



Terms of Reference: Technical Officer - CBF Advancing Circular Economy (ACE) Facility

November 2023

Position title:	Technical Officer, CBF Advancing Circular Economy (ACE) Facility
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, 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 CBF 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 USD 175 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 **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

¹ approx. USD 28 Million

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 **nine (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 **Technical Officer (Monitoring Evaluation and Learning/Environmental and Social Safeguards)** with a proven record of success in implementation of Monitoring and Evaluation (M&E) Frameworks and Environmental and Social Management Systems (ESMS) for environmental projects and programs. The Technical Officer will work closely with, support and report to the **ACE Program Manager (PM)**. The **Technical Officer** should possess a proven record of success in addressing the circular economy, including but not limited to marine litter and waste management in order to provide the program support to effectively implement the

strategic agenda of the ACE Facility.

The Technical Officer will further provide oversight and technical guidance related to international environmental and social safeguards (e.g. World Bank Environmental and Social Framework) to the other CBF Programs (on an as needed basis).

The Technical Officer will enter into a full-time consultant contract agreement with 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. Preference will be given to Caribbean national living in the Caribbean for the position of the Technical Officer and he/she will receive in salary and benefits a minimum of amount of USD 45,000.00 annually (the final remuneration will commensurate with the successful candidates qualifications and experience). The potential for an increase will depend on the availability of funds and performance.

Potential flexibility exists for location within the Caribbean². This position is open to individuals only. Consulting firms or consortiums are not eligible. No subcontracting is allowed.

III. ESSENTIAL FUNCTIONS

The essential functions of the Technical Officer include:

i. Implementation of the ACE Facility MEL

The Technical Officer will be directly responsible for assisting the ACE Facility Program Manager in coordinating the M&E activities of the Facility. This will include data collection and consolidation, high-level analysis reporting and organization, convening and chairing the M&E working group, managing a standard electronic filing system to house performance indicator reference sheets, indicator summary table, data tracking tables, evaluations, and documentations.

ii. Implementation of the ACE Facility ESMS

The Technical Officer will be directly responsible for ensuring the successful implementation of the ACE Facility ESMS. This will include ensuring compliance with the CBF's ESMS and conducting capacity building and training with the relevant stakeholders and grantees regarding their roles and responsibilities adopting an environmental and social management system in alignment with the CBF's ESMS.

iii. Provide support and guidance on the implementation of the CBF's ESMS

² The selected candidate would be home office based, 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.

The Technical Officer will also be required to provide limited support with the preparation of the annual CBF Performance Reports and support to the CBF CEO in relevant portfolio and strategy management conversations and facilitate learning discussions using the results of MEL assessments to support the adaptive management process. The Technical Officer will also be required to with the gradual implementation of the CBF's ESMS across all CBF programs, projects, and activities.

IV. DUTIES AND RESPONSIBILITIES

The Technical Officer will be required to perform the duties (*including but not limited to*) outlined below:

A. General support to the ACE Facility (20% of overall time)

- i. Assist the ACE PM in the general and active management of the affairs of the ACE Facility.
- ii. Assist in the implementation of the ACE Facility Work Plan.
- iii. Assist in the monitoring of grants through progress reports, ongoing communication, and site visits.
- iv. Assist in the preparation and supervision of contracts, call for proposals, grant agreements, and all other arrangements necessary to implement the ACE Facility.
- v. Assist in the preparation of reports to the CBF Board of Directors, ACE Facility Chairman/Committee, CBF CEO and Donor.
- vi. Assist the ACE PM in the organization, delivery, and documentation of ACE Committee Meetings.
- vii. Engage and support with cross cutting CBF duties.
- viii. Assist in strategic planning including review of operational processes and development of new project documents.

B. Implementation of the ACE Facility MEL (30% of overall time)

- i. Assist the ACE PM to ensure effective implementation and monitoring tools based on the ACE Facility MEL Plan.
- ii. Design and implement the ACE Facility MEL tools, templates, processes for conducting data quality assessments required for the effective and efficient implementation of the ACE Facility MEL Plan.
- iii. Collection, analysis, and interpretation of data related to ACE Facility indicators/KPIs and targets including project outcomes and impact, ensuring data quality and accuracy. This will include the mitigation of data quality issues as needed.
- iv. Work closely with the ACE Facility PM to identify trends, challenges, and opportunities and provide recommendations for adaptive management and course corrections.
- v. Host MEL capacity-building events and learning exchanges for ACE Facility-funded

projects and grantees, fostering a culture of continuous learning and improvement.

- vi. Prepare and submit regular MEL reports or MEL sections of bi-annual and annual reports to the ACE Facility PM, the Board of Directors, funders, and other stakeholders as relevant, summarizing project progress towards intermediate results and outcomes.

C. Implementation of the ACE Facility ESMS (40% of overall time)

- i. Assess the environmental and social aspects of projects and grants financed by the ACE Facility. This includes ensuring that the project design and execution comply with ESMS requirements.
- ii. Develop, review, monitor, and evaluate the implementation of the Environmental and Social Action Plan (ESAP) by ACE Facility grantees on the agreed-upon actions that respond to the triggered environmental and social safeguards (ESSs). It also involves updating the necessary safeguards documents when necessary
- iii. Incorporate environmental and social standards into the planning, appraisal, implementation, and monitoring of annual work plans, grant-making schemes, projects and grants financed by the ACE Facility.
- iv. Support the decision-making processes of the ACE Facility Committee with clear, actionable, and objective information about environmental and social risks of proposed work plans, grant-making schemes, projects, and grants.
- v. Support ACE Facility grantees with capacity building and adoption of an ESMS including awareness raising on the requirements, conditions, and opportunities brought about by the ESMS; and training and capacity building on the fundamentals and use of instruments and tools for proposal making and project execution.

