



Terms of Reference

Mesoamerican Reef Fund (MAR Fund)

Focal Points for the Project

Conservation of Marine Resources in Central America III
Financing Agreement: BMZ-No. 2017.6892.8 (Phase III)

I. Background

The Mesoamerican Reef Fund, Inc. (MAR Fund) is a regional and private environmental fund with the goal of protecting the Mesoamerican Reef (MAR) ecoregion shared by Mexico, Belize, Guatemala, and Honduras. Its mission is to drive funding and regional partnerships for the conservation, restoration, and sustainable use of the MAR.

MAR Fund was established by four preexisting environmental funds, one from each country of the region: Fondo Mexicano para la Conservación de la Naturaleza (Mexico), Protected Areas Conservation Trust (Belize), Fundación para la Conservación de los Recursos Naturales y Ambiente en Guatemala, and Fundación Biosfera (Honduras).

MAR Fund is incorporated in the United States as a non-profit organization with a 501 (c) (3) status and is exempt from tax obligations. Although it is legally established outside the MAR region, its purpose is to drive sustainable funding for the conservation of the region. In 2015, MAR Fund opened a branch office in Guatemala for coordination.

MAR Fund's Board of Directors includes representatives of the founding funds, a representative of the Central American Commission on Environment and Development (CCAD, for its initials in Spanish), conservation experts from each country involved, and international collaborators and donors.

MAR Fund implements its activities through five programs: 1) Saving Our Protected Areas, 2) Fishing for the Future, 3) Climate Change, 4) Belize Marine Fund, and 5) Clean Water for the Reef. Furthermore, it has supported the establishment and operation of regional networks such as the Connectivity Network, Reef Restoration Network, Sustainable Fisheries Network, and, more recently, the Network of Fish Spawning Aggregation Sites.

Under the program Saving Our Protected Areas, focused on establishing and protecting an interconnected network of priority coastal marine areas, MAR Fund will soon start implementing the project Conservation of Marine Resources in Central America III (Phase III). The project aims to provide continuity to the activities of Phases I and II, which supported nine priority coastal marine protected areas (CMPA) based on the results of a regional prioritization exercise conducted in 2007. The third phase is expected to support at least 18 CMPAs. Two requests for proposals will be opened in order to select the coastal marine protected areas to be supported. While the first request will be focused on priority coastal marine protected areas defined in the second regional exercise conducted in 2016, the second request will be open to all CMPAs in the MAR (Annex 1).

This project will be co-financed by the Federal Republic of Germany through KfW for EUR 13 million. The objective is the conservation and sustainable use of natural resources in and around coastal marine protected areas selected in the MAR region. The expected outcomes of the project are the following:

1. Better conditions in the CMPAs for the conservation of their natural resources.
2. Implemented measures for the sustainable use of the CMPAs' natural resources, engaging the local population.
3. Strengthened collaboration among key stakeholders for the conservation of biodiversity in the MAR.

MAR Fund will be in charge of the project implementation, as well as the overall coordination, administration, and technical and financial oversight. A Project Implementation Unit (PIU) will be set up within the organization, and it will be responsible for implementing the project. It will comprise one coordinator, two technical officers, and one administrative assistant. The PIU will have the support of the focal points in each country for a technical project follow-up in the field.

II. The purpose of recruitment

The *focal points*, based in each MAR country, will be in charge of providing technical support to protected areas with approved proposals directly through grantee organizations that will allow for effective project implementation. This will help meet the result indicators established in each approved proposal and contribute to the result indicators of the project.

Focal points will be working from their country of residence.

III. Roles and responsibilities of focal points

a. General:

To provide technical support and follow-up to protected areas for the implementation of approved projects under the Conservation of Marine Resources in Central America III project, co-financed by the Federal Republic of Germany through KfW.

