



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

March 2026

<b>Position title:</b>	<b>Technical Officer, CBF Advancing Circular Economy (ACE) Facility</b>
<b>Location:</b>	<b>Flexible within the Caribbean</b>
<b>Category:</b>	<b>Full time (1 year, renewable upon performance evaluation and availability of funds)</b>

### 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](http://www.caribbeanbiodiversityfund.org)).

## **II. POSITION SUMMARY**

Marine pollution and unsustainable waste practices threaten the health of Caribbean ecosystems, economies, and communities, making the transition to a circular economy an urgent regional priority and central to the CBF's goals.

The Caribbean Biodiversity Fund (CBF) seeks a **Technical Officer** with a proven record of success in addressing circular economy, waste management, and marine pollution challenges to provide technical support for the effective implementation of the ACE Facility's strategic agenda.

The Technical Officer will work closely with the CBF Secretariat team and report to the ACE Facility Program Manager, supporting the development and implementation of circular economy projects across participating countries.

The Technical Officer will enter into a full-time consultant contract agreement with 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. During the first year, a 3-month probation period shall apply. A review and evaluation will be conducted at the end of the year and will serve as the basis for potential renewal.

Preference will be given to Caribbean nationals living in the Caribbean for the position of the Technical Officer and he/she will receive in salary and benefits a minimum amount of USD 49,200 annually (the final remuneration will commensurate with the successful candidate's qualifications and experience). The potential for an increase will depend on the availability of funds and performance.

Potential flexibility exists for locations within the Caribbean<sup>1</sup>. This position is open to individuals only. Consulting firms or consortiums are not eligible. Subcontracting is not allowed.

### **III. ESSENTIAL FUNCTIONS**

The Technical Officer for the ACE Facility will support the effective implementation of the ACE Facility by leading monitoring, evaluation, and learning (MEL) activities; ensuring compliance with environmental and social safeguards (ESMS); and providing technical oversight for projects focused on circular economy and marine pollution reduction. Working closely with the ACE Program Manager, the Technical Officer will coordinate data collection and analysis, support grantees in adopting MEL and ESMS frameworks, offer technical guidance during proposal development and project implementation, spearhead reporting requirements and contribute to strategic planning, stakeholder engagement, and outreach.

### **IV. DUTIES AND RESPONSIBILITIES**

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

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<sup>1</sup> The selected candidate would be home office based, 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.

The Technical Officer will be responsible for providing technical and operational support to ensure the successful implementation of the ACE Facility's strategic goals, including grant oversight, monitoring and evaluation, safeguards compliance, and stakeholder engagement. The Officer will work under the supervision of the ACE Program Manager and in close collaboration with the CBF Secretariat and implementing partners.

**A. General Support (25% of overall time)**

- Support the ACE Program Manager (PM) in managing the day-to-day operations of the ACE Facility.
- Assist in the implementation and periodic review of the ACE Facility Annual Work Plan.
- Contribute to the development and supervision of grant agreements, consultant contracts, and other operational arrangements.
- Assist in the preparation of technical and operational reports to the ACE Facility Committee, CBF Board, CEO, and donors.
- Support the organization and documentation of ACE Facility Committee meetings and other strategic engagements.
- Provide cross-cutting support to the CBF Secretariat, including strategic planning and development of new project documents.

**B. Technical Oversight and Guidance (35% of overall time)**

- Provide technical guidance to applicants and grantees on the circular economy, marine litter prevention, and sustainable waste management.
- Participate in the technical review and assessment of grant proposals submitted under Calls for Proposals.
- Monitor technical implementation of funded projects and recommend adjustments to improve outcomes.
- Assist in the development and dissemination of technical guidance documents, templates, and knowledge products.

**C. Stakeholder Engagement and Outreach (15% of overall time)**

- Support the ACE PM in liaising with government agencies, private sector partners, NGOs, and other stakeholders.
- Represent the ACE Facility in technical and public forums, as needed.
- Contribute to the development of communication materials, presentations, and knowledge-sharing content highlighting the ACE Facility's results and impact.

**D. Monitoring, Evaluation and Learning (MEL) (10% of overall time)**

- Assist with the implementation and continuous improvement of the ACE Facility MEL Plan and tools.
- Support grantees in developing and implementing project-level MEL frameworks, ensuring alignment with ACE indicators.
- Conduct regular monitoring of project performance, including site visits and data verification.
- Consolidate and analyze MEL data across projects to assess progress, identify trends, and recommend adaptive measures.
- Facilitate learning exchanges, knowledge sharing events, and capacity-building activities for ACE stakeholders.
- Contribute MEL content to ACE reports and communications materials.

**E. Environmental and Social Safeguards (ESMS) (15% of overall time)**

- Ensure effective implementation of the ACE Facility’s ESMS in collaboration with grantees and partners.
- Support the assessment of environmental and social risks and ensure appropriate mitigation measures are integrated into project design and execution.
- Review and monitor Environmental and Social Action Plans (ESAPs) for compliance with CBF safeguards standards.
- Provide training and technical assistance to grantees on safeguards compliance and documentation.
- Maintain oversight of environmental and social performance across the ACE portfolio and provide input to the continuous strengthening of the ESMS.

