

JOB DESCRIPTION

JOB TITLE	MANAGER, CARBON MARKETS	GRADE	4
PILLAR	Early Stage Finance		
ABOUT THE ORGANISATION	<p>FSD Africa is a specialist development agency working to help make finance work for Africa’s future. Based in Nairobi, FSD Africa’s team of financial sector experts work alongside governments, business leaders, regulators, and policymakers to design and build ambitious programmes that make financial markets work better for everyone. FSD Africa Investments, provides early-stage, risk-bearing, catalytic and patient capital to inventive commercial organisations in order to stimulate capital flows in support of green economic growth benefiting people and planet. Established in 2012, FSD Africa is incorporated as a non-profit company limited by guarantee in Kenya. It is funded by UK aid from the UK government.</p> <p>For more information, please visit: http://www.fsdafrica.org</p>		
REPORTING RELATIONSHIPS	REPORTS DIRECTLY TO	Lead, Carbon Markets	
	REPORTS INDIRECTLY TO	Director, Early Stage Finance	
	DIRECT REPORTS	Consultants engaged on projects	
	INDIRECT REPORTS	n/a	
JOB PURPOSE	<p>The Manager, Carbon Markets will work closely with the Lead, Carbon Markets, and colleagues across all of FSD Africa’s pillars to drive the development and delivery of FSD Africa’s carbon markets strategy and programming. The ultimate goal is to enable Africa to seize the opportunity presented by carbon markets to accelerate its green economic transition.</p> <p>The Manager’s key role is to provide technical and coordination support to ensure FSD Africa’s Carbon Market projects and investments are effectively designed and implemented; in particular, supporting cross-pillar collaboration and effective teamwork for the achievement of results.</p> <p>The Manager will participate in the development of our portfolio of Carbon Market projects and investments by supporting project identification, design, screening, due diligence, onboarding of and engagement with investees and implementing partners in partnership with colleagues across the organisation. S/he will take a leading role in developing detailed project plans, tracking implementation and reviewing development impact; this includes contributing to the development and implementation of plans for communication, influencing and advocacy.</p> <p>The Carbon Markets Team at FSD Africa operates across all key organizational pillars, with carbon market projects integrated into the relevant individual pillars rather than being centralized within the team. This approach ensures the delivery of synergies and impactful outcomes. The Manager will be crucial in fostering cross-pillar alignment, promoting collaboration, building capacity and facilitating integration to achieve cohesive and effective results.</p>		

KEY RESPONSIBILITIES AND ROLE REQUIREMENTS

Strategy & Programme/Investment Design

Contribute to the development of FSD Africa's Carbon Markets strategy and portfolio, contributing personal knowledge and expertise in de-carbonisation, sustainable development and carbon market development:

- Stay abreast of local, regional and international developments, regulatory environment, trends, opportunities and risks in the Carbon Markets space to determine their potential impact on the programme's strategy; includes undertaking personal professional development to keep up to date
- Scope out existing research (and undertake additional research if agreed upon) to gain a deep and comprehensive understanding how Carbon Market development can accelerate Africa's green market transition
- Participate in strategy and business plan development for the Carbon Markets Programme, ensuring consideration of FSD Africa's overarching goal of Making Finance Work for Africa's Future, target geographies and other strategic priorities.
- Research and provide advice across FSD Africa pillars on technical aspects of programmes and investments including areas such as emission reduction strategies, market mechanisms, financial and economic analysis and technology and innovation
- In collaboration with Lead, Carbon Markets and colleagues across pillars, complete needs assessments and design programmes and investment opportunities with credible and convincing cases for submission and approval in accordance with the FSD Africa approval process.

Project Cycle Management

Coordinate the roll-out of a portfolio of projects so that results are achieved, risks are managed, and quality projects are delivered.

