

CARIBBEAN REGIONAL ARCHITECTURE FOR BIODIVERSITY (CRAB)

INTERNSHIP GUIDELINES

1. BACKGROUND

The **Caribbean Biodiversity Fund¹ (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 US\$92million endowment fund, (ii) a Climate Change Program, focused on Ecosystem-based Adaptation (EbA), with a US\$50 million sinking fund and (iii) a Nature Based Economies Program which will be rolling out a Circular Economy (ACE) Facility.

The CBF, through its **Conservation Finance Programme**, working along with the **National Conservation Trust Funds (NCTFs)**, form the “**Caribbean Sustainable Financial Architecture (“the Architecture”)**”. To date, CBF has established 11 Partnership Agreements with NCTFs, of which 10 have already received CBF funds and are at different stages of supporting activities in line with the Sustainable Development Goals 14 and 15 (in water and on land) with CBF resources.

The **Caribbean Regional Architecture for Biodiversity (CRAB)² Project** is designed to support NCTFs and CBF in a consolidation phase. The goal of CRAB is to ultimately ensure financial and institutional sustainability of the NCTFs, based on the Architecture’s orientations and recommendations of the Sustainability Action Plan. The CRAB Project aims to contribute to the development of sustainable and sufficient resources to support, in the long term, the maintenance and restoration of the Caribbean’s biodiversity and natural resources. CRAB resources will respond to the challenges identified by the NCTFs, namely diversified funding sources, effective governance and effective grant making. The CBF has Partnership Agreements with NCTFs in Antigua and Barbuda, Dominican Republic, Grenada, Jamaica, Saint Lucia, St Vincent and the Grenadines and Haiti, and Bahamas and Saint Kitts and Nevis.

The French Global Environmental Facility (FFEM), Agence Française de Développement (AFD), German Development Bank (KfW) and Caribbean Biodiversity Fund (CBF) have committed EUR 7 million for activities under CRAB.

2. PROGRAMME/PRIORITY AREA/ SERVICE:

- Priority Areas related to Biodiversity Conservation including but not limited to Marine Protected Areas Management, Coral Restoration, Mangrove Restoration, Effective Communication for Biodiversity Conservation. Annex 1 contains a list of potential areas identified by NCTFs.

¹ [Home | Caribbean Biodiversity Fund](#)

² [The Caribbean Regional Architecture for Biodiversity \(CRAB\) | Our Projects | Caribbean Biodiversity Fund](#)

- Under the supervision of a CBF/NCTF staff member, the Service Areas include assistance with research, preparation of documents, developing case studies, communication strategies and materials, monitoring activities, assistance with grant making, assisting in capacity building activities, workshops, outreach and programme coordination. Please kindly note that these service areas are solely indicative of the type of tasks that could be entrusted to the intern. These are subject to being modified or could remain unvaried based on the needs of the programme/project/service at the time of the internship.
- Promoting the representation of interns from the francophone Caribbean countries in line with the CRAB project objective of promoting the collaboration and integration of the french speaking Caribbean with the greater Caribbean region.
- The support may be provided to the CBF, or one or more NCTFs. Interns are encouraged to contact the CBF or NCTFs to understand the work done by the organisation, which will assist with the submission of a relevant proposal. A list of contacts is found in Annex 5.
- The interns will be hosted in the countries of the CBF partner NCTFs. A list of the NCTFs can be found in Annex 5. Any internship with CBF will be fully virtual.

3. INTERN PROFILE

- (i) This internship is open to Masters/Post Graduate level students, currently enrolled in a recognized university in a CARIFORUM member state³ or a francophone Caribbean country⁴.
- (i) The length of internship is a minimum of 4 months.
- (ii) The internship can be hybrid but must include at least 25% of time in the country where the service is being provided.
- (iii) An interns' proposals must be approved by the university with evidence provided in the form of an endorsement letter.
- (iv) Interns must commit to a monthly progress meeting and a final report on activities and a final presentation of results and recommendations. The final report must detail the following: description of activities undertaken, description of results, description of any specific added-value elements of the action, e.g., innovation, and best practice, list of persons contacted,
- (v) Interns must be equipped with a laptop.
- (vi) Interns will be required to sign an internship contract.
- (vii) Interns must provide Health Insurance Coverage including repatriation to home country.

4. CBF/NCTF COMMITMENT TO THE INTERN

The intern will:

- (i) receive a financial grant of USD 1000 a month.
- (ii) One return ticket will be arranged and paid for by the CBF. Disbursements will be made by the NCTF.
- (iii) have access to relevant information and contacts of the CBF and NCTF
- (iv) be given an office space (in country) to operate from by the host NCTF. Any intern attached to the CBF will be virtual unless the CBF staff is present in an NCTF partner country, then arrangements can be made with the NCTF for hosting.

³ Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts & Nevis, St Lucia, St Vincent & the Grenadines, Suriname and Trinidad & Tobago.

⁴ French Guiana, Guadeloupe, Martinique, Saint Barthélemy, Saint Martin

(v) be assigned a supervisor and receive technical input/reviews from the host country/NCTF/CBF representative.

5. ASSESSMENT

Prospective interns are required to complete (i) an Intern Profile – See Annex 2 and (2) a proposal for Internship- See Annex 3. This will be circulated among the partner NCTFs. Proposals will be assessed on the following grid.

