



Terms of Reference: Conservation Finance Technical Officer

December 2025

Position title:	Conservation Finance Technical Officer
Location:	Flexible based within the Caribbean
Full time	40 hours a week

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 US\$ 110million endowment fund, (ii) a Climate Change Program, focused on Ecosystem-based Adaptation (EbA), with a USD 75 million sinking fund and (iii) a Nature Based Economies Program, focused on Advancing Circular Economy principles, with a USD 25.5 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 11 countries. A total of 12 countries have received CBF Endowment 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. Under the Conservation Finance Program, funds are channeled to NCTFs that have signed Partnership Agreements with the CBF. Firstly, through an Endowment Fund where the proceeds of the Fund are channeled through partner NCTFs to enable grantmaking programs at the national level. Up to 25% of these funds can be used for operational expenses of the NCTFs. Support is also provided for Capacity building and Institutional strengthening which focuses on governance, operations, administration, reporting, monitoring, evaluation & learning, environmental, social and governance safeguards; and support for resource mobilization.

CBF Endowment Fund beneficiary countries and their NCTF:

1. DNCTF - Dominica National Trust Fund
2. FHB - Fonds haïtien pour la biodiversité (Haïti Biodiversity Fund)
3. Fondo MARENA - Fondo Nacional para el Medio Ambiente y Recursos Naturales
4. GSDTF - Grenada Sustainable Development Trust Fund
5. NCTFJ - National Conservation Trust Fund of Jamaica
6. SLUNCF - Saint Lucia National Conservation Fund
7. SVGCF - St. Vincent and the Grenadines Conservation Fund
8. SCNCF - St. Christopher and Nevis Conservation Foundation
9. BPAF - Bahamas Protected Areas Fund
10. GPAT - Protected Areas Trust (Guyana)
11. Cuba - temporary Agreement with UNDP Cuba
12. Antigua and Barbuda - to be defined

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

II. POSITION SUMMARY

The CBF is seeking to recruit a **Technical Officer (TO)** with a proven record of success in project and program **management** to provide overall technical support to the Conservation Finance Program. The TO will work closely with the **Conservation Finance Program Manager and the Conservation Finance Program Officer** in providing support to the overall Conservation Finance Program.

The TO 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 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.

III. DUTIES AND RESPONSIBILITIES

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

1. General (40% of overall time)

1.1 Contribute to technical contributions and reporting of the Endowment Fund and the regional Finance Architecture, including relevant regional projects

1.2 Contribute and support the implementation and the monitoring of the CF Programme Work Plan. This includes the assistance to all regional projects that are being implemented under the CF Program. This also includes the monitoring and evaluation of relevant indicators and the reporting to these indicators.

1.3 Contribute in the preparation and supervision of new and ongoing Partnership Agreements and their reporting and follow-up processes, and all other arrangements necessary to implement the CF Program.

1.4 Supports the preparation of reports and presentations to the CBF Board of Directors, CBF CEO, Donors and others.

2. Financial and technical Due Diligence (30% of overall time)

2.1 Lead on the tracking of CF indicators against the CF work plan, including, but not limited to the technical and financial tracking of the CBF Endowment contributions and other CBF Agreements reported by the NCTFs and other regional projects implemented under the CF Program

2.2 Lead with the tracking of technical and financial due diligence of CBF Partnership Agreements with the NCTFs and other relevant Agreements

2.3 Lead in the preparation of Payment request document packages and other documentation relevant to the Conservation Finance Program activities and the CBF Endowment and where applicable from regional projects

3. Stakeholder engagement, knowledge management and outreach (30% of overall time)

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.

3.1 Contribute to the development and maintain a network of contacts with other conservation organisations and relevant stakeholders in order to achieve greater efficiencies and synergies, access additional potential sources of funding

3.2 Contribute to the identification of opportunities with different regional and international initiatives for the benefit of expanding and amplifying the work of the CBF, which can include e.g. proposal writing, preparation of strategy papers and notes.

3.3 Represent, where appropriate, CBF in relevant NCTF monitoring visits related to the implementation of the CF Work plan, relevant regional and international events and stakeholder engagements.

