

TERMS OF REFERENCE

Position: Program Manager (“PM”)

The Belize Fund for a Sustainable Future (Belize Fund) is a private conservation trust fund established, on March 8, 2022, through the Conservation Funding Agreement under the Blue Bonds to support government and non-government partners, focused on Belize’s coastal and marine resources. The Belize Fund disburses grants to non-government partners involved in conservation efforts, scientific research, climate change adaptation activities and blue businesses. It also allocates funding to the Government of Belize to implement and achieve its conservation commitments. The Belize Fund works as a partner with the Government of Belize to ensure long-term sustainable financing for a resilient and vibrant blue economy for our country and people.

The Government of Belize along with the World Wildlife Fund (WWF) have embarked on the design of a project finance for permanence (PFP) initiative known as Resilient Bold Belize (RBB). This PFP, led by the Blue Bond Finance Permanent Unit of the Prime Minister Office will integrate the value of nature into tourism and fisheries sectors, strengthen policy coherence and institutional capacity for gender responsive and inclusive conservation planning, and will strengthen national capacities for financial planning and domestic resource mobilization. The PFP will scale up nature-based solutions (NBS), resulting in improved habitat integrity and ecosystem conditions and will improve associated livelihoods.

Under the Resilient Bold Belize PFP, the GEF “Improving Stewardship and Sustainable Livelihoods” Special Climate Change Fund project, will support transformational adaptation benefits for approximately 10,646 people in climate-vulnerable coastal communities, including 3,434 artisanal fishers. The project adopts a gender-responsive approach, ensuring the equitable participation of women and youth in climate adaptation planning, livelihood development, and leadership training.

The Belize Fund is the conservation trust fund designated to manage the donor funding streams under the RBB.

OVERVIEW OF THE ROLE

The Program Manager under the Resilient Bold Belize (RBB) Program will support the program’s implementation, including execution of GEF funded projects that support the RBB, to ensure delivery of the project components. The PM will coordinate with project partners as RBB builds on the efforts of a diverse multi-sectoral group consisting of high level and technical government officials, protected areas managers

(NGO and government), environmental NGO specialists, and special interest groups representing private sector, fisheries, tourism and community issues. The Program Manager will report to the Technical Director and 100% of their time will be dedicated to managing the projects that support implementation of the RBB.

Key areas of responsibility include:

Program Management

1. Coordinate the Resilient Bold Belize program, including grant planning, criteria for funding proposals, strategic allocations, identifying prospective grantees, conducting organizational assessments, reviewing grant proposal submissions, and reviewing progress reports.
2. Engage with grantees and prospective grantees on all aspects of the grantmaking process, including development of proposals or new initiatives.
3. Work with consultants and/or others to institute relevant training or initiatives to support grantees' capacity building.
4. Approve progress reports, project evaluations, reallocation requests and review reprogramming requests for Recipient Organizations.
5. Strengthen collaborative, supportive relationships with Government, nonprofit organizations, partner organizations, private sector, community leaders and other stakeholders.
6. Identify ways to support grantees in the RBB portfolio to become more resilient and more effectively networked with each other.
7. Assist the updating of the Belize Fund's website with RBB program updates, in coordination with the Communications team.
8. Support the updating of the Grants Management Software including uploading project contents.
9. Contribute to the development and refinement of methods and systems to monitor and evaluate the impact of grants and funded programs.
10. Representing the Belize Fund at meetings, forums, briefings, interviews and public presentations, as appropriate.
11. Prepare high-quality written materials for Board review.
12. Supervise the RBB Program staff including Project Officer and any directly recruited staff or consultants.

Project Management

1. Day-to-day management of RBB GEF funded projects and results as outlined in the ProDoc, Grant Agreement, and Annual Work Plan and Budget.
2. Manage the workflow for the Project Steering Committee (PSC).
3. Develop Annual Work Plans and Budgets (AWPB) for each project year, for approval by the PSC and no-objection from the WWF GEF Agency.
4. Review the progress of work plans and monitoring plans.

5. Support the planning and organization of an annual knowledge, learning and sharing workshop to identify lessons learned for adaptive management to ensure project results and indicator targets are reached.
6. Coordinate Kick-Off workshop and other project-level workshops/meetings with partners and grantees.
7. Provide support for project external reviews/evaluations.
8. Provide necessary trainings to fisher association managers on project reporting and project management to ensure compliance with CTF and WWF GEF policies and procedures.
9. Provide supervision to the Business and Bioeconomy specialist.
10. Manage and lead the contracting of a communications consultancy to develop a project-specific communications plan and materials, ensuring alignment with the BBFP Communications Plan developed for the GEF BGI IP Project.
11. Promote the roll out and socialization of the project communications strategy and plan, in coordination with the Belize Fund's Communications Officer and MEL Officer.
12. Prepare TORs to recruit consultants, staff and sub-contracts for the project in consultation with and for no-objection from WWF GEF Agency.

Monitoring, Reporting & Documentation

1. Prepare semi-annual Project Progress Reports and ensure timely delivery to the WWF GEF Agency.
2. Liaise with the Finance Officer and the Belize Fund Finance Team on quarterly financial reports to ensure timely delivery to the WWF GEF Agency, including co-financing reporting.
3. Provide quality assurance for project activities, including in sub-grants.
4. Review reports and other products from consultants, staff, and sub-grantees, and ensure quality.
5. Ensure implementation in line with the GEF and WWF standards and policies.

Partnerships & Team Support

1. Maintain positive working relationships and smooth coordination with all partners and stakeholders under the RBB.
2. Manage stakeholder engagement throughout the project duration.
3. Support the organization of events, e.g. annual stakeholder meeting.
4. Coordinate with co-financed projects and liaise with project partners to ensure co-financing commitments are realized.

Any other responsibilities/functions deemed necessary to meet the objectives of the RBB program.

Reporting

The Program Manager will report to the Technical Director and will work closely with other Belize Fund staff.

Minimum Qualifications

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

- A master's degree, or equivalent, in environmental sciences, social sciences, development, project management, or a related area.
- At least three (3) years of experience in program management and coordination work relevant to this position, grant making experience is highly desired.
- Excellent communication, interpersonal and facilitation skills including strong writing, oral and presentation skills.
- Familiarity with biodiversity conservation issues.
- Excellent project management skills and the ability to analyse log frames and impact.
- Service-orientated, courteous, 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
- 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.
- Fluency in English (written and oral)
- Valid Driver's license (manual preferred)

Desired Qualifications

- Fluency in Spanish (written and oral)
- Multi-lingual and multi-cultural or cross-cultural experience appreciated.
- Experience communicating with the public and/or media.

Remuneration

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

Submission Requirements

Interested candidates should submit a cover letter, resume, and two references to jobs@belizefund.bz by the application by July 30th, 2026.

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