

TERMS OF REFERENCE

Position: Project Officer (“PO”)

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 Project Officer 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 PO 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 Project Officer will report to the RBB Program Manager 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. Manage all aspects of grantmaking under the RBB Program, including screening applications, guiding proposal development, monitoring progress and reviewing reports.
2. Provide technical assistance to grantees, partners and/or recommending helpful resources for project management.
3. Conduct organizational assessments of applicants to inform funding decisions.
4. Review progress reports and conducting regular check-ins (virtual or in-person) to assess progress, identify challenges, and provide guidance to recipient organizations.
5. Establish close partnership with grantee organizations and keeping abreast of project implementation ensuring efficient program delivery.
6. Ensure that program guidelines and requirements are met.
7. Create and updating project templates and guidelines.
8. Support the updating of the Belize Fund's website and Grants Management Software including uploading project contents.
9. Review reallocation and/or reprogramming requests for Recipient Organizations.

Project Management

1. Support coordination of RBB GEF funded projects and manage implementation.
2. Support coordination with partners and consultants.
3. Lead Community Engagement & Logistics by organizing consultations, workshops, and trainings and help ensure materials are accessible and appropriate for communities.
4. Organize logistics and host project meetings and events.
5. Support dissemination of project information and represent project at a National and International level, as necessary.

Stakeholder Engagement Support

1. Assist in implementing the Stakeholder Engagement Plan (SEP).
2. Support engagement with fisher associations, communities, government, NGOs, and private sector.
3. Help document stakeholder feedback and meeting outcomes.
4. With support from the Program Manager, lead the delivery of *Peer-to-peer exchanges between fisher associations at regional and national events*.
5. Support awareness of Grievance Redress Mechanisms (GRMs).
6. Assist in tracking participation and inclusion (gender, youth, marginalized groups).

Monitoring, Reporting & Documentation

1. Support tracking of stakeholder engagement activities.
2. Assisting with the monitoring and evaluation of grantees and funded projects, including preparation of WWF GEF reports and maintaining records with support from the MEL Officer.
3. Help document lessons learned and meeting notes.
4. Help maintain documentation and files.

Partnerships & Team Support

1. Maintain positive working relationships with stakeholders.
2. Representing the Belize Fund at meetings, forums, briefings, blog posts, and public presentations, as appropriate.
3. Supporting the organization of events, e.g. annual stakeholder meeting.
4. Responding to enquiries and requests for information.

Any other responsibilities/functions deemed necessary in order to meet the objectives of the RBB Program.

Reporting

The Project Officer will report to the RBB Program Manager 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 bachelor's degree or equivalent in environmental sciences, social sciences, development, project management, or a related area.
- At least three (3) years of experience in project management work relevant to this position.
- Excellent communication, interpersonal and facilitation skills including strong writing, oral and presentation skills.
- Familiarity with biodiversity conservation issues.
- Basic knowledge of community engagement or development preferred.
- 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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