3.4 Contribute to the preparations of knowledge management, communications and outreach materials (e.g., annual reports, concept notes, strategy papers, press releases, blogs, and newsletters) in coordination with the CF Program Manager and the CBF Communications Officer.

3.5 Support the planning and coordination of workshops, trainings, and program-related events

Please note travel is expected within the Caribbean region and internationally to monitor implementation at project sites, promote the Conservation Finance Program results and findings and meet with existing and potential partners and donors.

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 Master's degree** (Master of Science) from a recognized university is required. In the case of a Bachelor degree, the candidate must have an additional 5 years of relevant work experience.
- ii. At least **eight (8) years** of experience in a similar position.
- iii. Exemplary verbal and written skills **in English**. Good or advanced Spanish and/or French knowledge (conversational, reading, and writing) is a strong asset.

B. Technical Skills:

- i. **Project and program management:** Demonstrated experience in providing technical support to project and program teams in the implementation, monitoring of projects including the report preparation, report review, budgeting, and review of financial and technical reports for completeness. The portfolio size experiences should have ranges at minimum of USD 1 M and up.
- ii. **Thematic and technical knowledge:** Knowledge of biodiversity conservation issues in the Caribbean and national environmental/conservation organisations.
- iii. **Writing and Technical Skills:** evidence of technical project proposal writing skills in relevant projects, such as biodiversity conservation, climate change, and others.
- iv. **Stakeholder engagement and outreach:** Experience in stakeholder engagement throughout the Caribbean region and in more than one country.

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.

V. HOW TO APPLY:

To apply for the CBF Conservation Finance Technical Officer, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org. All applications must be received by January 16, 2026, at 11:59PM USEST. Applications not received by the above deadline will be automatically disqualified. Expected start date for the position is March 2026

A. Application documents:

- 1. Cover letter
- 2. Resume (please ensure that you include information related to the criteria and skills outlined in Section IV) of not more than 3 pages
- 3. Three references
- 4. Letter of Based in the Caribbean Statement² – the candidate will be required to affirm that s/he is located or willing to relocate to the Caribbean as defined in the footnote. Failure to adhere to this will automatically disqualify the candidate from moving forward.

B. Selection Process:

- 1. Any application must contain all the information requested in Section V.A above.
- 2. Incomplete applications will be automatically eliminated from the review process.
- 3. All complete applications will be reviewed by a Selection Committee against the evaluation matrix found in the table below.

² The CBF considers the following geography as Caribbean-based: the 49 islands and continental countries, states and territories with coastlines on the Caribbean Sea, Gulf of Mexico, and adjacent parts of the Atlantic Ocean: **Island States** (Antigua and Barbuda, The Bahamas, Barbados, Cuba, Dominica, Dominican Republic, Grenada, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago), **Mainland Countries** (Belize, Colombia, Costa Rica, French Guiana, Guatemala, Honduras, Mexico, Nicaragua, Panama, Suriname, Venezuela), **Dutch Territories** (Aruba, Bonaire, Curacao, Sint Eustatius, Saba, Sint Maarten), **French Territories** (Guadeloupe, Martinique, Saint Barthélemy, Saint Martin, French Guiana), **British Territories** (Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Montserrat, Turks and Caicos Islands), and **United States and Territories** (Alabama, Florida, Georgia, Louisiana, Mississippi, Puerto Rico, Texas, and the US Virgin Islands).

A. Selection Criteria and Evaluation Matrix:

Selection Evaluation Matrix			
No.	Criteria	Maximum Score	Candidate's Score
1.	Minimum Requirements (see Section IV.A)	45	
	Education	10	
	Overall professional experience	15	
	English knowledge	5	
	Spanish knowledge	5	
	French knowledge	5	
	Regional experience	5	
2.	Program Management and Technical Skills	55	
	Project and program management	20	
	Thematic knowledge	15	
	Technical proposal writing skills	15	
	Stakeholder engagement and outreach Skills	5	
TOTAL SCORE		100	