D. Provide support and guidance on the implementation of the CBF's ESMS (20% of overall time)

- i. Support with drafting and updating templates and annexes for CBF beneficiaries' ESAPs.
- ii. Support other program officers and managers with the review of E&S studies and assessments for consistency with the CBF ESMS on an as needed basis.
- iii. Keep abreast of leading conceptual and technical advancements in environmental and social management through continuous learning and training CBF staff, Committees, and the Board of Directors in these developments.
- iv. Incorporate environmental, social and climate standards into the planning, appraisal, implementation, and monitoring of annual work plans, grant-making schemes, projects, and grants financed by the CBF.

V. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):

All candidates for the **ACE Facility Technical Officer** position must provide evidence of the following qualifications, skills and abilities:

A. Minimum qualifications and experience:

- i. **Advanced Degree** in environmental management, environmental sciences, environmental engineering, social sciences, natural resources management, climate change adaptation, project management, statistics or monitoring and evaluation or related field from a recognized university.
- ii. **At least five (5) years** proven experience in monitoring, evaluation, and learning, preferably in the context of conservation or environmental projects.
- iii. **At least five years (5)** of experience in E&S risk management and due diligence, some of the experience in the conservation sector.
- iv. Experience **developing and reviewing safeguards documentation** such as ESIA's, Environmental Site Assessments, compliance audits, Resettlement Action Plans, Livelihood Restoration Plans, Gender and Social Integration, Stakeholder Engagement, and consultation activities.
- v. Strong knowledge of **circular economy principles**.
- vi. **Experience in the Caribbean Region** on conservation, ecosystem-based adaptation, or blue economy issues.
- vii. Exemplary verbal and written skills **in English**. Advanced Spanish and/or French knowledge (conversational, reading and writing) is a strong asset.

B. Management and Technical Skills:

- i. **Thematic knowledge:**
 - a. Demonstrated experience with **sustainable development and marine pollution management** including circular economy and waste management issues and their intersection with climate change, conservation and natural resources management.
 - b. Demonstrated experience in developing, **implementing and monitoring programs** and projects including work with **international and regional donor agencies** such as KfW, AFD, GAC, USAID, The World Bank, GEF, and GCF.
 - c. In-depth knowledge of IFC's Sustainability Framework (IFC **Performance Standards**), and The World Bank **Environmental and Social Framework (Environmental and Social Standards)** and World Bank Environmental, Health and Safety Guidelines.
- ii. **Program/Project management:** Demonstrated experience in developing, implementing and monitoring programs and projects including the components of proposals, work plans, budgets, logical frameworks and procurement plans. Demonstrated experience in writing reports, memoranda, developing budgets and similar documents.
- iii. **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.

- iv. **Stakeholder Engagement:** Demonstrated experience working with government agencies, civil society organizations and the private sector. Experience in liaising with donors would be an asset.
- v. **Excellent computer skills,** including word processing, spreadsheet programs, and database management.

C. Other Skills:

- i. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
- ii. **Proactive behavior:** Be highly energetic, self-starting, 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.
- iii. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner.
- iv. **Learning:** Ability to learn, innovate and integrate new knowledge and practices into the work.
- v. **Adaptability:** Ability to navigate complexity and accept uncertainty.

VI. HOW TO APPLY:

To apply for the **Technical Officer, CBF ACE Facility** position, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org

All applications must be received by December 15, 2024. Applications not received by the above deadline will be automatically disqualified. The expected start date for the position is February 1, 2024.

A. Application documents:

- i. **Cover letter,**
- ii. **Resume, and**
- iii. Contact details of **three (3) referees.**

B. Selection Process:

- i. Any application **must contain all** the information requested in Section V.A above. Incomplete applications will be automatically eliminated from the review process.
- ii. All complete applications will be reviewed by a Selection Committee against the evaluation matrix found in Section VI.C below.
- iii. The top five (5) candidates will be invited to participate in an interview. Interviews are tentatively scheduled for Week 2 January 2024.

C. Selection Criteria and Evaluation Matrix:

Selection Evaluation Matrix: Technical Officer, CBF Advancing Circular Economy (ACE) Facility			
No.	Criteria	Maximum Score	Candidate's Score
1.	Minimum Requirements (see Section IV.A)	35	
	Education	10	
	Overall professional experience	10	
	English knowledge	5	
	Spanish knowledge	5	
	Regional experience	5	
2.	Management and Technical Skills	50	
	Thematic knowledge	30	
	Program/project management	10	
	Event Organizing	4	
	Stakeholder Engagement	4	
	Computer skills	2	
3.	Other skills/ Location	15	
	Interpersonal and communication	4	
	Proactive behavior and assertiveness	4	
	Learning and Adaptability	4	
	Caribbean Based national	3	
TOTAL SCORE		100	