



Terms of Reference: CBF Technical Officer

September 2025

Position title:	Technical Officer for the Reef Resilience and Risk Financing Mechanisms (R3FM) in the Caribbean project
Location:	Flexible within the Caribbean
Category	Full time (1 year, renewable upon performance evaluation and availability of funds)

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 (CF) Program, anchored by a US\$ 110 million endowment fund, (ii) a Climate Change Program, focused on Ecosystem-based Adaptation (EbA), with a US\$ 60 million sinking fund and (iii) a Nature Based Economies Program focused on Circular Economy (ACE) Facility with a US\$ 28 million sinking fund.

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 in 12 countries. To date, all 12 countries have 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 CBF is implementing the project *Reef Resilience and Risk Financing Mechanisms (R3FM) in the Caribbean* with funding from ISF (InsuResilience SolutionsFund) to develop and implement an effective, efficient, and sustainable regional reef insurance program to reliably finance post-hurricane reef response in the Caribbean, thereby providing shock responsive liquidity for responders, improving the health of Caribbean coral reefs, and enhancing the resilience of poor and vulnerable people who rely on healthy reefs for livelihoods, food security, and/or coastal protection.

Reef Resilience and Risk Financing Mechanisms (R3FM) in the Caribbean project beneficiaries:

1. Fondo MARENA - Fondo Nacional para el Medio Ambiente y Recursos Naturales
2. NCTFJ - National Conservation Trust Fund of Jamaica
3. SLUNCF - Saint Lucia National Conservation Fund

4. SVGCF- St. Vincent and the Grenadines Conservation Fund

For more information, please visit the CBF website (www.caribbeanbiodiversityfund.org).

II. POSITION SUMMARY

The CBF is seeking to recruit a **Technical Officer** with a proven record of success in project **management** and implementation to support the **Reef Resilience and Risk Financing Mechanisms (R3FM) in the Caribbean** project. The Technical Officer will work closely with the **Conservation Finance Program Manager and other CBF team members for the coordination of CBF wide efforts.**

The Technical Officer will enter into a full-time consultant contract agreement with the CBF for one year in the first instance with a 3-month probation period. Extension for an additional year will be dependent on availability of funds. Potential flexibility exists for location within the Caribbean¹. This position is open to individuals only. Consulting firms or consortiums are not eligible. No subcontracting is allowed.

The Technical Officer will report to the Conservation Finance Program Manager and the R3FM Technical Lead as agreed, and where necessary, will liaise and engage with other CBF colleagues.

III. DUTIES AND RESPONSIBILITIES

The Technical Officer will be required to perform the duties (*including but not limited to*) outlined below:

Specific Duties.

The Technical Officer will be recruited to provide direct support for the R3FM Project. From time to time, the Technical Officer will be required to assist with CBF and CF related activities.

1. Project Management and overall Conservation Finance Program support

- 1.1 Lead on the implementation of the R3FM project as per the project proposal and the ISF Agreement.
- 1.2 Lead the preparation and organization of documents such as contracts, proposals, and grant agreements.
- 1.3 Coordination of site events and other related activities.
- 1.4 Coordinate and lead on the engagement R3FM activities with relevant stakeholders and donors.
- 1.5 Lead the preparation of progress reports (both internally to CBF as well as external donor reports), ongoing communication, and coordination of all relevant stakeholder engagement, and consultancy progress reports.
- 1.6 Collating information for the project and CBF relevant Monitoring indicators.
- 1.7 Support with the coordination and implementation of Conservation Finance related activities as needed, such as alignment of the R3FM project to other relevant CBF related activities and projects.

2. Financial Due Diligence

¹ The selected candidate must be a Caribbean national or have the relevant visas and work permits to work in the region. The CBF is not able to provide visa or work permit support nor a relocation allowance to the selected candidate.

