



Ministerio Federal  
de Medio Ambiente, Protección de la Naturaleza,  
Obras Públicas y Seguridad Nuclear



## TERMS OF REFERENCE

### "National liaison officer of the project" Natural Resources Protection Program of Selva Maya (Mexico, Guatemala, Belize)"

**Vacant:** National liaison officer of the project" Natural Resources Protection Program of Selva Maya (Mexico, Guatemala, Belize)"

**Organization:** Forest Department

**Location:** Belmopan

**Percentage of work:** 100%

**Start date:** 01/09/2018

**Finish date:** 01/04/2021

#### 1. Background and justification

The Selva Maya area covers approximately 42,300 km<sup>2</sup> between Belize, Guatemala and Mexico, and is rich in a wide variety of natural and cultural resources. It has the largest extension of tropical forests in Mesoamerica; with approximately 4 million hectares of protected area decrees, housing species included in the IUCN Red List or national listings; and this area regulates ecosystem processes (hydrological, soil protection, among others) that are linked to productive processes (agriculture, tourism, etc.) of utmost importance to the regional economy.

The interest in protecting Selva Maya is reflected in the laws and initiatives of the three countries. For protected areas to have the desired effect, it is necessary to strengthen the capacity of institutions, their representatives and implementers at the local level and the communities in the region. In addition, it is necessary to handle the pressure that comes from increasing population, migration and unsustainable land use.

In this regard, on October 10<sup>th</sup> of 2010, the Government of the Federal Republic of Germany and the Central American Commission for Environment and Development (CCAD, for its acronym in Spanish) celebrated the Financial Cooperation Contribution Contract. In 2014, the Governments of Belize, Guatemala and Mexico, together with KfW, during the XLII Special Meeting of CCAD, elected the Regional Office for Mexico, Central America and the Caribbean (ORMACC, for its acronym in Spanish) of IUCN as the organization responsible for financial implementation and technical support of the "Natural Resources Protection Program of Selva Maya (SMP)", whose objective is to maintain the eco-systemic functions and cultural values of the Mayan Forest that promotes the well-being of its people and offers environmental services of global importance.



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The intervention area is made up of protected areas prioritized in Mexico, Guatemala and Belize of the Maya Forest and the implementation of the project will be coordinated and executed by the institutions responsible for protected areas in each country:

- In Belize, by the Ministry of Agriculture, Fisheries, Forestry, the Environment and Sustainable Development (MAFFESD);
- In Mexico, the National Commission of Protected Natural Areas (CONANP, for its acronym in Spanish) will be the leading entity, in particular the Yucatan Peninsula and the Mexican Caribbean directorate;
- In Guatemala, it is the National Council of Protected Areas (CONAP, for its acronym in Spanish) through its Regional Office of Petén.

The Belize Government selected PACT (Protected Areas Conservation Trust) being the statutory body that supports the administrative and financial responsibilities of the activities executed by the Ministry of Agriculture, Fisheries, Forestry, Environment and Sustainable Development, MAFFESD, under this Project in Belize. The MAFFESD, through the Forest Department, is responsible for the technical implementation as well as technical reporting of the Project in Belize.

The following is a brief description of the program:

### **Basic Concepts**

The Selva Maya Project aims to improve the management effectiveness of the Selva Maya Protected Areas (PA), its connectivity, and strengthening coordination capacity between Belize, Guatemala and Mexico for conservation and sustainable management actions of the Selva Maya.

### **General Objectives and Expected Results**

The objective of the SMP is to maintain the ecosystem functions and cultural values of the Selva Maya that promotes the well-being of its people and offer environmental services of global importance. In this way, it is intended to contribute to the preliminary objective of German cooperation with Central America in the area of Environmental Protection and Natural Resources defined as: "The conservation and sustainable use of natural resources ensures the bases of life, increases resilience and contributes to the mitigation of the effects of climate change in Central America."

### **Activities**

The following financial measures will be funded from the financial contribution: intensification of control and monitoring of PAs, improvement of integrated PA monitoring, development and compliance of PA Management Plans, development of fire prevention and control actions, development of actions to prevent deforestation, establishment of (agro)forest systems, development of actions for areas of influence of the Selva Maya's PAs, activities, instruments and investments to improve coordination, and facilitate the work of the Strategic Coordination Group (SCG).



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## Areas of work in Belize

They were grouped into 3 blocks of protected area:

- Block 1: Vaca Forest Reserve, Chiquibul National Park, Chiquibul Forest Reserve and Caracol Archeological Reserve
- Block 2: Columbia River Forest Reserve, Sarstoon-Temash National Park
- Block 3: Mountain Pine Ridge, Nojkaaxmeen Elijio Panti National Park and Rio Bravo Conservation and management Area

## 2. Job description

The national liaison officer will ensure planning, implementation, monitoring and reporting of results of the project at the national level, within the timeframe and format of the project. He or she will provide relevant implementation data to ensure documentation and follow-up on project results required for successful implementation.

