

09/10/2020

Terms of Reference: Project Manager for Sovereign Debt Workstream

1. Overview

The Finance for Biodiversity (F4B) Initiative is seeking a Project Manager to support in driving the Sovereign Debt Workstream. The F4B initiative was established in October 2019 to raise the financial profile of biodiversity damage, and thus to promote greater financial flows into biodiversity conservation and restoration. The F4B initiative is supported by the MAVA Foundation and involves collaboration between organisations such as Vivid Economics (leading on analytics), and by an organisation with international expertise in strategic communications. The initiative is guided by a leadership group of experts and practitioners.

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 as a result of this work are available [here](#).

Over the coming months, F4B is working 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 in advance of the One Planet Summit in January 2021 and other 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.

2. The role

The project manager will support this work and the wider initiative by effectively coordinating a dynamic and multi-faceted work programme to achieve these objectives. To do this, the project manager will be experienced in delivering work programmes that have led to effective change at the international policy-level. The project manager will also be experienced at strategically coordinating and managing a team of individuals to deliver high-quality outputs to tight deadlines. Experience in the financial sector and biodiversity/climate policy would be a significant asset.

The project management activities will initially extend until 15th January 2021 and will be on a full-time basis.

The specific activities and responsibilities will be:

- Workstream planning and coordination, including preparing agendas, materials and records of actions for the leadership group and other team meeting
- Overseeing and coordinating the development of four workstreams: narrative and engagement, convening, analytics, and communications
- 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
- Supervision and quality assurance of technical and policy materials for external public audiences
- Arranging workshops and convening sessions of coalition members
- 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 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
- Knowledge or experience of working in multiple contexts, including across public and private actors, and developed and developing countries
- Knowledge of finance and biodiversity 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.