

Job profile

**CONSULTANCY  
DELIVERY  
RESPONSIBLE-  
CLIMATE FINANCE**

**Practical  
ACTION**

## Practical Action

### ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

### OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

### HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: *Demonstrate, Learn and Inspire*.
  - Demonstrate that our solutions are sustainable in the real world
  - Learn by capturing evidence and adapting our approach
  - Inspire wider support to multiply our impact.

### OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary changemaking organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.
- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.
- A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.

## JOB PROFILE

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**Responsible to:** PAC Business Head

**Grade:** 5

**Line Manages:** As delegated

**Unit:** PAC

**Location:** Kathmandu, Nepal

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### Purpose, Scope and Relationships

**The purpose** of the role is to provide strategic and operational support to the PAC Business Head for the development and expansion of Climate Finance strategy and implementation under Practical Action. The role includes identifying funding opportunities, developing proposals, managing project delivery and budgets, and maintaining relationships with donors and partners.

**The scope is to be responsible** to lead the development and implementation of Practical Action Consulting's work in assigned sector/theme, support in PAC Asia team building and contribute to specific projects and programmes; Take initiative in knowledge capture from Practical Action and PAC implemented projects and disseminate to influence policies and practices in the region, profiling and enhancing footprint of the organization; Develop/Maintain productive relations with Practical Action, Partner Consultants of Practical Action Consulting; Represent PAC as and when delegated.

**The key working relationship is** with partner consultants and Practical Action's Programme teams and take/suggest appropriate steps for better integration; Involve in networking with key stakeholder's donors, government line agencies, national and international networks; Represent the organization in workshops, meeting and seminars as required when assigned; Provide inputs in developing and strengthening networks of peers and professional contacts, within and outside the organization.

## Job Functions and Responsibilities

### 1. Business Development & Opportunity Identification

- Be aware of and be updated on the consulting opportunities/projects funded by various donor agencies in the Climate Finance sector well in advance and prepare accordingly
- Research and analyze climate finance trends, funding sources (e.g., GCF, AF, multilateral banks, private investors, etc.), and emerging opportunities. Identify and assess potential climate finance projects (mitigation, adaptation, resilience).
- Contribute to generate sustainable income streams
- Conduct financial analysis, risk assessments, and due diligence for projects.
- Support negotiations with investors and financial institutions.
- Build and maintain relationships with donors, investors, and partners (NGOs, governments, private sector)
- Lead the development of pitch decks, concept notes, and investment cases and strategically position Practical Action to respond

### 2. Proposal Development & Bid Writing

- Lead and contribute to the preparation of high-quality funding proposals (e.g., for GCF, GEF, EU, bilateral donors).
- Develop appropriate consortium along with the experts as per the strategic requirement
- Coordinate with technical teams to align proposals with funder requirements.
- Ensure compliance with donor guidelines and submission deadlines.
- Track and report on proposal success rates and lessons learned.

### 3. Quality Delivery

- Be accountable for quality delivery of awards and associated fiduciary risks
- Maintain regular communications with donors, clients, consultants, partners
- Ensure project spending to be within planned budgets, for deviations obtain prior approval.
- Identify any potential risks, take mitigation actions and notify concerned in advance
- Manage consultants assigned in the concerned projects

### 4. Asia Functioning

- Assist in developing EOIs/ proposal to the PAC Asia team as requested
- Develop and/ or maintain regular communications with consultants and experts for their inputs in business development and assignment implementation
- Represent PAC Business Head when delegated
- Provide updates to the PAC Business Head on the project team and their involvements

### 5. Knowledge Management and Outreach

- Maintain a database of climate finance opportunities, partners, and competitors.
- Prepare reports, case studies, and presentations on climate finance activities.
- Stay updated on global climate policy, carbon markets, and innovative finance mechanisms. Work in close coordination with partner consultants and Practical Action's Programme teams and take/ suggest appropriate steps for better integration
- Involve in networking with key stakeholder's donors, government line agencies, national and international networks

- Represent the organization in workshops, meeting and seminars as required/ when assigned.
- Contribute to high standard of analysis, synthesis and lesson-learning is carried out in all the projects
- Produce high quality knowledge products as appropriate and promote to clients

## 6. Other

- As per requests made by the PAC Business Head
- Field visits to the project sites as and when required

## PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

<b>EXPERIENCE &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Three years relevant experience of Climate Finance</li> <li>• Knowledge and work experience in the area of climate finance</li> <li>• Experience in coordination with government, private sectors, civil society and development partners coupled with excellent networking and communications skills.</li> <li>• Excellent coordination and collaboration skills.</li> <li>• Excellent negotiating and people management skills.</li> <li>• Hands on experience in enterprise and private sector development</li> <li>• Experience in advocacy and engagement with external stakeholders</li> <li>• Excellent knowledge of development issues affecting Nepal's economic, social and political development</li> <li>• Proven experience in capturing knowledge, learnings and management.</li> <li>• In depth understanding of gender transformative approaches</li> <li>• Ability to effectively represent Practical Action's work in National and International platform.</li> <li>• Commitment to development principles and Practical Action's vision, mission, values and ambition</li> <li>• In-depth understanding of the theme related development priorities of Nepal, policy environment and analytical ability to unfold systemic issues will be essential as a strategic thinker</li> </ul>
<b>BEHAVIOURS &amp; MOTIVATION</b>	<p>The most important practical behaviors, for role success are:</p> <ul style="list-style-type: none"> <li>• Completing</li> <li>• Collaborative</li> <li>• Creative</li> <li>• Dynamic</li> </ul>

**Contract Duration:** One Year

**Qualifications:** Bachelor's or Master's in Finance, Economics, Environmental Science, Business, or related field

Line Manager

Employee