b. Specific:

b.1 Implementation Phase

- a) Maintain constant communication with the coordinator of the Project Implementation Unit (PIU) and project officers of the PIU.
- b) Support the project coordinator in planning and implementing the activities required to effectively implement the project in priority protected areas.
- c) Support the launching, dissemination, and operation of the 2nd request for proposals based on approved processes and tools.
- d) Provide support in establishing the inter-institutional coordination necessary for the effective and successful development of project activities in and around protected areas.
- e) Support priority protected areas in drafting their General Operating Plan (GOP) and budget and the necessary updates, as may be required.
- f) Ensure the compliance of the Project Operational Manual (POM) by communicating and reminding of its components to grantee organizations to ensure that grantees and other potential participants in the project abide by it.
- g) Support priority protected areas in the bidding process of goods and services (e.g., drawing up terms of reference).
- h) Maintain smooth communication with the staff of grantee organizations and stakeholders involved in activities approved for each project.
- i) Conduct field visits for technical oversight to verify the progress of activities and the effective use of granted resources. The periodicity of visits will depend on the number of overseen projects.
- j) Monitor the scope and compliance of each project's indicators and the project's logical framework.
- k) Prepare monitoring reports of visits to approved projects to provide feedback on the work carried out by the grantee organization.
- l) Notify about any potential obstacles during the implementation of the project.
- m) Support grantee organizations in preparing technical reports required by the project before submitting them to MAR Fund.

- n) Prepare and submit quarterly progress reports to the PUI coordinator, including required annexes (e.g., meeting minutes, photographs, attendance lists, etc.).
- o) Support the preparation of the project's information to be included in MAR Fund's Annual Report and the Indicator Matrix.
- p) Gather communication material from priority protected areas, such as relevant news, testimonials, videos, and interviews, among others, to include in MAR Fund's documents and reports, website, Facebook socials, bulletins, and others.
- q) Support any other activity that may be required by the project coordinator and/or MAR Fund's Technical Department for good project performance.

b.2 Management of environmental and social aspects

- a) Monitor how grantees are applying the Environmental and Social Management System (ESMS), the Environmental and Social Commitment Plan (PCAS), and any other measure required in MAR Fund's ESMS.
- b) Verify that grantees develop adequate information on quarterly reports about the ESMS, the PCAS, and any other document required in the ESMS.
- c) Monitor every month the reports regarding the attention to demands from each grantee.

b.3 Project closeout

- a) Support the follow-up of MAR Fund and KfW's requirements for a due project closeout by 2026.

Changes/additions are likely to be included in these ToR during the preparation of the POM.

IV. Relationships and responsibilities

Focal points will be working under the direct supervision of the PUI coordinator and MAR Fund's Technical Department. They will monitor the project's grantees in their place of residence. (See Annex 2).

V. Contract duration

The contract is effective for 12 months and is renewable based on the performance evaluation results. There will be a two-month trial period.

The project has a duration of five years. The maximum time for this position is up to December 2026. Tentative start date: August 2022.

VI. Remuneration

Monthly remuneration will be assigned according to experience. In addition, other benefits will be provided:

- Medical insurance and life insurance during the term of the contract.
- Travel expenses, if required, in accordance with the policies established by MAR Fund (upon presentation of original invoices and receipts).

VII. Place of work

Each focal point will be based in each Mesoamerican Reef country: Mexico, Belize, Guatemala, and Honduras. Focal points must be available for traveling to target protected areas in their country.

VIII. Confidentiality and copyright

VIII.I. Confidentiality

Focal points are committed to performing assigned tasks with the highest standards and ethical considerations. MAR Fund reserves the right to brief the focal point on the information that must be treated as confidential.

VIII.II. Copyright

MAR Fund holds the copyright of the products derived from this consultancy.

IX. Qualifications and attributes of the project's focal points

Education

- a) Must have a professional degree in natural resource management, natural resource and conservation management, project management, rural development, biology, marine biology, aquaculture, environmental engineering, or related careers, with a proven experience in project design, evaluation, and follow-up, particularly environmental and conservation.

Work experience

- a) At least a 5-year practical experience in conservation and management of coastal and marine resources, preferably in protected areas.
- b) Experience in designing, evaluating, and monitoring conservation and/or environmental management projects, preferably in protected areas.
- c) Experience in rural development and community work.
- d) Experience in developing and implementing environmental and social safeguards.

Skills/Knowledge

- a) Knowledgeable of the Mesoamerican Reef region in their country.
- b) Action- and result-driven. Proficient in organization skills, attention to detail, and timeliness with deadlines.
- c) Excellent interpersonal skills.
- d) Proficient verbal and writing skills in English and Spanish. Capable of producing high-quality technical documents in both languages.
- e) Availability to travel regularly to coastal and marine protected areas of their country for this project.

