

Request for Proposals

National Coordinator

GEF Small Grants Program – Saint Vincent and the Grenadines

Opening Date: 27 February 2026

Closing Date: 27 March 2026

Submission: Proposals should be sent to cepf@cepf.net by the closing date

1. Background and Invitation to Apply

The Small Grants Program (SGP) is a flagship program of the Global Environment Facility (GEF), which provides financial, technical and capacity building support to civil society organizations (CSOs), non-governmental organizations (NGOs) and community-based organizations (CBOs) to implement local conservation, development and livelihood actions with global environmental benefits. For the eighth operational phase (OP8), the GEF will adopt a new approach, which aims to diversify the agencies implementing the program and maximize the amount of financing flowing to CSOs, CBOs and NGOs.

In Saint Vincent and the Grenadines (SVG), the Implementing Agency for SGP during OP8 will be Conservation International (CI). The Executing Entity will be the Critical Ecosystem Partnership Fund (CEPF): a joint initiative of CI and the GEF, in partnership with l'Agence Française de Développement, the European Union, Fondation Hans Wilsdorf, the Government of Canada, the Government of Japan and the World Bank. CEPF was established in 2000 as a mechanism to engage local actors in the conservation of the global biodiversity hotspots. The SGP will be developed and implemented in close coordination with the Government of SVG's Sustainable Development Unit within the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture.

Conservation International (CI), based in the United States, hosts the Secretariat of CEPF. For the subject announcement, CEPF, acting via CI, intends to issue a personal service contract to perform the Terms of Reference below. CEPF will engage a single individual for this assignment. Interested parties should respond to this RfP.

This solicitation in no way obligates CI or CEPF to award a contract, nor does it commit CI or CEPF to pay any cost incurred in the preparation and submission of the application.

2. Terms of Reference

2.1. Summary of Position

Reporting to CEPF and, with the guidance of the Sustainable Development Unit, the National Coordinator will support implementation of the SGP in SVG during OP8. Working under the

strategic guidance of the SGP National Steering Committee, the National Coordinator will ensure effective and efficient development of a portfolio of small grants that are aligned with strategic priorities set out in the Country Program Strategy for SVG. The maximum size of each grant will be US\$75,000 and the total portfolio value will be approximately US\$750,000. The Country Program Strategy is in the process of being drafted and is expected to be final by 1 June 2026. Grants are expected to include support for community-based management of threatened ecosystems and species, sustainable agriculture and fisheries, local coalitions for chemicals and waste management, and sustainable urban solutions. The National Coordinator will be responsible for making the program widely accessible to CBOs, NGOs, and other CSOs, especially groups led by women, youth, Indigenous people and local communities, and other marginalized or vulnerable groups. The National Coordinator will also be responsible for supporting grantee organizations to implement grants successfully, manage grant finances transparently, and monitor and report on impacts.

The National Coordinator will act as a mentor to applicants and grantees, helping them to design and implement projects that meet the eligibility criteria and strategic priorities of the SGP. The position requires good communication skills and the ability to prioritize tasks and manage multiple demands on time. The position also requires a good knowledge of environmental issues in the SVG context, as well as an understanding of the challenges faced by CBOs, NGOs and other CSOs.

The CEPF Secretariat will make awards to recipients (grantees) in Saint Vincent and the Grenadines. Payments to grantees will be processed directly by the CEPF Secretariat. The National Coordinator will not have authority to make commitments on behalf of CEPF.

This position provides an opportunity to support the emergence of a community of civil society actors working to address environmental challenges facing SVG, in ways that benefit the wellbeing of local communities.

2.2. Key Tasks

2.2.1. Informing key audiences about the SGP

1. Serve as the principal point of contact about the SGP in SVG, for civil society, government and a secondary point of contact with donor stakeholders in collaboration with the Government.
2. Advertise the SGP (especially calls and training opportunities) widely among CBOs, NGOs and CSOs, giving particular attention to groups led by women, youth, Indigenous people and local communities, and other marginalized or vulnerable groups.
3. Organize informational webinars for potential applicants.
4. Respond to inquiries from potential applicants.
5. Contribute to press releases, web stories and social media content on the SGP.

2.2.2. Coordinating grant making

1. In consultation with the National Steering Committee, and in coordination with CEPF and the Sustainable Development Unit, develop a schedule for solicitation and review of applications, and issue calls for Letters of Inquiry (LOIs).
2. Conduct due diligence of LOIs received under each call to ensure applicant eligibility and capacity to comply with the SGP funding terms.
3. Screen applications against CEPF's environmental and social standards and provide guidance to applicants on compliance with applicable standards.

4. Conduct preliminary reviews of LOIs received under each call for proposals, drawing on support from CEPF staff as needed.
5. Convene a National Steering Committee meeting to evaluate LOIs.
6. Based on the recommendations of the National Steering Committee, invite shortlisted applicants to prepare full proposals.
7. Review full proposals to ensure they satisfactorily address feedback from the National Steering Committee.
8. Submit final list of grant awards to CEPF for contracting and fund transfer.
9. Encourage partnerships and collaboration among applicants and grantees, to build a coherent portfolio of grants that contributes to achieving the objectives of the Country Programme Strategy.

2.2.3. Capacity building for CSOs

1. Assist potential applicants to turn their project ideas into coherent LOIs that meet the eligibility criteria of the SGP and address the geographic and thematic priorities set out in the Country Programme Strategy.
2. With the assistance of CEPF, organize proposal development workshops for shortlisted applicants, to help them design impactful, gender sensitive and socially inclusive projects.
3. Build the institutional capacity of grantees to ensure efficient and effective project implementation and financial management.
4. Build the capacity of grantees, on an as-needs basis, to comply with CEPF's Environmental and Social Management Framework.
5. Identify suitable grantees to participate in regional training and networking events organized by CEPF.
6. Identify nascent organizations with the potential to become grantees, and help them to establish governance systems, pilot initiatives, and build credibility.

