

Consultancy Brief

**Trust Fund Specialist to
conduct review of regional
environmental trust funds
and to define potential
components for a fund to
manage Invasive Species in
Barbados and the OECS
Countries**

August 2019

CABI BACKGROUND

CABI is an international not-for-profit organization that improves people's lives by providing information and applying scientific expertise to solve problems in agriculture and the environment. CABI is an intergovernmental organization that can trace its origins back to 1910. Our 49 member countries guide and influence our core areas of work, which include International Development and Publishing.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK, the USA and Zambia.

International Development projects and research

Through knowledge sharing and science, CABI helps address issues of global concern such as improving global food security and safeguarding the environment. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting biodiversity from invasive species, and improving access to agricultural and environmental scientific knowledge.

CABI's Knowledge Business

CABI produces key scientific publications, including CAB Abstracts – the world-leading abstracting and indexing database covering applied life sciences. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. CABI invests its publishing surpluses directly into development projects, helping to improve livelihoods worldwide.

For more information go to www.cabi.org and www.plantwise.org

THE ROLE

- Job title:** Trust Fund Specialist for designing a Sustainable Trust Fund for Managing Invasive Species in Barbados and the OECS
- Fees:** Commensurate with qualifications and work experience
- Reporting to:** International Project Steering Committee via CABI's Regional Representative, Caribbean and Central America
- Location:** Eastern Caribbean
- Duration:** October 2019 to February 2020

Purpose of the role:

CABI, in conjunction with our international donors and partners, implements and manages a wide range of initiatives around the world, ranging from research projects to rural development activities. The successful candidate will conduct this consultancy in furtherance of outcomes of the project: "Preventing the COSTS of IAS in Barbados and the OECS countries".

Key accountabilities: Review successful Common Environmental Trust Funds set up to manage the environment and make recommendations for setting up a regional financing system to manage IAS that pose a threat to biodiversity and economic sectors in Barbados and the OECS.

Specifically, with respect to the following components:

- Governing Framework and guiding principles e.g. environmental financial accounting principles
- Governing Body that will set policies and guidelines for administering the funds
- Management and Administration of the fund
- Resource Mobilization options to initiate the fund
- Strategic and Financial Planning and asset management
- Reporting; Monitoring and Evaluation of the fund performance to stakeholders
- Principles to govern issuance of grants for IAS management

CANDIDATE PROFILE

Knowledge & Skills

Required

- Fluency in English, with strong written and oral communication skills
- Broad understanding of Investment Finance
- Intimate knowledge of establishing and managing trust funds. Knowledge of the Caribbean Biodiversity Fund and others within Latin America and Caribbean an asset.
- Proven ability to rapidly evaluate complex information to ascertain its potential usefulness, and to produce a synthesis
- Familiarity with the logical framework and other strategic planning approaches
- Good working knowledge of the MS Office suite of programs specifically Word, Excel, PowerPoint and Outlook.

Desirable

- Working Knowledge of public sector norms and regulations, in particular as they apply in Barbados and the OECS countries
- Understanding of gender issues and how to mainstream gender perspectives in projects

Education & Qualifications

Required: A Bachelor's degree and 7 years' experience with trust funds or similar entities or equivalent combination of education and experience.

Desirable: PhD or equivalent experience.

Experience

Required: Considerable and demonstrable post qualification experience in investment financing and trust management and experience negotiating complex agreements.

Desirable

Significant developing country experience in financial sector and applied research, ideally working with a wide range of stakeholders including local communities, NGOs, government officials, other partners, researchers, etc

Personal Characteristics

Required

- Highly motivated, organized and adaptable, with strong inter-personal and communication skills.
- Comfortable working both independently or as part of a team.
- Able to work under pressure and deliver high quality products to tight deadlines, including occasional out-of-hours working.
- Trustworthy and capable of dealing with sensitive information in a discreet and confidential manner.

- Robust with the operational grip and capacity to handle a demanding workload, including some travel;

Desirable

- Ability to articulate financial concepts effectively to technical experts and non-experts
- Strong influencing and networking skills
- Ability to work and interface with public officials in both the financial sector as well as natural resource managers

NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular may vary from island to island.

EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

HOW TO APPLY

To apply please submit your CV and a covering letter via our online recruitment to n.ramnanan@cabi.org with copy to a.witt@cabi.org

Please note closing date for receipt of applications is 27th September 2019. We reserve the right to close the vacancy, interview and appoint before this date if a suitable number of applications are received.