



Terms of Reference

Project	Rehabilitation of the Beetham Wastewater Stabilisation Ponds (WSP) Project under the CBF GEF 11363 (Clean and Healthy Ocean Integrated Program (CHO-IP) Project
Position title:	CBF Technical Officer, CHO-TTO Project Leader
Location:	Flexible within Trinidad and Tobago
Duration:	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 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.

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

More on the CBF GEF 11363 (Clean and Healthy Ocean Integrated Program (CHO-IP) Project Support: The Rehabilitation of the Beetham Wastewater Stabilisation Ponds (WSP) Project aims to reduce pollution and marine hypoxia from land-based sources, improve ecosystem health, and support biodiversity conservation within the Caroni River Basin. The project focuses on rehabilitating the Beetham WSPs at Beetham Landfill and enhancing institutional and community capacities to manage nutrient pollution and other contaminants effectively.

This initiative is part of the GEF-8 Clean and Healthy Oceans Integrated Program (CHO-IP)^{1,2} and includes four key components:

1. Improving the evidence base and raising awareness.
2. Strengthening policy, regulatory, and investment frameworks.
3. Piloting and showcasing best management practices (BMPs) and investments.
4. Ensuring knowledge management, communications, gender, and stakeholder engagement.

To implement the project effectively, a Project Management Unit (PMU) will be established under the oversight of the Caribbean Biodiversity Fund (CBF).

II. POSITION OVERVIEW

The Technical Officer will lead the implementation of the Beetham WSP Rehabilitation Project, ensuring its objectives are achieved on time, within budget, and in compliance with high-quality standards. This position involves technical oversight, procurement implementation, stakeholder engagement, financial management, and monitoring and evaluation (M&E). The Technical Officer will supervise PMU staff, coordinate with stakeholders, and ensure alignment with GEF and UNEP requirements.

III. DUTIES AND RESPONSIBILITIES

The Technical Officer will be required to perform the duties (*including but not limited to*) outlined below (Key Responsibilities (PMC 23%, Technical Component 77%):

A. Project Management and Implementation

1. Project Planning and Coordination:
 - a. Develop and maintain the project work plan, ensuring all activities are completed on time and within scope and budget.
 - b. Lead procurement processes for consultants and contractors in compliance with international donor standards.
 - c. Liaise with the Global Child Project (GCP) Secretariat, UNEP GEF Unit, and other stakeholders to ensure seamless project execution.
2. Resource Allocation and Budget Management:
 - a. Monitor the project's financial status to ensure adherence to donor and project financial requirements.
 - b. Collaborate with the Admin/Finance Support Staff to ensure all financial transactions are recorded and compliant.
3. Human Resources:
 - a. Assist in recruiting and onboarding project staff, consultants and other service providers
 - b. Develop technical Terms of Reference (ToR) for Technical Project consultants and contractors.

¹<https://www.thegef.org/projects-operations/projects/11363>

² <https://www.fao.org/gef/Portfolio/choip/en>

B. Technical Oversight

1. Provide technical guidance on wastewater treatment, pollution mitigation, and nature-based solutions (NbS).
2. Supervise technical outputs, including studies, designs, and pilot interventions, ensuring alignment with global best practices.
3. Ensure compliance with environmental and social safeguards throughout project activities.
4. Guide project in ESMS alignment in accordance with donor requirements.

C. Stakeholder Engagement and Coordination

1. Serve as the primary liaison between the Project Steering Committee (PSC), Executing Agency (CBF), and Lead National Agencies (MPU, SWMCOL), particularly through their focal points.
2. Facilitate communication and cooperation among stakeholders, including government agencies, local communities, NGOs, and private sector partners.
3. Ensure incorporation of gender-sensitive and inclusive approaches in project planning and implementation.

D. Monitoring, Evaluation, and Reporting

1. Monitoring and Evaluation (M&E):
 - a. Design and implement the project's M&E framework to track progress toward objectives and Global Environmental Benefits (GEBs).
 - b. Lead data collection, analysis, and reporting processes.
2. Documentation and Reporting:
 - a. Prepare annual progress reports, financial statements, and evaluation reports, including lessons learned and recommendations.
 - b. Maintain and organise project documentation for accessibility to stakeholders.

