmaking will be considered an asset.
4. Exemplary verbal and written skills in English. French and/or Spanish knowledge (conversational reading and writing) will be considered a strong asset.

Management and Technical Skills:

1. **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.
2. **Thematic knowledge:** Demonstrated knowledge and understanding about environmental grantmaking and conservation trust funds and their intersection with conservation and natural resources management.
3. **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.
4. **Monitoring, Evaluation and Learning:** Demonstrated experience and ability in monitoring, evaluation and learning.

Other Skills:

1. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
2. **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.

3. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner

V. HOW TO APPLY:

To apply for the CBF Technical Officer - USAID's SFCRCP Project Leader position, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org. All applications must be received by October 20, 2023, for consideration. Expected start date for the position is November 13, 2023.

A. Application documents & Criteria:

1. Cover letter that specifically references your strengths in the areas noted
2. Resume
3. Contact information for three references.

Selection Process:

4. A compliance check for documents listed in Section A will be conducted. Additionally, a compliance check will be conducted to ensure that all applicants are Caribbean nationals.
5. All complete applications will be reviewed by a Selection Committee against the evaluation matrix found below.
6. The top four candidates will be invited to participate in an interview. Interviews are tentatively scheduled for the week of October 30, 2023 – November 3, 2023.

B. Selection Criteria and Evaluation Matrix

Selection Evaluation Matrix: CBF Technical Officer – USAID's SFCRCP Project Leader			
		Maximum Score	Candidate's Score
	Minimum Requirements (see Section IV.A)	30	
	Education	7	
	Overall professional experience	6	
	Experience with donor reporting and coordinating projects with USAID or similar donor	3	
	English knowledge	5	
	French knowledge	2	
	Spanish knowledge	2	
	Regional experience	5	
	Management and Technical Skills	50	
	Program/project management	20	
	Thematic knowledge	10	
	Monitoring, Evaluation and Learning	15	
	Communication and Outreach	5	

	Other skills	20	
	Interpersonal and communication skills	10	
	Proactive behavior	5	
	Assertiveness	5	
	TOTAL SCORE	100	