2.2.4. Monitoring compliance and impact

1. Assist grantees to comply with reporting obligations, including CEPF's Civil Society Tracking Tool, and Gender Tracking Tool.
2. Verify completion of milestones by grantees, as described in their proposals.
3. Conduct at least one Monitoring, Learning and Evaluation mission to each SGP project.
4. Review and verify grantees' Final Completion and Impact Reports.
5. Enter data on GEF and CEPF indicators into the online grants monitoring platform, Conservation Grants.
6. Obtain stories, photographs and short-format video of SGP activities for use in communications materials by CI, CEPF and the Sustainable Development Unit.
7. Participate in the Mid-term Evaluation and Terminal Evaluation of the SGP project implemented by CI and CEPF.

2.2.5. Facilitating collaboration

1. Prepare briefing materials for National Steering Committee meetings.
2. Take minutes at National Steering Committee meetings.
3. Report monthly to the Director of the Sustainable Development Unit on progress towards and agreed workplan, outlining planned activities and timelines. The purpose of these meetings is to avoid duplication of effort and identify opportunities for synergy with other initiatives in the environment sector in SVG.

2.3. Reporting

The National Coordinator will work under the supervision and direction of the CEPF Grant Director responsible for the Caribbean Islands Biodiversity Hotspot. The National Coordinator will work closely with the assigned CEPF Grants Manager in relation to the administrative, contractual, and financial management of grants. The National Coordinator will also provide regular updates to the Director of the Sustainable Development Unit, to ensure that the Director remains fully informed and up to date about all ongoing activities.

3. Education and Experience

Required

- Master's degree.
- At least five years' experience in biodiversity conservation, environmental management, community development or related fields.
- Fluency in written and spoken English.
- Proven ability to manage workload, balance competing requests and prioritize tasks in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Strong computer skills in Microsoft Office with experience in Microsoft Excel.

Preferred

- Professional experience in monitoring and evaluation.
- Professional experience in capacity building.
- Professional experience in coordinating grant making programs
- Experience working for civil society organization(s).
- Experience using online databases, such as Salesforce.

4. Basis of Engagement

The selected candidate will be engaged by Conservation International in the United States under a personal service contract. The contract, itself, will include multiple requirements per the terms of the GEF and CI. The National Coordinator will submit monthly reports per the Terms of Reference.

This position is anticipated to require full-time engagement. However, as this position will be via a personal services contract, the National Coordinator is free to accept other assignments and determine their workflow, provided all the task of the Terms of Reference are complete on a monthly basis.

This final execution of the contract will be contingent upon successful completion of a background check by CEPF.

5. Period of Engagement

This position is anticipated to begin on 1 May 2026 for a period of training and engagement with stakeholders, with full-scale implementation of the program contingent upon approval of the Country Programme Strategy, anticipated by June 2026. The contract will have a six-month probationary period (May-October 2026). The contract will be renewable thereafter on a yearly basis to a maximum end date of 31 December 2028. The contract can be cancelled at any time for non-performance.

6. Place of Performance

This position is based in Saint Vincent and the Grenadines. The National Coordinator must be resident in the country for the duration of the contract. The National Coordinator need not be a citizen of the country but must have all legal rights to reside and work in the country.

7. Working Conditions and Responsibilities of the Service Provider

This position will involve working full time from the office of the Sustainable Development Unit in Arnos Vale. The position will require travel to visit SGP projects in the field for up to 25% of the time.

The National Coordinator will be responsible for the costs of:

- All required taxes to the government of Saint Vincent and the Grenadines per local law.
- Procuring appropriate health and medical evacuation insurance in relation to field travel.
- Supplying themselves with a computer, telephone, and other appropriate technical equipment.
- All internet and telephone access fees.

The National Coordinator will need to make themselves available for detailed training in CEPF grantmaking systems at periodic points throughout the program.

CEPF and the National Coordinator will agree upon reimbursable costs on a quarterly basis. These costs could include transport, meals, and incidental expenses by the National Coordinator to grantee sites, similar costs borne by applicants/grantees or other stakeholders to trainings and meetings outside of grant costs, and the expenses of hosting meetings. CEPF will reimburse the National Coordinator for such pre-approved costs per its travel documentation policies.

8. Proposal Instructions

8.1. Required Documents

Proposals must be submitted in English and include the following:

- A cover letter (maximum two pages) summarizing the applicant's interest and qualifications in response to this Request for Proposals and declaring their availability for the full period of performance.
- A curriculum vitae outlining relevant experience for the position.
- Name, title, and telephone and email electronic details for three professional references. For each, provide a very brief explanation of the relevance of this person as a referee.
- Considering the Terms of Reference in Item 2, as well as the conditions of employment in Items 4, 5, and 6, a statement of the expected monthly rate of remuneration, with associated justification, including a table showing past rates for salaries or contracts. (Note that this information will serve as a basis for discussion with CEPF in case of preselection).

8.2. Submission

Proposals must be sent by the closing date named at the top of this announcement via email to cepf@cepf.net with the subject line clearly stating:

Proposal – National Coordinator – SGP Saint Vincent and the Grenadines

Proposals should be submitted via single email with the attached files named in Item 8.1.

For clarification questions, applicants may email cepf@cepf.net

9. Review Process and Contracting

Qualified candidates may be interviewed over multiple rounds by representatives of CEPF, Conservation International, and the Government of Saint Vincent and the Grenadines. The selection process is expected to be completed by mid-April, with contracting to take place thereafter. If, for any reason, this process is delayed, it will not change the maximum end date of the contract in December 2028.