1. Background

Belize has the highest percentage of forest cover in both Central America and the Caribbean (1,727,600 ha—61.6 percent as a percentage of land, 37 percent of which are primary forests, 2012¹). Much of the terrestrial area of Belize represents a significant portion of the Mesoamerican Biological Corridor, which stretches from Mexico to Panama. The country faces serious challenges that not only threaten the natural ecosystems, but also adversely affects the poorer population that are dependent on the forests and the national economic growth prospects.

Forest cover in Belize decreased from 72.9 percent in 1989 to 61.6 percent in 2012 and the trend is expected to continue. Main threats to the forests include the expansion of agriculture, housing, and tourism developments. Some areas are also damaged by illegal logging, looting of archeological sites, hunting, and poaching, done by communities from across the national border. Pressure on Protected Areas has been increasingly high in recent years, especially from agricultural expansion, which has resulted in the de-reservation of some Protected Areas. Belize has an opportunity to capture and deploy climate finance via REDD+ to reverse this trend while improving livelihoods, building resilience and reducing poverty.

Belize submitted the Readiness Preparation Proposal (R-PP) to the Participants Committee (PC) of the Forest Carbon Partnership Facility (FCPF) in July 2013 and was selected into the FCPF as one of the Qualified Eligible REDD Countries. Subsequently, the World Bank signed a Country Participation Agreement with Belize in October 2014 to implement a project for Readiness Preparation.

The Project would support the measures identified in the Second National Communication to the UNFCCC, such as the introduction of forest management plans, the promotion of agro-forestry and a REDD+ program, the restoration of abandoned agricultural lands, the establishment and maintenance of protected areas, and the development of a national forest fire response team.

2. Project Description

The R-PP lays out a roadmap for the country to become ready for a future REDD+ financing mechanism. The objective of the REDD+ Readiness Preparation Grant is to assist Belize in

¹ Cherrington et al., 2012 “Forest Cover and Deforestation in Belize, 2010-2012”
carrying out Readiness Preparation through a participatory and inclusive process in order to strengthen their capacity to participate in future REDD+ carbon payment transactions. The components of the Preparation Grant are:

1) **Component 1: REDD+ Organization Framework, Consultation and Grievance Redress.** This component will support: (1.1) Establishing and operationalizing of: (a) a multi-stakeholder participatory platform for REDD+ implementation, and (b) a REDD+ coordination unit (R+CU) within the Ministry of Agriculture, Forestry, Fisheries, the Environment and Sustainable Development (MAFFESD) to coordinate the implementation of Readiness Preparation Activities; (1.2) Designing and carrying out of: (a) a communications and information dissemination strategy at the national level, and (b) the Stakeholder Consultation and Participation Plan at the national level; and (1.3) Designing and operationalizing or, if applicable, strengthening existing feedback, grievance and redress mechanisms to meet the needs of people who might be affected by REDD+.

2) **Component 2: Preparation of REDD+ Strategy.** This component will support: (2.1) Identifying and analysing the main direct and indirect causes of deforestation and forest degradation in the Belizean territory; (2.2) Assessing land tenure, natural resource rights and land use patterns as part of Belize’s Integrated Planning Framework for Land and Resource Management with a particular focus on Indigenous Peoples, both at the local and national levels; (2.3) Designing of: (a) effective strategic options for REDD+, including the mainstreaming of REDD+ into different sectors of the economy; and (b) an implementation framework for REDD+; (2.4) Preparation of a Strategic Environmental and Social Assessment (SESA) Work Plan and carrying out of SESA in accordance with the terms of such Work Plan, including diagnostic studies to assess the key risks of the strategic options under Component 2.3(a) above; and (2.5) Preparation of an environmental and social management framework (ESMF), including, if applicable, an Indigenous Planning Peoples Framework (IPPF), a Resettlement Policy Framework (RPF) and a Process Framework (RP), all in accordance with the World Bank’s Safeguards Policies.

