



## Terms of Reference

Position title:	CBF Technical Officer – BluEFin Project Leader
Location:	Flexible, must be based within the Caribbean

### 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 USD 110 million endowment fund and (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.

Under the Conservation Finance Programme, the CBF provides financial resources through eligible National Conservation Trust Funds (NCTFs) who lead the grant-making at the national level. Activities financed under this program may include, but are not limited to, support for PAs management and establishment (including management plans), infrastructure within and outside PAs for natural resources management, environmental education, community engagement, environmental policy, and research. The NCTFs can include government, NGOs, small private associations, and research and academic institutions. The Conservation Finance Programme includes an organizational development component aimed at strengthening the network of conservation trust funds that are part of the Caribbean Sustainable Finance Architecture ("the Architecture").

#### **More on the Caribbean Blue Economy Financing Project (BluEFin) :**

**The project objective:** To create and strengthen nature-based Blue Economy opportunities and approaches in the Caribbean through innovative financing mechanisms.

**Duration of project:** 48 months (4 years from the start in 2023).

**Budget:** GEF - US\$ 6 M, with cash co-financing of US\$ 28 M from the German Development Bank (KfW), US\$ 4.4 M from AFD / FFEM, and in-kind co-financing of US\$ 4.2 M and US\$ 3.3 M from GIZ ( (Deutsche Gesellschaft für Internationale Zusammenarbeit).

The BluEFin project was designed to tackle the identified barriers that lead to a situation of limited financial resources invested in marine and coastal ecosystems and the inadequate consideration of the value of these ecosystems’ goods and services. The alternative scenario is to have a nature-based blue economy developed in the Caribbean through the implementation of new ocean financial mechanisms that engage the private sector. This will be achieved with the Caribbean Sustainable Finance Architecture playing an active role in the five project countries - Saint Lucia, St Vincent and the Grenadines, Grenada,

Dominican Republic, and The Bahamas - to engage stakeholders and raise awareness around the sustainable blue economy concept.

The desired impact is to contribute to an increment in the level of investments in sustainable practices by the economic sectors that use and depend on the marine and coastal ecosystems. With additional financial and technical resources, increased participation of the productive sectors and improved coordination among regional initiatives, this project will create and strengthen blue economy opportunities and approaches, generating transboundary benefits that support the conservation of the Caribbean Large Marine Ecosystem.

For that, the project is structured in five components with key expected outcomes, as follows:

Project components	Project Outcomes
Component 1: Utilising blue economy principles to develop regional Caribbean Ocean financial mechanisms (FMs), with a focus on private and productive sector partnerships.	Outcome 1.1. Improved access to funding through Blue Economy interventions and generation of resources from regional financial mechanisms targeting national and regional marine and coastal priorities.
Component 2: Enabling systems created and supported in order to facilitate private sector participation in Caribbean Blue Economy opportunities.	Outcome 2.1. Improved business practices and enabling policies for Private Sector participation in the blue economy and business opportunities.
Component 3: A regionally based Blue Economy Hub developed to provide socioeconomic opportunities which support marine and coastal conservation and sustainable use	Outcome 3.1: Information on blue economy and business opportunities in the Caribbean is available to encourage new partnerships and investments that improve marine and coastal biodiversity conservation and sustainable use.
Component 4: Socialising, scaling, and replication of the BluEFin approach regionally.	Outcome 4.1 Increased knowledge about blue economy business opportunities, valuation and decision tools and sustainable finance mechanisms socialised with relevant stakeholders to replicate and scale-up BE initiatives in the Caribbean.
Component 5: Monitoring and Evaluation	Outcome 5.1: Efficient and timely project execution, monitoring and evaluation process carried out in support of Components 1 to 4 activities, and corresponding improvement of project execution as appropriate

### Project Steering Committee

Although the CBF Board of Directors keeps the fiduciary responsibility for the project execution, with an overall oversight, a **Project Steering Committee (PSC)** acts as the main decision-making body of the project to guide the overall execution. The project PSC capitalised on the structure already in operation for the Caribbean Sustainable Finance Architecture.

The PSC acts as the main project authority. It provides strategic guidelines and decision making for overall execution. The PSC establishes the execution baselines, considers and approves annual work plans and budgets, as well as annual technical and financial reports and final technical reports. In addition, the BluEFin project also has two active working groups that support the PCU with technical contributions.

**A Project Coordination Unit (PCU)** has been established by the CBF. The PCU will be responsible for overseeing day-to-day execution of the project, monitoring and reporting of activities for approval to the PSC. The members of the PCU will be appointed following internal procedures and observing gender balance. Currently, the BluEFin PCU is composed of the BluEFin Project Leader (who leads the PCU), a program officer, a gender officer and a Communications officer. In addition, procurement and financial support are provided by the CBF Finance team.

