



Terms of Reference

MAR+Invest and MARTAF Coordinator Mesoamerican Reef Fund

1. Background

The Mesoamerican Reef –MAR– coastline stretches for 1,000 kilometers from the tip of the Yucatan Peninsula in Mexico to the Bay Islands and coastal Honduras, through the Caribbean coast of Guatemala and Belize. The MAR includes the largest barrier reef in the Atlantic and is an integral component of an interconnected and transboundary system of coastal habitats. The MAR region is world renowned for its diverse natural wonders as well as its rich cultural and ethnic diversity.

The annual value of the MAR is close to US\$ 4.5 Billion, integrated by reef-related tourism (US\$ 3.9 B), reef-related fisheries (US\$ 183 M), and shoreline protection (between US\$ 320 and US\$438 M). However, much of this value is at risk. If the MAR continues to decline, by 2030 the per annum value of the system could fall by US\$3.1 billion a year (in tourism, fisheries and coastal development). Conversely, a shift towards healthy reefs by 2030 could unlock an additional US\$2.5. billion annually across the three sectors.

The absence of a relationship between entrepreneurship ecosystems, conservation and commercial capital in the MAR, is a barrier to the development of commercially viable ventures with a positive impact on the coastal and marine ecosystems. Without these relations, the gap in capital required for conservation and restoration of coral and related ecosystems will not be closed.

The Global Fund for Coral Reefs (GFCR) is a blended finance instrument to mobilize action and resources to protect and restore coral reef ecosystems. GFCR supports efforts to incubate and accelerate revenue-generating interventions that can sustainably finance the mitigation and elimination of unsustainable direct and indirect local drivers of coral reef degradation.

In 2021, GFCR invited the Mesoamerican Reef Fund –MAR Fund– to submit a concept note to develop a business and finance facility for the MAR. MAR Fund is a regional, private environmental fund with the objective of supporting the protection of the Mesoamerican Reef (MAR) ecoregion, shared by Mexico, Belize, Guatemala and Honduras. Its mission is to drive regional funding and partnerships for the conservation, restoration and sustainable use of the MAR.

MAR Fund was established by four pre-existing environmental funds:

- Protected Areas Conservation Trust (Belize)
- Fundación para la Conservación de los Recursos Naturales y de Ambiente (Guatemala)
- Fundación Biosfera (Honduras)
- Fondo Mexicano para la Conservación de la Naturaleza (Mexico)

It is registered in the United States as a tax-exempt charitable organization. Although it is legally established outside the MAR, its purpose is to provide sustainable funding for conservation in the



ecoregion. A MAR Fund chapter has been registered in Guatemala City since August of 2014, where the coordinating office is established. MAR Fund also has staff in Mexico, Belize and Honduras.

MAR Fund operates as a regional planning and coordination mechanism that prioritizes projects and distributes funding. In its 16 years, it has raised US\$48.6 million in project funding and manages an endowment of US\$32.8 million as of December 2021. MAR Fund has provided funding to partners in the region through different channels, such as small grants and large, multiannual projects. MAR Fund grantees include community organizations, NGOs, governmental organizations, academia and individuals.

In response to the invitation by the GFCR, MAR Fund convened a partnership of organizations from the MAR countries, including New Ventures Group & Viwala, Mexican Fund for the Conservation of Nature, and Healthy Reefs for Healthy People Initiative to design the MAR+Invest initiative. The program partners bring together diverse expertise on conservation, monitoring, leadership, capacity building, conservation finance, innovation and impact investment.

The vision of MAR+Invest is a multi-stakeholder approach that develops and finances enterprises that generate coral positive outcomes and market returns. This initiative will carry out calls for proposals to identify potential market initiatives in different stages of development, with a reef positive end result in the MAR.

MAR+Invest will identify, incubate, and finance solutions that offer a scale of impact capable of reducing local threats to the reef, generate alternative livelihoods, increase financial sustainability for coastal and marine protected areas in the MAR, grow an Emergency Fund managed by MAR Fund, and ultimately attract capital to develop a coral positive investment portfolio.

During the 18-month inception phase for MAR+Invest both the technical assistance facility (MARTAF) managed by MAR Fund, and the Financing Facility, managed by New Ventures, will be established. These two structures are the foundation of MAR+Invest to attract catalytic and commercial capital to the ecoregion to build the resilience of MAR coral reefs via blended finance.

The Mesoamerican Reef Technical Assistance Facility (MARTAF)

Attracting private capital to the ecoregion demands macro and micro market interventions oriented to the generation of investable models and the reduction of financing gaps of investment in conservation. MARTAF will lead the generation of macro interventions to a. gain better access to markets for the blue economy products originated in the MAR, b. design, plan, launch and/or accelerate interventions that are critical for the reduction of local threats to the reef and which demand the participation of diverse sectors and a range of stakeholders, and c. identify, design, plan, launch and develop initiatives with the potential to secure development and financing resources for blue economy initiatives in the MAR ecoregion. MARTAF will be housed in MAR Fund.

At the micro level, MARTAF will provide technical assistance to a range of projects led by private actors, civil society organizations, organized communities and/or coalitions and that deliver outputs for the outcomes sought by MAR+Invest.



More information about MAR+Invest can be found at <https://marfund.org/en/mar-invest/>

2. Position overview

Reporting directly to MAR Fund's Technical Director and working closely with the Executive Director. The MAR+Invest Coordinator is responsible for managing the MAR+Invest initiative and for establishing and running the Mesoamerican Reef Technical Assistance Facility –MARTAF– within MAR Fund. The coordinator will ensure the efficient, effective and timely execution of the MAR+Invest initiative to achieve the expected results with excellence and contribute to the reduction of threats to the reefs in the MAR.

