

16/11/2020

Terms of Reference:

Project Manager for Finance for Biodiversity Workstreams (Sovereign Debt focus initially)

1. Finance for Biodiversity (F4B)

The Finance for Biodiversity (F4B) initiative was established in October 2019 to raise the financial profile of biodiversity damage, and increase the materiality of biodiversity in financial flows and decision-making. The initiative is supported by the MAVA Foundation, with Vivid Economics (leading on analytics), and an organisation with international expertise in strategic communications as the two core partners. The initiative is guided by a leadership group of experts and practitioners in the finance-biodiversity nexus.

2. Sovereign Debt Workstream

The Sovereign Debt Workstream contributes directly to the 'Harnessing/Responding to the Crisis' strategic lens of F4B that emerged following the COVID pandemic and related economic challenges. The ultimate aim is to catalyse a new approach to integrating nature into sovereign debt markets. A set of publications that have emerged from this workstream are available [here](#).

Over the coming months, this workstreams aims to achieve the following objectives:

1. Build and coordinate an alliance of international stakeholders in the sovereign debt and nature space, involving government, multilateral, NGO and private sector organisations, as well as key forums including G7, G20, Convention on Biological Diversity COP15 and UNFCCC COP26.
2. Refine a technical approach to integrating nature into sovereign debt instruments, building on prior analytical work to develop a new asset class termed Nature Performance Bonds.
3. Create a set of implementable deals between sovereign debtors and creditors that practically demonstrates the Nature Performance Bond concept.

3. The role

F4B is seeking a full-time Project Manager (PM) to manage the successful delivery of a dynamic and multi-faceted work programme to achieve the above-outlined objectives, with the possibility of supporting other projects across the F4B portfolio.

To do this, the PM will be experienced in delivering work programmes that have led to effective change at international policy-level. The successful candidate will also be experienced at strategically coordinating and managing a team of senior individuals to deliver high-quality outputs to tight deadlines. Experience in both the financial sector and in biodiversity/nature/climate policy would be a significant asset.

The role would begin as soon as possible and would initially extend over a 1 year period with the possibility of extension. The role is on a full-time basis.

The specific activities and responsibilities will be:

- Day to day project management and coordination, including preparing agendas, materials and records of actions for the leadership group and team meetings
- Overseeing and coordinating the development of four workstreams:
 - i. Narrative and engagement – advancing a coherent proposition to embed nature and climate into sovereign debt markets and strategic outreach with key international stakeholders involved in the sovereign debt, nature and climate spaces
 - ii. Convening – working with coalitions of organisations and individuals to advance a common narrative on nature and climate in sovereign debt markets
 - iii. Analytics – development of a technical approach to nature performance-linked sovereign debt payments and the development of pilot deals between key sovereign debtors and creditors
 - iv. Communications – creating and disseminating material for stakeholder and public communication of F4B’s work
- Developing flexible and implementable work programmes around strategic objectives

- Identification of key milestones under each workstream, allocation of responsibilities to team members, chasing and reporting on progress, and proactively identifying bottlenecks to achievement of results and ways to overcome them
- Produce written content for use in meetings and policy and stakeholder engagements e.g. short technical notes and slide decks, policy briefing papers.
- Supervision and quality assurance of technical and policy materials for external public audiences
- Arranging workshops and convening sessions of coalition members, in collaboration with the central F4B team
- Supporting engagement with government, multilateral, NGO and private sector stakeholders
- Coordination with other F4B workstreams to provide strategic alignment

Requirements: desirable skills, experience and qualifications

- Able to work effectively in the English language
- 3+ years of experience in a project management or similar role
- Strong organisational skills and ability to prioritise effectively between competing (and at times conflicting) tasks and deadlines
- Ability to think strategically and to work in a fast-paced and complex work environment
- Experience in upward managing and supporting a multi-organisation consortium or partners based in other countries/organisations, with strong stakeholder engagement skills
- Knowledge or experience of working in multiple contexts, including across public and private actors, and developed and developing countries
- Knowledge of finance and international biodiversity/climate policy (expertise in both are highly desirable)
- Available full-time (with account taken of any mitigating personal time needs, e.g. family considerations)

- Available ASAP (with some flexibility)

3. Applying for the position

To apply for this position, please submit your CV and a cover letter to Ashley Gorst at the following email address:

ashley.gorst@vivedeconomics.com

Any queries about the role can be also be directed to Ashley.