



ONE EARTH CONSERVATION

**Terms of reference
Services contract
CS07- 022023-Accounting Administrator for One Earth Conservation**

I. General position information

Organization	One Earth Conservation
Job title	Accounting Administrator for One Earth Conservation
Title and code of the Project	Project 022023: Biodiverse Landscape Fund, Northern Mesoamerica (BLF)
Type of contract	Contract for services (Consultanting Contract)
Location	Tegucigalpa D.C. Honduras
Immediate boss	Assistant Project Manager – Sylvia Margarita de la Parra Martínez
Start date	March 1, 2024
Length of employment	1 year, renewable up to 4 years

II. Background

One Earth Conservation is a non-profit organization that promotes the well-being of psittacines (parrots) in the Americas, carrying out transformative conservation of these species, taking action to end the wildlife trade, and fostering in people a strong sense of human connection with all life that results in the well-being of all.

It has established as a vision that all individuals of all species have inherent worth and dignity. They are all connected to each other in value, beauty and well-being.

One Earth Conservation's work is about relationships, we love parrots and we love working with people. Our projects are having an impact on people's lives by increasing their income and providing them with meaningful work. At the same time, we are increasing our knowledge about parrots, which improves conservation outcomes.

Project activities often include conducting patrols during the parrots' breeding season to protect them from poachers and other harmful activities, climbing trees to monitor nesting activities as well as the status of eggs and chicks, installing nest

boxes to encourage wild parrots to breed, implementing public education campaigns to raise awareness about the plight of wild parrots and how people can help, and collecting and analyzing data that will be used to inform the scientific field, the general public and funders. Projects are currently being developed in six countries in the Americas: Guyana, Guatemala, Honduras, Nicaragua, Paraguay and Suriname.

II. Project Background

The UK Biodiverse Landscape Fund (BLF) Project aims to reduce poverty, protect and restore biodiversity and lessen the impact of climate change in six environmentally critical landscapes around the world. The planet faces a double crisis of climate change and unprecedented biodiversity loss. Global species extinction rates are up to 1,000 times higher than the average over the past few million years and are accelerating. Around 25% of plant and animal species are threatened by human action, and one million species are at risk of extinction, many within decades. The destruction of mangroves, peatlands and tropical forests for agriculture and other uses contributes to 13% of total human CO2 emissions.

Biodiversity loss is also a development issue. 70% of the world's poor live in rural areas and obtain 80% of their living needs from natural resources. The poverty faced by these communities is exacerbated by the degradation of their environment, which is both a cause and consequence of climate change.

The BLF Project will therefore help address the triple challenge of poverty, biodiversity loss and the climate emergency, supporting work in six of the world's most important biodiversity hotspots. Biodiverse Landscape Fund, Northern Mesoamerica (BLF) includes the biodiverse landscape of Mesoamerica covering areas of Belize, El Salvador, Guatemala and Honduras.

It has three main objectives: 1) People: develop economic opportunities through investment in nature in support of climate adaptation and resilience and poverty reduction. 2) Nature: to slow, stop or reverse biodiversity loss in regions of global biodiversity importance 3) Climate: reduce greenhouse gas emissions and safeguard natural carbon sinks. Activities and interventions in each landscape will be carried out through a consortium of implementing partners. Consortia will be led by a lead partner who will enter into a grant funding agreement and take responsibility for all members of their consortium. For the Moskitia sublandscape the main partner is Wildlife Conservation Society (WCS), in consortium with INCEBIO, One Earth Conservation (OEC) and Bosques del Mundo.

III. Scope of services

3.1. Position Description

The Accounting Administrator position will be a hourly consultant position. The Accounting Administrator will be responsible for the administrative, accounting and

accountability management of One Earth Conservation, within the framework of the Biodiverse Landscape Fund (BLF) Project.

Main Tasks and Responsibilities:

- 1) Coordinate activities related to administrative and accounting management, using a computer system or program, under the supervision of One Earth Conservation staff.
- 2) Prepare the required quarterly, semi-annual and annual financial reports and budget projections for the Biodiverse Landscape Fund (BLF) Project, which must be submitted together with the Local Project Coordinator.
- 3) Review together with the Assistant Project Manager any contractual documents and agreements between One Earth Conservation and WCS and/or the agency in the UK administering the BLF Project.
- 4) Inform the Assistant Project Manager about the quotation procedures (comparative tables) in the acquisition/contracting of goods and services, for approval.
- 5) Review of invoices/receipts for each expense before accepting payments.
- 6) Prepare requests for payment of salaries and payment of services at the local level, documenting each process with its respective supports, under the supervision of One Earth Conservation staff.
- 7) Send the financial reports and the office petty cash expense report to One Earth Conservation staff, for the preparation of bank reconciliations.
- 8) Collaborate in internal and external audit processes, providing the necessary information during reviews and evaluations of the accounting system and operating and internal control procedures.
- 9) Responsible for the logistics of the hired personnel, the office and the assets made available to the Biodiverse Landscape Fund (BLF) Project, as well as the timely supply of materials required for the Project.
- 10) Establish security mechanisms to safeguard the physical and digital information generated by the Biodiverse Landscape Fund (BLF) Project, both technical, administrative and accounting, through backup copies of the information on computers and any other specific measures.
- 11) Other responsibilities that are assigned according to your profile and professional experience.

