Centro para el Desarrollo
Agropecuario y Forestal,

TERMS OF REFERENCE
AbE-CBC FINANCIAL PROJECT ASSISTANT

Introduction

The Center for Agricultural and Forestry Development, Inc. (CEDAF), is a private, non-profit institution, created in 1987 as the Agricultural Development Foundation, Inc. (FDA), to contribute to the sustainable development of Dominican agriculture through providing support for the generation and transfer of technologies, communication, capacity building, training, development of human resources and technical assistance.

Starting in 1998, the institution adopted its new name, which means a change in the way of seeing and doing things, definitively assuming a concern for the management, use and exploitation of natural resources and sustainability of agriculture and forestry. At the same time, its new vision also reaffirms the commitment to continue supporting national agricultural development.

To develop its work, CEDAF has defined five (5) priority areas: 1) Technological and institutional innovation; 2) Training of human resources; 3) Sustainability, Natural Resources, Environment and Climate Change; 4) Agricultural Health, Quality and Safety; and 5) Information and Communication Technologies.

The Biological Corridor in the Caribbean is a cooperation initiative for the conservation of biodiversity of regional importance between the ministries in charge of the environment in Cuba, Haiti, the Dominican Republic, Puerto Rico, and Jamaica, which is supported by the United Nations Environment Program (PNUMA). Its general objective is to promote coordinated actions that contribute to the conservation of marine and terrestrial biodiversity of regional importance, its connectivity, and the maintenance of ecosystem services that support the economies and communities of the region, while promoting sustainable development models and considering climate change.

In this context, the CBC and CEDAF have joined forces to implement the project "Increasing the resilience of ecosystems and communities to climate change through Ecosystem-based Adaptation (EbA) in key connected areas of the Caribbean Biological Corridor," hereinafter referred to as AbE-CBC. This project is being implemented thanks to the financial support of the Caribbean Biodiversity Fund (CBF). The project aims to reduce the risks associated with climate change and biodiversity loss in key ecosystems of the CBC by promoting Ecosystem-based Adaptation (EbA), as well as more resilient and sustainable communities and protected areas in connected areas of Cuba and Haiti.

Centro para el Desarrollo
Agropecuario y Forestal,

To fulfill its work program CEDAF and the CBC Secretariat are seeking to hire a full-time (100%) consultant to assist the Project Manager in project financial management and monitoring activities, maintaining control systems and processes to ensure the execution of the planned budget in compliance with the standards and requirements demanded by the donor. The consultant will work under the direct technical supervision of the project manager and in close collaboration with the technical team of the CBC Secretariat. Administratively, the consultant will be accountable to CEDAF management for project performance. The consultant will work closely with the CBC Secretariat and the UNEP CBC project team. The consultant will work full-time, 40 hours per week, Monday to Friday, and will be based at the CBC offices in CEDAF, located in Santo Domingo, Dominican Republic.

General objective of the work of the AbE -CBC Financial Project Assistant

The Project Finance Assistant will be responsible for monitoring the project budget, ensuring that established financial objectives are met. Additionally, they will manage project-related payments, provide administrative support in coordinating meetings and activities related to the project, and prepare the required financial reports according to donor procedures or other requirements specified by CEDAF management. The Project Finance Assistant will report their duties to the Project Manager.

Main Duties and Responsibilities.

- Monitor the project budget, ensuring that established budgetary objectives are met.
- Supervise and control project expenses, identifying areas for improvement in terms of efficiency and cost reduction.
- Generate regular financial reports to inform internal and external stakeholders about the project budget execution status.
- Manage financial analysis to assess the project's viability and profitability, identifying financial risks and improvement opportunities.
- Coordinate and process project-related payments, ensuring they are made according to the times, terms, and conditions established in the corresponding agreements and contracts.
- Ensure that the project complies with all applicable financial and legal regulations.
- Provide administrative support in tasks such as contract management, meeting coordination, and financial documentation preparation.
- Maintain effective communication with team members and other stakeholders to ensure proper and transparent financial management of the project, following the guidelines set by the Project Manager.

Payment conditions for satisfactory completion of the contract.

The project has a total duration of 28 months. Contracts will have a duration of 12 months, renewable based on performance. The first three months of the contract will be a probationary period. The work schedule will be 40 hours per week. This is a temporary assignment for the duration of the project. The work results will be supervised and evaluated by the Executive Secretariat of the CBC and by CEDAF management.

Required qualifications, knowledge, and skills.

ACADEMIC:

- Bachelor's degree in Economics, Business Administration, Accounting, Agribusiness Engineering, International Relations, or related field.

LANGUAGES:

- Advanced proficiency in Spanish is required, intermediate proficiency in English, with sufficient knowledge for written communication required. Knowledge of French is desirable.

SPECIAL SKILLS AND ABILITIES:

- Excellent ability, skill, and experience in reporting activities and drafting financial reports and budgets.
- Proficient in MS Office (especially Word, Excel, and PowerPoint). Knowledge of Power BI or Microsoft Project is an additional asset.
- Ability to work in a team.
- Excellent organizational and planning skills.
- Technical and analytical skills.
- Excellent communication skills (written and oral presentations).
- Commitment to high ethical standards and integrity in all financial and integral activities.

Professional experience:

- At least 1 year of experience in financial functions, preferably in projects or similar environments.
- Preferably experience in areas related to natural resources management or sustainable development.
- Experience in preparing regular financial reports to inform internal and external stakeholders about the project's financial status.
- Experience in coordinating and processing project-related payments, ensuring they are made according to the established terms and conditions.

- Experience in providing administrative support in tasks such as contract management, meeting coordination, and financial documentation preparation.
- Experience with positive outcomes in the financial management of similar projects or funded by the CBF will be considered an additional asset.

Presentation of the application.

If you are interested, please send your application, consisting of your resume and letter of interest (any other documentation that demonstrates experience in the area will be valued and evaluated, if you proceed to the interview stage) to: **recursoshumanos@cedaf.org.do** with a copy to **secretaria@cbcbio.org**, including the title of the position in the subject of the email. All applications must be submitted by **march 4th, 2024**.