



## Terms of Reference

Position title:	BluEFin Technical Project Support
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 organisational 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 on the Caribbean Blue Economy Financing Project (BluEFin) :

The project objective is: to create and strengthen nature-based Blue Economy opportunities and approaches in the Caribbean through innovative financing mechanisms.

Duration of project: 48 months (4 years).

Budget: GEF - US\$ 6 M, with cash co-financing of US\$ 28,270,000 from the German Development Bank (KfW), US\$ 4.4 M from AFD / FFEM, and in-kind co-financing of US\$ 4.2 M and US\$ 3.3 M from GIZ (Deutsche Gesellschaft für Internationale Zusammenarbeit).

The Caribbean BluEFin project will support the implementation of sustainable blue economy activities in order to mobilise additional funding for the conservation of coastal and marine resources in the Caribbean. It will be executed by the Caribbean Biodiversity Fund (CBF), financed by the Global Environment Facility (GEF), implemented through the United Nations Environment Programme (UNEP), with co-financing from the French Fund for the Global Environment (FFEM), the French Agency for Development (AFD), the GIZ (Deutsche Gesellschaft für Internationale Zusammenarbeit) and the German Development Bank (KfW).

Blue Economy initiatives are in early stages in the insular Caribbean region. The BluEFin project was designed to tackle the identified barriers that lead to a situation of limited financial resources invested in marine and coastal ecosystems and the inadequate consideration of the value of these ecosystems' goods and services. The alternative scenario is to have a nature-based blue economy developed in the Caribbean through the implementation of new ocean financial mechanisms that engage the private sector. This will be achieved with the Caribbean Sustainable Finance Architecture playing an active role in the five project countries - Saint Lucia, St Vincent and the Grenadines, Grenada, Dominican Republic, and The Bahamas - to engage stakeholders and raise awareness around the sustainable blue economy concept.

The desired impact is to contribute to an increment in the level of investments in sustainable practices by the economic sectors that use and depend on the marine and coastal ecosystems. With additional financial and technical resources, increased participation of the productive sectors and improved coordination among regional initiatives, this project will create and strengthen blue economy opportunities and approaches, generating transboundary benefits that support the conservation of the Caribbean Large Marine Ecosystem.

For that, the project is structured in five components with key expected outcomes, as follows:

<b>Project components</b>	<b>Project Outcomes</b>
Component 1: Utilising blue economy principles to develop regional Caribbean Ocean financial mechanisms (FMs), with a focus on private and productive sector partnerships.	Outcome 1.1. Improved access to funding through Blue Economy interventions and generation of resources from regional financial mechanisms targeting national and regional marine and coastal priorities.
Component 2: Enabling systems created and supported in order to facilitate private sector participation in Caribbean Blue Economy opportunities.	Outcome 2.1. Improved business practices and enabling policies for Private Sector participation in the blue economy and business opportunities.
Component 3: A regionally based Blue Economy Hub developed to provide socioeconomic opportunities which support marine and coastal conservation and sustainable use	Outcome 3.1: Information on blue economy and business opportunities in the Caribbean is available to encourage new partnerships and investments that improve marine and coastal biodiversity conservation and sustainable use.
Component 4: Socialising, scaling, and replication of the BluEFin approach regionally.	Outcome 4.1 Increased knowledge about blue economy business opportunities, valuation and decision tools and

Project components	Project Outcomes
	sustainable finance mechanisms socialised with relevant stakeholders to replicate and scale-up BE initiatives in the Caribbean.
Component 5: Monitoring and Evaluation	Outcome 5.1: Efficient and timely project execution, monitoring and evaluation process carried out in support of Components 1 to 4 activities, and corresponding improvement of project execution as appropriate

This proposed project is highly relevant and it is aligned with IW objective 1 (Strengthening National Blue Economy Opportunities) - 1 (Sustaining healthy coastal and marine ecosystems). The proposed actions which will be delivered through public-private partnerships will help countries in identifying sustainable investments within the blue economy space and in transforming the private sector practices, resulting in improved health of the marine and coastal assets in the five target countries. This is aligned with the GEF-7 strategy emphasis on promoting integrated, cross-sectoral partnerships and diverse coalitions for driving systems level change. The global environmental benefits derived from this project will result in a wide range of socio-economic benefits at the national and local levels, which may include improved livelihood options, increased food security, climate change mitigation and adaptation, and gender equality.

**Project Steering Committee**

Although the CBF Board of Directors keeps the fiduciary responsibility for the project execution, with an overall oversight, a **Project Steering Committee (PSC)** will act as the main decision-making body of the project to guide the overall execution. The project PSC will capitalise on the structure already in operation for the Caribbean Sustainable Finance Architecture, and will include a representative of UNEP, as the implementing agency. The CBF and the NCTFs in the project countries already have agreements and collaboration mechanisms in place and the BluEFin project will take advantage of these existing relationships. The NCTFs include private sector, academia, NGOs and public sector in their Boards, which allows the project to reach out to key audiences in the project countries. Membership will be confirmed at the inception meeting.

