



Terms of Reference for the procurement of Technical Assistance Services for the Forest Department for the project “Strengthening Fire Management for a Resilient Belize”.

1. BACKGROUND

As a low-lying developing state, Belize is highly vulnerable to climate change impacts such as sea level rise, erosion, storm surges, and flooding. A 2014 assessment categorized Belize’s vulnerability index to climate change as extremely high- ranking 9th on the list of 38 other countries in Latin America and the Caribbean (CAF, 2014). The assessment highlighted the country’s high risk to climate change based on its adaptive capacity linked to the vulnerability of the agriculture sector. Belize is seasonally affected by tropical storms and hurricanes, which on average, according to scientific reports, are becoming more intense each year because of human-induced global warming and higher sea surface temperatures. Belize is also highly exposed to other natural hazards such as flooding and drought, more pronounced in inland areas. These can lead to infrastructure and economic losses, especially in agricultural and human settlement during the hurricane season. There has also been evidence that the average annual temperature of Belize has been rising and is projected to rise further. Effectively addressing the threat of climate change requires a multidisciplinary approach involving policymakers, technical experts, the private and public sectors, and local communities. This collaborative effort is essential to seek solutions and implement changes that enable effective adaptation to climate change impacts. To reduce vulnerability and enhance resilience to future climate risks and hazards Belize must devise mechanisms to adapt to the imminent changes affecting economic sectors, livelihoods, and natural ecosystems.

The Protected Areas Conservation Trust (PACT) has received grant funding from the Adaptation Fund (AF) for the project “Building Community Resilience via Transformative Adaptation,” under the Enhanced Direct Access (EDA) funding window. The goal of this project is to improve Belize’s long-term capacity to protect communities from climate threats posed by drought, unpredictable water availability, floods and improper wildfire management. The Project is being executed by PACT and will function as an on-granting mechanism for climate finance in country, targeting five interlinked project components-

- Component One- Safeguarding Forest and Water Resources through Strategic Protection and Restoration Solutions.
- Component Two- Combating Wildfires through Adaptive Management.
- Component Three- Creating Opportunities to Support Alternative Livelihoods.
- Component Four- Building National Capacity to Access Adaptation Finance.
- Component Five- Community Disaster Risk Management.

2. JUSTIFICATION

The Belize Forest Department (BFD) has received a grant to implement the sub-project titled *Strengthening Fire Management for a Resilient Belize* more specifically under Component 2 of the Adaptation Fund - EDA Project referred to as Building Community Resilience via Transformative Adaptation Project being "Combating Wildfires Through Adaptive Management". In support of project

implementation, the BFD through PACT is seeking the hiring of a Project Technical Assistant (PTA). The Project Technical Assistant role will be instrumental in providing critical support across various aspects of the project.

The PTA will have to be organized, detail-oriented, and passionate about conservation and have interest in fire management. The Project Technical Assistant will work closely with the project staff of the Forest Department, as well as partners, to ensure smooth project operations and achievement of project objectives focusing on monitoring and evaluation, reporting, and stakeholder engagement to ensure successful delivery of project outcomes.

3. RESPONSIBILITIES

The PTA will be responsible for the following:

- 1. Project Administration and Logistics**
 - a. Assist in executing project activities and maintaining alignment with project goals and objectives.
 - b. Manage and organize project documentation, including files, reports, and correspondence.
 - c. Coordinate logistical aspects for workshops, meetings, and field activities.
 - d. Support procurement processes for project supplies and equipment.
 - e. Oversee travel arrangements for project staff and consultants.
- 2. Data Management and Reporting**
 - a. Aid in data collection, entry, and verification to ensure accuracy in records.
 - b. Maintain and update project database or information management system.
 - c. Support the preparation of progress and financial reports.
 - d. Develop reports and presentations on key project indicators.
- 3. Stakeholder Engagement and Communication**
 - a. Support in preparing and disseminating project communications and updates.
 - b. Prepare meeting logistics and documentation, including agendas and minutes.
 - c. Facilitate stakeholder engagement and ensure effective project communication.
 - d. Distribute information related to project activities to relevant audiences.
- 4. Financial Management Support**
 - a. Track project progress against established indicators and targets.
 - b. Assist in monitoring project expenses and preparing financial reports.
 - c. Support the processing of payments and budget monitoring.
 - d. Collaborate with project management units for effective execution.
- 5. Field Activity Support**
 - a. Participate in field activities, including data collection and community outreach.
 - b. Establish and maintain an inventory of project equipment.
 - c. Ensure safety compliance during project activities
- 6. General Project Support**
 - a. Conduct background research and literature reviews as required.
 - b. Perform additional duties as assigned by the Project Manager.
 - c.

4. PROFESSIONAL QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- Associate degree in environmental science, natural resource management, or a related field.
- Experience in project administration, data management, stakeholder engagement and logistics.
- Familiarity with financial tracking and reporting.
- A combination of academic qualifications in other relevant fields with work experience in fire management will be considered.
- A minimum of 2 years professional experience in project implementation.

5. SKILL REQUIREMENTS

- Strong computer literacy skills, including proficiency in Microsoft Office Suite.
- Excellent written and oral communication skills
- Excellent organizational and planning skills
- Excellent analytical skills
- Excellent interpersonal skills
- Excellent decision making and problem-solving skills.
- Ability to work independently and as part of a team
- Familiarity with database management is an asset.
- Experience in the environmental field is an asset.
- Strong interest in conservation and fire management.
- Ability to work collaboratively and engage diverse stakeholders
- Ability to speak Spanish is an asset.
- Position to be based in Belmopan

Candidates should present a signed expression of interest that responds to the requirements of this Terms of Reference, accompanied by Curriculum Vitae, copies of academic certificates, current police record and a list of two recent professional references (names and contact information only) no later than 5:00 pm on Wednesday June 25, 2025. The package should be addressed to-

Procurement Officer
Protected Areas Conservation Trust
Re- Expression of Interest – Project Technical Assistant AF-EDA--Forest Department

Soft Copies should be sent via email to-
chunr@gobmail.gov.bz, procurementofficer@pactbelize.org, and edapm@pactbelize.org