	YES	NO
Intern Profile Completed		
Internship Proposal Completed		
Endorsement Letter from the University provided		

	Max points
1. How relevant is the proposal to the objectives and priorities of the NCTF?	30
2. Is the work plan for implementing the activities clear and feasible? Is the timeline realistic?	30
3. Is appropriate co-financing identified?	10
4. Does that proposal have linkages to existing NCTF projects completed or ongoing?	20
5. Is the proposal within the available budget?	10
Total	100

Annex 1: List of potential areas identified by NCTFs.

Internship Service Area	Votes
Marine managed/protected areas management	5
Coral Restoration	4
Mangrove Restoration	2
Effective Communication for Biodiversity Conservation	5
Environmental and Social Safeguards	7
Monitoring and Evaluation	3
Conservation Financing includes fund raising, proposal writing.	7
Project Management	1
Investment Strategies	1

Annex 2: Intern Profile

Please complete this form and attach a valid picture ID.

Personal Information	
Name:	
Nationality:	
Address:	
Phone:	
Email:	
Date of Birth:	
Emergency Contact Name:	
Emergency Contact Phone:	
School Information	
School/University:	
Degree:	
Major:	
Graduation Date:	
Internship Information	
Start Date:	
End Date:	
Department:	
Supervisor:	
Phone:	
Email:	

Annex 3: Proposal Format

Instructions for completing the Proposal for CRAB Internship. Evaluation for the internship is based solely on the proposal. It should:

- not exceed 3 pages.
- It should be typewritten in English, 10 font characters and single line spacing.
- provide the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants).
- be drafted as clearly as possible to facilitate the evaluation process.

1. Summary (max 1/2 page)

Please complete the table below.

Intern Name	
Target NCTF(s) /Country(ies)	
Objectives of the internship	<i>“What does the intern expect to achieve at the conclusion of the internship?”</i>
Sector	<i>“What is the specific area that the intern will be working on?”</i>

2. Description of the proposed activity (max 1 page)

Please provide all the following information:

- i. Give the background to the preparation of the internship in particular on the sector/country context (including key challenges).
- ii. Briefly outline the type of activities and results proposed,
- iii. Outline the broad timeframe of the activities and when the results will be achieved.

3. Relevance of the Proposal to the NCTF/Sector (max 1 page)

Please provide all the following information:

- i. Describe the relevance of the internship to the objective(s) and priority(ies) of the sector/NCTF taking into consideration relevant cross cutting issues.
- ii. Describe which of the expected results.
- iii. Indicate any specific added-value elements of the action, e.g, innovation, and best practice.

4. Budget Estimate and Source (max 1/2 page)

Line item	Cost estimate in USD	Source of Funds	Budget notes
Airfare: *			
Accommodation:			
Meals and Incidentals:			
Local transportation:			
Communication, Printing:			
Other:			

* The airfare will be part of the total value of the proposal but paid for directly by CBF

5. Signature

Date Submitted	
Submitted by	<p>.....</p> <p>Intern Name</p> <p>.....</p> <p>Intern Signature Date</p>
<i>For internal review only</i>	
Date received by CBF	
Reviewed by	<p>.....</p> <p>CRAB Technical Officer Date</p>
Recommendation for Approval	
Approved by	<p>.....</p> <p>CF Programme Manager Date</p>

Annex 4: CBF Internship Agreement

[CBF Internship Agreement](#)



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Annex 5: Contact List – Eligible National Conservation Trust Funds

Acronym	Name	Country	Contact	Role	Email	Website
DNCTF	Dominica National Trust Fund	Dominica	Taletha Laudat	CEO	talethalaudat@gmail.com	
FHB	Haiti Biodiversity Fund	Haiti	Hythéard C. JEUDY	Executive Director	c.jeudy@biodiversite.ht	https://www.haititrust.org/
Fondo MARENA	Fondo Nacional para el Medio Ambiente y Recursos Naturales (National Fund for the Environment and Natural Resources)	Dominican Republic	Judith Valdez	Executive Director	jvaldez@fondomarena.gob.do	https://www.fondomarena.gob.do/
			Manuel Matos	Director Técnico	mmatos@fondomarena.gob.do	https://www.fondomarena.gob.do/
GPAT	Protected Areas Trust of Guyana	Guyana	Oleta Williams	Executive Director	owilliams@protectedareatrust.org.gy	https://protectedareatrust.org.gy/
			Ms. Armstrong	Administrative support	guypatac@gmail.com	
GSDTF	Grenada Sustainable Development Trust Fund	Grenada	Jennifer James	Executive Director	ceo@gstdtf.org	https://gstdtf.org/
			Abi-Gail Oliver	Programme Officer	info@gstdtf.com	
NCTFJ	National Conservation Trust Fund of Jamaica	Jamaica	Danellia Aitcheson	Fund Manager	daitcheson@conservejamaica.org	https://conservejamaica.org/
			Kerry-Ann Curtis	Programme Officer	kcurtis.nctfj@gmail.com	
SCNCF	St. Christopher and Nevis Conservation Foundation	St Kitts & Nevis	Lemuel Pemberton	Program Manager	program-manager@scncf.org	

Acronym	Name	Country	Contact	Role	Email	Website
SLUNCF	Saint Lucia National Conservation Fund	Saint Lucia	Craig Henry	Executive Director	ceo@sluncf.org	https://www.sluncf.org/
SVGCF	St. Vincent and the Grenadines Conservation Fund	Saint Vincent and the Grenadines	Vanburn Harry	Executive Director	VHarry_Arch@hotmail.com	https://svgcf.org/
					executivedirector@scncf.org	

CBF – Contact at secretariat@caribbeanbiodiversityfund.org