



Terms of Reference: Program Officer - CBF Advancing Circular Economy (ACE) Facility

November 2025

Position title:	Program Officer, CBF Advancing Circular Economy (ACE) Facility
Location:	Flexible within the Caribbean (Dominican Republic residency is an asset)
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, the CBF was designed to accommodate the receipt, investment, distribution and monitoring of conservation funding throughout the region.

The 2022-2027 CBF Strategic Plan has three main goals:

1. CBF is an effective institution with exemplary practice standards.
2. CBF grantees and beneficiaries geographically cover more of the Caribbean region.
3. CBF provides sustainable financing opportunities for the Caribbean region.

The CBF has a flexible structure to implement innovative solutions for resource mobilization at the regional level through a range of financial instruments. 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 ACE Facility was developed to contribute to the reduction of marine pollution in the Caribbean through the promotion of sustainable circular economy interventions. The Facility **award grants through a call for proposals** process to finance and provide technical support

projects with a long-term focus on reducing marine litter or prevent its introduction into the marine environment, improve the framework conditions for circular economy and engage local Caribbean communities in reducing marine pollution. **Key outputs of the ACE Facility are:**

1. The ACE Facility as a **financing mechanism** for circular economy interventions in the Caribbean is operational.
2. Priority **circular economy measures** that achieve measurable **reduction of marine litter** have been implemented.
3. **Capacities and awareness** of **public and private** actors for the circular economy have been strengthened.

The ACE Facility works with public and private sector partners as well as other Caribbean stakeholders to fund projects that promote and apply practical **circular economy principles** to minimize, prevent or remove waste entering the marine environment and/or removing marine litter. This is to be achieved by **investments in equipment and infrastructure** but also generation of **data and knowledge, policy support and education of consumers**.

Individual projects are targeted in **nine (9) countries** across the region: Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Montserrat, Saint Lucia, Saint Vincent and the Grenadines. Funding for the ACE Facility is provided by the German Ministry for **Economic Cooperation and Development (BMZ)** through the **German Development Bank (KfW)**. The CBF hopes to attract additional donors for the ACE Facility in the future.

Oversight of the ACE Facility will be a collaboration between the CBF Secretariat and the ACE Facility Committee. The ACE Committee comprises external experts appointed by the CBF Board. Its purpose is to provide overall technical supervision and strategic advice and guidance to the operations of the ACE Facility.

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

II. POSITION SUMMARY

The CBF seeks a **Program Officer (PO)** with a proven record of success in addressing the **circular economy, included but not limited to marine litter and waste management** to provide the program support to effectively implement the strategic agenda of the ACE Facility. The Program Officer will work closely with, and report to, the **ACE Program Manager (PM)**, in providing this program support.

The Program Officer (PO) will enter into a full-time consultant contract agreement with the CBF.

The position will be contracted initially for one year and can be renewed, provided the incumbent continues to meet and/or exceed the objectives set and tasks agreed upon. The Program Officer will receive in salary and benefits an amount of **USD 43,200.00** annually. The potential for an increase will depend on the availability of funds and performance.

Potential flexibility exists for location within the Caribbean¹. This position is open to individuals and Caribbean nationals only. Consulting firms or consortiums are not eligible. No subcontracting is allowed.

III. DUTIES AND RESPONSIBILITIES

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

A. General (20% of overall time)

- i. Assist the ACE PM in the general and active management of the affairs of the ACE Facility.
- ii. Assist in the implementation of the ACE Facility Work Plan.
- iii. Assist in the monitoring of grants through progress reports, ongoing communication, and site visits.
- iv. Assist in the preparation and supervision of contracts, call for proposals, grant agreements, and all other arrangements necessary to implement the ACE Facility.
- v. Assist in the preparation of reports to the CBF Board of Directors, ACE Facility Chairman/Committee, CBF CEO and Donor.
- vi. Assist the ACE PM in the organization, delivery, and documentation of ACE Committee Meetings.
- vii. Act as a liaison with the CBF Secretariat on financial matters including maintaining disbursement records, preparing forecasts and projections.
- viii. Engage and support with cross cutting CBF duties.
- ix. Assist in strategic planning including review of operational processes and development of new project documents.
- x. Support the CBF with contracting of support services and consultancies including TORs development and evaluation of bids.
- xi. Maintain the ACE Facility filing repository.

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

B. Program and Grants Administration Support (50% of overall time)

- i. Assist with the assessment and selection of concept notes and full proposals submitted to the ACE Facility for funding consideration.
- ii. Assist with the review of Grantees' annual work plans and budgets and tracking the progress of implementation.
- iii. Develop, plan, and organize program-related workshops, trainings and events.
- iv. Support with writing and editing project materials and position papers.
- v. Support with improving documentation for the operations of the ACE Facility.
- vi. Assist with program communications to beneficiary organizations, grantees, and the ACE Facility Committee.
- vii. Liaise with CBF's Legal Advisors to assist with the preparation of documents requiring legal review.
- viii. Assist with ensuring that the reporting requirements of grantees are met.
- ix. Assist in ensuring that grantees are in compliance with Grant Agreements and Donation Agreements.
- x. Assist with follow-up and communication with grantees on budget and procurement issues.
- xi. Assist in the preparation of overall program reports on the projects financed by the ACE Facility.
- xii. Assist the ACE PM in resolving any issues involving a grantee's failure to perform as agreed or failure to report in a proper and timely manner as required.
- xiii. Ensure adherence to CBF procurement guidelines for implementing agencies through review of No Objection requests.
- xiv. Track the operational matters on pending actions of grantees and the ACE Facility to facilitate efficient communication and follow up.
- xv. Support for the ACE Facility Call for Proposals from development of call documents to selection of award-winning applications.

