



Terms of Reference

Position title:	CORE Project Communications Officer
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 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 organisational development component aimed at strengthening the network of conservation trust funds that are part of the Caribbean Sustainable Finance Architecture (CSFA).

The CSFA 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 Global Affairs Canada for a project entitled “**Caribbean Organizations for a Resilient Environment**”.

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 CSFA to strengthen their institutional policies and grant making procedures, and that they fully incorporate an inclusive and gender responsive approach.

Through the CORE Project, the CBF will work with 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 CORE 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 www.caribbeanbiodiversityfund.org

II. SUMMARY OF SERVICES

The CBF seeks a **CORE Project Communications Officer** with a proven record of success in the implementation of communications strategies and actions plans. The incumbent will be responsible for providing overall communications support for the CORE Project and other programs as required. The incumbent will be contracted initially for one year and will aim to be renewed for the duration of the project, provided the services continue to meet the objectives set and tasks agreed upon and provided that the project continues to be funded. A review and evaluation will be conducted at the end of the initial one year period and will be the basis for potential renewal.

The incumbent reports directly to the CORE Technical Officer and where necessary, provides support to the CBF Conservation Finance Program Manager, who oversees the Conservation Finance Program, that includes the other regional projects including the Blue Economy Finance (BlueFin), the Caribbean Regional Architecture for Biodiversity (CRAB), the USAID project, and the Effective Marine Protected Area Activities for the Caribbean (EMPAC). The incumbent is expected to successfully contribute progress reports, activity reports, planning support, and other actions, inclusive of support to CBF's Monitoring Evaluation and Learning initiatives, as required by the CORE Project Leader.

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

The CBF operates as a registered organisation¹ with employees and consultants working remotely within the Caribbean region. We currently have employees from countries such as Belize, Dominica, the Dominican Republic, Jamaica, St. Lucia, Trinidad and Tobago, Saint Maarten, and St. Vincent and the Grenadines.

Mobility requirement: Requires work from home and the ability to travel across the region for meetings and site visits.

Terms: The incumbent will be employed part-time to the CBF and be required to work 24 hours per week. Compensation will be established within a budget of USD \$18,000 annually.

III. DUTIES AND RESPONSIBILITIES

The **CORE Project Communications Officer** will have the following specific responsibilities:

- Specific accountability for delivery of Project Output 1312 - (Caribbean Network of Environmental Funds (CANOE) Resilience Hub operations.

¹ Registered in the UK as a Charity and in Jamaica

- Specific accountability for delivery of Project Output 1313 - Integrated Gender Responsive (IGR) Biodiversity and Conservation Dialogues.
- Implementation of the CORE Communications Strategy and Action Plan, which will be aligned to both CBF and GAC Communication guidelines.
- Provide support to the consultancy that will deliver a specific communications strategy for the CANOE.
- Manage all communications aspects of the project, including the CANOE on-line learning hub.
- Preparation of presentations on CORE communication outcomes and products for submission to GAC.
- Provide all necessary communications reports to the CORE Project Leader as required by GAC and the CB.
- Organise meetings, calls and others necessary for the fulfilment of the project's communications objectives.
- Support expense tracking for the project's communications activities.
- Monthly report of activities.
- Support performance planning, monitoring, evaluation, and reporting for CORE and CBF's strategic communications impacts and objectives, including regular coordination with the CBF Communications Officer.
- Contribute to the further designing, implementation, and upgrading of the CORE and CBF MEAL system.
- Support operational efficiency in program and project management.
- Other duties as required by the CORE Technical Officer such as any support necessary to the CBF and the Conservation Finance Program Manager.

IV. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):

All candidates must have knowledge in inclusive communication and provide evidence of the following skills and abilities:

A. Minimum qualifications and experience:

1. Bachelor's Degree in communication studies, digital communications, public relations, marketing, or related field, from a recognized university.
2. At least three (3) years proven experience in communications and or public relations, preferably in the context of conservation or environmental projects. The following will be considered advantageous: (i) experience with project communications; (ii) region-wide Caribbean experience; (iii) knowledge and experience in Gender-responsive communications.

B. General Skills:

1. **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.
2. **Interpersonal and communication skills:** Exemplary verbal and written skills in English. Good or advanced Spanish and/or French knowledge (conversational, reading and writing) is a strong asset. Excellent interpersonal and communications skills, and the ability to work with diverse co-workers, stakeholder groups and organisations.

3. **Problem Solving and Conflict Resolution:** Capacity to solve problems or conflicts in an assertive manner often with limited information and under pressure.
4. **Learning:** Ability to learn, innovate and integrate new knowledge and practices into the work.
5. **Adaptability:** Ability to navigate complexity and accept uncertainty.
6. **Assertiveness:** Ability to undertake actions, decisions, and achieve results in an independent manner and assume the responsibility for the actions taken.
7. **Planning and Administration:** Ability to develop and carry out a project plan efficiently focused on delivering the expected results of the project. Ability to carry out job responsibilities with competence, expertise, efficiency, effectiveness, and integrity expected of a professional.

C. 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 project reports and presentations. Skills in record-keeping, filing, and document management are assets.
3. **Event Organising:** Demonstrated experience in oversight and management of planning and logistics of in-person and virtual events.
4. **Stakeholder Engagement:** Demonstrated experience working with various stakeholders. Experience in liaising with donors would be an asset.
5. **Technology:** Strong command of technology solutions and common software including Microsoft Word, Excel, PowerPoint, Zoom meeting and webinars and specialized digital communications software. Knowledge and experience with ZohoOne will be an asset.

B. Behavioral Competencies:

1. **Proactive behaviour:** Be a highly energetic, self-starting, entrepreneurial and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly. Be willing to undertake actions and decisions in an independent manner and assume the responsibility for them.
2. **Ethics, gender and harassment:** Applies principles of ethics, transparency and non-discrimination and 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.
6. **Collaboration and Team Spirit:** Works collaboratively with colleagues to achieve organisational goals. Actively seeks to improve programmes or services with new and different options to solve

problems. Considers the needs of the team, anticipating them, and acting accordingly within the framework of the project.

V. HOW TO APPLY:

To apply, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org

All applications must be received by March 7, 2025 for consideration. Expected start date for the position is April 14, 2025.

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 late March 2025.

C. Selection Criteria and Evaluation Matrix

Selection Evaluation Matrix:			
CORE Project Communications Officer			
		Maximum Score	Candidate's Score
1.	Minimum Requirements	30	
	Education	10	
	Overall professional experience	10	
	English knowledge	5	
	Spanish/French knowledge	5	
2.	Technical Skills	50	
	Project Administration	10	
	Gender mainstreaming, design and implementation	10	
	Monitoring and Evaluation (M&E)	10	

	Donor reporting and donor engagement	10	
	Other stakeholder engagement, including government and communities	10	
3.	Management and other skills	20	
	Leadership	5	
	Interpersonal and communication skills	5	
	Proactive behaviour	5	
	Assertiveness	5	
	TOTAL SCORE	100	