



Terms of Reference

Position title:	CBF Technical Officer, EMPAC 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) who lead 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.

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

More about the Project:

In May 2023, the CBF signed an Agreement with Conservation International on behalf of the Blue Nature Alliance for the financing of the 'Effective Marine Protected Activities for the Caribbean (EMPAC)' Project, for an amount of USD 750,000.00.

Project objective: Enabling partnerships for a Caribbean Action Plan towards achieving sustainable funded, effective marine management.

The EMPAC project consists of 2 key interventions or components:

Key Intervention 1: Advance regional political engagement on ocean conservation targets: By 2025, a regional platform that advances political support for the 30x30 political Call to Action is implemented in the Caribbean region, locking-in regional high-level collaboration within the Caribbean Challenge Initiative (CCI) and CBF political network and catalysing the development of regional MPA policy frameworks and initiatives aligned with 30x30 ambition.

Activities under this Key Intervention:

1. Develop a Stakeholder mapping & Advocacy strategy.
2. Review and analyse the legal framework on creating/expanding MPAs for the region.
3. Develop an updated MPA Gap Analysis for the Caribbean
4. Elaborate and Implement a communication strategy to promote and raise advocacy on MPA implementation to support the 30x30 Ocean Conservation

Key Intervention 2: Scale regional sustainable financing for MPAs: To develop a MPA Finance Facility through a collaboration with the CBF fostering investment into regional and national MPA activities, national sustainable financing mechanisms are identified and capacity to implement them is built, and regional knowledge on appropriate finance mechanisms to advance management effectiveness is shared and replicated.

Activities under this Key Intervention:

1. Conduct a Financial gap analysis supported by McKinsey team. Analysis could extend beyond an initial focus on costs and existing financing streams, to an analysis of potential new revenue sources that could be developed or targeted by the CBF MPA Facility
2. Design the Operational framework for the MPA facility
3. Organize fundraising symposium or conference for the CBF MPA Facility, with the aim to support countries to implement their 30x30 goals.

There is a 3rd component that considers capacity development and a regional platform for MPA management. This is still to be negotiated and the CBF will conduct some work to finalise this component

II. POSITION SUMMARY

The CBF seeks a **CBF Technical Officer - EMPAC Project Leader** with a proven record in working and achieving results and impact with donor-driven projects such as the EMPAC Project. The position will be contracted initially for 3 months and will aim to be renewed based on the needs identified and provided the incumbent continues to meet the objectives set and tasks agreed upon. A review and evaluation will be conducted at the end of the 3 months and will be the basis for potential renewal.

The CBF operates as a registered organization¹ with contracted staff working remotely throughout the Caribbean region. We currently have a total of nine employees from countries such as the Dominican Republic, Jamaica, St. Lucia, Trinidad and Tobago, St. Vincent and the Grenadines. The CBF Technical Officer - EMPAC Project Leader will report to the Conservation Finance Program Manager and the CBF CEO.

This position is open to individuals only. Consulting firms or consortiums are not eligible. No subcontracting is allowed. Potential flexibility exists for location 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 – EMPAC 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 EMPAC Project;
 - Provides the CFPM and the CBF Senior Finance Officer and team with relevant information and details in the preparation and tracking of EMPAC budget and procurement plan;
 - As needed travel with the CBF team including but not limited to, support, represent and make presentations on EMPAC and Marine Conservation related topics for external stakeholders, virtual and in-person events;

2. EMPAC Project Management and Coordination (75% of overall time)
 - As agreed with the CFPM, leads on the design and CBF's implementation of the EMPAC Project Activities, including budget allocation, procurement processes and others. This includes, but is not limited to the preparation of TORs and bidding documents, procurement justifications and reports;
 - Ensures that the EMPAC Project, including any sub-agreements, is at all times in compliance with the requirements of the CBF (as per operations manual and ESMS) and the project donors and project partners.
 - As agreed with the CFPM provide oversight of any Sub-Agreement under the EMPAC project, including consultancies and particularly in terms of design, progress and achieving technical results under any Sub-Agreement;

¹ Registered in the UK as a Charity and in Jamaica

- Leads on the preparation of all documents required for the efficient and effective management of the EMPAC Project as outlined in the Agreement signed between CBF and CI, to be reviewed and approved by CBF first. This includes but is not limited to:
 - Project overall implementation plans (procurement, budget and work plans and any other plans relevant for implementation);
 - Project annual work plans and incorporation in CBF Annual Work Plans;
 - Design (as needed) and collation of EMPAC sub-agreement results for reporting to the project partners/donors, and any technical assistant consultants;
 - Progress reports required and any other queries made by the project donor;
 - Designs and leads on stakeholder engagement, which includes CBF related workshops, trainings, and events aligned to the EMPAC project, in particular in relationship to Marine Conservation
 - Contribute to writing and editing communication materials and presentations on the EMPAC Project;
 - Designs and supports, as agreed with the CFPM, EMPAC 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 EMPAC Project on the CBF website and social media;
 - Where necessary prepares and organizes workshops and other stakeholder engagement events and partnership building and activities to ensure the successful engagement and partnership building to achieve the objectives of the EMPAC Project;
3. Monitoring and Evaluation (15% of overall time)
- Design and implement Monitoring Evaluation and Learning (MEL) Plan for the EMPAC Project results that ensures due consideration of CBF and project partner/donor systems;
 - Assists with the tracking and reporting of the Conservation Finance Program Monitoring Evaluation and Learning (MEL) Plan.

IV. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):

All candidates for the CBF Technical Officer - EMPAC 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 projects of similar scale.

3. At least 3 years of experience in project preparation and implementation with high level decision makers 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.

B. 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 Marine Protected Areas policy and regional coordination on issues of 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.

B. Other Skills:

5. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
6. **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.
7. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner

V. HOW TO APPLY:

To apply for the CBF Technical Officer - EMPAC Project Leader position, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org.

All applications must be received by September 29, 2023, for consideration. Expected start date for the position is November 1, 2023.

A. Application documents & Criteria:

1. Cover letter
2. Resume
3. Contact information for three references.
4. Must be a Caribbean national living in the Caribbean.
5. Minimum of a Bachelor’s Degree or equivalent is required.

B. Selection Process:

1. Shortlisting of candidates will be evaluated on the Section A.
2. All complete applications will be reviewed by a Selection Committee against the evaluation matrix found below.
3. The evaluation committee will determine the need for interviews.

C. Selection Criteria and Evaluation Matrix

Selection Evaluation Matrix: CBF Technical Officer – EMPAC Project Leader			
		Maximum Score	Score
1.	Minimum Requirements (see Section IV.A)	30	
	Education	7	
	Overall professional experience	6	
	Gender experience	3	
	English knowledge	5	
	French knowledge	2	
	Spanish knowledge	2	
	Regional experience	5	
2.	Management and Technical Skills	50	
	Program/project management	20	
	Thematic knowledge	10	
	Monitoring, Evaluation and Learning	15	
	Communication and Outreach	5	
3.	Other skills	20	
	Interpersonal and communication skills	10	
	Proactive behavior	5	
	Assertiveness	5	
	TOTAL SCORE	100	