- 2.1 Financial budgeting and management: Responsible for the tracking of the project expenditures, including expense reports against contracts, invoices and receipts for disbursement of balance tranches.
- 2.2 Responsible for preparing all relevant payment request Memos to the CBF Finance team
- 2.3 Workshop/Travel: financial checks of budget against expenditure with review of contracts, invoices and receipt
- 2.4 Track co- financing according to the Donor Agreements
- 2.5 Organize project files in accordance with the CBF Finance Department filing scheme.

3. Events and travel preparations

- 3.1 Support the planning and coordination of workshops, trainings, and program-related events
- 3.2 Participation in relevant project related events

4. Communication and Visibility

- 4.1 Lead the preparation of communications and outreach materials (e.g., press releases, blogs, and newsletters) in coordination with the Conservation Finance Program Manager and the CBF Communications Officer.

IV. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):

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

A. Minimum qualifications and experience:

- i. **A graduate degree** (Bachelor of Science) from a recognized university is required.
- ii. At least **five (5) years** of experience in a similar position managing projects of similar size and geographic scope.
- iii. Exemplary verbal and written skills **in English**. Good or advanced Spanish knowledge (conversational, reading, and writing) is a strong asset.

B. Project Management and Technical Skills:

- i. **Project management:** Demonstrated experience in coordinating and leading project teams in the implementation, and monitoring of similar size and thematic projects including CBF and donor technical and financial reports, report review, budgeting, and stakeholder engagement throughout different countries.
- ii. **Thematic knowledge:** Knowledge of biodiversity conservation issues in the Caribbean and national environmental/conservation organisations. Knowledge of insurance mechanisms for conservation is an asset.
- iii. **Writing and Technical Skills:** evidence of report preparation and review abilities.
- iv. **Event Organizing:** Demonstrated experience in developing, organizing, and facilitating national/regional workshops and other events. Expertise with online forums, such as organizing and hosting webinars.
- v. **Communications and outreach:** Experience in communications and outreach include the preparation of materials such as brochures, pamphlets, information/promotional documents,

and online material for web content, social media, etc.

C. Other Skills:

- i. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
- ii. **Proactive behavior:** Be a highly energetic, self-starting, and creative individual who can express/recognize ideas, and opportunities, and communicate goals and objectives clearly.
- iii. **Independent work:** Ability to undertake actions, make decisions, and achieve results independently; and assume responsibility for the actions taken.
- iv. **Assertiveness:** Capacity to solve problems or conflicts assertively.
- v. **Remote Work Proficiency:** Demonstrated ability to effectively manage time, meet deadlines, and maintain productivity in a virtual work environment.

VI. COMMUNICATION AND COORDINATION

The work is expected to be done in full collaboration with the CBF Conservation Finance Program. The consultant will report to the Program Manager, Ms. Tanja Lieu.

VII. HOW TO APPLY

Invited Consultants shall submit a cover letter and CV addressing the skills as outlined in this TOR and the evaluation criteria (see Annex A). The CV document should not exceed 4 pages.

All applications must be received by **11:59pm AST on Monday, 20 October, 2025** via e-mail to the following address: secretariat@caribbeanbiodiversityfund.org with Subject Line: **“Technical Officer for the R3FM in the Caribbean project”**.

The communication with CBF shall be English.

VIII. 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.

A. Selection Criteria and Evaluation Matrix:

Selection Evaluation Matrix: Technical Officer			
No.	Criteria	Maximum Score	Candidate's Score
1.	Minimum Requirements (see Section IV.A)	35	
	Education	8	
	Overall professional experience	8	
	English knowledge	8	
	Spanish knowledge	8	
	Regional experience	3	
2.	Project Management and Technical Skills	45	
	Project management	15	
	Thematic knowledge (Insurance Mechanism for the Environment)	15	
	Writing skills, Excel Skills	5	
	Event Organizing	5	
	Communication, Outreach & Social Media Skills	5	
3.	Other skills (to be evaluated during interview phase)	20	
	Interpersonal, communication and marketing skills	5	
	Proactive behavior and assertiveness	7	
	Ability to work independently	5	
	Experience in a remote/virtual work environment	3	
TOTAL SCORE		100	