3) **Component 3: Development of a National Forest Reference Emission Level and a Forest Reference Level.** This component will support designing a national reference emissions level for the forest sector in the Belizean territory through (3.1) designing and establishing a reference scenario model; and (3.2) developing reference models.

4) **Component 4: Design of National Forest Monitoring and Safeguards Systems.** This component will support designing and implementing at the national level: (4.1) a forest monitoring system for the measuring, reporting, and verification (MRV) of greenhouse gases (GHGs) emission reductions; and (4.2) an information system for non-carbon benefits from REDD+ activities, safeguards and governance in relation to REDD+.

5) **Component 5: Design of Monitoring and Evaluation Framework.** This component will support designing and implementing a framework to monitor and evaluate the Readiness Preparation Activities under Components 1 through 4 above.

A REDD+ Coordination Unit (R+CU) will be established and administered by the MAFFESDI. It comprises a REDD+ Programme Director, Technical Coordinator, Social Specialist, Environmental Specialist, Administrative Officer, and Procurement Officer. The Protected Areas Conservation Trust (PACT) will form part of the R+CU as the fiduciary agent of the proposed Grant. In order to provide an enabling environment for the facilitation of REDD+ activities, the REDD+ Coordination Unit will be housed in the MAFFESDI for operational and technical
purposes. The R+CU is envisioned to be the permanent operational secretariat for REDD+ nationally. The REDD+ Program Director will head the R+CU and will report directly to Chief Executive Officer of MAFFESDI.

The R+CU will work closely with the National Climate Change Office (NCCO) in planning and executing REDD+ activities. The R+CU will therefore be responsible for:

1. Coordination and day-to-day management of all REDD+ Readiness activities described in the Readiness Preparation Proposal and the accompanying supporting project documents;
2. Promoting the mainstreaming of REDD+ initiatives, activities and products into various sectors of the economy;
3. Development of proposals for national REDD+ pilot initiatives;
4. Planning and oversight of relevant research and studies as part of readiness activities.
5. Promoting collaboration and partnerships with local and national institutions towards achieving the objectives of the REDD+ Strategy;
6. Promoting bi-lateral and multi-lateral collaboration for REDD+ in Belize;
7. Support public awareness of REDD+ in Belize; and present REDD+ at national and international fora;
8. Other relevant REDD+ related activities that may arise.

3. Objective of the Consultancy

The overall objective of the assignment is to lead the implementation of REDD+ Readiness Preparation activities and to coordinate REDD+ activities across Belize’s sectors at the policy and decision-making level.

4. Duties and Responsibilities

Key Function:
1. Coordinate and oversee the project activities defined in the Readiness Preparation Proposal and Assessment Note, providing strategic inputs and ensuring compliance with the terms and procedures outlined in the Grant Agreement, the Project Operational Manual (OM), Subsidiary Agreement between the Government of Belize and PACT, the World Bank environmental and social safeguards policies, and any other relevant documents associated with the Grant.

2. Manage the day-to-day operations of the REDD+ Coordination Unit (R+CU), including the supervision of R+CU personnel and consultants working on project implementation and the coordination with key stakeholders, in carrying out Readiness Preparation.

