JOB DESCRIPTION
CBF Communications Intern: Digital Content Creation

Eligible Applicants:	This position is open to individual consultants ONLY
Location:	Remote, flexible within the Caribbean
Contract Cost:	To be negotiated
Consultancy Period:	January - September 2027

1. BACKGROUND

The Caribbean Biodiversity Fund (CBF) is the regional umbrella environmental fund for the Caribbean, dedicated to sustaining nature and improving lives across the region. By designing and managing innovative financing solutions, the CBF helps countries access long-term resources to protect biodiversity, build climate resilience, and promote nature-based economic growth.

The CBF manages three strategic programs that drive impact across the region: Conservation Finance via a regional endowment, Climate Change adaptation focused on Ecosystem-based Approaches (EbA), and Nature-based Economies that support circular economy models. These programs actively collaborate with governments, communities, and development partners across the Caribbean to advance shared environmental goals and long-term sustainability. To date, the Fund has supported more than 100 projects in 14 countries, delivering over USD 30 million in funding for impactful, locally led solutions.

The CBF's audiences include governments, donors and development partners, existing and prospective beneficiaries (conservation trust funds, NGOs and eligible consortiums), implementing organizations, internal staff and the general public. 2027 marks the CBF's 15th anniversary. All content produced under this consultancy will adhere to the CBF's branding guidelines.

2. OBJECTIVE OF THE CONSULTANCY

The objective of this consultancy is to engage a Communications Intern to create short-form video, multimedia and social media content that makes the CBF's work visible and easy to understand for its stakeholders. The internship offers undergraduate and postgraduate students from Caribbean universities hands-on experience in nonprofit communications while contributing to environmental conservation efforts.

The intern will produce content requested through creative briefs and will also pitch their own ideas in line with the CBF's communications strategy, messaging pillars and content calendar. Long-form writing (press releases, articles, impact summaries and newsletters) is led by the Writing & Research intern; this role turns that content, and the CBF's project information, into video and visual formats.

3. SCOPE OF WORK

Under the supervision of the Communications Officer, the intern will be responsible for:

Video and Multimedia Production

- Use storytelling techniques to create short-form videos for social media

- Apply CBF video templates and branding specifications consistently
- Prepare shot lists and capture photo and video content for site visits and CBF events

Social Media Content

- Design social media graphics, carousels and simple infographics using CBF templates
- Write copy and captions for social media platforms
- Pitch original content ideas each month in alignment with the communications strategy
- Adapt long-form content into short-form and visual formats

Reporting and Publishing Support

- Publish approved content as directed by the CO
- Prepare monthly communication reports according to KPIs

Shared Expectations Between Interns

- Weekly check-in meetings
- Follow creative briefs, templates and brand guidelines
- Publishing should only take place with the express written permission of the CO or CFO
- Timesheets must be submitted every Friday; monthly progress report and invoice submitted before each monthly deadline
- Complete any other assigned task in keeping with the spirit of this agreement

4. DELIVERABLES

The intern will be expected to deliver the following:

Deliverable	**Target**
Short Videos	1 every 2 weeks
Social Media Graphics/Posts Created	2–3 per week
Original Content Pitches	4 per month
Field/Event Content Package	As scheduled
Monthly Progress Report	Within 5 working days after month ends

5. SCHEDULE AND DURATION OF ASSIGNMENT

The consultancy is expected to commence in November 2026 and conclude on September 30, 2027. The intern will work remotely for up to 20 hours per week.

Budget

The monthly budget for this consultancy is negotiable and subject to a cap of 20 hrs of work per week. . Payment will be made monthly following approval of the monthly progress report, timesheets and invoice.

6. REQUIRED QUALIFICATIONS AND SKILLS

- The consultant shall have:
- Current enrolment in an undergraduate or postgraduate program in Communications, Media, Journalism, Digital Media, Film, Marketing, Graphic Design or a related field
- Demonstrated experience in short-form video editing and social media graphics (portfolio required)

- Working proficiency in Canva, including video editing
- Strong visual storytelling and concise written communication skills
- Motivated and organized, with a keen interest in environmental issues in the Caribbean
- Excellent communication skills in English

Technical Evaluation Criteria

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Applications will be assessed in two stages. Shortlisted applicants will be invited to an interview, which includes a 15–20 minute practical assessment.

Criteria	Sub-Criteria	Max Points
A. Technical Proposal and Portfolio		**50**
A1. Video Portfolio	Quality of short-form videos edited by the applicant: clear opening context, coherent story, pacing, captions and branding (minimum 3 examples)	20
A2. Graphics Portfolio	Quality and consistency of social media graphics, carousels or infographics, including work done to an existing template or brand guide (minimum 3 examples)	10
A3. Cover Letter and Content Ideas	Understanding of the CBF's mission and audiences; relevance and originality of the content ideas proposed	10
A4. Education	Current enrolment in a relevant undergraduate or postgraduate program	5
A5. Language Skills	Demonstrated proficiency in English (clarity of proposal, communication)	5
B. Interview and Practical Assessment (shortlisted applicants only)		**50**
B1. Practical Assessment	Using supplied clips and a CBF template, the applicant talks through their workflow and drafts a short reel or storyboard that follows the brief (opening context, story order, required branding elements)	25
B2. Response to Feedback	Accuracy in applying a written feedback note to the draft during the assessment	10
B3. Interview	Communication, storytelling approach, ideas for CBF content, and willingness to learn	15
TOTAL		**100**

7. TENDER EVALUATION

Selection will follow CBF procurement guidelines. The CBF reserves the right to negotiate and adapt elements of the winning proposal to align with project requirements. Shortlisted applicants will be

invited to an interview, which will include a 15–20 minute practical assessment. The CBF reserves the right to negotiate and adapt elements of the winning proposal to align with project requirements.

HOW TO APPLY

Interested consultants shall submit the following documents in English to: secretariat@caribbeanbiodiversityfund.org with the Subject Line: "Application – CBF Communications Intern: Digital Content Creation".

1. **Technical Proposal** (maximum 7 pages excluding CV) including:
    a. Cover letter/email highlighting relevant experience and proposing 2–3 content ideas for the CBF's social media channels
    b. Proposed work plan and timeline for meeting the monthly deliverables
    c. Portfolio of at least three (3) short-form videos and three (3) graphics created by the applicant, noting their role in each (links acceptable)
    d. Statement of availability for up to 20 hours per week from January 2027 to September 2027
    e. Proof of current enrolment in an undergraduate or postgraduate program
2. **Consultant's CV**
3. **Financial Proposal** in USD stating the proposed monthly fee, based on the workplan to attain the deliverables.

Deadline for submissions: Applications shall be submitted by **November 27, 2026, 5:00 PM AST**. Late submissions will not be considered.