



Terms of reference

Grant Manager

March 2019

Line Manager: Director General

Location : Geneva

Duration : 2 years renewable

100%

The Foundation

Fondation Franklinia is a Swiss private foundation established in 2005. It provides financial support to nature conservation projects. Its objective is to support the **conservation of threatened tree species** around the world and improve their conservation status.

Since its creation, the Foundation has been supporting on-the-ground conservation actions, the establishment and conservation of botanical collections, taxonomic studies, production of floras, publications of red list of threatened species, reintroduction projects as well as ex situ conservation initiatives implemented by botanical gardens.

The Foundation will now prioritize its support for in situ conservation projects of globally threatened species around the world as a measure to avoid extinction.

The Foundation is governed by a **Board** and is assisted by an **Expert Committee** who provides technical expertise. A **Secretariat** was established in 2018 in Geneva to manage the daily operations.

Objectives

The Foundation is currently extending its project portfolio. The Grant Manager will oversee **one part of the project portfolio of the Foundation**, the other part being managed by other members of the Secretariat. He/she will assist the Director General in **building a high quality project portfolio** in line with the strategy of the Foundation. For projects under his/her management, objectives are as follows:

- Search and identify good projects to develop the project portfolio under his/her management ;
- Review proposals submitted for funding against eligibility criteria and priorities of the Foundation;



- Prepare project documents for review by the Expert Committee and the Board;
- Review project reports submitted by grantees;
- Compile comments and feedback to applicants;
- Monitor projects and interact with grantees including through field visits;
- Track and document the impact of projects;
- Build synergies with other donors;
- Represent the Foundation at technical meetings as needed.

Specific tasks

Project eligibility

- Screen all projects against eligibility criteria in order to establish a first selection of projects for in depth review;
- Document the screening and reasons for selection.

Detailed project analysis

- Review of proposals; analysis of technical quality and budget;
- Prepare a summary for the Expert Committee and the Board;
- Undertake research and contact references as needed;
- Ask for independent expert advice as needed.

Participation in Expert Committee meetings

- Prepare a summary of project reviews and propose a ranking of projects according to their quality and relevance as well as alignment with the Foundation's priorities;
- Participate in Expert Committee meetings;
- Forward comments and decisions to applicants and ensure that proposals are revised in line with comments.

Project monitoring and evaluation

- Once a project is accepted for funding, prepare a grant agreement and proceed with signature according to agreed procedures;
- Organise payments;
- Ensure that reports are submitted on time;
- Review of technical reports; prepare a summary of progress against initial objectives and flag potential issues;
- Review financial reports and ensure that expenses are in line with agreed budget;
- Communicate results of these reviews to grantees; help them improve the quality of their reports and propose adaptive measures in case of problem;
- Ensure a proper archiving of all documents.

Field visits

- Identify projects for which a field visit would be beneficial;



- Organize and conduct field visits according to a calendar approved by the Director General;
- Prepare trip reports with clear conclusions and recommendations;
- Communicate conclusions and recommendations to grantees and maintain communication to ensure that they are taken into account.

Others

- Participate in the general activities of the Foundation under the direction of the Director General;
- Represent the Foundation at technical meetings;
- Undertake any specific tasks as requested by the Director General. In a small organisation flexibility is necessary and mutual assistance is needed.

Profile – Experience

- Master degree;
- Personal interest in conservation of nature and the mission of the Foundation;
- At least 5 years of experience in nature conservation with field experience;
- Good botanical knowledge and experience in plant conservation;
- Experience and success in project proposal writing;
- Experience in project monitoring and evaluation;
- International and multi cultural experience ;
- Fluent in English and French;
- Creativity, enthusiasm, initiative and enterprise;
- Ability to work as a team member in a friendly atmosphere.

How to apply

Please submit your application letter and Curriculum Vitae by email to recrutement@fondationfranklinia.org before **April 10th 2019** with your name followed by «Grant manager» in the subject line.