Planning and Implementation of REDD+ Readiness Preparation:
3. Lead the preparation and implementation of annual work plans with the inputs from R+CU staff, with budget and clearly stated milestones contributing to the achievement of target outputs consistent with the REDD+ Readiness Preparation Assessment Note of the World Bank and ensuring their clearance by the Project Steering Committee.
4. Ensure the adherence to the Annual Work Plan and procurement plan approved by the WB and PSC.
5. Coordinate the R+CU’s activities for the preparation of documentation and project reports to satisfy the conditions of the Grant Agreement and the POM and as required for the implementation of the Project, including but not limited to:
   a) requests for no objections;
   b) quarterly progress reports;
   c) semester progress reports;
   d) mid term report
   d) safeguard-related reports;
   e) the Terminal report;
6. Review resource requirements and request approval to the PSC on the major budget adjustments and possible revisions.
7. Oversee the preparation of Terms of Reference (ToR) for individual and firm consultancy services, procurement of goods, organization of training, seminars, etc. with the inputs from R+CU staff;
8. Supervise the R+CU to organize, facilitate and provide technical and logistical support to and participate in meetings relevant to REDD+ Readiness, including the BNCCC (Belize National Climate Change Committee), Project Steering Committee (PSC) and the Technical Expert Group (TEG).
9. Participate and represent the R+CU in workshops/meetings for stakeholders relevant to the national REDD+ Programme;
10. Ensure that all REDD+ Readiness activities are fully mainstreamed into the national development agenda and contributing to national development processes;
11. Ensure the grant is having an optimal impact on capacity building, both of individuals and institutions;
12. Lead the preparation of the Readiness Package based on a process of national consultation and information gathered during the REDD+ Readiness activities.
13. Any other REDD+ related activities as appropriate.

Coordination with external agencies:
14. Identify and mobilize additional resources and private and public sector partners relevant to the Belize’s REDD+ programme.
15. Liaise and coordinate with relevant government departments and key external partners on policy and institutional issues related to implementation of the REDD+ Readiness Preparation activities;
16. Provide public information on the status of project implementation.

Assumes direct responsibility for planning and managing the grant budget by ensuring that:

17. Expenditures are in accordance with the grant agreement, the work plan and other grant documents, and adjustments (if any) are made with due consultation and approval.

Monitoring, Reporting and Evaluation:

1. Finalize and submit to the PSC the monitoring and evaluation plan for the Readiness activities including the budget and mechanism for data collection and responsibilities prepared by Technical Coordinator; and ensure monitoring, reporting, and evaluation are undertaken as per the Monitoring and Evaluation Plan.
2. Finalize and submit to the PSC and the Bank the annual work plans and the procurement plan;
3. Finalize and submit to the PSC and the Bank the quarterly and annual progress reports against set targets and indicators, with an analysis of evidence of progress towards planned outputs according to schedules, budgets, and inputs provided by the project and with respect to the Monitoring and Evaluation Plan, and according to the reporting requirements of the World Bank.
4. Lead the Mid Term review and the end of project evaluation, including finalization of the respective report to be submitted to the PSC and the World Bank.
5. Organize and facilitate evaluations by the PSC and missions of the World Bank;
6. Reports regularly to CEO of MAFFESDI and keeps the PSC up-to-date on progress and problems.

5. Deliverables: These deliverables are to be prepared with the inputs from R+CU and relevant stakeholders:

1. Final Annual work plans and Procurement Plan with clearly stated milestones to be submitted to PSC and the World Bank;
2. Final Monitoring and Evaluation framework for the Readiness activities (Refer to Section 2.01 (e) of the Grant Agreement for Belize’s Readiness Preparation Proposal);
3. Final Quarterly progress reports to be submitted to PSC and the World Bank as defined in the Operational Manual;
4. Final Semiannual and annual progress reports to be submitted to PSC and the World Bank as defined in the Operational Manual;
5. Final documents to be developed under REDD+ Readiness activities in accordance
with the Readiness Preparation Proposal Assessment Note (Section 13B) and the annual work plans including the REDD+ Strategy Document;
6. Final Mid-Term Report to be submitted to PSC and the World Bank;
7. Final completion Report to be submitted to PSC and the World Bank;

6. **Education and experience**

Education:
1. Minimum Master’s degree, preferably in forest management, environmental science, economics, or natural resource management or a discipline related to the project.

