

Terms of Reference: Workstream Project Manager

Finance for Biodiversity (F4B)

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 to increase the materiality of biodiversity in financial flows and decision-making. The initiative is supported by the MAVA Foundation and guided by a leadership group of experts and practitioners in the finance-biodiversity nexus.

It offers a dual purpose platform, both with its own research and implementation capability, as well as a programme for regranting resources to others. F4B follows a dynamic learning model that quickly tests, learns and reinforces success, through collaboration, leveraging of existing initiatives, and catalysing new areas of work. Its regranting capability 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.

2. The role

F4B is seeking a full-time Project Manager (PM) to manage the successful delivery of a dynamic and multi-faceted portfolio. In the first instance, the Project Manager will focus on coordinating and process managing F4B's [Sovereign Debt](#) and [Liabilities](#) workstreams working closely with the Workstream Leads. The PM will also support additional projects for the remainder of their time as opportunities arise.

3. Responsibilities

The successful candidate will strategically coordinate and manage a team of senior individuals to deliver high-quality outputs and activities to tight deadlines. 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
- Supporting the organisation of workshops and convening sessions of coalition members and other actors, in collaboration with the central F4B team
- Formatting and proof-reading documents, and organising their copyediting and design

- Drafting written content for use in meetings and policy and stakeholder engagements e.g. short technical notes and slide decks, policy briefing papers.
- Coordinating with other F4B workstreams to provide strategic alignment
- Managing the contact database relating to engagements with government, multilateral, NGO and private sector stakeholders
- Minuting meetings
- Drafting proposals, including budgets
- Workstream progress reporting, and supporting to collation of material for quarterly reviews to the donor, monthly newsletters etc.

4. Experience and Qualifications

- Ability to work effectively in the English language
- Ability to work in a fast-paced, networked and complex work environment
- Strong project management experience
- Strong organisational skills and ability to prioritise effectively between competing (and at times conflicting) tasks and deadlines
- Experience in upward managing and supporting a multi-organisation consortium or partners based in other countries/organisations, with strong personable skills
- Experienced in supporting work programmes that have led to effective change at international policy-level
- Experience of working in multiple contexts desirable e.g. across public and private actors, and developed and developing countries
- Working knowledge of finance and international biodiversity/climate policy a significant asset

5. Additional Requirements

- Available full-time (part-time considered)
- Available ASAP (with some flexibility)
- Able to work within an EU time-zone (remote working considered)

6. For Information – F4B & Workstreams

The initiative focuses on 6 strategic areas, outlined below. This role would support the [Sovereign Debt workstream](#) for 2 days per week (which sits under the ‘Responding to the Crisis’ workstream) and the Liabilities workstream for 1-2 days per week. The remainder of the PM’s time will be spent overseeing other F4B projects, a description of which can be found under each of the workstreams: <https://www.f4b-initiative.net/ourwork>.

F4B Workstreams:

- 1. Market efficiency and innovation:** including a leadership role in the Task Force on Nature Related Financial Disclosure, and support to a number of data and fintech-linked initiatives.
- 2. Biodiversity-related liability:** with a particular focus on the place of extended environmental legal liabilities for financial institutions, as well as financial policy and regulatory initiatives.
- 3. Citizen engagement and public campaigns:** advancing data and fintech-led instruments to catalyse shifts in citizen behaviour as consumers, savers, pension holders and capital owners.
- 4. Responses to the COVID crisis:** advancing measures and advocacy linked to stimulus and recovery spending, and the place of nature in sovereign debt markets.
- 5. Nature markets:** catalysing nature markets by developing new revenue streams and robust governance innovations.
- 6. Bridging Financial Rules and Policies (*cross-cutting*):** Aligning public policies with biodiversity is crucial, including greening public spending and procurement, reforming subsidies and incentives and aligning sovereign debt arrangements, and monetary practices such as asset purchases within quantitative easing programmes to nature’s needs.

Sovereign Debt Project

The Sovereign Debt project 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 year, the workstream will work in six areas to further the aim of catalysing new approaches to integrating nature into sovereign debt markets:

1. Advance a core narrative on the options for integrating nature into sovereign debt markets through the design and implementation of new types of performance bonds or wider a portfolio of nature and climate-related bonds
2. Conduct policy engagement and work in policy venues where discussions about green inclusive debt relief are being conducted, making the case for the adoption of debt instruments that integrate nature into any debt relief solution
3. Develop a blueprint for a nature and climate bond facility that provides the services required to execute in practice nature and climate into sovereign debt markets, including the oversight of nature, climate and societal outcomes linked to a new generation of nature and climate performance bonds, technical and balance sheet support in developing bilateral deals with sovereign debtors or broader policy initiatives to advance inclusive debt relief and restructuring, and the development of, and links to standards that allow for scaling.
4. Convening of a learning network of leading practitioners to encourage the development of diverse approaches to integrating nature into sovereign debt markets, enabling key actors to share knowledge and form a collective voice
5. Work to appraise options for key points of intervention to bring nature into the broader sovereign debt market architecture, including the role of credit ratings agencies.
6. Work with key stakeholders and policymakers to set out the options for the development of a new generation of sovereign debt markets in China

Activating Financier Liability

F4B's liabilities workstream aims to increase the biodiversity-related liabilities that financial institutions face. Financial institutions do not currently perceive biodiversity-related liability risks as material. As a result, they have little incentive to monitor and manage the biodiversity impacts of the activities and global supply chains they finance. F4B has identified extended financier liability as the most promising route to address this. Extended financier liability extends the biodiversity-related liabilities that corporates face to the financial institutions that finance them.

Over the next six months, the liabilities workstream aims to:

- **Model and target selection** – By end-April 2021, core partners will have investigated and selected the most effective models of extended financier liability and the highest priority jurisdictions.
- **Coalition building** – By end-June 2021, core partners will have performed stakeholder mapping for at least 4 high priority jurisdictions and engaged the top tier of identified partners in those jurisdictions.
- **Implementation strategy** – By end-August 2021, each jurisdictional coalition will have co-developed a strategy for the adoption of extended financier liability including the proposed legal mechanism, a stakeholder mapping of key public officials, evidence base, investigation strategy and engagement strategy.
- **Final outcome** - By end-August 2021, a minimum of 3 jurisdiction-based coalitions of NGOs, legal experts and campaigners will have formed, working to achieve local adoption of effective extended financier liability.

In our longer-term program, we plan to combine inside pressure, outside pressure, and an upswell of evidence globally to crystallize pressure on (i) key jurisdictions to introduce extended financier liability and (ii) financial institutions to act to mitigate future biodiversity-related liability risk. In doing so, this will fulfil our ultimate objective – to create a sense of inevitability that financial institutions will face material liability risks if they do not actively manage their biodiversity impacts.

We expect this to lead to two final actions from financial institutions to minimize future liability risk: (i) the introduction of systematic monitoring and management of biodiversity impacts across financing activities and (ii) demands for more effective enforcement of environmental legislation.