TERMS OF REFERENCE

CBF Communications Intern: Writing & Research

November 2026

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 research and write the CBF's media, institutional and impact content. The internship offers undergraduate and postgraduate students from Caribbean universities hands-on experience in nonprofit communications while contributing to environmental conservation efforts.

The intern leads long-form writing (press releases, website articles, impact summaries and newsletters), media monitoring and translation support. The Digital Content Creation intern turns this content into video and visual formats, and the two interns will collaborate on site visit and campaign content.

3. SCOPE OF WORK

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

Media & Institutional Writing

- Draft press releases as directed
- Draft and edit articles for the CBF website and external publication
- Prepare monthly internal and external newsletters

Impact Documentation

- Develop structured project impact summaries
- Write impact stories that connect project results to the CBF's strategic priorities
- Pitch project-based impact stories and proposed interview subjects to management for approval in advance
- Interview program staff, partners and approved external experts

Research & Content Development

- Research and write directly from project reports and documents
- Support the compilation of impact information for CBF messaging

Media Monitoring

- Track Caribbean environmental coverage and identify placement opportunities
- Prepare weekly media summary (1-page digest)

Translation Support

- Translate communication materials using assigned tools and services

Video Creation Support

- Provide story outlines and scripts for video content
- Edit assigned videos using Canva as assigned

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

Deliverable	**Target**
Press release draft	1–2 per month
Website/article draft	2 per month
Impact summary/story	1 per month
Internal newsletter	Monthly
External newsletter	Monthly
Media monitoring digest	Weekly
Translations	As assigned
Monthly Progress Report	Within 3 working days after end of month

The CBF will provide:

- Orientation on the CBF's communications strategy, brand guidelines and workflows
- Access to project reports and documents, with technical team support
- Access to the CBF's photo and video library, logos, Brand Toolkit and templates
- Regular check-ins and written feedback from the Communications Officer

5. SCHEDULE AND DURATION OF ASSIGNMENT

The consultancy is expected to commence in January 2027 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 EXPERTISE FOR THE ASSIGNMENT

The consultant shall have:

- Current enrolment in an undergraduate or postgraduate program in Communications, Journalism, Marketing, or a related field.
- Strong research, writing and editing skills.
- Familiarity with social media platforms and basic design tools.
- Working knowledge of Spanish or French to support translation is an asset.
- Motivated and organized, with a keen interest in environmental issues in the Caribbean.
- Excellent communication skills in English.

Technical Evaluation Criteria

Criteria	Sub-Criteria	Max Points
A. Technical Proposal and Writing Samples		**50**
A1. Writing Samples	Quality, clarity and accuracy of published or academic writing (e.g., articles, press releases, reports, newsletters); minimum 3 examples	20
A2. Research and Impact Storytelling	Ability to turn technical or research material into clear, engaging stories, as shown in writing samples	10
A3. Cover Letter and Story Ideas	Understanding of the CBF's mission and priorities; relevance of the story ideas proposed	10
A4. Education	Current enrolment in a relevant undergraduate or postgraduate program	5
A5. Language Skills	Demonstrated proficiency in English; working knowledge of Spanish or French is an asset	5
B. Interview and Practical Assessment (shortlisted applicants only)		**50**

B1. Practical Assessment	Using a supplied project extract, the applicant outlines an impact story or drafts a short news item that is accurate, clear and linked to CBF's priorities	25
B2. Response to Feedback	Accuracy in applying a written feedback note to the draft during the assessment	10
B3. Interview	Communication, research approach, story ideas for the CBF, 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.

8. HOW TO APPLY

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

1. **Technical Proposal** (maximum 7 pages excluding CV) including:
    a. Cover letter/email highlighting relevant experience and proposing 2–3 story ideas for the CBF
    b. Proposed work plan and timeline for meeting the monthly deliverables
    c. At least three (3) writing samples, such as articles, press releases, reports or newsletters (links acceptable)
    d. Statement of availability for up to 20 hours per week from November 2026 to September 2027
    e. Proof of current enrolment in an undergraduate or postgraduate program
2. **Consultant's CV**
3. **Financial Proposal** in USD with the breakdown of fees based on the workplan to attain the deliverables.

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