



Position Title: Monitoring and Evaluation Officer ("MEO")

Background:

The Belize Fund for a Sustainable Future (Belize Fund) is a private conservation trust, established in March 2022, through the Conservation Funding Agreement under the Blue Bonds. Created as a sustainable financing mechanism, the Fund manages the conservation payments from the Belize Blue Bonds and provides grant support to both government and non-government partners, focused on Belize's coastal and marine resources. The Fund partners with the government to finance and support initiatives that advance the conservation commitments under the Blue Bonds agreement to ensure a sustainable future for Belize. Its mission is: To create a transparent and inclusive financing mechanism that is successfully mobilizing investments for the conservation and responsible development of Belize's marine and coastal resources.

To date, the Belize Fund has awarded over BZ\$12 million through its Grants Award Program (GAP) aligned with its four thematic areas: Protection for Biodiversity, Sustainable Fisheries, Climate Resilience, and Blue Business Innovation, and BZ\$13.9 million to its Government Strategic Allocation (GSA) program to help the Government achieve the conservation commitments and other undertakings agreed to in the Conservation Funding Agreement.

To support the implementation of the GAP and GSA, the Monitoring and Evaluation Officer (MEO) serves a critical role in ensuring that the Belize Fund's investments deliver measurable environmental, economic and social outcomes that are aligned with the Fund's vision, programmatic theory of change, and strategic plan as a Conservation Trust Fund.

Key Responsibilities of the role:

Working under the direction of the Program Manager, the Monitoring and Evaluation Officer (MEO) will be responsible for evaluating project and program performance and impact; and providing day-to-day M&E support to projects; and ensuring compliance with the Belize Fund's Environmental and Social Safeguards Framework (ESSF) across all stages of the project cycle. The Monitoring and Evaluation Officer will also be expected to collaborate with the Project Officers as well as others throughout the Belize Fund, to provide guidance on grant applications and to ensure that the goals and objectives of these programs are properly implemented. Key responsibilities of the role shall include, but is not limited to, the following tasks and activities:

1. Provide input into the grant application review process to strengthen projects' M&E and verify that proposals comply with the Belize Funds Environmental and Social Safeguards Framework.
2. Plan for and support baseline surveys, internal and external evaluations, and other monitoring and data collection activities necessary to measure project implementation, results and impact while ensuring activities capture and report on ESSF compliance and safeguard performance indicators.
3. Develop and maintain results frameworks, theory of change visualizations, and indicators that trace project outcomes back to the Fund's vision and thematic areas.
4. Develop, test, and regularly review M&E tools, plans, and systems to support quality data collection, learning, and continuous improvement that also enable the effective monitoring of ESSF requirements and safeguard implementation.
5. Conduct periodic field visits to monitor project progress, compliance with agreed M&E and ESSF standards and norms; undertake M&E data quality assurance and data verification; identify bottlenecks and gather feedback about the organisations' work and performance.
6. Support the development of high-impact reports, evaluation summaries, and board-ready briefs that articulate how projects contribute to the Fund's vision.
7. Develop indicator status reports and vital statistics to inform on the progress of achievement under projects and programs, and for other purposes such as project visibility and communications.
8. Track workplan implementation and budget expenditure of respective projects and produce a monthly and quarterly M&E snapshot reports, as applicable.

9. Support the development of donor reports by providing M&E information and vital statistics.
10. Participate in or lead in project activities or events that are of relevance to M&E.
11. Contribute to the development and refinement of methods and systems to monitor and evaluate the impact of grants and funded programs.
12. Represent the Belize Fund at meetings, forums, briefings, interviews, and public presentations, as appropriate.
13. Prepare high-quality written materials for Board review that include analysis of both M&E findings and ESSF compliance.
14. Any other responsibilities/functions deemed necessary by the Executive Director to meet the objectives of Belize Fund.

Minimum qualifications:

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

- A Bachelors' degree in project management or environmental science; or a related field with at least 3 years of related work experience, including data analysis.
- At least three (3) years of experience, working with monitoring and evaluation techniques using log-frames and integrating safeguard requirements.
- Good knowledge of research methodology and quantitative/qualitative techniques, including methods for assessing environmental and social impacts.
- Excellent communication, interpersonal and facilitation skills including strong writing skills, along with highly effective oral communications and engaging presentation skills.
- Familiarity (or the ability to quickly achieve familiarity) with marine conservation issues and risk management frameworks.
- Strong project management skills and the ability to analyse log-frames and impact.
- Service-orientated, courteous, personable, and able to engage effectively and sensitively with all levels of staff and external stakeholders.
- Excellent computer skills, including working knowledge of the Microsoft Office Suite, MS Access, SPSS
- The ability and willingness to work effectively under pressure, on multiple tasks, including being comfortable with, and flexible to, changing situations and priorities.
- Strong strategic and analytical skills and creative problem-solving ability.
- Excellent organizational skills and judgment; ability to prioritize work, manage time and multiple priorities, and meet deadlines; attention to detail and accuracy; the ability to set realistic goals and objectives.
- Demonstrated ability to handle sensitive information effectively and confidentially.
- Ability to travel, balancing time in the field with office needs.
- Valid driver's license, manual transmission

Desired Qualifications:

- Multi-lingual and multi-cultural or cross-cultural experience appreciated.
- Experience communicating with the public and/or media both in writing and verbally.
- Experience in designing, implementing, and operating project M&E systems from project start to project closure will be considered an asset.

Remuneration:

Commensurate with the selected candidate's experience and suitability for the role.

How to apply:

Submit the following documents electronically to jobs@belizefund.bz by 25th August, 2025, by or before 5:00 PM, with the subject line: Monitoring and Evaluation Officer:

1. Cover Letter (no more than one page), addressed to the Executive Director, Belize Fund.
2. Curriculum Vitae (CV) highlighting relevant experience and skills.
3. Contact information for two (2) professional references.

4. A police record will be requested upon acceptance of the offer.

Note: Incomplete applications will not be considered. Only shortlisted applicants will be contacted for an interview.

Application deadline:

Monday, 25th August, 2025 at 5:00 pm.

--END--