



Terms of Reference

Position title:	CBF Technical Officer, CORE Project Leader
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 84 million endowment fund and (ii) a Climate Change Program, focused on Ecosystem-based Adaptation (EbA), with a USD 60 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 organizational 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.

In April 2023, the CBF signed an Agreement with the Global Affairs Canada for the **Caribbean Organizations for a Resilient Environment (CORE) Project**.

The Caribbean Organizations for a Resilient Environment (CORE) project is designed to be a game changer in both ensuring on-the-ground activities to ensure positive impacts in tackling biodiversity loss and climate



change effects *while* mainstreaming inclusive gender responsive (IGR) approaches in the Caribbean. During its 4-year implementation, and based on the partnership between the Caribbean Biodiversity Fund (CBF) and Cuso International, CORE will create new opportunities. It will reform the Caribbean Sustainable Finance Architecture (CSFA), a group of Caribbean regional (CBF) and National Conservation Trust Funds (NCTFs) designed to mobilize financial resources for the environment agenda in the region, to strengthen their institutional policies and grant making procedures, and that they fully incorporate an inclusive and gender responsive approach.

Through the Project, the Organization will work with National Conservation Trust Funds (NCTFs) operating in eight Official Development Assistance (ODA)-eligible countries (Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, St. Vincent and the Grenadines, and Suriname) to implement local, nature-based solutions for climate change adaptation and mitigation with a gender lens. Through a combination of capacity building and the introduction of a novel, gender-responsive, nature-based climate solutions mechanism called the Gender Smart Facility (GSF), the Project will provide small- to medium-sized grants to environmental and women-rights organizations (EWROs). Grantees' work will reach key ecosystems such as mangroves, coral reefs and forests, and increase ecosystem services that support Caribbean communities' resilience to climate change. In addition, the small- to medium-sized grants will support circular economy initiatives in areas such as waste management, tourism, agriculture and fisheries with a view to reducing negative impacts on ecosystem health.

The Project's intermediate outcomes include:

Outcome 1: Improved performance of NCTFs and EWROs to protect biodiversity and promote climate Change resilience for vulnerable and marginalized local communities, particularly for women;

Activities include:

- Technical assistance and training for NCTFs and EWROs to mainstream gender and human rights based approaches in programs, governance, operations, communications and outreach policies and procedures.
- Creation and implementation of an inclusive and gender-responsive mechanism for the collection of gender disaggregated data among environmental and women's rights organizations
- Design and implement a disbursement plan to finance inclusive gender responsive (IGR) nature-based climate solution (NbCS) initiatives via EWROs in target countries.

Outcome 2: Enhanced viability of regional environmental organizations and environmental trust funds to expand the Caribbean Sustainable Finance Architecture in support of inclusive and gender-responsive climate resilience in communities and conservation areas;

Activities include:

- Development and implementation of a regional NbCS Gender Smart Facility (GSF)
- Resource mobilization activities to strengthen the GSF, including private sector contributions
- Regional meetings to recognize Champions of Finance Mechanisms and share expertise, knowledge, and good practices to strengthen long-term IGR biodiversity and climate change financing

Outcome 3: Increased effectiveness of NCTFs and target Caribbean countries to advance agendas for the sustainable, inclusive and equitable protection and gender responsive management of biodiversity conservation and climate resilience across the Caribbean.



Activities include:

- Establishment of a virtual IGR biodiversity conservation and climate change resilience learning hub for NCTFs and other funds, EWROs, environmental youth organizations and other actors across the Caribbean.

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

II. POSITION SUMMARY

The CBF seeks a **CBF Technical Officer - CORE Project Leader** with a proven record in working and achieving results and impact with donor-driven projects such as the CORE Project. The position will be contracted initially for one year and will aim to be renewed annually for the duration of the project (4 years), provided the incumbent continues to meet 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 each year and will be the basis for potential renewal.

The CBF operates as a registered organization¹ with employees working remotely within the Caribbean region. We currently have a total of twenty-one employees from countries such as the Dominican Republic, Jamaica, St. Lucia, Trinidad and Tobago, St. Vincent and the Grenadines.

The CBF Technical Officer - CORE Project Leader will be employed full time to the CBF for the lifetime of the project or based on the availability of funds for the CORE project. As an employee you will receive contributions towards health insurance, internet, and mobile charges which will be a part of your salary package. In addition to the salary package, the CBF Technical Officer – CORE Leader will be allowed 15 working days for vacation leave. The CBF will also provide a laptop and phone during the tenure of this project.