**V. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):**

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

**A. Minimum qualifications and experience:**

- An advanced degree** (Master’s level or higher) in environmental management, environmental sciences, engineering, waste/resource management, circular economy, natural resources management, climate change, project management, statistics, monitoring and evaluation, or a related field from a recognized university.
- At least five (5) years of proven professional experience in **monitoring, evaluation, and learning (MEL)**, preferably within environmental, conservation, circular economy, or waste management programs.

- iii. At least five (5) years of experience in environmental and social risk management and due diligence, including practical experience with the **application of safeguards frameworks** such as the IFC Performance Standards or World Bank Environmental and Social Framework.
- iv. Demonstrated experience in the **design, implementation, and oversight of projects addressing circular economy approaches**, marine pollution reduction, waste minimization, or related sustainability topics.
- v. **At least 5 years of experience in a similar position, working in the Caribbean region** on environmental or sustainable development initiatives, preferably in marine pollution, plastic waste, or policy innovation for circular economy solutions.
- vi. **Strong verbal and written communication skills in English.** Working knowledge of Spanish and/or French (conversational, reading, and writing) is considered a strong asset.

**B. Management and Technical Skills:**

- i. **Thematic knowledge:**
  - a. Demonstrated experience with **sustainable development and marine pollution management** including circular economy and waste management issues and their intersection with climate change, conservation and natural resources management.
  - b. Demonstrated experience in developing, **implementing and monitoring programs** and projects including work with **international and regional donor agencies** such as KfW, AFD, GAC, USAID, The World Bank, GEF, and GCF.
  - c. Demonstrated experience and ability in monitoring, evaluation and learning (MEL) multisectoral/multi-country projects
  - d. Working knowledge of IFC's Sustainability Framework (IFC **Performance Standards**), and The World Bank **Environmental and Social Framework (Environmental and Social Standards)** and World Bank Environmental, Health and Safety Guidelines.
- ii. **Program/Project management:** Demonstrated experience in developing, implementing and monitoring programs and projects including the components of proposals, work plans, budgets, logical frameworks and procurement plans. Demonstrated experience in writing reports, memoranda, developing budgets and similar documents.
- 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. **Excellent computer skills**, including word processing, spreadsheet programs, and database management.

**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 highly energetic, self-starting, 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.
- iv. **Learning:** Ability to learn, innovate and integrate new knowledge and practices into the work.
- v. **Adaptability:** Ability to navigate complexity and accept uncertainty.

**VI. HOW TO APPLY:**

To apply for the **Technical Officer, CBF ACE Facility** position, please submit the documents listed below to [secretariat@caribbeanbiodiversityfund.org](mailto:secretariat@caribbeanbiodiversityfund.org).

All applications must be received by April 17, 2026. Applications not received by the above deadline will be automatically disqualified. The expected start date for the position is June 1, 2026

**A. Application documents:**

- i. **Cover letter,**
- ii. **Resume, and**
- iii. **Contact details of three (3) referees.**
- iv. **Applicant Work Location Checklist (Section VI. D)**

**B. Selection Process:**

- i. Any application **must contain all** the information requested in Section VI.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 VI.C below.
- iii. The top five (5) candidates will be invited to participate in an interview. Interviews are tentatively scheduled for April 27, 2026.

C. Selection Criteria and Evaluation Matrix:

<b>Selection Evaluation Matrix: Technical Officer, CBF Advancing Circular Economy (ACE) Facility</b>			
<b>No.</b>	<b>Criteria</b>	<b>Maximum Score</b>	<b>Candidate's Score</b>
<b>1.</b>	<b>Minimum Requirements</b> (see Section IV.A)	<b>35</b>	
	Education	10	
	Overall professional experience	10	
	English knowledge	5	
	Spanish/French knowledge	5	
	Regional experience (Caribbean)	5	
<b>2.</b>	<b>Management and Technical Skills</b>	<b>50</b>	
	Thematic knowledge (circular economy, marine pollution, waste management, etc.)	30	
	Program/project management	13	
	Event Organizing	4	
	Stakeholder Engagement	4	
	Computer skills	2	
<b>3.</b>	<b>Other skills/ Location</b>	<b>15</b>	
	Interpersonal and communication	4	
	Proactive behavior and assertiveness	4	
	Learning and Adaptability	4	
<b>TOTAL SCORE</b>		<b>100</b>	

**D. Applicant Work Location Checklist**

Name:

Position applying for:

The checklist is intended to assist the applicant in determining their eligibility to work with the CBF based work location. Please complete the following form and submit it with your applications.

No.	Questions	Answers (Yes/No)
1a.	Are you a Caribbean National?	
1b.	If not, do you have legal authority to work in the Caribbean? Please state the country _____.	
2a.	Are you currently based in the Caribbean <i>(see footnote)</i> <sup>2</sup>	
2b.	If not, are you willing to relocate at your own expense to a Caribbean based country? <i>(see footnote)</i> <sup>2</sup>	

\_\_\_\_\_  
Signature

<sup>2</sup> 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). The Caribbean Biodiversity Fund does not cover relocation expenses which include but are not limited to visa, work permit, flights and accommodations. If selected, you will be required to relocate to a Caribbean-based country within 3 months.