



NATIONAL CONSERVATION TRUST FUND OF JAMAICA (NCTFJ) LIMITED

TERMS OF REFERENCE FOR FIELD OFFICER (Deliverables-Based)

Background

The National Conservation Trust Fund of Jamaica (NCTFJ) was established to promote the conservation, protection, management, and expansion of Jamaica's National Protected Areas System (NPAS) by providing a sustainable flow of funding to conservation initiatives. As NCTFJ expands its grant-making portfolio and community outreach, there is a need for dedicated field-level support to strengthen monitoring, stakeholder engagement, and verification of project implementation.

To support the Programme Officer in executing grant-making, outreach, monitoring, and evaluation responsibilities, NCTFJ seeks to engage a Field Officer.

1. Objective

The objective is to engage a field Officer to provide field-based operational and technical support to the Programme Officer in the implementation, monitoring, and documentation of NCTFJ-funded projects. The Field Officer will support community engagement, verify field activities, assist grantees in meeting grant requirements, and contribute to evidence-based reporting on projects.

2. Scope of Work and Responsibilities

Under the supervision of the Programme Officer, the Field Officer will:

- Co-organize site visits and focus group discussions in collaboration with the NCTFJ staff to assess progress as well as gather first-hand knowledge of project implementation.
- Conduct planned site visits to NCTFJ-funded projects to verify implementation against approved proposals, workplans, budgets, and Grant Agreements. This is dependent on the number of projects.

- Monitor progress of project activities and timelines and identify implementation challenges or risks.
- Collect field-based evidence including photographs, GPS coordinates, attendance sheets, and beneficiary feedback.
- Provide on-the-ground support to potential applicants during outreach and training activities.
- Support periodic project monitoring exercises led by the Programme Officer.
- Support grantees in addressing implementation or reporting gaps identified during monitoring visits.
- Assist in tracking delivery of grant outputs and outcomes at the field level.
- Support monitoring of environmental and social risks associated with funded projects in line with NCTFJ policies.
- Identify and report any environmental, social, health, or safety issues observed during field visits.
- Contribute field inputs to programme progress reports, donor updates, and documentation of best practices and lessons learned.
- Maintain organised records of field activities and supporting documentation.
- Produce scheduled reports, including, a) Develop a 6 month work plan within 2 weeks of the start of the contract b) bi-monthly /every two months progress reports on each project visited and support provided to grantees following visits, and c) an end-of-project report.

3. Qualifications and competencies

- Undergraduate degree in environmental management, natural resource management, community development, social sciences, or a related field.
- At least 2 years of experience in field-based project implementation, monitoring, or community outreach.
- Experience working with NGOs, CBOs, and community groups.
- Familiarity with conservation, protected area management, or sustainable livelihood projects is an asset.
- Valid driver's licence and ability to travel within Jamaica.
- Strong organisational and time management skills.
- Ability to work independently in rural and field settings.
- Good interpersonal and communication skills.
- Basic report writing and documentation skills.
- Professionalism, integrity, and respect for community protocols.

4. Deliverables and Payment Structure

The Field Officer will be compensated strictly on a deliverable basis. Payments will be made upon submission and approval of deliverables. Deliverables will be reviewed for quality, completeness, and timeliness prior to payment. Performance will be assessed based on achievement of agreed deliverables and adherence to NCTFJ policies.

Salary Range: J\$ 1, 500,000 - J\$ 1, 680,000 (responsible for filing and payment of his/her taxes)

Indicative deliverables include:

| Deliverable | Description | Indicative Timeline |
|----------------------------------|---|---|
| Inception Workplan | Field activity plan aligned with Programme Officer work plan for grant making | Within 2 weeks of contract start |
| Field Monitoring Reports | Approved field visit and verification reports (number to be agreed) | # of monthly visits and reports every other month as agreed |
| Community Outreach Support Notes | Documentation of supported meetings, consultations, and trainings | As scheduled |
| Grantee Compliance Notes | Summaries of compliance status and follow-up actions | Included in the reports (every other month) |
| Final Summary Report | Consolidated report of field activities, findings, and recommendations | End of contract |

Final deliverables, timelines, and payment will be detailed in the individual contract

5. Logistics and Expenses

The Field Officer will be responsible for managing their own transportation. Agreed travel cost and other reimbursable expenses must be pre-approved and supported by receipts, in accordance with NCTFJ policies.

6. Terms of Engagement and Reporting

The Field Officer will be engaged part-time for 12 months. The Field Officer will report directly to the Programme Officer of the National Conservation Trust Fund of Jamaica. The Field Officer will work remotely and meet with NCTFJ in person on agreed meeting days.

7. Application

Interested individuals should submit a cover letter and resume to the Executive Director via the email: cdooley@conservejamaica.org by 11:59pm on February 2, 2026.