

Climate Finance Access Network (CFAN) Advisor Terms of Reference

CFAN Program Overview

The Climate Finance Access Network (CFAN) was established in 2021 to support developing countries in accessing finance to achieve their climate objectives, in particular with regards to their energy transition goals. It is hosted by RMI. By cultivating a network of highly trained climate finance advisors, CFAN builds the capacity of developing countries to (1) identify the sources and instruments for delivering climate finance, (2) establish relationships with climate finance providers, and (3) structure financing for mitigation and adaptation investments. CFAN works across developing countries with a focus on Least Developed Countries and Small Island Developing States.

CFAN Advisor Position Overview

CFAN advisors work in-country with a targeted mandate to access international and domestic sources of public and private finance, to structure finance for investment in their host country's priority mitigation and adaptation projects and advise on the country's overall project pipeline strategy. CFAN advisors join a global cohort of climate finance advisors. Once hired, CFAN advisors attend a part-time, multi-month, cohort-based training program. The training program is delivered virtually through Moodle and includes regular live sessions which advisors are required to attend. Additionally, advisors are required to participate in regional workshops in person, where they receive further training and networking opportunities. CFAN advisors receive technical support from the Network throughout their tenure, and also benefit from the Network's peer-to-peer advisory support. Finally, advisors work with CFAN to conduct climate finance workshops for civil servants, ensuring lasting capacity in-country through knowledge transfer to government officials.

To this end, the CFAN programme will embed one CFAN advisor in the Economic Planning Division, Ministry of Finance, Economic Planning and Information Technology of Saint Vincent and the Grenadines. The CFAN Advisor will be hired by RMI with a direct reporting line to the Economic Planning Division and CFAN's Caribbean Regional Manager. The CFAN advisor will be deployed in Saint Vincent and the Grenadines through 2024 with a targeted mandate to support project development and resource mobilization for climate action.

Responsibilities

The objective of this position is to provide capacity support to the Economic Planning Division in developing project/programme proposals and resource mobilization for Saint Vincent and the Grenadines. The CFAN Advisors will provide technical expertise for the development of project/programme and structure financing models for accessing public and private finance for building resilience and/ or mitigating climate change. Further to this objective, the CFAN Advisor is expected to carry out the following specific duties:

- Participate and successfully complete CFAN's Advisor Training Program
- Develop and submit climate finance funding proposals, with a particular focus on renewable energy, energy storage and energy efficiency projects, including by navigating the range of financing sources, engaging stakeholders to fulfil funding proposal requirements, and assessing financial instruments to structure investments
- With CFAN support, lead the design and facilitation of at least one in-country capacity building effort to support transfer of skills and knowledge to local staff in relevant ministries and government offices and other stakeholders where appropriate.

- Contribute to the development of an overarching project pipeline strategy at the national / regional level with an emphasis on the energy sector or cross-sectoral approaches;
- Serve as an active member of the CFAN community, including by representing CFAN at events and external meetings, as well as by advancing CFAN's value-add through peer-to-peer learning, knowledge exchange, and cohort activities
- Work within the Project Development Team at the Economic Planning Division to structure project proposals to access climate finance. Projects could include:
 - Saint Vincent and the Grenadines Sustainable Transition in Energy Project (SVG-STEP)
 - Climate Elucidation for Adaptive Resilience in the Water Sector in Saint Vincent and the Grenadines (SVG – CLEAR – Water)
 - Forestry and Watershed Restoration for Climate Resilience in Saint Vincent and the Grenadines
 - Waste and waste management project – To be developed
- Assist the Economic Planning Division in the expansion of its project/programme portfolio through the development of project ideas, concept notes and proposals. This includes, inter-alia:
 - Reviewing relevant documentation and literature related to the projects/programmes being developed.
 - Defining the project/programme preparation arrangements including the technical coordination of each component/activity as appropriate.
 - Defining the project activities under each Component incorporating all technical comments as they arise.
 - Outlining detailed budgets and possible cost sharing/co-financing arrangements.
 - Defining the baseline and annual targets, and monitoring mechanisms for indicators which are defined in the proposal.
 - Developing and defining a Risk Management Plan.
- Supporting the mainstreaming of climate change into Saint Vincent and the Grenadines sustainable development planning by providing technical support and expertise.
- Outlining the processes utilized for the conduct of stakeholders' consultation, gender analysis, feasibility analyses and environmental and social analyses/assessments, and project/programme exit strategy.
- Develop business models and perform sound financial analysis
- Analyze financial data and use financial projections to design and recommend suitable financial structures
- Coordinate between national ministries to accelerate projects through the investment pipeline
- Where possible, pursue opportunities to finance projects through domestic resources as a means of enhancing country ownership.
- Liaise with national, regional, and international stakeholders and donor institutions.

Qualifications

- A master's in project planning/development, Development Studies, Finance, Climate Change, Environment Science/Management, Economics, or related discipline.
- Minimum of 5+ years of experience in climate finance, infrastructure/related finance, accounting, public finance management or related subject areas.
- Demonstrated ability to design financial instruments and develop climate finance projects in

- compliance with requirements of various climate finance funds.
- Experience accessing and structuring finance for climate investments, including from international climate finance institutions, strongly preferred
- Experience in stakeholder relationship building and collaboration with government agencies, donors and/international development partners, and non- government organizations
- Experience working in developing countries on climate and development issues related to the energy and water sectors strongly preferred.
- Fluency in written and spoken English
- Willingness and ability to commit to in-country work for minimum one (1) year and travel as required.
- Vincentian nationals or CARICOM nationals are strongly encouraged to apply.

Characteristics of the Position

Estimated Timeline of Position: The initial contract duration is for one (1) year and subject to extension contingent on performance and further contract renewal contingent on performance and availability of funding.

Location: The successful candidate will be based in Kingstown, Saint Vincent. This position is expected to be a blend of remote and in-office work. Further discussion with the successful candidate and the Ministry will determine the number of in-office working days.

Start date: The successful applicant will be expected to commence work immediately on appointment.

Reporting and Coordination:

- The CFAN Advisor will work within the Economic Planning Division and closely with staff within the various sub-units and will report directly to the Director of Economic Planning and CFAN's Caribbean Regional manager.
- The CFAN Advisor will have day-to-day interactions with Senior Management, other Project Development Specialists, Project Managers, Ministries and Key stakeholders.
- The Advisor will be expected to deliver a monthly report on progress, milestones, and lessons learned.

Submission deadline: 2nd January, 2024

To apply: <https://rockymountain.wd1.myworkdayjobs.com/RMI/job/CFAN-Advisor--St-Vincent-and-Grenadines--SVG- R-100555>

¹ CFAN prefers candidates to have at least 5 years of substantive work experience. As hiring circumstances and applicant pools are dynamic and context-dependent, the minimum years of experience is not a strict requirement and ultimately at the discretion of the member initiative leading the hiring process.