The PSC will act as the main project authority. It will provide strategic guidelines and decision making for overall execution. The PSC will establish the execution baselines, consider and approve annual work plans and budgets, as well as annual technical and financial reports and final technical reports. It will also review and approve key decisions, such as the selection of projects to receive subgrants within Component 3. NCTF members of the PSC will coordinate with the governmental institutions in each country to ensure their effective participation in project activities. The 5 NCTFs with representatives in the PSC have also appointed directors in the CBF Board. This is an overlap that will allow the CBF Board to be constantly informed of the BluEFin project progress and to be accessed if required. It is also a way of promoting that the solutions and the benefits generated by the project are offered to the wider community of NCTFs, supporting regional impact.

**A Project Coordination Unit (PCU)** will be established by the CBF. The PCU will be responsible for overseeing day-to-day execution of the project, monitoring and reporting of activities for approval to the PSC. The members of the PCU will be appointed following internal procedures and observing gender balance. It is envisioned that the BluEFin PCU will be composed of the BluEFin Project Leader, an Administrative Assistant and a Financial Officer. The PCU will be overseen by the CBF Conservation Finance Programme Manager. The BluEFin Project Leader will work in close collaboration with all Project

Leaders, optimising synergies and co-funding between both projects. The PCU will report to the PSC in close cooperation with UNEP.

The PCU will be responsible for identifying opportunities for synergy with the other projects identified and coordinating the execution of some activities by the NCTFs and other co-execution partners, such as the implementers of the subgrants. The PCU will be supported by the NCTFs and other partners in the coordination of technical activities, including regional activities undertaken in the project countries.

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

## II. POSITION SUMMARY

The CBF seeks a **BluEFin Technical Support Officer** with a proven record of success in providing administrative support to regional organisations with community grantmaking and innovative programs. **BluEFin Technical Support Officer** will be responsible for providing overall support for the BluEFin Project and other programs as required. The position will be contracted initially for six months and will aim to be renewed for the duration of the project (4 years), provided the incumbent continues to meet the objectives set and tasks agreed upon and provided that project continues to be funded. A review and evaluation will be conducted at the end of the initial six-month period and will be the basis for potential renewal.

**The Technical Support Officer:** The BluEFin Technical; Support Officer reports directly to the BluEFin Project Leader and where necessary, provides services to the CBF Conservation Finance Manager, who oversees the different regional CBF projects, including BluEFin, the Caribbean Regional Architecture for Biodiversity (CRAB), the Caribbean Organizations for a Resilient Environment (CORE), the Effective Marine Protected Area Activities for the Caribbean (EMPAC) and the Improved Management Performance & Advances in Caribbean Trust Funds (IMPACT) technical staff. The **Technical Support Officer** is expected to successfully contribute progress reports, activities reports, minutes of meetings, planning events, and other actions as required by the BluEFin Project Leader in a timely and organised manner. Additionally, the **BluEFin Technical Support Officer** will be responsible for supporting the CBFs Monitoring Evaluation and Learning/Environmental and Social Safeguards initiatives.

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

The CBF operates as a registered organisation<sup>1</sup> with employees working remotely within the Caribbean region. We currently have employees from countries such as Dominica, the Dominican Republic, Jamaica, St. Lucia, Trinidad and Tobago, Sint Maarten, and St. Vincent and the Grenadines.

**BluEFin Technical Support Officer** will be employed full time to the CBF for the timeframe specified above and based on the availability of funds. The position is possibly shared among different CBF regional projects, which will not only ensure efficiency and effectiveness across the different CBF projects, but also to avoid overlap in financial procedures and processes and thus also co-financing the BluEFin resources with other resources.

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<sup>1</sup> Registered in the UK as a Charity and in Jamaica

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**

**BluEFin Technical Support Officer** will have the following specific duties:

- Provide all necessary financial administrative reports to the BluEFin Project Leader as required by UNEP and the CBF
- Maintain administrative records according to CBF and UNEP best practices
- Collaborate in the development of terms of reference and the process of contracting services and consultants for the project
- Organise meetings, calls and others necessary for the fulfilment of the project objectives indicated by the PSC
- Coordinate administrative activities with PSC
- Keep a record of the expenses of the project and the contributions of partners
- Support the preparation of training sessions under the project's components 2 and 4
- Monthly report of activities, including table of events (participants, country, region)
- Other duties as required by the BluEFin Project Leader
- Financial Reporting: Provide support in developing financial administrative reports as required by UNEP and CBF.
- Record Maintenance: Maintain administrative records in line with CBF and UNEP best practices.
- Service Contracting: Assist in developing terms of reference and the contracting process for project services and consultants.
- Meeting Organization: Organise meetings, calls, and other activities essential for project objectives as directed by the BluEFin Project Leader.
- Performance Support: Support performance planning, monitoring, evaluation, and reporting for CBF's strategic impacts and objectives across institutional projects.
- MEAL System Management: contribute to the further designing, implementation, and upgrading of the CBF MEAL system.
- Operational Efficiency: Support operational efficiency in program and project management.
- Data Analysis: Perform ad-hoc data extraction and analysis from the various CBF programs.
- Advisory Services: Assist in managing external consultants, develop MEAL components for CBF interventions, facilitate adaptive management and learning, and oversee independent evaluations and reviews.
- Support the CBF CEO and Program Managers in External Representation