X. Required documentation

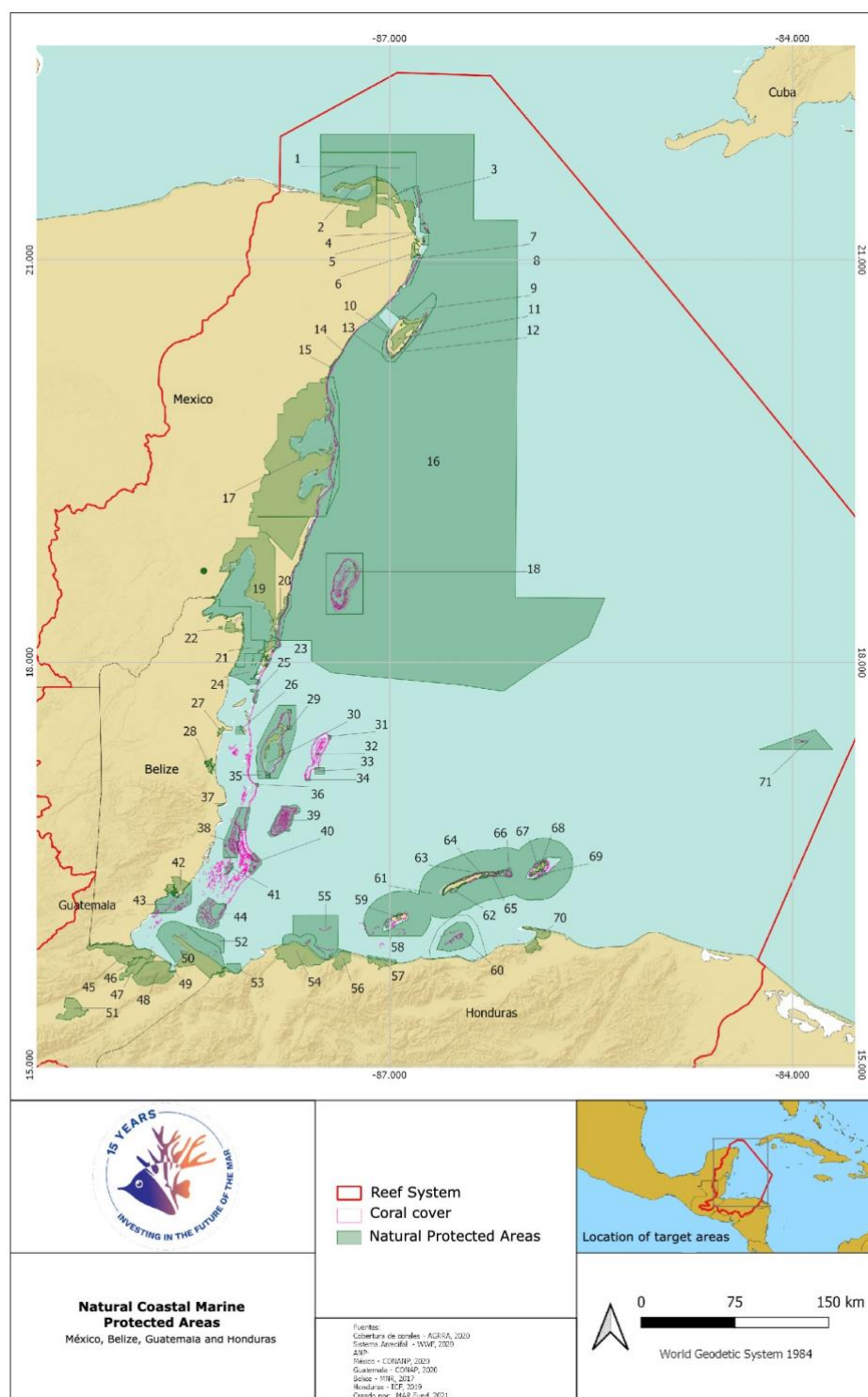
Interested applicants must submit the following information:

- Résumé
- Three professional references
- A 2-page essay describing their work experience and why they consider themselves a suitable person for this position in their language of choice.