In the case of projects under direct management:

- Where applicable. lead the identification and onboarding of consultants and implementing partners involved in the projects under management; includes drafting Terms of Reference and other documentation for the procurement of external resources and supporting the procurement process
- Work with the above stakeholders to refine project strategy and to develop detailed project plans, budgets and trackers, including risk management frameworks
- Prepare financial models and risk/return projections, as may be required, in collaboration with other FSD Africa Pillars
- Ensure that all stakeholders who will be involved in projects/investments are aware of expectations and properly equipped to deliver; this includes quality standards, risk management provisions and data reporting requirements
- Work with implementing partners to assist them in implementing these projects according to the project plan and budget:
 - Organise a regular schedule of visits or 'monitoring touchpoints' for both self and members of other pillars as appropriate
 - Address delivery shortfalls with a coaching style in the first instance
 - Negotiate assertively, with the administration of consequences, in case of persistent failure to deliver
- Ensure learnings from the projects are being used to build capacity across the organisation and also are incorporated into future programme planning.
- Manage the activities associated with project closure in line with FSD Africa's policy; this includes ensuring that implementing partners have a plan for sustainability following FSD Africa's exit
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In the case of projects managed by other pillar/cross-pillar colleagues:

- Support colleagues managing the delivery of Carbon Market projects if/as required, including identifying partners, reviewing TORs, plans and other project documentation, participating in project meetings, reviewing project deliverables etc.

- Maintain a detailed inventory of FSD Africa/FSDAi's Carbon Markets projects for ongoing strategy refinement, development impact and communication purposes
- Assist colleagues in identifying and developing concepts for integrating non-carbon projects into carbon markets. Ensure these concepts align with FSD Africa's overall value proposition and strategic objectives.

Financial Management, Risks & Resources

Ensure effective management of resources/budgets for projects under management, aiming to optimise the impact that is achieved with resources and ensuring compliance with FSD Africa and donor policies:

- Contribute towards the Pillar's and FSD Africa's fundraising efforts, for instance, by scoping prospective funding opportunities, writing sections relevant to Carbon Markets, developing detailed plans and budgets etc.; support the development of project proposals that meet Investment Committee standards
- For projects under management, develop detailed implementation plans, budgets and cash-flow forecasts that will ensure project success; ensure that overall, Pillar plans and budgets are kept up-to-date with this information
- Support investees/implementing partners through the due diligence process and the development of contractual agreements, ensuring that a quality risk assessment is carried out whilst minimising any negative impact on the investee
- Liaise with FSD Africa support departments to ensure that resources are managed in line with policy and in compliance with relevant statutory requirements/legislation
- Track and analyse project/portfolio performance through a Value for Money (VfM) lens, making recommendations or taking action to optimise Development Impact as a result of funds invested

Development Impact & Learning

Collaborate with the Development Impact team to ensure robust management of Development Impact for the projects under management; ensure accurate and timely reporting on project activities, milestones, outcomes and lessons learned:

- Ensure that each project under management has a quality Development Impact thesis that is periodically reviewed and refined, with learning fed into the design of future strategies/projects
- Work collaboratively with the Development Impact team to develop tools and trackers that will provide evidence, learning and insights; liaise with project stakeholders to ensure that these will be easy to use and time/cost effective
- Ensure the collection of all required quantitative and qualitative data from project stakeholders, in accordance with the project plan and Development Impact framework; following up as necessary to ensure accuracy and completeness.
- Review periodic Development Impact reports and take appropriate action based on the results and analysis:
 - If desired results have been achieved, initiate strategies for widespread awareness-raising and 'crowding in', focusing on applying leverage, replication of the project, and scaling
 - If desired results have not been achieved, either manage performance of the implementation team or adjust the strategy/approach
- Liaise with the Lead, Carbon Markets to prepare periodic reports or to give presentations to senior managers, donors or the Investment Committee on individual projects and/or FSD Africa/FSDAi's Carbon Markets portfolio as required

Influencing and Communicating for Impact

Actively participate in development, and lead implementation, of advocacy and communications plans for projects under management and support FSD Africa/FSDAi-wide Carbon Markets communication efforts:

- Contribute to carbon markets stakeholder mapping, especially in priority markets, identifying key beneficiary groups and decision makers; assist in developing innovative ideas for influencing them

- When developing project plans, consult and collaborate with the Communications team to identify how stakeholders need to be influenced to support the success of the intervention; for instance, by advocating for policy reform or stimulating market demand amongst potential beneficiaries
- Work collaboratively with the Communications team to develop and implement work plans and budgets; ensuring that efforts are monitored and evaluated to ensure impact
- Contribute to the implementation of the communication and advocacy strategy (e.g. by developing content for written materials/website; participating in campaigns etc); participate in and contribute to the development of annual and quarterly reports
- Represent FSD Africa in public forums and networking opportunities; at all times behaving in a manner consistent with FSD Africa's brand and values

