

Terms of Reference

Project Pipeline Manager – Canopy Trust (full-time, 2 years)

Location: Nairobi, Kenya

Headquartered in Switzerland, Catalytic Finance Foundation (Catalytic) has its mission to accelerate the design and deployment of catalytic finance solutions for sustainable infrastructure and nature. As an independent non-profit, we provide tailored technical assistance to support local projects to achieve bankability and deliver measurable impact. By designing and deploying catalytic finance mechanisms, we mobilize commercial capital toward those projects.

Catalytic is seeking a Project Pipeline Manager for its [Canopy Trust programme](#).

Canopy Trust provides blended finance solutions to attract private sector investments towards impactful projects that address the drivers of deforestation and support socio-economic development in the Congo Basin in Central Africa. It supports sustainable agriculture and forestry, renewable energy and sustainable cooking along with other deforestation-free value chains, through technical assistance (TA) at project level and catalytic investments at both project and investment fund level. Canopy Trust is an initiative implemented by Catalytic with the funding support of multiple donors.

Reporting to the Programme Manager of Canopy Trust and working closely with the Investment Specialist as well as with other Catalytic's colleagues and partners, the Project Pipeline Manager has the following roles and responsibilities:

Roles & Responsibilities

- Research and knowledge production: map and identify stakeholders and expand knowledge base of target countries and sectors (e.g. stakeholders mapping, country assessment and update, risks and opportunities, event mapping, etc.)
- Manage the project pipeline of Canopy Trust: receive projects submissions, screen, assess, and select projects for TA support, scope TA, oversee the deployment of TA, and handover projects post-TA potential investment consideration internally or for external investors
- Work closely with the Programme Manager on project evaluation and selection for TA, prepare TA Memos and present them to the Technical Assistance Committee for approval, including organisation for the Committee meetings and taking minutes.
- Responsible for the procurement of consultants for TA studies and for overseeing the commissioned TA studies, including drafting of ToRs and contract management
- Evaluate projects post TA for their impacts and investibility and hand over selected projects to the investment team or to other investors.
- Contribute to the origination of quality projects that fit into the scope of Canopy Trust
- In close collaboration with the Programme Manager of Canopy Trust, build active working relationship with relevant actors in the ecosystem (impact investors, investment fund managers, DFIs, advisory firms, accelerators, etc.) in Nairobi specifically as well as in Africa

more generally, particularly for pipeline sharing, investment alignment, and co-funding opportunities in Central Africa.

- Oversee the flow of projects in the pipeline of Canopy Trust, managing the data collection (reception of projects, upload into database, tracking, etc.) and the communication with project developers and project stakeholders
- Oversee and continuously improve the TA pipeline processes from sourcing projects to handing prepared projects over for investment consideration.
- Provide numbers, results, analysis, and deliverables for regular as well as ad-hoc communication, monitoring, evaluation, and reporting

Profile

- 5 years of experience in a similar function, either with investment funds, international organisations, or NGOs; experience with similar financing facilities with pipeline building for climate actions or reducing deforestation with an African focus
 - Experience working in or with the Central African region
 - Knowledge and working experience in projects aiming directly or indirectly at deforestation mitigation, ideally in sustainable agro-industry, agroforestry and forestry, including processing and transformation, clean cooking solutions and other alternatives to charcoal use, renewable energy with a clear link to reduced deforestation, forest preservation and forest restoration, and/or other deforestation-free value chains that address main deforestation drivers
 - A good understanding of business development and financial models for SMEs or infrastructure projects, in the context of emerging and developing countries
 - Experience working with stakeholders in the space of impact, blended-finance investment for climate targets would be a plus
 - Deal sourcing experience and network in the Central African region are a strong asset.
 - Experience with international standards, such as IFC Performance Standards, Gold Standard, IRIS+, and carbon credits would be a plus
 - Soft skills and making good judgement with a large volume of projects within a limited time are some of the essential qualities required in this role
 - Passionate about climate mitigation and adaptation, biodiversity, reducing deforestation with a strong commitment towards a more sustainable world
 - Team player, highly organized, flexible and experienced in working in a multicultural environment
 - Taking initiatives and thinking out of the box to find solutions to challenges are needed on a daily basis.
 - Strong skills with Microsoft Word, Excel, PowerPoint, graphic design applications and AI tools.
 - Proficient English and French level in writing and speaking.
 - Excellent writing, drafting and editing skills
- Minimum Bachelor's degree or equivalent in environmental science, finance, economics, or international relations

Location:

The working station will ideally be Nairobi, Kenya. But we remain open to Kinshasa, Douala, Yaoundé, and Brazzaville. Field trips, business trips, as well as trips to the Foundation's headquarters in Geneva are to be expected. **Start time:** ASAP



Contract duration: 2 years, extendable

Application Process:

Interested candidates are invited to send their CV and Cover Letter to julie.goerig@catalyticfinance.org.