The national liaison will be hired by PACT within the national legislation of Belize. Nevertheless, considering that this is regional project implemented by IUCN, the national liaison officer shall report and coordinate directly to the IUCN trinational liaison officer based in Flores, Guatemala, and with the Forest Department of Belize.

## 3. Responsibilities

1. Design and follow up on the implementation of the national work plan in coordination with the Forest Department and the IUCN staff.
2. Ensure execution of project activities within timeframe and format established within the work plan, according to the policies and requirements of IUCN and KfW.
3. Design with the help of the Forest Department team, terms of reference for the acquisition of goods and services approved in the national work plan
4. Follow up on the project procurement, according to the policies and requirements of IUCN and KfW and contracting plan implemented by PACT.
5. Coordinate with PACT, funds administrating agency in Belize, the purchase and acquisitions of goods and services, approved by the Forest Department and IUCN.
6. Comply with specific PACT procurement in administrative matters, as expense report of field trips and activities implementation, in close coordination with PACT administrative and financial staff, according to the policies and requirements of IUCN and KfW.
7. Coordinate, participate and report on meetings and workshops- as requested by IUCN through the trinational liaison- to inform and follow up on project implementation.
8. Provide technical assistance in required area of expertise, knowledge and experience.
9. Provide technical support based on field expertise, capacity and experience, to the design and development of knowledge products when required.
10. Prepare presentations in relation to the work under his/her care and others entrusted to carry out deliverables, based on his or her field expertise, capacity and experience.



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Obras Públicas y Seguridad Nuclear



11. Coordinate strategic and technical actions with the trinational liaison officer, to develop actions to strengthen coordination among the three countries.
12. Support the coordination of activities with the Strategic Coordination Group (GEC as per the Spanish acronym) and the Operative Coordination Group (GOC as per the Spanish acronym).
13. Elaborate technical reports and coordinate with the relevant technical actors in the implementation of the project.
14. Keep the trinational liaison and the focal point of the project in the Forest Department informed on project progress and inform on situations of risk and opportunities for improvement.
15. Suggest strategies, solutions, approaches, and recommendations for improvement which assure that the scope of results and impacts of the project at national level are fulfilled.
16. Plan, design and implement coordination of meetings, training activities, exchange sessions and other activities required under the project.
17. Ensure the integration of the gender approach and related institutional policies relating to indigenous peoples.
18. Ensure adequate communication and dissemination of activities and results of the project in accordance with the policies, regulations and documents provided in this regard.

## Requirements

- At minimum a First degree (BCS) in Environmental management, Natural Resource management, project management and International Environmental Sustainable Development or a related discipline with a minimum of five (5) years relevant experience (preferably with an environment/biodiversity focus).
- Proven experience of at least 4 years in the coordination of projects and/or personnel management in Belize, desirable with experience in the areas of project or program management.
- Knowledge of the Maya Forest, particularly in the area of protected natural areas, their importance, resources, challenges and actors.
- Ability to interact with multidisciplinary teams, government organizations, particularly Belize's national protected area system (MAFFESD) as well as actors from different sectors.
- Experience in working with rural communities and indigenous peoples.
- Management of computer software and hardware (word, excel, power point, google drives, dropbox, wetransfer)
- Proficiency in both written and oral English
- Dominance of the Spanish language is desirable.
- Willingness to travel within and outside the countries covered by the project when required.
- Skills in problem solving, creativity, initiative and innovation.
- Ability to interpersonal relationships, management of interdisciplinary and multicultural staff and teamwork.



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- Show ease of performing tasks with organization and adherence to procedures.
- Strong leadership capability
- Ability to integrate economic knowledge with operational strategies and policy objectives
- Ability to establish and maintain good working relationships with NGOs, government and departments
- Excellent research, analytical, writing and presentational skills
- Good communication, facilitation, training and mentoring skills including ability to convey technical material in a simple way to non-technical audiences.
- Strong interpersonal, project development, implementation and communication skills
- Knowledge of national governance framework strongly desired
- Ability to prepare publications, reports and presentations
- Ability to lead and participate on teams and to work effectively in a team-oriented, multi-cultural, matrix management environment.
- Detail oriented: Strong sense of commitment and a willingness to learn
- Flexible and ability to prioritize a variety of complex evolving tasks
- Sensitive to cultural practices; social and economic conditions of local, peasant groups; indigenous and agricultural producers.
- Sensible and willing to work under the gender focus and the principles of respect for indigenous populations.

## Applications

Interested persons should submit an application Letter along with Curriculum Vitae including two (2) referees and supporting documents no later than **August 27, 2018** titled:

“National Laison officer- Natural Resources Protection Program of Selva Maya (Mexico, Guatemala, Belize)”

Ministry of Agriculture, Forestry, Fisheries, the Environment, and Sustainable Development and Protected Areas Conservation Trust

Belmopan, Belize

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