Relationship Management

Take initiative to build relationships and ensure effective collaboration with and between all project implementers and stakeholders and FSD Africa/FSDAi colleagues:

- Identify, engage and build relationships with key partners and market actors who have the capacity and motivation to effectively contribute towards Carbon Markets development and/or project success
- Identify and pursue cross-pillar programming opportunities that align with the Carbon Markets strategy and intervention approach; work collaboratively with FSD Africa and FSDAi colleagues to leverage synergies
- Ensure a good understanding of stakeholder requirements for information or capacity-building; develop and deliver (or organise) events or disseminate materials that meet their needs effectively
- Design and deliver on knowledge sharing and capacity building sessions for both internal and external key stakeholders
- Manage any colleagues or consultants who are engaged on the projects under management using an engaging leadership style to drive high performance and motivation

Carry out any other duties or special assignments as assigned by the Management.

PERSON SPECIFICATIONS

Qualifications and Education

- Master's degree and six years of relevant experience or bachelor's degree and eight years of relevant experience
- At least three years' experience working on carbon market initiatives
- Excellent skills in written and spoken English

Essential Experience, Knowledge, and Skills

- Strong technical knowledge in key policy issues relating to de-carbonisation and sustainable development; good understanding of carbon market developments, trends and challenges
- Excellent grasp of key principles of project cycle management; proven track record of adaptive management
- Strong understanding of finance/investment management principles, with a track record of absolute integrity and financial accountability
- Good understanding of principles of risk and compliance management with relevant practical experience
- Successful track record of delivery of results in carbon markets development and/or relevant areas
- Excellent understanding of the principles underpinning the management of Development Impact with relevant practical experience
- Good understanding of principles of effective communications / influencing with track record of quality materials development
- Emerging network of professional relationships / memberships in the area of technical specialism
- Knowledge and skill in relevant ICT programmes, including MS Office

Desirable

- Experience of working in a multi-cultural environment

- Knowledge of donor policies and procedures
- Previous experience of working in FCDO-funded projects
- Languages: French, local African languages

COMPETENCIES

Competencies describe the key behaviours that drive success in all of FSD Africa’s roles, regardless of technical specialism. They have been derived from systematic research correlating performance with personal attributes. The table below indicates the level of each competency required for this role:

COMPETENCIES	Level 1: Basic	Level 2: Foundation	Level 3: Specialist	Level 4: Senior Specialist	Level 5: Leading Expert	Level 6: Executive
ESSENTIAL FOUNDATIONS						
Commitment & Alignment <i>Demonstrates commitment to serving our partners and alignment with the values and vision of FSD Africa</i>			✓			
Change & Challenge <i>Has a strong sense of ownership that leads to learning, self-starting, taking initiative, driving change and leading development</i>			✓			
ACHIEVEMENT COMPETENCIES						
Situational Awareness & Thinking <i>Thinks clearly and intentionally, analysing information objectively, understanding issues, solving problems, and making decisions</i>			✓			
Professionalism <i>Is keenly motivated to achieve goals & act with accountability to deliver quality results</i>			✓			
PEOPLE COMPETENCIES						
Relationships & Collaboration <i>Discerns and appreciates the values, viewpoints, or abilities of others; effectively reconciles different interests and displays emotional intelligence</i>			✓			
Communication & Influencing <i>Deliberately adjusts behaviour to accommodate others; communicates clearly, confidently, and appropriately to influence others</i>			✓			

KEY RELATIONSHIPS

Internal Relationships

- Cross-Pillar project teams executing carbon markets interventions

External Relationships

- Policy makers and implementors in pioneering governments
- Carbon market facilitators (e.g. ACMI)
- Researchers, consultants, academics
- Carbon project developers and other project partners
- Investors and other financiers involved/interested in carbon financing

	<ul style="list-style-type: none"> • Key influencers in carbon markets
FINANCIAL RESPONSIBILITIES	
Direct Control <ul style="list-style-type: none"> • Portfolio within Early-Stage Finance Pillar 	Indirect Influence <ul style="list-style-type: none"> • Specific carbon related programmes across FSD Africa and FSD Africa Investments

APPROVAL PROCESS	SIGNATURE	DATE
Job Holder		
Manager		
Director Talent Management		