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

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

Duties and responsibilities of the CBF Technical Officer – CORE Project Leader:

1. General (10% of overall time)
 - Assists the Conservation Finance Program Manager (CFPM) and the CBF CEO in the preparation and presentation of reports to the CBF Board of Directors, and other relevant parties;

¹ Registered in the UK as a Charity and in Jamaica



- Provides the CBF team with information relevant, but not limited, to the objectives and activities of the CORE Project;
- Provides the CFPM and the CBF Finance Officer and team with relevant information and details in the preparation and tracking of CORE budget and procurement plan;
- As needed travel with the CBF team including but not limited to, support, represent and make presentations on CORE and the CBF;

2. CORE Project Management and Coordination (75% of overall time)

- As agreed with the CFPM, leads on the design and CBF's implementation of the CORE Project Activities, including budget allocation, supervising consultants and reviewing all deliverables;
- Ensures that the CORE Project, including any sub-agreements and contracts with service providers, are at all times in compliance with the requirements of the CBF (as per operations manual and ESMS) and the project donor, Global Affairs Canada, and project partners.
- As agreed with the CFPM, leads on the management and reporting of the CBF-CUSO International Sub-Agreement, including personnel and particularly in terms of design, progress and achieving technical results under the Sub-Agreement;
- Leads on the preparation of all documents required for the efficient and effective management of the CORE Project for review and approval by CBF. This includes but is not limited to:
 - Project overall implementation plans;
 - Project annual work plans and incorporation in CBF Annual Work Plans;
 - Design (as needed) and collation of CORE sub-agreement results for reporting to the project partners/donors, and any technical assistant consultants;
 - Reports required and any other queries made by the project donor;
- Develops, plans, and organizes project-related workshops, trainings, and events;
- Contribute to writing and editing communication materials and presentations on the CORE Project;
- Designs and supports, as agreed with the CFPM, CORE project communications to NCTFs, Donors and other Conservation Finance stakeholders;
- Works with the CBF Communications team and other relevant partners to ensure the visibility of the CORE Project on the CBF website and social media;
- Coordinates and travels, as needed to ensure the successful implementation of the CORE Project Activities;

3. Monitoring and Evaluation (15% of overall time)



- Design, implement and track the Monitoring Evaluation and Learning (MEL) Plan for the CORE Project results that ensures due consideration of CBF and project partner/donor systems;
- Assists with the tracking and reporting of the Conservation Finance Program Monitoring Evaluation and Learning (MEL) Plan.

IV. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):

All candidates for the CBF Technical Officer - CORE Project Leader position must provide evidence of the following skills and abilities:

A. Minimum qualifications and experience:

1. An undergraduate degree (Bachelor of Science) from a recognized university is required. A Master's degree (in natural resources management, environmental management, biology or similar) is preferred.
2. At least 5 years of experience in a similar position managing projects of similar scale.
3. At least 3 years of experience in project preparation and implementation with a gender focus will be considered an asset.
4. Exemplary verbal and written skills in English. French and/or Spanish knowledge (conversational, reading and writing) will be considered a strong asset.

B. Management and Technical Skills:

1. **Program/Project management:** Demonstrated experience in developing, implementing and monitoring programs and projects including the components of proposals, work plans, budgets, logical frameworks, procurement plans, monitoring learning and monitoring plans. Demonstrated experience in writing reports, memoranda and similar documents.
2. **Thematic knowledge:** Demonstrated knowledge and understanding about environmental grantmaking and conservation trust funds with gender considerations and their intersection with conservation and natural resources management.
3. **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.



4. **Monitoring, Evaluation and Learning:** Demonstrated experience and ability in monitoring, evaluation and learning.

B. Other Skills:

5. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
6. **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.
7. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner

V. HOW TO APPLY:

To apply for the CBF Technical Officer - CORE Project Leader position, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org

All applications must be received by August 16, 2024, for consideration. Expected start date for the position is October 1, 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 August 26, 2024 .

C. Selection Criteria and Evaluation Matrix



Selection Evaluation Matrix:

CBF Technical Officer – CORE Project Leader

		Maximum Score	Candidate's Score
1.	Minimum Requirements (see Section IV.A)	30	
	Education	7	
	Overall professional experience	6	
	Gender experience	3	
	English knowledge	5	
	French knowledge	2	
	Spanish knowledge	2	
	Regional experience	5	
2.	Management and Technical Skills	50	
	Program/project management	20	
	Thematic knowledge	10	
	Monitoring, Evaluation and Learning	15	
	Communication and Outreach	5	
3.	Other skills	20	
	Interpersonal and communication skills	10	
	Proactive behavior	5	
	Assertiveness	5	
	TOTAL SCORE	100	