



POSITION DESCRIPTION

POSITION TITLE	Monitoring & Evaluation (M&E) Officer
STATUS	Full Time
LOCATION	BPAF Office – Nassau, The Bahamas
REPORTING LINE	Executive Director
DATE	February 2025

SUMMARY

The Bahamas Protected Areas Fund (BPAF) was established in 2014 by an Act of Parliament. The purpose of the Fund is to ensure sustainable financing into perpetuity for the management of protected areas in The Bahamas as defined under the Act. Such activities may also include scientific and policy research and education, to support climate resilience and biodiversity conservation.

Protected areas include those established by the Government of The Bahamas as well as areas established for various reasons inclusive of biodiversity conservation, the protection of carbon sinks, water resources, wetlands and blue holes, degraded or threatened ecosystems as well as those areas established to aid in climate change mitigation and adaptation under relevant multilateral environmental agreements or international conventions.

In November 2024, the Bahamas Protected Areas Fund entered into a Conservation Agreement with The Government of The Bahamas and The Nature Conservancy under the Bahamas Debt Conversion Project for Marine Conservation. One of its components is the establishment of a Marine Conservation (MC) Program within BPAF to disburse funding received from the project to enable the achievement of conservation commitments, which are fully aligned with The Bahamas' national marine and coastal conservation priorities.

To ensure accountability, effectiveness, and transparency, BPAF is developing a comprehensive Monitoring and Evaluation (M&E) system to track progress, assess outcomes, and inform decision-making for continuous improvement.

BPAF is looking to hire an M&E Officer who will play a key role in strengthening and implementing BPAF's M&E system to ensure alignment with the Fund's strategic objectives, compliance with donor requirements, the successful achievement of environmental and community outcomes and ensure the efficacy of reporting to key stakeholders.

ESSENTIAL FUNCTIONS

The M&E Officer will implement the Monitoring and Evaluation Strategy and Action Plan for BPAF, ensuring that all projects and programs are effectively tracked, assessed, and reported. The M&E Officer will be responsible for ensuring the operationalization of the BPAF Data Governance Framework ensuring that the data is accurately collected, stored analyzed, and reported to stakeholders. The M&E Officer will work closely with the BPAF team, including directors and external partners.

The M&E Officer will also provide recommendations for improving BPAF's impact and efficiency.

RESPONSIBILITIES & SCOPE

The M&E Officer will perform the following:

- 1. Implementation of the Monitoring and Evaluation System**
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- Provide guidance on the development and implementation of M&E frameworks for projects presented to the BPAF ensuring alignment with the Fund's objectives and requirements.
 - Guide the development and implementation of data collection tools and methodologies, ensuring consistency, accuracy, and reliability of information across projects.
 - Track and monitor indicators outlined in BPAF's strategic plan and project frameworks to assess program performance and progress toward outcomes.
 - Coordinate mid-term and end-of-project evaluations to assess the effectiveness and impact of funded initiatives.
- 2. Data Analysis and Reporting**
- Analyze and interpret data collated from field activities and reports to assess project outcomes and identify trends.
 - Contribute to the preparation of progress reports, highlighting key achievements, challenges, recommendations and lessons learned.
- 3. Stakeholder Engagement and Capacity Building**
- Collaborate with grantees and partners to integrate M&E activities into project designs and operations.
 - Facilitate capacity-building workshops for grantees to enhance their involvement in data collection and M&E activities.
- 4. Manage the Data Governance Framework**
- Ensure data integrity by conducting quality assurance and process improvement.
 - Support the development of a centralized system for storing, managing, and accessing M&E data.
- 5. Environmental and Social Management System (ESMS)**
- Manage the ESMS by ensuring a systematic process for project screening.
 - Provide guidance on project design.
 - Ensure the effective operationalisation of the ESMS.
 - Track the performance of grants and projects, ensuring that donor reporting requirements are met consistently.
- 6. Compliance and Donor Reporting**
- Ensure compliance with donor M&E requirements, including the provision of accurate and timely reports on program results.
 - Assist in the preparation of funding proposals and ensure M&E frameworks are in place for monitoring the progress of proposed initiatives.

**MINIMUM
QUALIFICATIONS**

- Bachelor's degree in environmental science, Social Sciences, Development Studies, Public Policy, or a related field.
- A Master's degree in a relevant discipline is preferred.
- Minimum of 3 - 5 years of experience in monitoring and evaluation, preferably in the environmental conservation or sustainable development sector.
- Experience in designing and implementing M&E systems for donor-funded projects or NGOs.
- Strong knowledge of M&E tools, methods, and international best practices, including both qualitative and quantitative approaches.
- Familiarity with the specific challenges of protected areas, biodiversity conservation, and environmental governance is desirable.
- Experience in working with stakeholders in public and private sector agencies, NGOs and CBOs in The Bahamas.
- Experience communicating effectively with stakeholders, the public and/or media both in writing and verbally.
- Must be able and willing to travel on occasion to project sites within The Bahamas.

PREFERRED

- Strong analytical and problem-solving skills, with the ability to interpret data and provide actionable

**KNOWLEDGE,
SKILLS &
EXPERIENCE**

- insights.
- Excellent communication skills, both written and verbal, with experience in preparing high-quality reports and presenting findings to stakeholders.
- Proficiency in using M&E software, data management systems, and Microsoft Office Data analysis software.
- Strong attention to detail and a commitment to maintaining data quality and integrity.
- Ability to work independently and as part of a team, with excellent organizational and time-management skills. Flexibility in working hours may be required during project or evaluation periods.
- Computer and social media savvy.
- Knowledge of social and economic impacts and benefits of protected areas and effective community engagement in protected area management.
- Fluency in English (written and verbal) is required.

**ORGANIZATIONAL
COMPETENCIES**

Accountability for Outcomes	Pushes for excellence. Establishes challenging goals for self to drive performance in support of the BPAF’s mission. Her/his standards are aligned with the BPAF’s mission/ values. Takes action to address performance problems in a timely and appropriate manner.
Collaboration & Teamwork	Shows a willingness to put the needs and goals of the organization before personal/local/needs. Works with others across institutional boundaries. Makes decisions, sets priorities, and allocates resources to help the organization as a whole achieve results.
Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
Courage & Decisiveness	Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong.
Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.
Influences for Results	Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support.
Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
Organizational Awareness	Relates to the big picture & contributes to the overall strategy of the BPAF.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

Our Mission:

Ensuring a sustainable financial base for the effective management of the Bahamas National Protected Areas System and for conservation activities that protect the future and productivity of our national resources.