3. General scope of work

- Coordination of all programmatic activities and narrative reports required by GFCR.
- Facilitation of collaboration between recipient organizations, governments and local partners for implementation of MAR+Invest.
- Coordination of all MAR+Invest partners, annual work plans and narrative reports, monitoring of annual targets, calls and reports on Steering Committee meetings, facilitation of audits and evaluation, and reporting back to the Steering Committee.
- Setup and roll out of MARTAF.

4. Main responsibilities

- a. Coordinate partner activities in fundraising and operation of MAR+Invest.
- b. Coordinate communications and activities between MAR+Invest partners.
- c. Coordinate communications and the overall relationship with GFCR.
- d. Manage key donor relationships for MAR Fund (MARTAF) and MAR+Invest, during the stages of design, set up, launch and proof of concept.
- e. Manage the account(s) for MAR+Invest, as per MAR Fund approved policies and procedures.
- f. Manage grants to MAR+Invest partners and to organizations developing projects as part of the portfolio or the pipeline of MAR+Invest.
- g. Coordinate programmatic and logistic needs for required meetings among partners.
- h. Identify and pursue opportunities for growth and development of MAR+Invest in spaces of finance for conservation, climate and natural capital.
- i. Ensure that MARTAF's design is aligned with MAR Fund objectives, strategic plans and fundraising processes.
- j. Structure MARTAF as a MAR Fund program.
- k. Participate in problem solving and conflict resolution in the event of differences with stakeholders, portfolio and pipeline ventures and/or projects.
- l. Support the GFCR knowledge-sharing platform.
- m. Support the preparation of MAR+Invest narrative and financial reports to be submitted to the GFCR in the terms and conditions described in Annex XI of Program Template (first template): Project Administrative Arrangement for Recipient Organizations.
- n. Identify and engage with members of the project selection and investment committee.
- o. Participate in all partner meetings.



4.a. Specific activities

- Supervise, coordinate and follow up on the different projects / initiatives carried out by MAR+Invest to ensure fulfillment of goals and expected results with excellence and in a timely manner.
- Review project proposals, elaborate grants agreements, review reports, products, process disbursements and maintain all the project information organized in the shared MAR Fund Client Relationship Management software (CRM).
- Seguimiento y análisis de métricas financieras y de impacto.
- Develop ToR for consultancies, evaluate proposals, select consultants, follow up on contracts, review products and process payments.
- Monitor project indicators.
- Supervise the efficient operation of the project database (online platform).
- Supervise and coordinate the effective implementation of the MAR Fund Environmental and Social Management System (ESMS) by the MAR+Invest approved projects.
- Follow up on partner's Due Diligence.
- Ensure that MAR+Invest partners are kept informed of the progress of existing and potential initiatives and any opportunities and concerns.
- Coordinate MAR+Invest partner calls and meetings, prepare meeting minutes, follow up on agreements and maintain an updated Trello platform and CRM.
- Prepare, review and/or edit reports and communication material for donors, the MAR Fund Board, Board committees, partners and general public.
- Organize and coordinate regional activities and events.
- Support and contribute to MAR+Invest fundraising efforts.
- Comply with MAR Fund institutional procedures that include, but are not limited to, evaluations, participation in retreats, monthly work plan reviews, biweekly technical team calls and training.
- Other responsibilities and tasks as required by the technical director, the executive director and the Board of Directors for the effective development and implementation of MAR+Invest and MARTAF.

4. Qualifications and attributes

- Educational background related to business, marketing, finance or similar. Knowledge of conservation and management of coastal and marine resources is desirable.
- Master's degree or similar, advanced degree is highly desired.
- Minimum experience of 5 years in similar positions.
- Knowledge and experience working in the Mesoamerican Reef region.
- Experience in design, evaluation and monitoring of market projects, ideally focused on sustainable use of natural resources, or Blue Economy projects.
- Experience in business undertaking, market initiatives or incubation of projects.
- Business administration experience, i.e.; budgeting, planning, online and/or paper record creation and management.
- Knowledge on environmental and social safeguards, desirable.
- Excellent communication and networking skills, experience as a spokesperson.



- Ability to represent MAR Fund with professionalism, discretion and diplomacy and to speak with credibility and authority on the MAR Fund's strategic plan and its work as well as MAR+Invest. Demonstrated understanding of, and commitment to, MAR Fund's core values, mission and vision, and operating principles.
- Excellent organizational skills, attention to detail, and ability to multitask and meet deadlines.
- Action-oriented; able to act and react as necessary, even if limited information is available.
- Demonstrated capacity to resolve internal and external challenges and identify and respond to opportunities.
- Impeccable verbal and written communication skills in English and Spanish. Capable of producing high-quality technical documents in both languages.
- Experience in grant writing.
- Team player with excellent interpersonal skills, including a good sense of humor, self-awareness, and openness to feedback.
- Availability to travel within the MAR region and beyond.

5. Duration of contract

The contract will be for a renewable 12-month period.

6. Place of work

The position may be based in any of the Mesoamerican Reef countries; if Mexico, it must be in Quintana Roo.

7. Compensation and benefits

Fees will be assigned based on the experience of the candidate. Payments are done in monthly disbursements and the MAR+Invest coordinator shall submit an invoice per payment, with taxes included. Medical and life insurance will be covered during the contract.

8. Application procedure

Qualified individuals should submit:

1. Curriculum Vitae
2. Two-page essay (maximum) indicating the reason she/he is interested in this position and why they are the best person for the job, in English and Spanish.
3. Three references, at least two of them from existing or former supervisors.

9. Deadline and contact

Please provide the required information by June 17 to the following email: lsoto@marfund.org