C. Stakeholder Engagement (10% of overall time)

- i. Work with the ACE PM to represent and promote the CBF's ACE Facility interests in day-to-day dealings and on-going liaison with grantees, representatives of governments; non-governmental organizations; community- based organizations and private sector institutions.
- ii. Promote the capacities and institutional strengthening of grantees to ensure the delivery of quality results and expected impacts of the ACE Facility.
- iii. Represent the CBF's ACE Facility at relevant meetings.
- iv. Contribute to planning workshops and stakeholder engagements to facilitate grantee knowledge exchange, collaboration and networking.

D. Communications and outreach materials (10% of overall time)

- i. Develop written communications and outreach materials, including press releases, blogs, newsletter articles, brochures, pamphlets, and information/promotional materials, as appropriate (in coordination with the CBF's ACE PM and CBF's Communications Specialist as needed).
- ii. Support the visibility of the ACE Facility overall program and grantee projects on the CBF website and social media.
- iii. Secure the submission of communications materials from grantees to the CBF's ACE Facility and review these materials to ensure suitability for distribution through CBF networks.
- iv. Review of promotion and awareness activities of grantees ensuring compliance with CBF-KfW branding guidelines.

E. Monitoring and Evaluation (10% of overall time)

- i. Assist with the tracking and reporting of the ACE Facility Monitoring Evaluation and Learning (MEL) Plan.
- ii. Assist with Monitoring progress in implementation of the MEL plans of funded projects.
- iii. Conduct field visits to monitor compliance with ACE Facility requirements.
- iv. Support and coordinate Mid-term and Final Evaluations for grantee projects.
- v. Support the ACE PM with KfW reporting at 6-month intervals by providing synthesis of lessons learnt and adaptive program management activities.
- vi. Ensure the delivery of financial audits and provide project information for the annual CBF use of funds audit.

IV. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):

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

F. Minimum qualifications and experience:

- i. **An undergraduate degree** (Bachelor of Science) from a recognized university is required. A Master's degree (in natural sciences, natural resources management, environmental management, biology or similar) is desired.
- ii. At least **five (5) years** of experience in a similar position.
- iii. Exemplary verbal and written skills **in English and Spanish are required**.
- iv. Good or advanced French knowledge (conversational, reading and writing) is a strong asset.

G. Management and Technical Skills:

- i. **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, developing budgets and similar documents.
- ii. **Thematic knowledge:** Demonstrated knowledge and understanding about Nature-based solutions, circular economy and waste management issues and their intersection with climate change, conservation and natural resources management.
- iii. **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.
- iv. **Stakeholder Engagement:** Demonstrated experience working with government agencies, civil society organizations and the private sector. Experience in liaising with donors would be an asset.
- v. **Monitoring, Evaluation and Learning:** Demonstrated experience and ability in monitoring, evaluation and learning.
- vi. **Communications and outreach:** Experience in communications and outreach including the preparation of materials such as brochures, pamphlets, information/promotional documents and online material for web content, social media, etc.

H. 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, 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.
- iii. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner.

V. HOW TO APPLY:

To apply for the **Program Officer, CBF ACE Facility** position, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org

All applications must be received by December 19, 2025. Applications not received by the above deadline will be automatically disqualified. The expected start date for the position is March 01, 2026.

A. Application documents:

- i. **Cover letter,**
- ii. **Resume, and**
- iii. **Contact details of three (3) referees.**

B. Selection Process:

- i. Any application **must contain all** the information requested in Section V.A above. Incomplete applications will be automatically eliminated from the review process.
- ii. All complete applications will be reviewed by a Selection Committee against the evaluation matrix found in Section V.C below.
- iii. The top five (5) candidates will be invited to participate in an interview. Interviews are tentatively scheduled for Week 2 of January.
- iv. Shortlisted applicants may also be invited to participate in a practical exercise to assess candidates on project management, time management, communications, stakeholder engagement, and knowledge of the circular economy.

C. Selection Criteria and Evaluation Matrix:

Selection Evaluation Matrix: Program Officer, CBF Advancing Circular Economy (ACE) Facility			
No.	Criteria	Maximum Score	Candidate's Score
1.	Minimum Requirements (see Section IV.A)	35	
	Education	7	
	Overall professional experience	7	
	English knowledge	7	
	Spanish knowledge (required)	7	
	French knowledge	2	
	Regional experience (project experience in the Dominican Republic an asset)	5	
2.	Management and Technical Skills	50	
	Program/project management	15	
	Thematic knowledge	15	
	Event Organizing	5	
	Stakeholder Engagement	5	
	Monitoring, Evaluation and Learning	5	
	Communication and Outreach	5	
3.	Other skills	15	
	Interpersonal, communication and marketing skills	8	
	Proactive behavior and assertiveness	7	
TOTAL SCORE		100	