

EMPLOYMENT OPPORTUNITY

Green Climate Fund (GCF) Proposal Budget Manager

Conservation International (CI) has been protecting nature for the benefit of all for over 30 years. Through science, policy, and partnerships, CI is helping build a healthier, more prosperous and more productive planet. CI is looking for candidates to fulfill the position of a Green Climate Fund (GCF) Proposal Budget Manager. This position will be located in one of CI's country offices.

Position Summary:

Conservation International is an Accredited Entity (AE) of the Green Climate Fund (GCF). As part of its role as an AE, CI develops and proposes high-quality and innovative projects on climate mitigation and/or adaptation to the GCF. CI country offices or programs, or outside partners, that will serve as project Executing Entities (EEs) lead the development of project proposals, and the CI GCF Agency reviews and submits those proposals to the GCF.

As part of the development of a GCF Funding Proposal (FP), CI must develop detailed, accurate, and cost-efficient budgets and procurement plans that are consistent with CI and GCF standards and templates considering local contexts and pricing. While CI is accredited for projects up to \$250 million inclusive of co-financing, most projects in its development pipeline range from approximately \$20-100 million. In addition, CI must include budget-related information in several GCF FP annexes, including the proposed project's Gender Action Plan, Monitoring & Evaluation (M&E) plan, and legal term sheet. CI must also assess the budgets of, and conduct financial & operational capacity assessments of, sub-grantees and Executing Entity (EE) partner organizations. In addition, CI also submits Concept Notes and GCF Project Preparation Facility (PPF) applications prior to FP development, which also require budgeting using CI and GCF templates.

This position reports to the Senior Director Award Management Services and will lead the development of financial and budget elements of GCF FPs, Concept Notes, and PPF applications (collectively, "proposal budgets"), in coordination with the CI project development team, Project Delivery and Monitoring (PDM), Finance, General Counsel's Office, and CI-GCF Agency,

Role Summary and Key Functions:

- 1) **Budget Development:** Responsible for delivery of high-quality budget and budget-related elements of the GCF FP, Concept Notes, and PPF applications. Works closely with the project development lead, lead program operations lead(s), supporting program operations lead(s), and consultants to develop a detailed, accurate, and cost-efficient proposal budget and budget narrative that is consistent with CI budgeting processes and GCF budget requirements as detailed in the GCF Programming Manual. In doing so, must incorporate needs of project design, local pricing and context provided by CI country programs, and CI and GCF budget requirements. Works closely with the project development lead, CI Finance, and CI-GCF. Agency to assess proposed sources of co-finance in relation to CI and GCF requirements; incorporates co-finance budget information into the proposal budget; and supports development of FP co-finance letter that complies with CI and GCF requirements.
- 2) **Sub-Grantee Management:** Works closely with the project's proposal development team to assess budgets, workplans, and financial & operational capacity (using CI tools and in coordination with CI-GCF and the Grants and Contracts Unit) of proposed project sub-

- grantees; integrates these budgets into the project budget.
- 3) **Funding Proposal Annexes:** Enters and cross-checks FP budget information, and makes finance related recommendations, across the FP documents, including (but not limited to) the Funding Proposal “Financial Information” section, and several operations annexes. Creates a detailed FP project procurement plan in the GCF template, consistent with CI and program country/countries procurement processes; cross-checks this information against FP narrative, implementation timetable, and budget.
 - 4) **Donor Communications:** Provides written responses to the donor, participates in donor meetings and answers budget-related questions, and revises the proposal budget after review by CI Finance, CI-GCF Agency, and/or the GCF; may require quick turnaround times across multiple time zones to meet deadlines.
 - 5) **Training:** Understand and communicate, as needed, CI and GCF budget requirements, including templates, GCF Programming Manual, GCF policies on fees and co-financing, and GCF fiduciary standards. Conducts trainings or other capacity-development on GCF budgeting for country-level or regional-level operations staff.
 - 6) **Funding Agreement Negotiation:** Reviews and participates in negotiation of financial and business aspects of the funding agreement.
 - 7) **Other:** As time allows, contributes to budget development for proposals to other public funders (such as the Global Environment Facility) and/or financial reporting support.

Qualifications:

Required:

- Bachelor’s Degree in Accounting, Finance or field related to proposal budgeting and contract negotiations – additional years of relevant work experience may be substituted for educational requirement.
- Minimum of four (4) years of related work experience
- Demonstrated ability to create complex project budgets in Excel, preferably for projects funded by a public/bilateral/multilateral donor and/or related to conservation or international development.
- Demonstrated ability to work closely with project lead(s) to interpret project design requirements into project budgets and ensure budget considerations are incorporated into project design.
- Ability to learn and apply complex and changing donor budgeting requirements.
- Experience with project management to assure all work is completed in a timely and efficient manner and that deadlines are met.
- Excellent verbal and written English communication skills to explain and/or justify to the donor costing rationale, calculations, and/or budget structure.
- Flexibility and grace-under-pressure to respond to donor review under tight deadlines

Preferred

- Previous experience with international development organization
- Demonstrated ability to work with international and/or remote teams.
- Demonstrated ability to work across multiple teams to effectively deliver coordinated results.
- Critical-thinking and creativity skills to provide valuable inputs to budget design, make decisions, ensure all relevant costs are included, and make budgets more effective and efficient to meet project needs.
- **Professional proficiency in Spanish**

Other:

- Strong organization and prioritization skills.
- Ability to work effectively with a wide variety of people from different cultures and backgrounds.
- Capacity to work both independently and as a collaborative team member in a fast-paced environment.

Working conditions:

- This position has a global focus and will be located in one of CI's country offices.
- The incumbent must be available during EDT working hours, with periodic requirements to join calls with the donor located in Songdo, Korea.
- This position may require international travel to the US and/or country program offices to facilitate coordination, if deemed safe per CI Covid travel authorizations.

Application Process

Candidates interested please send your application with the following information to:

E-mail: lesen@conservation.org
Subject: GCF Proposal Budget Manager
Please include: Resume and Cover Letter
Deadline: June 25th, 2021

Conservation International promotes workplace diversity, equity, and inclusion within the organization and it is an equal opportunity employer. CI prohibits discrimination based on origin, nationality, race, age, sex, ethnicity, religion, gender, sexual orientation, different abilities or any other that contravenes the dignity of people, since equal treatment and opportunities are the principle of all our operations.