E. Team Leadership and Capacity Building

1. Team Management and Supervision:
 - a. Provide guidance, support, and directions to the project team, ensuring tasks are completed efficiently.
 - b. Coordinate training activities for project staff and partners on wastewater treatment, environmental monitoring, and gender-sensitive approaches.
2. Capacity Building:
 - a. Identify capacity gaps and coordinate relevant stakeholder training to strengthen project outcomes.

F. External Representation

- a. Represent the project at key meetings, conferences, and events.
- b. Advocate for the project's local, national, and international objectives.

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. Education and Certifications:

1. Master's degree in environmental management, Project Management, International Development, or a related field.
2. Project Management certification (e.g., PMP, Prince2) is required.

B. Experience:

1. Minimum of 7-10 years of relevant experience in managing large-scale environmental projects in waste/wastewater management and/or biodiversity conservation.
2. Minimum of 5 years of proven experience in M&E, including designing systems and analyzing data.
3. Minimum of 5 years of experience working with international donors (e.g., GEF, UNEP) and familiarity with their reporting requirements.
4. Proven experience working within the national policy and institutional context of Trinidad and Tobago, including coordination with government ministries, agencies (e.g., MPU, SWMCOL, WASA, EMA), and local authorities, as well as alignment with national environmental and waste/wastewater management policies.

C. Skills and Competencies:

1. Strong leadership and team management skills.
2. Demonstrated success in large-scale project management.
3. Excellent communication and presentation skills, capable of engaging diverse audiences.
4. Proficiency in project management tools (e.g., Gantt charts, MS Project) and M&E platforms.
5. Knowledge of international procurement guidelines and the ability to ensure compliance.

V. REPORTING AND WORKING RELATIONSHIPS

1. Reports directly to the Executing Agency (Caribbean Biodiversity Fund- Program Manager of the Nature-based Economies Program) and the Project Steering Committee (PSC).
2. Coordinates closely with Lead National Agencies (MPU, SWMCOL).

VI. WORK ENVIRONMENT

The Technical Officer will be home-based but will frequently travel to project offices and sites in the Caroni River Basin. The role involves both office-based tasks and fieldwork.

VII. PERFORMANCE MANAGEMENT

The Technical Officer's performance will be evaluated annually based on:

1. Achievement of project objectives and GEBs.
2. Timeliness and quality of project deliverables.
3. Effectiveness of stakeholder engagement.

4. M&E and reporting quality.
5. Team leadership and problem-solving capabilities.

VIII. HOW TO APPLY:

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

All applications must be received by January 7, 2026, for consideration. Expected start date for the position is March 2026.

A. Application documents:

1. **Cover letter** that specifically references your strengths in the areas noted
2. Resume, and
3. Contact information for three references

B. Selection Process:

1. Any application **must contain all** the information requested in Section A above. Incomplete applications will be automatically eliminated from the review process.
2. All complete applications will be reviewed by a Selection Committee against the evaluation matrix found in Section C below.
3. The top five (5) candidates will be invited to participate in an interview. Interviews are tentatively scheduled in week 2 of January 2026

C. Selection Criteria and Evaluation Matrix

Selection Evaluation Matrix: CBF Technical Officer, CHO-TTO Project Leader			
No.	Criteria	Maximum Score	Candidate's Score
1.	Minimum Requirements (see Section IV.A)	35	
	Education	10	
	Overall Experience	12	
	Gender Experience	3	
	English Knowledge	5	
	National experience – Waste/wastewater management in Trinidad and Tobago	5	
2.	Management and Technical Skills	45	
	Program/project management	15	
	Thematic knowledge	10	
	Monitoring, Evaluation and Learning	10	
	Communication and Outreach	10	
3.	Other Skills	20	
	Interpersonal and communication skills	7	
	Proactive behavior	7	
	Assertiveness	6	
TOTAL SCORE		100	