The PCU will be overseen by the CBF Conservation Finance Programme Manager. The BluEFin Project Leader will work in close collaboration with the other CBF team members, optimising synergies and co-funding between different CBF initiatives. The PCU will report to the PSC in close cooperation with UNEP.

The PCU will be responsible for identifying opportunities for synergy with the other projects identified and coordinate the execution of some activities by the NCTFs and other co-execution partners, such as the implementers of the subgrants. The PCU will be supported by the NCTFs and other partners in the coordination of technical activities, including regional activities undertaken in the project countries.

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

## **II. POSITION SUMMARY**

The CBF seeks a **CBF BluEFin Project lead** with a proven record in working and achieving results and impact with donor-driven projects including donors as GEF and International Waters in regional context. The position will be contracted initially for 1 year and will aim to be renewed for the duration of the project (minimum of 2 years), provided the incumbent continues to meet the objectives set and tasks agreed upon. A review and evaluation will be conducted at the end of the three months to determine continuation of the 1-year contract. The salary including benefits are US\$49,200.00 annually.

The CBF operates as a registered organisation<sup>1</sup> with employees working remotely within the Caribbean region.

This position is open to individuals only. Consulting firms or consortiums are not eligible. No subcontracting is allowed. Flexibility exists for the individual located within the Caribbean.

Mobility requirement: The post requires work from home, with possibility of limited travel.

The incumbent will report directly to the CBF Conservation Finance Programme Manager.

## **III. DUTIES AND RESPONSIBILITIES**

The BluEFin Project Lead will report directly to the CBF Conservation Finance Programme Manager and to the Project Steering Committee (PSC). In order to optimize the use of project resources while providing the right skills set to the project, the responsibilities are a mix of technical and managerial ones consolidated into one position. Furthermore, the incumbent's focus could switch from project

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<sup>1</sup> Registered in the UK as a Charity and in Jamaica

management to technical matters in support of the job with ease which ensures greater efficiency in the conduct of activities.

Overall, the BluEFin Project Leader will provide the day-to-day management and coordination function for project activities. This person will have overall responsibility for the project implementation and management, supported by CBF technical, administrative, and financial staff. The person will be expected to support the CBF in other duties as deemed necessary.

### **III. DUTIES AND RESPONSIBILITIES**

Duties and responsibilities of the CBF Technical Officer:

1. General (10% of overall time)
  - Assists the Conservation Finance Program Manager (CFPM) and the CBF CEO in the preparation and presentation of reports to the CBF Board of Directors, and other relevant parties;
  - Provides the CBF team with information relevant, but not limited, to the objectives and activities of the BluEFin Project;
  - Provides the CFPM and the CBF Finance Officer and team with relevant information and details in the preparation and tracking of BluEFin budget and procurement plan;
  - As needed coordinates and undertakes travels including but not limited to, support, represent and make presentations on BluEFin and the CBF;
  
2. BluEFin Project Management and Coordination (75% of overall time)
  - As agreed with the CFPM, leads on the design and CBF's implementation of the BluEFin Project Activities, including budget allocation; Coordinates and provides technical inputs for project activities, in a way that it is ensured that objectives are met, and envisaged outcomes and outputs are delivered as described in the Project Document and appendices.
  - Activities for which technical input will be necessary include writing technical reports and parts of studies, collection and synthesis of background information, institutional mapping and analysis, Stakeholders Analysis.
  - Ensures that the BluEFin Project, including any subcontracting process and Agreement, is at all times in compliance with the requirements of the CBF (as per operations manual and ESMS) and that of the project donor.
  - Manages and coordinates the PCS and the PCU as is relevant for meeting the project objectives and outcomes. Ensures the internal communication with the PCS and the PCU.
  - As agreed with the CFPM, to provide oversight of all procurement processes necessary for the implementation of the project, including sub-contracting of individuals and firms, purchasing of equipment and all other purchases.
  - Ensures that all contracted service providers prepare adequate work plans, and that their deliverables are in accordance with the ToR. This includes the review of reports of national and international consultants, project budget revisions, and administrative arrangements as required by the needs of the project implementation.

