


## TERMS OF REFERENCE FOR THE POSITION OF PROJECT OFFICER

STATUS	Salaried, three-year contract, with possibility for extension based on performance	
REPORTING LINE	Chief Executive Officer	

**BACKGROUND**

Established in November 2015, the ST. VINCENT AND THE GRENADINES NATIONAL CONSERVATION FUND INC. (“the SVGCF/Fund”) is a Not for Profit Company. The Fund is intended to provide a sustainable flow of funds to support the long-term management and expansion of St. Vincent and the Grenadines National System of Protected Areas and other activities that contribute substantially to the conservation, protection and maintenance of biodiversity in St. Vincent and the Grenadines.

The SVGCF has received financing from the Inter-American (the “IAF”) that will help fund environmentally-based community development projects that strengthen community-based organizations (CBOs) and encourage private social investment in Saint Vincent and the Grenadines (SVG). SVGCF will manage a subgrant fund to support sustainable agriculture, biodiversity, and conservation projects and will improve its ability to raise funds and communicate effectively. The project will directly benefit 160 individuals and approximately 450 and will have a duration of approximately three years.

**ESSENTIAL FUNCTIONS**

The SVGCF seeks a **Project Officer** who is a self-starter with a proven record of success in technical and policy areas related of conservation, sustainable development, sustainable livelihoods, community mobilisation and outreach, proposal writing, and training of community groups. The Project Officer will work with the Chief Executive Officer (CEO) to ensure that the project activities under the IAF Grant are completed successfully and on time. The Project Officer will also work with the CEO in positioning SVGCF as a key actor in conservation and conservation financing in Saint Vincent and the Grenadines and in the Caribbean region.

While the SVGCF has undertaken substantial outreach and sensitization on the organisation and its mission with other public sector conservation agencies, some private sector agencies and some of the larger NGOs, it has not begun the process of carrying out similar activities with communities and their organisations throughout the island. The Project Officer will therefore have to coordinate community meetings and consultations to sensitize community groups to the work of the SVGCF and to its grant making objectives. The Project Officer will also provide technical assistance, to these groups as they develop proposals for possible financing by the SVGCF and monitor the projects to ensure that they meet all the stated requirements in the Grant Agreement. The Project Officer will provide similar services to all other public, and private sector agencies and NGOs that are desirous of sourcing funding from the SVGCF.

### **RESPONSIBILITIES & SCOPE**

Generally, the Project Officer will:

- i. Will coordinate and manage all activities of the IAF Grant.
- ii. Work in collaboration with CEO to design and carry out the Call for Proposals, mapping the potential applicants and coordinating the outreach activities to establish a relationship with this audience.
  1. Guide possible grantees in the Grant Making Process and assist in the design of Concept Notes and/or Full Proposals.
  2. Coordinate the implementation and delivery of grant outputs and outcomes of the SVGCF and funded projects.
  3. Document the work of SVGCF supported interventions, providing evidence of impact and demonstrating good value for money as well as for strategically disseminating best practices and lessons learned, in a way to position SVGCF as an effective financial mechanism in the country able to manage additional resources for conservation.
  4. Collaborate with the CEO in developing programmes for dissemination of information and public education regarding the SVGCF's priorities for funding, raising awareness of a broad audience, nationally, regionally, and internationally, including donors, about SVGCF programme of work.
  5. Prepare proposal and source funding to support the proposals.

Specifically, the Project Officer will be responsible for:

- Ensure that all activities under the IAF Grant are completed successfully and on time.
- raising awareness about SVGCF, in general, and its grant-making programme and procedures,
- reaching out to and training the potential applicants,
- supporting the launch of Call for Proposals,
- assisting Secretariat Staff in undertaking compliance testing of the received Concept Notes and/or Full Proposals,
- monitoring that the work of the grantee is according to the scope and schedule described in the Grant Agreement,
- evaluating the grant when it is completed
- documenting the work of SVGCF-supported interventions,
- developing and share best practices and lessons learned,
- Assist with developing communication products for the SVGCF and ensuring that the website consultant is up to date with entries for the Fund's various social products and
- Help to ensure that relevant program materials such as, reports, proposals, factsheets, infographs etc. are developed and disseminated to donors, stakeholders and other target groups through relevant media and network channels.
- The Project Officer will work proactively with the CEO in identifying and sourcing sustainable financing.
- Collaborate with the CEO to prepare proposals to solve identified environmental and social issues.
- Collaborate with the CEO to source funding for proposals.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree (Master's preferred) and at least 3 years' experience in natural resource management or equivalent combination of education and experience.
- Experience in working with stakeholders in public and private sector agencies, NGOs and CBOs in Saint Vincent and the Grenadines.
- Experience in proposal writing and project management.

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- Experience communicating with the public and/or media both in writing and verbally.

### **PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE**

- At least 3 years of experience working in community-based natural resource management, community sustainable development, coastal and marine resources management, community-based tourism.
- Relationship building skills to work closely with a variety of partners, i.e., media, government officials, NGOs, community groups, scientific researchers, educators, and rural communities.
- Familiarity and experience with methodologies and tools related to the natural resources' management.
- Familiarity with grant making and grant management.
- Skills in proposal writing and project management.
- Knowledge and working experience in the design of sustainable livelihood projects.
- Knowledge of and experience working on social and economic impacts and benefits of protected areas and effective community engagement in protected area management.
- Previous experience in project implementation.
- Knowledge of current trends and practices in integrating people and nature, ecosystem-services and conservation, community-based resource management, participatory planning, and livelihood development.
- Proven ability to write professional reports, assessments, proposals, fact sheets, letters to government officials, and other professional level communications,
- Excellent communication skills via written, spoken and graphical means in English.
- Previous successful experience in proposal writing

### **ORGANIZATIONAL COMPETENCIES**

1. **Accountability for Outcomes:** Self-motivated and pushes for excellence. Establishes challenging goals for self to drive performance in support of the SVGCF's mission. Takes action to address performance problems in a timely and appropriate manner. Must be able to work independently and with minimal supervision.
2. **Collaboration & Teamwork:** Shows commitment towards the needs and goals of the organisation. Works well with others across institutional boundaries. Makes decisions, sets priorities, and allocates resources to help the organisation as a whole achieve results.
3. **Communications:** Excellent verbal and written communication skills. Actively listens to others. Fosters open exchange of issues. Is timely with information.
4. **Courage & Decisiveness:** Firm and decisive decision making. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong.
5. **Flexibility & Innovation:** Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.
6. **Influences for Results:** Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support.
7. **Open to Learning Self Development:** Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on

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areas needing improvement. Adjusts behaviour/performance as needed. Views mistakes as learning opportunities.

8. **Organisational Awareness:** Relates to the big picture & contributes to the overall strategy of the SVGCF.

### **Compensation and Benefits**

As this is a full-time position, we offer a competitive salary which will be commensurate with qualification and experience.

The SVGCF is an equal opportunity employer, committed to a diverse and inclusive workplace. SVGCF considers qualified applicants for employment without regard to age, sex, ethnicity, religion, disability, marital status, sexual orientation or gender identity, or any other basis prohibited by applicable law.

### **Application Instructions**

1. Provide a one-page cover letter with personal contact information and a summary supporting qualifications for the position,
2. Full names and contact information for three (3) personal references.
3. Provide resume/curriculum vitae
4. Email cover letter and resume to [info@svgcf.org](mailto:info@svgcf.org) with the subject line "Application for Project Officer."

All applications must be received by Friday November 5<sup>th</sup>, 2021 at 3:00PM.

Applications not received by the above deadline will be automatically disqualified.

A shortlist of candidates will be invited to conduct an interview.