IV. Qualifications and Experience

Training and Experience Required:

- Professional with a university degree in Business Administration, Economics, Public Accounting and Finance or related fields.
- Five years of experience as a fund administrator with international cooperation organizations and government funds.

Knowledge and experience to be valued at the curricular level:

- Master's degree in administration, finance and/or public administration will be considered a plus.

- Demonstrated experience with international cooperation organizations, including American, European and/or United Nations organizations;
- Training and/or certifications in accounting programs and software and monitoring tools, including Microsoft Excel.
- Demonstrated ability in implementing financial policies and procedures.
- Languages: Spanish (good writing and spelling). Fluent English (spoken and written).
- Experience in external audit processes (as an entity subject to audit).
- Experience in preparing and interpreting financial reports.

Skills and abilities:

- Responsible person, accustomed to working under pressure and being evaluated in relation to their results.
- Excellent ability to communicate, organize and work with multidisciplinary teams.
- Adaptability to different social and cultural groups.
- Ease of oral and written expression.
- Organized person who uses resources effectively and efficiently and is detail-oriented.
- Availability to travel to the intervention areas of the Biodiverse Landscape Fund (BLF) Project.

V. Evaluation

The competencies required to qualify for the reference position will be carried out under the following scheme:

Description	Values
Academic	30%
Professional experience	40%
Interview	30%
Total	100%

VI. Documentation requested

Applications must send no later than Friday, February 15, 2024, to the following email address:

info@onearthconservation.org

Subject: **Vacancy Accounting Administrator for One Earth Conservation.**

Note: Applications received after the date of receipt will not be evaluated.

Interested candidates must submit the following documents/information to demonstrate their qualifications;

1. Letter confirming interest and availability to execute the position.
2. Updated and signed resume, with work references.
3. Copy of National Identification Document (DNI).
4. Copy of National Tax Registry.

VII. Adjudication

The adjudication of the contract will be made using the following criteria: highest score after the cumulative analysis where the technical evaluation will have a value of 70% combined with the interview evaluation, which will have a value of 30%.

Under this methodology, the position will be awarded to the person who, after having been evaluated under the terms described, has:

- Complied with the requirements established for this process;
- Has obtained the highest score assigned, which has been derived from the scores for each of the evaluated criteria and from the interview.

Only candidates who obtain a minimum of 49 points in the technical criteria evaluation will be considered for the interview.

VIII. Payment

The payment method will be monthly in Lempira currency, upon delivery of a work time sheet/report and activity report to be presented to the Assistant Project Manager of One Earth Conservation.

IX. Institutional Arrangements / Coordination Mechanisms

The work will be coordinated and supervised by the Assistant Project Manager and the position also requires communicating and coordinating with the Co-Director(s) of One Earth Conservation, in accordance with the following considerations that you will:

- Maintain close interaction and communication with the Assistant Project Manager, Co-Director(s), other staff of One Earth Conservation, and field personnel in Honduras.
- Fulfill the services of Accounting Administrator for One Earth Conservation.
- Be available to attend in-person and/or virtual meetings.
- Be available to connect and participate in the Biodiverse Landscape Fund (BLF) Project training workshops.
- Be available to travel within Tegucigalpa for required administrative and logistics procedures.
- Be responsible for keeping up to date on monitoring the requested services.
- Work from home.
- Communicate regularly with Wildlife Conservation Society and UK BLF staff.

- Be responsible for participating in as many work and follow-up online meetings as necessary, both with other consultants associated with the project, as well as with partners and counterparts.

XI. OTHER CONSIDERATIONS

- The contracted person will acquire their own insurance policies to support medical expenses and/or personal accidents that cover these eventualities for the duration of this contract. One Earth Conservation does not assume responsibility for any accident that the hired person may suffer, since this contract does not imply an employer relationship of any kind.
- It is absolutely the responsibility of the subscriber to tax income. One Earth Conservation will not withhold payments for Income Tax purposes.
- Persons with other acquired and current contractual assignments with other public or private entities must duly inform One Earth Conservation of this situation. Failure to provide this information will result in rejection of the proposal or cancellation of the contract, as applicable.
- Incomplete applications or applications after the deadline will not be considered.
- One Earth Conservation promotes equal opportunities for both women and men.
- One Earth Conservation does not publish reference values for the contests and promotes free competition among participants, who must provide their curricular information, in accordance with the principles of integrity and transparency.
- One Earth Conservation promotes inclusion in all its manifestations, firmly rooted in absolute respect for the free worship of religion or creed, sexuality, without distinctions of age, ideology and political orientation.