

Terms of Reference

National Coordinator for the GEF Small Grants Programme

1) Background

The Small Grants Programme (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 (NGO) 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 Non-governmental Organizations.

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, which 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 Sustainable Development Unit within the Ministry of Tourism, Civil Aviation, Sustainable Development and Culture.

2) Summary of position

Reporting to CEPF and 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 (up to US\$75,000 in value) that are aligned with strategic priorities set out in the Country Programme Strategy for SVG. These 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 community-based organizations (CBOs), nongovernmental organizations (NGOs) and other civil society organizations (CSOs), especially groups led by women, youth, Indigenous people and local communities, and other marginalized or vulnerable groups. They 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 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.

3) Key Tasks

Informing key audiences about the SGP

- 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.
- 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.
- Organize informational webinars for potential applicants.
- Respond to inquiries from potential applicants.
- Contribute to press releases, web stories and social media content on the SGP.

Coordinating grant making

- 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).
- Conduct due diligence of LOIs received under each call to ensure applicant eligibility and capacity to comply with the SGP funding terms.
- Screen applications against CEPF's environmental and social standards and provide guidance to applicants on compliance with applicable standards.
- Conduct preliminary reviews of LOIs received under each call for proposals, drawing on support from CEPF staff as needed.
- Convene a National Steering Committee meeting to evaluate LOIs.
- Based on the recommendations of the National Steering Committee, invite shortlisted applicants to prepare full proposals.
- Review full proposals to ensure they satisfactorily address feedback from the National Steering Committee.
- Submit final list of grant awards to CEPF for contracting and fund transfer.
- 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.

Capacity building for CSOs

- 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.
- With the assistance of CEPF, organize proposal development workshops for shortlisted applicants, to help them design impactful, gender sensitive and socially inclusive projects.

- Build the institutional capacity of grantees to ensure efficient and effective project implementation and financial management.
- Build the capacity of grantees, on an as-needs basis, to comply with CEPF's [Environmental and Social Management Framework](#).
- Identify suitable grantees to participate in regional training and networking events organized by CEPF.
- Identify nascent organizations with the potential to become grantees, and help them to establish governance systems, pilot initiatives, and build credibility.

Monitoring compliance and impact

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

Facilitating collaboration

- Prepare briefing materials for National Steering Committee meetings.
- Take minutes at National Steering Committee meetings.
- 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.

4) 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 of online databases, such as Salesforce.

5) 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 also provide regular updates to and take direction from the Director of the Sustainable Development Unit, to ensure that the Director remains fully informed and up to date about all ongoing activities.

6) Working conditions

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 time. There will be a six-month probationary period.

For submission and more information, contact:

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Completed applications should be received by CEPF no later than 27 March 2026.