#### **IV. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):**

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

##### **A. Minimum qualifications and experience:**

1. Bachelor's Degree in environmental management, environmental sciences, environmental engineering, social sciences, natural resources management, climate change adaptation, project management, project administration, financial administration, statistics or monitoring and evaluation or related field from a recognized university.
2. At least three (3) years proven experience in monitoring, evaluation, and learning, preferably in the context of conservation or environmental projects. The following will be considered advantageous: (i) experience with donor-funded projects; (ii) region-wide Caribbean experience; (iii) knowledge of administrative processes
3. At least three years (3) of experience in E&S risk management and due diligence, some of the experience in the conservation sector.
4. Exemplary verbal and written skills in English. Good or advanced Spanish and/or French knowledge (conversational, reading and writing) is a strong asset.
5. Ability to carry out job responsibilities with competence, expertise, efficiency, effectiveness, and integrity expected of a professional
6. Ability to practise effective verbal and written communication skills with co-workers, project collaborators and other stakeholders
7. Works collaboratively with colleagues to achieve organisational goals
8. Ability to develop and carry out a project plan efficiently focused on delivering the expected results of the project
9. Actively seeks to improve programmes or services with new and different options to solve problems
10. Considers the needs of the team, anticipating them, and acting accordingly within the framework of the project
11. Strong command of technology solutions and common software including Microsoft Word, Excel, PowerPoint, Zoom meeting and webinars and others. Knowledge and experience with ZohoOne will be an asset

## **B. Technical Skills:**

1. **Project Coordination Support:** Demonstrated experience in virtual project coordination and support services for remote staff and teams
2. **Documents organisation and drafting:** Demonstrated experience in organising and drafting documents such as letters, minutes, and project reports. Skills in record-keeping, filing, and document management are assets.
3. **Event Organising:** Demonstrated experience in oversight and management of administration and logistics of in-person and virtual events.
4. **Stakeholder Engagement:** Demonstrated experience working with government agencies, civil society organizations and the private sector. Experience in liaising with donors would be an asset.
5. Excellent computer skills, including word processing, spreadsheet programs, and database management.

## **B. Other Skills:**

6. **Leadership:** High capacity to establish a successful vision for the tasks at hand and deliver results within a specific time frame and a team effort environment
7. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organisations.
8. **Proactive behaviour:** 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.
9. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner often with limited information and under pressure.
10. **Ethics, gender and harassment:** Applies principles of ethics, transparency and non-discrimination displays cultural, gender, religion, race, nationality and age sensitivity and adaptability, treats all people fairly without favouritism and fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment
11. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
12. **Proactive behaviour:** Be a highly energetic, self-starting, entrepreneurial and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly.

13. Ability to undertake actions, decisions, and achieve results in an independent manner and assume the responsibility for the actions taken.
14. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner.
15. **Learning:** Ability to learn, innovate and integrate new knowledge and practices into the work.
16. **Adaptability:** Ability to navigate complexity and accept uncertainty.

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

To apply for the BluEFin Administrative Assistant position, please submit the documents listed below to [secretariat@caribbeanbiodiversityfund.org](mailto:secretariat@caribbeanbiodiversityfund.org).

All applications must be received by June 12th, 2024 for consideration. Expected start date for the position is September 2024.

### **A. Application documents:**

1. Cover letter that specifically references your strengths in the areas noted
2. Resume
3. Contact information for three references

### **B. Selection Process:**

1. All complete applications will be reviewed by a Selection Committee against the evaluation matrix found below.
2. The top three candidates will be invited to participate in an interview. Interviews are tentatively scheduled for July 2024.



### C. Selection Criteria and Evaluation Matrix

<b>Selection Evaluation Matrix:</b>			
<b>BluEFin Technical Project Support</b>			
		<b>Maximum Score</b>	<b>Candidate's Score</b>
<b>1.</b>	<b>Minimum Requirements</b>	<b>30</b>	
	Education	10	
	Overall professional experience	10	
	English knowledge	5	
	Spanish knowledge	5	
<b>2.</b>	<b>Technical Skills</b>	<b>50</b>	
	Project Administration	10	
	Documents organisation and drafting	10	
	Event planning	10	
	Systems management support	10	
	Communications	10	
<b>3.</b>	<b>Management and other skills</b>	<b>20</b>	
	Leadership	5	
	Interpersonal and communication skills	5	
	Proactive behaviour	5	
	Assertiveness	5	
	<b>TOTAL SCORE</b>	<b>100</b>	