March 2022

F4B Senior Financial and Granting Administrator
Terms of Reference

1. Finance for Biodiversity Initiative (F4B)

1.1. Context and Purpose

Biodiversity impacts are not factored into the vast majority of financing decisions taken today. In the worlds of finance and politics, biodiversity is still also overshadowed by another big environmental threat, climate change. But momentum has grown rapidly over the last couple of years, especially in light of the pandemic.

The Finance for Biodiversity (F4B) initiative is a dynamic network of thought leaders and practitioners, established in October 2019 to help increase the materiality of biodiversity in financial decision-making, and so better align global finance with nature-positive outcomes, with a focus on five strategic areas (outlined in # 1.2). It is supported by the MAVA Foundation, the Moore Foundation and the Children’s Investment Fund Foundation (CIFF), and its work is guided by a leadership group of experts in the field.

F4B’s network, portfolio of work and impact on the ground are growing at an ambitious pace, as exemplified by some of the examples outlined in Annex 1. In line with this, we are looking to expand our team and welcome a new Senior Financial and Granting Administrator to support the relationship with F4B’s contractual and financial intermediary, the Swiss Philanthropy Foundation (SPF).

1.2. Workstreams

| 1. MARKET EFFICIENCY AND INNOVATION | Identify and catalyze financial innovations that can measure and value biodiversity impacts on investments, goods, services. |
| 2. ENHANCED LIABILITY | Support the development of legal and regulatory measures that accelerate and amplify perceived liability based risks and make financial institutions liable for biodiversity impacts and have multiple jurisdictional implications. |
| 3. CITIZEN ENGAGEMENT | Public advocacy, campaigning and advancing digital approaches to encourage people to take account of nature in financial decisions, impactful forms of policy, regulation and standards and accountability for financial institutions regarding citizens’ biodiversity-related rights and preferences. |
| 4. PUBLIC FINANCE | Promoting governments and public agencies to transparently align all public finance to biodiversity-related policies, goals and commitments, advancing measures and advocacy linked to stimulus and recovery spending, and promoting the place of nature in sovereign debt markets. |
| 5. NATURE MARKETS | Catalysing nature markets by developing new revenue streams and robust governance innovations, including the governance of voluntary carbon markets. |
1.3. Approach

The initiative is a dual-purpose platform, both with its own research and implementation capabilities, as well as a programme for regranting resources to external actors and partners. This allows the initiative to rapidly respond to global developments as they unfold, as well as work with a diverse network of third-parties, crowding in knowledge and expertise. The initiative follows a dynamic learning model that quickly tests, learns and reinforces success, through collaboration, leveraging of existing initiatives, and catalysing new areas of work.

2. F4B Senior Financial and Granting Administrator

2.1. Role description

The F4B Senior Financial and Granting Administrator will be an integral part of the F4B Coordination Unit and will lead the day-to-day liaison with F4B’s contractual and financial intermediary, the Swiss Philanthropy Foundation (SPF).

2.2. Responsibilities

There will be a range of financial, operational and contractual responsibilities as part of the role. These include:

- Leading the financial management of the initiative with oversight from F4B’s COO, including: managing the financial projections, tracking spend against budgets, providing periodic management updates on spend/projected use of funds, and overseeing the development of proposal/project budgets and invoicing schedules.
- Leading the contractual management of the initiative: drafting terms of reference, liaising with the contractors, grantees and the Swiss Philanthropy Foundation to operationalise proposals and to facilitate due diligence processes and contract amendments.
- Overseeing the development and tracking the progress of F4B projects through their full life cycle (supporting the ideation and concept/proposal development processes, working with project managers to ensure they deliver to budget, time and quality, and are closed via SPF).
- Quality assuring project concept notes and proposals.
- Supporting the COO with the governance and institutional arrangements of the initiative.
- Supporting the COO with recruitment processes and leading onboarding of new staff.
- Attend the Grants Committee meetings as an observer, writing and circulating the minutes.
- Oversee the production/collation of material for progress and donor reporting for all current funders – including pulling together material for annexes of the quarterly MAVA Report, working closely with the Communications team and the F4B Chair.

