

PACT Adaptation Fund Project- Creating Opportunities to Support Alternative Livelihoods Consultancy

TERMS OF REFERENCE (TOR)

COSAL BUSINESS FIELD ADVISOR

Duty station: City of Belmopan

Supervisor: SBDC Manager- BELTRAIDE

Project number:

TC Approval No.:

1. BACKGROUND

Many rural communities in Belize rely heavily on natural resources for their livelihoods. However, these communities increasingly face challenges such as climate change, environmental degradation, and limited access to sustainable income-generating opportunities. Traditional livelihoods such as farming, fishing, and forest-based activities are becoming less viable due to unpredictable weather patterns, resource depletion, and weak market linkages.

To address these challenges, the Inter-American Institute for Cooperation on Agriculture (IICA), the Ministry of Agriculture, Food Security, and Enterprise (MAFSE), the Belize Trade and Investment Development Service (BELTRAIDE) are implementing the Creating Opportunities to Support Alternative Livelihoods project under the Adaptation Fund Program, executed by the Protected Areas Conservation Trust (PACT). The project aims to strengthen the resilience of six natural resource-dependent communities by promoting climate-smart food production and supporting the development of nature-based enterprises that are both environmentally sustainable and economically viable.

Component 2 of the project focuses on the development of nature-based Micro, Small, and Medium Enterprises (MSMEs). These enterprises can diversify income sources, enhance community self-reliance, and foster conservation-friendly economic growth. However, such opportunities remain largely underdeveloped due to persistent barriers, including:

- Limited access to market data and trends
- Limited knowledge of market opportunities
- Limited capacity on how to turn entrepreneurial ideas into successful businesses.
- Lack of entrepreneurial skills and business acumen

- Inadequate access to or knowledge about finance and business support services

To support the implementation of these interventions, IICA will hire a COSAL Business Advisor, that will be supervised by BELTRAIDE. She/he will provide direct, on-the-ground-support to six community groups participating in the project – two in Corozal District, two in the Cayo District and two in the Toledo District. The Advisor will conduct field assessments and assist project beneficiaries to develop their businesses.

2. OBJECTIVE

The Business Technical Field Advisor will support BELTRAIDE in the successful implementation of the Creating Opportunities to Support Alternative Livelihoods Project by providing technical , strategic, and capacity building support to six community groups in developing nature-based s (MSMEs) to diversify income streams, strengthen community self-reliance, and promote sustainable, conservation-friendly economic growth. In doing so, the advisor will guide, validate, and facilitate the integration and adoption of recommended outputs from the Market Study consultant, ensuring their practical application and alignment with the project objectives.

3. SCOPE OF SERVICES

Technical / Professional Responsibilities

- Provide field-level advisory and mentorship services to support beneficiaries in strengthening livelihood and income-generating activities, including the understanding and operationalization of business models
- Support consultant in participating in field visits and collaborating in the development of market studies for each community, ensuring accurate data collection and practical recommendations.
- Implement the recommendations made by the COSAL project marketing and livelihood consultant.
- Monitor and document business model implementation.
- Develop relevant business plans for each group using the market studies and business models developed by the marketing consultant for each community group, outlining steps to bring products to market and specifying how grant funding will be invested to implement the plan effectively. Facilitate linkages with buyers, suppliers, private-sector actors, and other stakeholders identified in market studies to support negotiations and potential sales agreements.
- Support consultant in revising BELTRAIDE business manuals to adapt to nature-based businesses, including providing input from field-level experiences and community needs.

Assist in preparing and delivering Train-the-Trainers sessions to the stakeholder team, ensuring materials and approaches are practical and aligned with local contexts

- Participate in Train-the-Trainers (ToT) program and apply acquired skills to design and deliver capacity-building sessions for community groups engaged in nature-based businesses, including workshops, demonstrations, and mentorship, aimed at strengthening sustainable business practices, financial management, and market engagement
- Support consultant in developing a nature-based product catalogue by providing product information, facilitating community engagement, and assisting with data collection and validation.
- Support the disbursement and monitoring of seed capital to community groups, tracking how funds are invested, and applied to income-generating activities. Foster community engagement and ownership of project activities among beneficiaries, local authorities, NGOs, and other stakeholders to support project objectives.

Administrative Responsibilities

- Coordinate internal planning and review activities related to livelihood projects.
- Provide footage and media materials for timely public awareness and outreach.
- Assist with logistics and coordination of training events and field activities, identifying opportunities to improve procedures.
- Maintain organized digital project files and scanned records to facilitate efficient information sharing.
- Prepare and submit reports in line with BELTRAIDE's and the project's reporting requirements.
- Perform other duties assigned to support effective project implementation

4. QUALIFICATION AND EXPERIENCE

Academic Qualifications

Bachelor's degree in Agribusiness, International Business, Business Administration. Or equivalent.

Experience

Minimum of two (2) years of experience in business support, community development, or livelihood-related work, including experience with the MSME sector.

5. SKILLS, KNOWLEDGE, AND ABILITIES

- Exceptional knowledge of business and livelihood development processes, business documentation, investment/business regulatory practices, tax policies, and financing (including micro-financing)
- Be a trust-builder by being a good listener and maintaining confidentiality
- Be service oriented, including work with a wide variety of individuals and organizations
- Ability to be a problem solver
- Excellent oral/written communication skills, including presentation skills
- Motivated and be able to work well alone and as part of a team
- Ability to work and take initiative without close supervision
- Efficiently work under pressures, with deadlines, and handle multiple assignments simultaneously
- Excellent financial analytical and research skills
- Must be bilingual, preferably English and Spanish.
- Computer literate in most Microsoft applications
- Valid driver's license

6. REPORTING RESPONSIBILITY

The Business Technical Field Advisor will report directly to the SBDC Belize Manager of BELTRAIDE. The Manager will provide supervision and guidance throughout the consultancy period.

7. SALARY RANGE

Bz\$3,000 per month.

8. DURATION OF APOINTMENT January /February 2026 to 31st October 2028.

9. WORKING ARRANGEMENTS

The Business Technical Field Advisor will work full-time, be based at BELTRAIDE offices in Belmopan and be required to make regular visit to BELTRAIDE's SBDC office in Belize City. He/she will work with six community groups, two in Corozal, two in Cayo and two in Toledo, to strengthen their businesses and be required to collaborate closely with IICA and IICA's COSAL project coordinator, the IICA COSAL Extension Officers in each of the three Districts, and other collaborating institutions such as the Ministry of Agriculture and the Dept of Cooperatives.