



Terms of Reference

Position title:	Technical Officer, CBF Ecosystem-based Adaptation 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, 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 grantee 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, their communities, economies, and to the CBF goals.

The CBF seeks a **Technical Officer** with a proven record of success in addressing climate change and conservation challenges in order to provide the technical support to effectively implement the strategic agenda of the EbA Facility. The Technical Officer will work closely with the CBF Secretariat team and report to the EbA Program Manager, in providing this technical support.

The Technical Officer will enter into a full-time consultant contract agreement with the 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. During the first year, a 3-month probation period shall apply. A review and evaluation will be conducted at the end of the year and will be the basis for potential renewal.

Potential flexibility exists for location within the Caribbean¹. This position is open to individuals

¹ The selected candidate 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.

only who are Caribbean nationals living in the Caribbean. Consulting firms or consortia are not eligible. No subcontracting is allowed. The annual compensation including salary and benefits for CBF Technical Officer - EbA Facility is USD \$49,200.00.

III. DUTIES AND RESPONSIBILITIES

The Technical Officer:

1. General (15% of overall time)
 - Assists the EbA PM in the general and active management of the affairs of the EbA Facility
 - Assist in the implementation of the EbA Facility Work Plan
 - Provide relevant information about the technical agenda of the EbA Facility to the EbA PM to support the elaboration of the EbA Facility Annual Work Plan, Call for Proposals, Budget and any Reports
 - Assist in supervising consultancy contracts and interns and other arrangements, as necessary to implement the EbA Facility.

2. Technical Guidance (40% of overall time)
 - Assists in the updating of documentation for Calls for Proposals, Annual Work Plans; Progress Reporting, No-Cost Extension and other templates and technical guidance documents
 - Provides technical guidance to applicants on proposals submitted to the EbA Facility
 - Assists in the assessment and improvement of proposals submitted by proponents for grants under Calls for Proposals
 - Supervises and monitors the technical performance of projects financed by the Facility; provide advice on technical improvements
 - Ensures that grantees submit technical reports as required by the EbA Facility procedures; resolving any issues involving a grantee's failure to perform as agreed or failure to report in a proper and timely manner as required
 - Assists in the preparation of overall technical reports on the projects financed by the EbA Facility.

3. Monitoring, Evaluation and Learning (MEL) (30% of overall time)
 - Assist with the implementation of the EbA Facility MEL Plan and the CBF Environmental and Social Management Systems (ESMS)
 - Assists partners in the development of MEL plans for projects funded by the Facility
 - Monitors progress in implementation of the MEL plans of funded projects
 - Conducts field visits to monitor compliance with EbA Facility requirements
 - Collates and consolidates grantee MEL data for analysis
 - Analyses consolidated grantee MEL data and recommendations issues by consultancies

for reporting and publication

- Contributes to the development and implementation of an EbA Facility project exit strategy.

4. 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 representatives of governments; non-governmental organizations; community-based organizations and private sector institutions.
- 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 in technical meetings

5. Communications and outreach materials (5% of overall time)

- Develops written communications and outreach materials, including presentations, brochures, pamphlets, and information/promotional materials, as appropriate (in coordination with the EbA PM, Communications Specialist and EbA Program Officer as needed).
- Represent and promote the CBF's EbA Facility interests and at relevant meetings and symposia.

IV. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):

All candidates for the Technical Officer position must provide evidence of the following skills and abilities:

A. Minimum qualifications and experience:

1. An undergraduate degree from a recognized university is required. A Master's degree (in climate change, natural resources management, environmental management, biology or similar) 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) a strong asset.

B. Technical Skills:

4. **Thematic knowledge:** Demonstrated knowledge and understanding about technical and policy ecosystem-based adaptation issues at the international and national levels and their intersection with conservation and natural resources management
5. **Monitoring, Evaluation and Learning:** Demonstrated experience and ability in monitoring, evaluation and learning

6. **Stakeholders group:** Demonstrated experience working with government agencies, civil society organizations and the private sector
7. **Communications and outreach:** Experience in communications and outreach with an emphasis on preparing materials such as brochures, pamphlets, and information/promotional documents.

C. Management and other skills:

8. **Program/Project management:** Demonstrated experience in developing, implementing and monitoring programs and projects. Demonstrated experience in writing reports, memoranda and similar documents.
9. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations. . Regional experience within the Caribbean is an asset
10. **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.
11. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner often with limited information and under pressure.

V. HOW TO APPLY:

To apply for the Technical Officer, CBF EbA Facility position, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org. All applications must be received by November 24, 2023.

Applications not received by the above deadline will be automatically disqualified. Expected start date for the position is January 8, 2024.

A. Application documents:

1. Cover letter
2. Resume
3. Contact details of three referees

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

Selection Evaluation Matrix: CBF Technical Officer, Ecosystem-based Adaptation Facility			
		Maximum Score	Candidate's Score
1.	Minimum Requirements (see Section IV.A)	30	
	Education	8	
	Overall professional experience	8	
	English knowledge	5	
	Spanish knowledge	2	
	French knowledge	2	
	Regional experience	5	
2.	Technical Skills	50	
	Thematic knowledge	25	
	Monitoring, Evaluation and Learning and ESMS	15	
	Stakeholder groups	5	
	Communication and Outreach	5	
3.	Other skills	20	
	Program/project management	10	
	Interpersonal and communication skills	5	
	Proactive behavior and assertiveness	5	
	TOTAL SCORE	100	