



**Terms of Reference**  
**Information, Communication and Technology Assistant**  
**for the Caribbean Biodiversity Fund**



## **Terms of Reference for Information, Communication and Technology Assistant for the Caribbean Biodiversity Fund**

### **I. BACKGROUND**

Established in 2012, 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. The CBF was designed as a conservation trust fund to accommodate the receipt, investment, distribution and monitoring of conservation funding throughout the region and has three main goals:

1. To build effective and reliable organizational structures for the CBF and its Caribbean Sustainable Finance Architecture (CSFA).
2. To expand the CBF's thematic and geographic scope.
3. To increase funding for the CBF and the CSFA.

The CBF uses its 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 in an endowment fund for its Conservation Finance Program, which supports 12 Caribbean countries, a USD 50 million sinking fund for its Ecosystem-based Adaptation (EbA) Facility which anchors the CBF's Climate Change Program; and a USD 30 million sinking fund for its Advancing Circular Economy (ACE) Facility which anchors the Nature-based Economies Program.

The Conservation Finance Program supports twelve (12) CBF partner national conservation trust funds (NCTFs) in the Caribbean. The Ecosystem-based Adaptation (EbA) Facility approximately USD 50 million is managed which aims to distribute grants directly to local, national and regional projects through competitive calls for proposals that build and bolster effective climate change adaptation measures in the marine and coastal zone of the insular Caribbean. The Advancing Circular Economy (ACE) Facility approximately USD 30 million is managed which aims to contribute to the reduction of marine pollution in the Caribbean through the promotion of sustainable circular economy interventions.

The CBF operates virtually with employees across varying Caribbean countries and is fully dependent on the use of productivity tools such as Google Suite and Zoho. As we increase our staff complement, the CBF needs to ensure that the systems that we are using are optimised and safe to use. As we progress, the CBF will expand into other productivity tools, such as TruBudget, an advanced project task tracker.

### **II. POSITION SUMMARY**

The CBF seeks a Information, Communication and Technology (ICT) Assistant with a proven record of success in website maintenance, providing technical support and guidance for users, fixing software and troubleshooting problems.



The Information, Communication and Technology (ICT) Assistant will report to the Senior Finance Officer and will enter into a contract agreement with the CBF. This position is open to individuals only, with a maximum starting salary of USD 30,000.00.

### **III. DUTIES AND RESPONSIBILITIES**

*The ICT Assistant will be responsible for:*

#### **A. General**

1. Providing ICT advice and implement technology and systems that support the operations of the CBF, including but not limited to:
  - a. IT security management system of the CBF
  - b. Data management and security
  - c. Emergency ICT matters
2. Supporting the maintenance of the CBF website including monitoring website security and applying necessary measures, backups, updates, maintaining and improving site health as well as identifying and resolving technical issues promptly.
3. Providing regular reports on maintenance activities and performance metrics.

#### **B. Information Technology Assessment**

1. Evaluate and maintain the CBF's information technology systems and processes to optimize the security and management of the organisation's data.
2. Continuously review and document recommendations for specific measures to address ICT gaps based on the ongoing information technology assessment.
3. Ensure continuous provision of back-up data management support.

#### **C. Technical Support - CBF Software**

1. Provide support in maintaining the CBF website including monitoring, evaluating and improving website security, website backups and updates, maintaining and improving site health as well as identifying and resolving technical issues promptly.
2. Provide routine technical search engine optimization (SEO) support for the CBF website. This includes speed tests, core vitals scores, 404 errors or broken links, crawl error reports (Google Search Console), missing metadata (titles and descriptions) and schema data – adding and updating (many have dates associated with them).
3. Provide support to upgrading and maintaining the CBF's systems such as Zoho, TruBudget, Google Suite and any other platforms installed by the CBF.
4. Monitor the website for these and other issues: error messages, pages that do not load or load slowly, test forms and submissions, browser tests for new and existing web pages as well as images that do not load or load slowly.

#### **D. Website Content Management**

1. Conduct regular content reviews to determine missing information and update existing information where necessary.



2. Upload new content to the CBF website as needed. This content will include but is not limited to images, blog posts, news articles, press releases, and project and program updates.
3. Update and create CBF web pages as needed including page titles, meta descriptions,

#### **IV. REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS**

All candidates for the Information, Communication and Technology (ICT) Assistant position must provide evidence of the following qualifications, experience and skills:

##### **A. Education and Experience**

1. An undergraduate degree from a recognized university in information technology, or equivalent.
2. At least 5 years of experience in system administration and data security.
3. Exemplary verbal and written skills in English. Good or advanced knowledge of Spanish and/or French (conversational, reading and writing) would be an asset.

##### **B. Technical Skills and Thematic Knowledge**

1. Demonstrated knowledge and understanding website development and maintenance. Experience in programming languages, web development software and networking tools including Wordpress, HTML and PHP.
2. Demonstrated knowledge of relational databases, database management and software engineering.
3. Demonstrated experience in technical search engine optimization and troubleshooting.

##### **C. Skills and Relationship Management**

1. Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
2. Experience in work with national and regional cooperation programs and projects is an asset.

##### **D. Other considerations**

1. 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.
2. Assertiveness: Capacity to solve problems and represent CBF in an assertive manner.

#### **V. HOW TO APPLY**

To apply for the Information, Communication and Technology (ICT) Assistant, please submit the documents listed below to [secretariat@caribbeanbiodiversityfund.org](mailto:secretariat@caribbeanbiodiversityfund.org). All applications must be received by 24 January 2024 at 11:59 PM US EST. Applications not received by the above deadline will be automatically disqualified. Expected start date for the position is March 1, 2024.



**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.

**C. Selection Criteria and Evaluation Matrix**

<b>Selection Evaluation Matrix: Information, Communication and Technology Assistant</b>			
		<b>Maximum Score</b>	<b>Candidate's Score</b>
	<b>Education and Experience</b>	<b>25</b>	
	<b>Degree</b>	<b>5</b>	
	<b>Professional Designation</b>	<b>5</b>	
	<b>Caribbean/Regional Experience</b>	<b>5</b>	
	<b>English knowledge</b>	<b>5</b>	
	<b>Spanish knowledge</b>	<b>3</b>	
	<b>French Knowledge</b>	<b>2</b>	
	<b>Technical Skills and Thematic Knowledge</b>	<b>50</b>	
	<b>Regional/International Experience</b>	<b>5</b>	
	<b>Data Security Experience</b>	<b>15</b>	
	<b>Website development or maintenance Experience</b>	<b>15</b>	
	<b>Software Maintenance Experience</b>	<b>15</b>	
	<b>Skills and Relationship Management</b>	<b>15</b>	
	<b>Interpersonal and communication skills</b>	<b>15</b>	
	<b>Other considerations</b>	<b>10</b>	
	<b>Proactive behavior</b>	<b>5</b>	
	<b>Assertiveness</b>	<b>5</b>	
	<b>TOTAL SCORE</b>	<b>100</b>	