The deadline for receiving applications is December 7th, 2022. Applications must be submitted in a digital format to this e-mail: stobar[@marfund.org](mailto:stobar@marfund.org)

If you have any questions regarding this call, please write Ana Beatriz Rivas at the following e-mail: arivas[@marfund.org](mailto:arivas@marfund.org)

Annex 1. Map and list of coastal marine protected areas in the MAR



No.	Name of Protected Area	Country
1	Tiburón Ballena Biosphere Reserve	Mexico
2	Flora and Fauna Yum Balam Protection Area	Mexico
3	Isla Contoy National Park/Beach of Isla Contoy	Mexico
4	Flora and Fauna State Refuge Chacmochuch Lagoon System	Mexico
5	Flora and Fauna State Refuge Manati Lagoon	Mexico
6	Flora and Fauna Protection Area Mangroves in Nichupté	Mexico
7	Western Coast Isla Mujeres National Park, Punta Cancún and Punta Nizuc	Mexico
8	Arrecife de Puerto Morelos National Park	Mexico
9	Flora and Fauna Protection Area Northern portion and eastern coastal fringe, land and island, of Cozumel Island	Mexico
10	Chankanaab Lagoon National Park	Mexico
11	Cozumel Jungles and Wetlands State Reserve	Mexico
12	Colombia Lagoon Satate Ecological Park	Mexico
13	Arrecifes de Cozumel National Park	Mexico
14	Zone subject to ecological conservation, Tortuga Marina Xcacel - Xcacelito Sanctuary	Mexico
15	Tulum National Park	Mexico
16	Mexican Caribbean Biosphere Reserve	Mexico
17	Sian Kaán Biosphere Reserve/ Uaymil/ Sian Ka'an Reefs	Mexico
18	Banco Chinchorro Biosphere Reserve	Mexico
19	Manatí Sanctuary Biosphere Reserve	Mexico
20	Arrecifes de Xcalak National Park	Mexico
21	Corozal Bay Wildlife Sanctuary	Belize
22	Shipstern Conservation and Management Area	Belize
23	Bacalar Chico Marine Reserve	Belize
24	Hol Chan Marine Reserve	Belize
25	Caye Caulker Marine	Belize
26	Swallow Caye Wildlife Sanctuary	Belize
27	Burdon Canal Nature Reserve	Belize
28	Gales Point Wildlife Sanctuary	Belize
29	Dog Flea Caye Spawning Aggregation Site	Belize
30	Turneffe Atoll Marine Reserve	Belize
31	Sandbore Spawning Aggregation Site	Belize
32	Blue Hole Natural Monument	Belize
33	Half Moon Caye Natural Monument	Belize
34	South Point Spawning Aggregation Site	Belize
35	Caye Bokel Spawning Aggregation Site	Belize
36	Caye Glory Spawning Aggregation Site	Belize
37	Gra-gra Lagoon National Park	Belize
38	South Water Caye Reserve	Belize
39	Glovers Reef Marine Reserve	Belize
40	Gladden Spit Marine Reserve	Belize
41	Laughing Bird Caye National Park	Belize
42	Payne's Creek National Park	Belize
43	Port Honduras Marine Reserve	Belize
44	Sapodilla Cays Marine Reserve	Belize

45	Multiple Use Area Río Sarstun	Guatemala
46	Chocón Machacas Protected Biotope	Guatemala
47	Río Dulce National Park	Guatemala
48	Cerro San Gil Spring Protection Reserve	Guatemala
49	Definitive No-fishing Zone Santo Tomás Bay	Guatemala
50	Punta de Manabique Wildlife Refuge	Guatemala
51	Definitive No-fishing Zone Bocas del Polochic	Guatemala
52	No-fishing Zone Cayman Crown	Guatemala
53	Barras del Río Motagua Wildlife Refuge/Omoa Baracoa	Honduras
54	Punta Sal National Park(Janeth Kawas)	Honduras
55	Bahía de Tela Wildlife Refuge	Honduras
56	Punta Izopo National Park	Honduras
57	Cuero y Salado Wildlife Refuge	Honduras
58	Raggedy Cay Southwest Kay Special Marine Protection Zone	Honduras
59	Turtle Harbour - Rock Harbour Marine Reserve	Honduras
60	Cayos Cochinos National Park	Honduras
61	Bay Islands Special Marine Protection Zone	Honduras
62	Roatan Western Forest Special Marine Protection Zone	Honduras
63	Sandy Bay West End Special Marine Protection Zone	Honduras
64	Port Royal Wildlife Refuge	Honduras
65	Santa Elena Wildlife Refuge	Honduras
66	Barbareta Island Marine Reserve	Honduras
67	Michael Rock Special Marine Protection Zone (Guanaja)	Honduras
68	Guanaja Pine Forest Special Marine Protection Zone	Honduras
69	South West Cay / Half Moon Cay Special Marine Protection Zone	Honduras
70	Capiro y Calentura National Park / Guaymoreto Lagoon	Honduras
71	Swan Island Marine Reserve	Honduras

Annex 2. Organizational structure