- Monitors project activities, budgets and financial expenditures and prepares budget revisions and working budgets.
- Advises all project counterparts on applicable administrative procedures and ensures their proper implementation.
- Leads on the preparation of all documents required for the efficient and effective management of the BluEFin Project for review and approval by CBF, UNEP and the GEF. This includes but is not limited to:
  - Project overall implementation plans;
  - Project work plans, progress reports and operational and financial planning processes and incorporation in CBF Annual Work Plans;
  - Design (as needed) and collation of BluEFin sub-agreement results for reporting to the project partners/donors, and any technical assistant consultants;
  - Reports required and any other queries made by the GEF and UNEP;
- Develops, plans, and organizes project-related workshops, training, and events.
- Contributes to writing and editing communication materials and presentations on the BluEFin Project.
- Coordinates and facilitates inputs of government agencies, partner organizations, scientific and research institutes, subcontractors, and national and international experts in a timely and effective manner.
- Designs and supports, as agreed with the CFPM, BluEFin project communications to NCTFs, Donors and other Conservation Finance stakeholders; Provide overall technical input to maintain and develop the project communications, seeking and incorporating data and information from project activities.
- Works with the CBF Communications team and other relevant partners to ensure the visibility of the BluEFin Project on the CBF website and social media.
- Undertakes any other activity that may be necessary for the effective management of the project.

3. Monitoring and Evaluation (15% of overall time)

1. Leads on the implementation of the Monitoring Evaluation and Learning (MEL) Plan for the BluEFin Project results that ensures due consideration of CBF and project partner/donor systems;
2. Assists with the tracking and reporting of the Conservation Finance Program Monitoring Evaluation and Learning (MEL) Plan.

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

All candidates for the CBF BluEFin Project Lead position must provide evidence of the following skills and abilities:

**A. Minimum qualifications and experience:**

1. Post Graduate Degree in environmental management, environmental sciences, natural resources management, or related field
2. At least 5-year experience working on blue economy issues (or justification for less experience) and in the Caribbean region
3. Demonstrated understanding of sustainable development, including financial and institutional sustainability
4. Experience working with stakeholders to promote sustainability and environmental awareness among diverse audiences
5. Demonstrated experience in project management; experience in managing internationally funded projects of similar size and coverage. Experience managing GEF projects, in particular in International Waters, is an asset
6. Demonstrated experience managing multi-disciplinary and/or cross-sector teams
7. Proficiency in English is required (oral and written) and Spanish is a plus

#### **B. Management and Technical Skills:**

1. **Program/Project management:** Demonstrated experience in developing, implementing and monitoring programs and projects including the ability to meet project goals and provide inputs to adjustments and improvements to work plans, budgets, logical frameworks, procurement plans, monitoring learning and monitoring plans. Demonstrated experience in writing reports, memoranda and similar documents. Capacity to translate strategic goals and priorities into realistic project deliverables.
2. **Thematic knowledge:** Demonstrated knowledge and understanding about regional environmental projects of similar scale. Must be able to demonstrate ability to make significant technical and management contributions to project implementation. **Strategic Thinking:** Ability to formulate objectives, set priorities and implement plans consistent with project interests
3. **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.
4. **Monitoring, Evaluation and Learning:** Demonstrated experience and ability in monitoring, evaluation and learning.

#### **B. Other Skills:**

5. **Leadership:** Competent leadership abilities necessary for dynamic, diverse and complex projects. Ability to lead a team
6. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results

7. **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. Openness to change and ability to receive/integrate feedback ability to work under pressure and stressful situations
8. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner
9. **Ethics, gender and harassment:** Applies principles of ethics, transparency and non-discrimination displays cultural, gender, religion, race, nationality and age sensitivity and adaptability, treats all people fairly without favouritism and fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment

## V. HOW TO APPLY:

To apply for the CBF BluEFin Project Lead position, please submit the documents listed below to [secretariat@caribbeanbiodiversityfund.org](mailto:secretariat@caribbeanbiodiversityfund.org)

All applications must be received by May 20, 2026, at 5 pm EST for consideration. Expected start date for the position is August 15, 2026.

### A. Application documents:

1. A Cover letter that specifically references your strengths in the areas noted
2. A Resume, demonstrating skills against the TOR, not more than 4 pages
3. Contact information for three references
4. Applicant Work Location Checklist<sup>2</sup> (Annex D) forward.

### B. 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. Interviews are tentatively scheduled for the third week of June 2026.

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<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).

### C. Selection Criteria and Evaluation Matrix

<b>Selection Evaluation Matrix:</b>			
<b>CBF Technical Officer – BluEFin Project Leader</b>			
		<b>Maximum Score</b>	<b>Candidate's Score</b>
<b>1</b>	<b>Minimum Requirements</b> (see Section IV.A)	<b>30</b>	
	Education	5	
	Overall professional experience	7	
	Gender experience	3	
	English knowledge	5	
	Spanish knowledge	5	
	Regional experience	5	
<b>2</b>	<b>Management and Technical Skills</b>	<b>50</b>	
	Program/project management	20	
	Thematic knowledge	10	
	Monitoring, Evaluation and Learning	15	
	Communication and Outreach	5	
<b>3</b>	<b>Other skills</b>	<b>20</b>	
	Interpersonal and communication skills	10	
	Proactive behavior	5	
	Assertiveness	5	
	<b>TOTAL SCORE</b>	<b>100</b>	

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

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Signature