



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

**TERMS OF REFERENCE:
MONITORING, EVALUATION AND KNOWLEDGE MANAGEMENT
OFFICER**

Background

As part of the Blue and Green Islands GEF8 Integrated program, the Resilient Bold Belize 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. The proposed PFP approach will foster impactful outcomes resulting in improved management coastal PAs, MPAs, plus mangrove and other coastal ecosystems outside of the formal PA system, and improvement of targeted communities' livelihoods

The Blue Bond and Finance Permanence Unit (BBFP) seeks a Monitoring, Evaluation & Knowledge Management Officer (MEK Officer). Under the guidance and supervision of the Project Manager, the MEK Officer will be responsible for project monitoring and evaluation of activities including tracking and reporting project implementation against project work plans, which will be implemented by WWF and a diverse group of partner organizations, and reporting progress towards outcome indicator targets. The MEK Officer will be responsible for collecting and analyzing data related to project activities, outputs, and outcomes. They will maintain the project's M&E results framework and support the Project Manager in preparing semiannual and annual progress reports. By ensuring timely and high-quality data collection, the MEK Officer will help track progress, support adaptive management, and ensure the project remains aligned with its strategic goals. The MEK officer will also work in close collaboration with the project teams and implementing partners to measure external data to measure the stakeholder engagement and work with the Belize Fund to track delivery of activities under Component 2 of the WWF GEF project, which will be executed by the Belize Fund.

Responsibilities of MEK Officer

1. Monitoring and Reporting

- Monitor progress project and participate in the production of progress reports ensuring that they meet the necessary reporting requirements and standards.
- Ensure project's M&E meets the requirements of the Government, and the WWF GEF Agency
- Develop project-specific M&E tools as necessary.



- Oversee and ensure the implementation of the project's M&E plan, including periodic appraisal of the Project's Theory of Change and Results Framework with reference to actual and potential project progress and results.
- Oversee and guide the design of surveys/ assessments commissioned for monitoring and evaluating project results when engaging with stakeholders.
- Visit project sites as and when required to appraise project progress on the ground and validate written progress reports.
- Work with the Project Manager to design methodology for the collection of relevant data in close collaboration with all technical specialists.
- Work with field teams and implementation partners to ensure they are building and using effective monitoring systems aligned with approved logic models and work plans.
- Monitor application of project Results Framework and Workplan, gather and analyze data, and produce semiannual, and annual reports on project progress and impact in partnership with the Manager.
- Provide complete and up to date Results Framework and Work Plan Tracking for the WWF-GEF Project at the end of each project year.
- Assist the Manager to write the 6-month and 12-month Project Progress Reports for the WWF-GEF Project, including progress, reflections, adaptive management, M&E outcomes, and project ratings.
- Collect and analyze additional data relevant to projects from external sources.
- Monitor data inaccuracies or inconsistencies and seek clarifications when needed.

2. Knowledge Management & Learning

- Facilitate annual reviews of the project and produce analytical reports from these annual reviews, including learning and other knowledge management products.
- Support project site M&E and learning missions.
- Proactively investigate and reflect on emerging data collection for adaptive management proposals.
- Provide input into an annual reflection workshop to inform adaptive management of the project.

3. Data & Systems Management

- Based on the M&E frameworks described above, design a database that helps maintain data collected over the course of project implementation and is transparent to all partners.
- Manage said database to ensure data is accurate and updated, with guidance to ensure consistency of measurement methodologies over time.
- Troubleshoot data collection challenges.

Technical Project Execution

- *Component 3 will focus on Strengthened communications, coordination and knowledge management at national and global levels in alignment with the Blue and Green Islands Integrated Program.*
Within this component, the Monitoring, Evaluation and Knowledge Officer will:



- Assist in capturing lessons learned and disseminating
- Assist in the creation of knowledge management products for use by other projects and programs
- Participate in Blue and Green Islands Integrated Program events such as annual BGI IP Meetings, regional nodes, south-to-south exchanges as needed

Qualifications

The Project MEK Officer will be recruited based on the following

Academic Qualifications

- Minimum of a bachelor's degree in environmental science, natural resource management, program evaluation, statistics, economics, or a related field.
- A master's degree in Monitoring & Evaluation, Project Management, or related discipline will be considered an asset.

General Experience

- At least 3 years of relevant work experience in monitoring, evaluation, and reporting of projects funded by multilateral or bilateral agencies (e.g. GEF, UN, IDB, WB, CDB, etc.)
- Experience working in project management setting.
- Previous experience working with a GEF project will be an asset.
- Demonstrated Experience working with the Government, NGOs, and/or international organizations in Belize or the wider Caribbean.
- Experience coordinating with multiple stakeholders and facilitating participatory evaluation processes.

Technical Experience

- Minimum 3 years designing and implementing M&E systems, including development of indicators, baselines, and targets aligned with Results Frameworks.
- Proven track record in preparing analytical reports, evaluation summaries, and lessons-learned products (at least 3 examples should be provided).
- Experience in applying results-based management (RBM) and project cycle management approaches.
- Familiarity with environmental and social safeguards (ESS), including monitoring of gender integration, stakeholder engagement, and grievance redress mechanisms.
- Demonstrated ability to apply both quantitative and qualitative research methods (surveys, focus groups, statistical analysis, case studies).
- Proficiency in at least one statistical/analytical software (e.g., R, Stata, SPSS) and database management tools (e.g., Excel, Smartsheet, or equivalent).
- Knowledge of Protected Areas Management Effectiveness tools (e.g., METT, NPAS-MEE) is an advantage.

Skills and Competencies

- Strong analytical and data interpretation skills, with ability to transform raw data into clear evidence for decision-making.
- Excellent writing and presentation skills in English (Spanish is an asset).



- Ability to work under pressure and deliver high-quality reports on time.
- Strong interpersonal and facilitation skills, with ability to work collaboratively in multicultural and multidisciplinary teams.
- Commitment to ethical standards, transparency, and sensitivity to gender and cultural contexts.

Duty Station: Belize City

International travel of up to one week may be required on a quarterly basis to participate in regional workshops, exchanges, or coordination meetings.

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 biannually based on an assessment of performance and require full-time commitment.

Interested persons can send an Application Letter and **detailed Curriculum Vitae (CV)** along with three references to email: RBBPM.bbfunit@opm.gov.bz or printed to the following address by **Friday, 3rd July 2026 no later than 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 or the information provided during the interviews.