



**Resilient Bold Belize**  
**WWF GEF Blue and Green Islands IP Child Project**  
**Blue Bond and Finance Permanence Unit**

**TERMS OF REFERENCE:**  
**SAFEGUARDS AND GENDER OFFICER**

## **Background**

As part of the Blue and Green Islands GEF8 Integrated program, the Resilient Bold Belize (RBB) project aims to secure the long-term conservation and resilience of Belize's marine and coastal ecosystems, promoting nature-based livelihoods and the wellbeing of Belizeans.

The Belize project will catalyze a Project Finance for Permanence (PFP) initiative, a major private-public partnership, led by the Blue Bond and Finance Permanence Unit within the Office of Prime Minister. The PFP will integrate the value of nature into the tourism and fisheries sectors, strengthen policy coherence, institutional capacity for gender inclusive conservation planning, and strengthen capacities for financial planning and domestic resource mobilization.

Under the overall supervision and guidance of the GEF Project Manager, the Safeguards and Gender Officer will be responsible for the implementation and monitoring of the project's Gender Action Plan (GAP), Environmental and Social Management Framework (ESMF), and Stakeholder Engagement Plan (SEP). The Officer will also oversee the integration of social safeguards, and gender equality and social inclusion across all project components, ensuring that community engagement is conducted in an inclusive, equitable, and culturally sensitive manner.

The Officer will work closely with the Monitoring, Evaluation, and Knowledge Management (MEK) Officer on project implementation, reporting, monitoring, and evaluation, ensuring that safeguard and gender-related dimensions are fully integrated. The Safeguards and Gender Officer will supervise community engagement activities throughout the life of the project and serve as a key advisor to the PMU on all safeguard and gender matters.

## **Roles and Responsibilities**

### **Gender Equality and Social Inclusion**

- Lead and track implementation of the Gender Action Plan (GAP), under the supervision of the Project Manager.
- Collaborate with the MEK Officer to ensure gender considerations are fully incorporated into project monitoring, reporting, and evaluation systems.
- Review annual work plans and budgets, providing recommendations to ensure effective gender mainstreaming across all project activities.
- Provide ongoing guidance during project implementation to address any emerging gender-related issues.
- Work with the Project Manager to design methodologies and plans for gender-sensitive activities in collaboration with technical specialists.
- Contribute inputs to support the Results Framework and annual work plan tracking for the WWF-GEF Project.
- Participate in project management meetings and reflection workshops, offering strategic inputs for adaptive management from a gender perspective.



### **Social Safeguards**

- Lead the implementation of safeguard procedures outlined in the Environmental and Social Management Framework (ESMF), such as annual screening of project activities, plans development and document disclosure. This includes ensuring that; i) all parts of the ESMF, such as Process Framework and Indigenous Peoples Planning Framework, are up to date, implemented effectively, and accessible to relevant stakeholders; and ii) that the project is compliant at all times with national laws and regulations, in addition to what is laid out in the ESMF and SEP.
- Develop additional safeguards documentation as needed, such as Environmental and Social Management Plans (ESMPs), Livelihood Restoration Plans (LRPs) and/or Indigenous People's Plans (IPPs), and ensure their review, approval, and disclosure.
- Review annual work plans and budgets to ensure alignment with safeguard measures, recommend strategies to avoid, minimize or mitigate potential environmental or social risks associated to project activities (as per the ESMF) and oversee the implementation of the project activities.
- Assess knowledge and capacity needs of project staff and partners on safeguards, stakeholder engagement, and gender. Conduct capacity building as needed over the life of the project to support implementation of SEP, GAP, and ESMF.
- Monitor safeguard compliance among contractors and partners (whose contracts should reference safeguards), ensuring that agreed mitigation actions are applied and documented in the event of noncompliance.
- Develop and implement a simple Social Safeguards (SS) monitoring checklist for use by project staff, including templates for data collection and management.

