

TERMS OF REFERENCE

Carbon Project Officer

Starting ASAP – Deadline to submit application: April 29th 2011

1. BACKGROUND

Nexus is a nonprofit alliance of development organizations committed to using carbon finance to alleviate poverty and foster sustainable development. Nexus aims at facilitating access to carbon finance through a 3 pillar-structure:

- Nexus alliance, for expertise transfer among members
- Nexus fund, a vehicle for ethical investments
- Nexus beyond offsetting , a fair trade platform for ethical carbon credits

Nexus head office is in Singapore, and desk offices serve as support in Cambodia, Mali and soon to be in India.

Nexus has currently 11 members, spread out over 15 countries (mainly South Asia, South East Asia, and Western Africa).

Nexus is looking for a **Carbon Project Officer** to bring pro poor projects to the carbon markets, build Nexus members' carbon finance capacity and undertake ad hoc consultancies.

POSITION SUMMARY

Position Title:	Carbon and Technology Analyst
Position Profile	Carbon finance project management
Position grade:	Manager
Unit/Dept:	"Alliance"
Direct Supervisor	Technical Director
Resource persons:	Carbon and Technology Analysts, Alliance Manager
Duty station:	Phnom Penh, Cambodia
Start date:	As soon as possible

2. DUTIES AND RESPONSIBILITIES

The carbon and technology analyst will be responsible for:

- 1) Bring pro poor projects to the carbon markets
- 2) Build Nexus members' carbon finance capacity
- 3) Undertaking ad-hoc consultancies where such opportunities become available

1) Bring pro poor projects to the carbon markets

In compliance with processes and quality standards established by the Nexus Technical Director, the carbon and technology analyst will develop the documentation and activities related to project development for Nexus members to obtain bankable CERs or VERs.

This includes:

- Rapid assessment and project screening
- Feasibility studies
- Data collection, study design and report writing
- Preparing Carbon project documentation (briefs, PINs, PDDs, monitoring reports)
- Compliance with relevant market standards e.g. Gold Standard, CDM.
- Design and implementation of monitoring system
- Obtaining service agreements with DOEs
- Aiding logistical arrangements for validation and verification

2) Build Nexus members' carbon finance capacity

- Mentor and work closely with Nexus members to build capacity
- Provide ad hoc technical expertise to potential future Nexus members seeking guidance on carbon finance
- Produce specific training modules on carbon finance targeting Nexus members, project developers, private companies and institutions
- Actively contribute to Nexus internal knowledge management tools

3) Undertake ad-hoc consultancies where such opportunities become available

- Identify suitable opportunities
- Submission of proposals
- Liaising with relevant Nexus staff and/or partners for the completion of the work
- Ensuring deadlines are met

3. PROFILE

Experience

- At least 3 years in the field of international development or carbon finance
- Proven ability to manage the full project cycle from PIN writing to verification
- Experience in methodologies writing is a plus
- Experience in the development (not for profit) sector

Education

- Master's degree in environmental science or equivalent

Skills

- Excellent analytical skills
- Excellent written and verbal communication skills
- Excellent Excel skills
- Excellent professional proficiency in English is a must
- Proven ability to set up and manage procedures
- Sensitivity to cultural differences

Personal quality

- Highly committed to Nexus values
- At ease in working in a small structure, start-up-type, where tasks and responsibilities are in constant evolution
- Able to operate in a multicultural environment
- High level of autonomy at work, yet with proven team-spirit
- Adaptive, patient, resilient and flexible
- Ability to work under pressure

4. HOW TO APPLY, POSITION CONDITIONS:

By email to: s.bryan@nexus-c4d.org

Conditions: based on the level of expertise and Nexus salary grid