



Terms of Reference

Program Officer Conservation Finance Program

Position title:	Program Officer, Conservation Finance Program
Location:	Flexible 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 US\$75 million endowment fund and (ii) a Climate Change Program, focused on Ecosystem-based Adaptation (EbA), with a US\$50 million sinking fund and iii) a nature-based Economy Program, focused on Circular Economy

The Fund has a flexible structure to implement innovative solutions for resource mobilization at the regional level through a range of financial instruments. Currently, the CBF manages a total of USD 95 million endowment (market value as of end 2021) in its Conservation Finance Program, which aims to support 12 countries across the region. The support to the countries is realized through Partnership Agreements signed with National Conservation Trust Funds (NCTFs) in currently 11 countries across the region. The countries are: Antigua & Barbuda, The Bahamas, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts & Nevis, St. Lucia and St. Vincent & the Grenadines through the CBF Endowment Fund. Cuba is the 12th country with whom the CBF aims to sign a Partnership Agreement with by end of 2023.

The CFP includes an organizational development component aimed at strengthening the network of conservation trust funds that are part of the regional Finance Architecture, including the CBF and manages a growing suite of projects that support the CSFA, including the Caribbean Regional Architecture for Biodiversity (CRAB) Project (signed March 2022) from the Agence Francaise De Développement (AFD) and projects being developed for support from the Global Environmental Facility (GEF) and the Government of Canada, among others.

CBF partner donors to date include the Government of Germany (Federal Ministry of Economic Cooperation and Development – BMZ, and the Federal Ministry of the Environment, Nature Conservation and Nuclear Safety -BMU) through the German Development Bank (KfW), The Nature Conservancy (TNC), and the Global Environment Facility (GEF) — through the World Bank and the United Nations Development Program (UNDP) and the AfD and FFEM.

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

II. POSITION SUMMARY

The CBF seeks a Conservation Finance Program (CFP) Officer with experience in providing administrative, operational and technical support to sustainable development and/or biodiversity related projects in the Caribbean region.

The Program Officer 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. 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 be the basis for potential renewal.

Potential flexibility exists for location within the Caribbean with an annual salary of US\$43,200.00. This position is open to individuals only. Consulting firms or consortiums of are not eligible. No subcontracting is allowed.

III. DUTIES AND RESPONSIBILITIES

The Program Officer:

1. General

(20% of overall time)

- Assists the Conservation Finance PM in the general and active management of the Endowment Fund and the regional Finance Architecture
- Assist in the implementation of the CF Program Work Plan. This includes the assistance to all regional projects that are being implemented under the CFP, such as the current Caribbean Regional Architecture for Biodiversity (CRAB) project and any other project
- Assist in the preparation and supervision of new and ongoing Partnership Agreements, and all other arrangements necessary to implement the CF Program.
- Assist in the preparation of reports to the CBF Board of Directors, Conservation Finance PM, CBF CEO, CBF EbA Program Manager and Donors.
- Assist the CF PM in the organization, delivery and documentation of CF related meetings with donors, stakeholders, NCTFs. This includes preparing Minutes of Meetings, as well as internal CBF CF weekly progress meetings

2. Program Administration Support

(70% of overall time)

- Prepare NCTF Payment Requests packages to be submitted for CEO review and Board Approval. Provide follow-up with the Administrative Officer for the timely processing of these payments. Prepare the Memo for the NCTFs to inform them of the payment transaction number
- Prepare NCTFs semi-annual market value of their country sub-account. Liaise with the CBF Finance Officer for the information necessary to prepare these Memos
- Prepare Memos for Board Approval or Board Resolution that are necessary for the implementation of the CFP.
- Assist with the review of NCTFs progress reports and Payment Request Packages.
- Responsible for updating all relevant documentation and folders for the CFP in Zoho platform. These include, but are not limited to: Partnership Agreements, Payment Request Packages, Communication between CBF and the NCTFs and the NCTF network depository in Zoho.
- Responsible for updating documents on tracking payments, reporting requirements, matching requirements, grantee project database and others.
- Liaise with CBF's Legal Advisors to assist with the preparation of documents requiring legal review.
- Assist in ensuring that NCTFs are in compliance with Partnership Agreements, including on reporting requirements,.
- Assists in the preparation of overall progress reports on the projects financed by the CFP. This includes assisting in preparation of donor progress reports, e.g. to

KfW and AfD.

3. Stakeholders engagement (10% of overall time)

- Assist the CFP with liaising with the NCTFs, representatives of governments; non-governmental organizations; community- based organizations and private sector institutions.
- Support the development and implementation of CFP-related workshops, trainings and events. This includes preparation of Concept notes for the events, preparing and sending invitations to the NCTFs and other stakeholders, ensuring that all travel related logistics are communicated with the participants, prepare notes of meetings where necessary.
- Represents the CBF CFP at relevant meetings.
- Supports the writing and development of written communications and outreach materials, including press releases, blogs, newsletter articles, brochures, pamphlets, and information/promotional materials, as appropriate (in coordination with the CF PM, Communications Specialist and others).
- Supports the visibility of the CFP on the CBF website and social media.

IV. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):

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

A. Minimum qualifications and experience:

1. An undergraduate degree (Bachelor of Science) from a recognized university is required. A Masters degree (in climate change, natural resources management, environmental management, biology or similar) is preferred.
2. At least 5 years of experience in a similar position.
3. Exemplary verbal and written skills in English. Good or advanced Spanish and/or French knowledge (conversational, read and writing) is a strong asset.

B. Management and Technical Skills:

4. **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 and similar documents.
5. **Thematic knowledge:** Demonstrated knowledge and understanding about ecosystem-based adaptation issues and their intersection with conservation and natural resources management.
6. **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.
7. **Stakeholders groups:** Demonstrated experience working with government agencies, civil society organizations and the private sector. Experience in liaising with donors would be an asset.
8. **Monitoring, Evaluation and Learning:** Demonstrated experience and ability in monitoring, evaluation and learning.
9. **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.

B. Other Skills:

10. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
11. **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.
12. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner often with limited information and under pressure.

V. HOW TO APPLY:

To apply for the Program Officer, CBF Conservation Finance Program Manager position, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org

All applications must be received by Friday, June 26, 2026, Applications not received by the above deadline will be automatically disqualified. Expected start date for the position is August 1, 2026.

A. Application documents:

1. Cover letter,
2. Resume, and
3. Contact details of **three (3) referees.**
4. Applicant Work Location Checklist (**Section D**)

B. Selection Process:

1. Any application must contain all the information requested in Section V.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 V.C below.
3. The top 5 candidates will be invited to conduct an interview.

C. Selection Criteria and Evaluation Matrix

Selection Evaluation Matrix: Technical Officer, CBF Ecosystem-based Adaptation Facility			
		Maximum Score	Candidate's Score
1.	Minimum Requirements (see Section IV.A)	30	
	Education	7	
	Overall professional experience	8	
	English knowledge	6	
	Spanish knowledge	2	
	French knowledge	2	
	Regional experience	5	
2.	Management and Technical Skills	50	
	Program/project management	22	
	Thematic knowledge	10	
	Event Organizing	5	
	Stakeholder groups	5	
	Monitoring, Evaluation and Learning	3	
	Communication and Outreach	5	
3.	Other skills	15	
	Interpersonal, communication and marketing skills	10	
	Proactive behavior and assertiveness	5	
4.	Written sample	5	
	TOTAL SCORE	100	

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)2</i>	
2b.	If not, are you willing to relocate at your own expense to a Caribbean based country? <i>(see footnote)1</i>	

Signature

¹ 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.