### **Stakeholder Engagement**

- Coordinate and monitor the implementation of the Stakeholder Engagement Plan (SEP) under the supervision of the Project Manager.
- Conduct periodic assessments to identify indigenous and local communities in the project areas. If relevant, conduct meaningful consultation with Indigenous Peoples in the project areas and develop, in partnership with them, a process to seek Free, Prior and Informed Consent (FPIC). If consent is obtained, develop an IPP.
- Record information on field activities and provide input to quarterly, semi-annual, and annual reports on project progress and impact. Facilitate communication and coordination with local governments, subcontractors, and community groups to support gender compliance and social inclusion.
- Lead the establishment and operation of a functional Grievance Redress Mechanism (GRM) to ensure timely and effective handling of community feedback and complaints.

### **Technical Delivery of Project Components**

#### **Component 1: Establishing conditions for implementing the Project Finance for Permanence (PFP) initiative**

This component aims to support long-term, co-managed marine and coastal protected areas and ecosystems. Within this component, the Safeguards and Gender Officer will:

- Provide technical assistance to the PFP Coordination Unit in developing the Conservation Plan, including gender-mainstreaming and safeguards measures.
- Analyze capacity gaps in environmental and social safeguards and gender inclusion within partner organizations.
- Support capacity building for the PMU, government ministries, protected area co-managers, the CTF, community stakeholders, and private sector partners.
- Deliver training to strengthen institutional safeguards and promote gender-sensitive implementation across project activities.



### Overall

- Assess capacity-building needs of project staff and partners in the areas of safeguards, stakeholder engagement, and gender.
- Deliver training and provide ongoing support to enhance implementation of SEP, GAP, and ESMF.
- Participate in field missions, technical site visits, and partner meetings to ensure compliance with relevant policies and procedures.
- Recommend indicators and contribute to the integration of safeguards and gender into the project's monitoring and evaluation framework.
- Record and report on safeguard- and gender-related field activities and contribute to quarterly, semiannual, and annual project progress reports in collaboration with the Project Manager.

### Qualifications and Requirements

- A bachelor's degree in gender studies, gender and development, sustainable development, social sciences, or a related field.
- An advanced degree in the above-mentioned disciplines is highly desirable.
- At least three years of practical experience in gender mainstreaming, women's empowerment, community engagement, and social safeguards in Belize and/or the Caribbean region.
- Demonstrated understanding of the intersection between gender, social inclusion, and sustainable development.
- Familiarity with relevant national legislation and international frameworks for social safeguards, including gender integration standards.
- Experience in gender-responsive capacity building, stakeholder engagement, and participatory planning.
- Previous experience working on donor-funded projects, especially with GEF or WWF, is an asset.
- Experience working with local communities, traditional leaders, marginalized groups, and government officials in multi-sectoral teams.
- Strong conflict resolution and community mediation skills.
- Excellent analytical, writing, facilitation, and communication skills.
- Fluency in written and spoken English is required; proficiency in Spanish is an asset.
- Willingness to travel extensively within the project area.
- Proficiency in Microsoft Office and other relevant software tools.

**Duty Station:** Belize City

**Payment Arrangements:** The salary of the contract commensurate with experience and qualifications.

**The estimated Starting Date and Duration:** Start date will be effective at contract signature. A contract will be renewed biennially based on an assessment of performance and require full-time commitment.

Interested persons can send an Application Letter, **detailed Curriculum Vitae (CV)** and recent police report along with three references to email: [RBBPM.bbfunit@opm.gov.bz](mailto:RBBPM.bbfunit@opm.gov.bz) or printed to the following address by **Friday 3<sup>rd</sup> July 2026 4:00 p.m.**

**3rd Floor, Eleanor Hall Building  
Lake Independence Boulevard  
Belize City**

Applications will be reviewed by the Selection Committee. Those shortlisted will be invited to an interview with the Committee. Due diligence will be done to validate the information included in the CV and information provided in the interview.