2.3. Experience and Qualifications

- Able to work effectively in the English language.
- 3+ years experience in financial management (including contractual management, budget management and regranting).
● Strong organisational skills and high milestone discipline, with the ability to prioritise effectively between competing (and at times conflicting) tasks and deadlines.
● Exceptional financial management skills (must be good with numbers, strong at Excel and developing/maintaining financial management processes and systems).
● Strong attention to detail and an interest and strength in process management.
● Experience of upward management (managing senior team members to tight and, at times conflicting, deadlines).
● Knowledge of institutional governance, operations and legal a bonus.
● Experience with HR and/or supporting recruitment a bonus.
● Ability to work in a networked, fast-paced and complex work environment.
● Supporting a multi-organisation consortium of partners based in other countries and organisations.
● Able to work within an EU time-zone

2.4 Terms
● Start date ASAP
● Full-time
● Remote position, using own laptop/phone

3. How to Apply

Please send your CV and cover letter, summarising why you would be a good candidate for this role, to: Nathalie.Nathe@F4B-Initiative.net.
Annex 1: F4B - Examples of impact to date

Taskforce on Nature-related Financial Disclosures (TNFD)

The taskforce on Nature-related Financial Disclosures aims to provide a framework for organisations to report and act on evolving Nature-related risks, in order to support a shift in global financial flows away from nature-negative outcomes and toward nature-positive outcomes. Importantly the Taskforce takes a broad view on risk that not only includes short term material financial risk, but also the concepts of impact and dependency on nature which broadens the scope and time horizon of risk assessment. F4B has multiple engagement points with the TNFD through i) direct work resource invested in TNFD, ii) a TNFD Accelerator fund, progressing research and sub-granting on the concepts, definitions and strategy pursued by the TNFD and iii) a TNFD Data fund, progressing research and sub-granting on data and metrics that are championed by the TNFD.

Open Data

F4B is working with the Green Digital Finance Alliance to explore options for developing an open source data platform for asset geo-location data linked to company ownership for the sectors most exposed to biodiversity risks starting with the agricultural sector. We identified a critical gap in the chain of data here connecting biodiversity risks to geolocated company-level activities and onwards to the financial vehicles which finance them. If this gap can be bridged then FI's and ESG data providers could use the data to develop commercial products, and public bodies and stakeholders could have access to usable data for transparency and accountability.

Food Finance Nexus

Our food-finance nexus workstream is cross-cutting and draws from the entirety of F4B’s Portfolio. This workstream aims to advance analysis and recommendations on how best to align global finance with the needs of the transition to an inclusive, effective, sustainable food system. In collaboration with the Food System Economic Commission (FSEC), F4B has published its report on the first phase of research "Making Finance Work for Food - Financing the Transition to a Sustainable Food System".

Integrated Risk Framework

Over recent years, for climate, this has covered credit, policy, liability and physical risk, framed by a core policy scenario of the system running towards a policy defined goal (i.e. 1.5 degrees). The equivalent framework does not yet exist for nature, not least because of its greater complexity and a lack of a single, measurable goal. Following on from the successful work on the Climate-Nature Nexus (that took a practical look at where climate- and nature-related risks and opportunities do and do not overlap, and how much of the nature problem a financial institution covers by doing climate well), F4B has delivered a version zero of an Integrated Risk Framework, covering both Climate and Nature, created as a market-facing, practical framework for FI’s. The intended impact is to highlight the criticality for institutions and organisations to jointly assess the financial implication of nature loss and climate change, whilst positioning the benefits of improved asset and liability valuation through incorporating both.
**Every Action Counts (EAC)**

Together with Green Digital Finance Alliance (GDFA), F4B is co-developing the Every Action Counts (EAC) coalition with an ambitious aim to empower 1 billion people by 2025 with green awareness and green action opportunities leveraging mobile payment platforms, e-commerce and digital retail investment. Launch members include: Ant Group, BBVA, BigPay, Dana, FNZ, GCash, Lazada Group, Mastercard, MTN Group, Paytm, Rabobank, Sanlam and Telenor Microfinance & Delivery Hero.

**F4B-SBTN Finance Engagement**

SBTN are working to issue science-based targets for all Earth systems, to restore the health of the global commons across the integrated systems of land, freshwater, ocean, biodiversity and climate. Through the grant provided by F4B, SBTN will focus on ensuring the SBT’s produced are relevant and portable to the financial sector through a dedicated Finance-Nature engagement program.

**Greening Sovereign Debt**

F4B is actively working at the forefront of developments to shift sovereign debt markets in ways that improve nature and climate outcomes, lower country risk and improve access to capital. It is leveraging its wide network and expertise to:

- Catalyse new approaches to integrating nature into sovereign debt markets through performance-based instruments, which have the potential to generate short-term liquidity and embed natural capital more effectively into debt markets
- Establish first of a kind deals that lead demonstrate how nature and climate linked sovereign debt deals can be done successfully
- Create pathways to rapidly scale the market by designing a sovereign debt facility that practically serves this market
- Set out how key pillars of market architecture, including credit rating and debt sustainability analysis, can be improved to meet a new generation of nature and climate-related risk.