Experience:
1. Ten (10) years working experience in climate change issues including REDD+, forest/natural resources management, environmental management, and rural and social development;
2. At least five (5) years of experience in leading large scale and multi-disciplinary development programmes/projects covering all aspects of programme/project cycle management including budgeting, administration, human resources, monitoring and evaluation, and reporting;
3. Knowledge in GIS/remote sensing is an asset;
4. Previous work experience on development programmes in developing countries (Latin American and/or Caribbean country experience is an advantage);
5. Proven management experience including supervision of staff, consultants and coordination of programme/projects teams in a multi-disciplinary environment;
6. Demonstrated knowledge of donor programme/project management practices and modalities;
7. Experience with working with governments in developing countries.
8. Excellent computer skills including full working knowledge MS Office, and Internet.

Language Requirements:
9. Proficiency in both oral and written English. Spanish would be an additional asset.

7. **Competencies**

**Corporate Competencies:**
1. Demonstrates integrity and ethical standards;
2. Promotes the vision, mission, and strategic goals of the Government of Belize;
3. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
4. Treats all people fairly without favoritism;
5. Demonstrates strong understanding of political sensitivities and ability to work positively with all partners in a politically dynamic environment.

**Functional Competencies:**

1. Ability to advocate and provide top quality advice services on REDD+ and have an in-depth practical knowledge of inter-disciplinary development issues;
2. Demonstrated capacity in knowledge sharing and knowledge management and ability to promote a learning environment in the office through leadership and personal example;
3. Ability to conduct research and analysis and strong synthesis skills.

**Development and Operational Effectiveness:**

4. Ability to lead strategic planning, results-based management and reporting;
5. Ability to develop innovative approaches to program design, implementation, monitoring and evaluation of development programmes, projects and activities;
6. Ability to mobilize resources;
7. Ability to work with minimal supervision;
8. Able to work under pressure and limited time.

**Management and Leadership:**

9. Builds strong relationships with clients, focuses on impact and result for the client and responds positively to critical feedback; consensus-oriented;
10. Encourages risk-taking in the pursuit of creativity and innovation;
11. Leads teams effectively and shows conflict resolution skills;
12. Consistently approaches work with energy and a positive, constructive attitude;
13. Demonstrates good oral and written communication skills;
14. Demonstrates openness to change and ability to manage complexities;
15. Proactive and has the ability to discuss openly with all senior government staff;
16. Results-oriented and efficient in a multi-tasking environment;
17. Capacity to perform effectively under pressure and hardships;
18. Excellent inter-personal, negotiation and teamwork skills, networking aptitude;
19. Excellent inter-cultural communication and skills.

**8. Supervision**
The REDD+ Programme Director will report directly to the CEO of the Ministry of Agriculture, Fisheries, Forestry, the Environment, Sustainable Development and Immigration. He/she will
coordinate regularly with the Chief Climate Change Officer of the National Climate Change Office and Chief Forest Officer of the Forest Department, MAFFESDI.

9. Location
The REDD+ Programme Director will be located in the MAFFESDI. The MAFFESDI will provide an office space, computer and work items at headquarters to perform the required tasks and provide all necessary information and documentation and remote access if support outside of traditional office hours is required.

10. Payment Arrangements
The salary of the contract commensurate with experience and qualifications, and will be made in the equivalent of Belizean dollars.

11. Estimated Starting Date and Duration
Start date will be effective at contract signature. A contract will be renewed annually based on an assessment of performance and requires full time commitment.

12. Presentation of Resumes
Those interested in filling the vacancy for the position of REDD+ Programme Director should send a statement of capability and CV along with three references to email: XXXXXXX or printed to the address XXXXXXX. by (day. month, 2017).

Applications will be reviewed by a Selection Committee. Those shortlisted will be invited to an interview with the Committee. The evaluation will be made taking into account the selection criteria and respective capabilities. Due diligence will be done to validate the information included in the CV or the information provided during the interviews.

13. Relevant Documents
The consultant should familiarize with the following documents:

B. Readiness Preparation Proposal Assessment Note
C. Legal Agreements
   1. Grant Agreement between the Government and the World Bank
   2. Subsidiary Agreement between the Government and PACT
D. Operational Manual
E. World Bank Integrated Safeguards Data Sheet