

## TOR:

**Duration:** 15 February – 15 August 2024 (6 months)

### 1. Qualifications / special skills or knowledge

- **Special skills / knowledge:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and respond appropriately; asks questions to clarify, and exhibits interest in having two-way communication; considers all those to whom services are provided to be “clients” and seeks to see things from the clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; keeps abreast if available technology; understands applicability and limitations of technology to the work of the office; activity seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
- **Education:** High school diploma or equivalent. University degree in administration, finance or economics is desirable.
- **Professional Experience:** One to three year of progressively responsible experience within the government administration, non-governmental organization, private sector or related organization or institution with experience in administration and/or training. Extensive experience in the use of computers and standard office software (e.g. word processing, spreadsheets, slide presentations).
- **Languages:** English is the working language. For this post, Spanish is required, French is desirable.

### 2. Objectives, output expectations and performance indicators

INCAE/UNEP FI needs a consultant to support joint Training Programme in promoting and delivering the online courses and in-person workshops on: Environmental and Social Risk Analysis (ESRA), Corporate Ecoefficiency in Financial Institutions (CEFI), Climate Change & the TCFD: Risks & Opportunities for the Banking Industry, Green, Social and Sustainable Bonds, Sustainable Finance, Sustainable Finance for Cooperatives of Saving & Credit, Responsible Investment, Green Hydrogen Financing, Race to Net Zero.

The consultant will also assist in updating and scaling up the existing training programme and develop new training programmes.

The final result of the consultant’s work will be the successful development and implementation of the above courses in 2024.

### 3. Specific tasks and responsibilities

*(Cover all aspects of the work to be carried out)*

The incumbent will be responsible for the following:

- Assist in the delivery of all the ESRA, CEFI and Climate Change Online Courses.
- Assist in organizing multiple in-person training workshops/webinars on sustainable finance related topics around the world.
- Use marketing tools to promote training courses and secure participants in the courses.
- Assist with coordination, administration and liaison with relevant and strategic Partners to scale up the Training Programme.
- Assistance provided in HR-related matters, including supporting the training coordinator in hiring and contracting procedures of consultants, interns.
- Support provided to the training team for general issues such as taking care of course registration and contract document compilations to Administration as well as day to day requests as required.
- Assistance with creation and maintenance of data for the training database.
- Administrative support to UNEP FI training Workshops undertaken. Meetings, procurement and contracting requests, memos and other tasks carried out.
- Assist in preparing payments including preparing contract, preparing budget summaries, tracking expenditures internally, and assisting with mapping donor reporting
- Proofread documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.

### 4. Duration

The duration of the contract is for 6 months from 15 February – 15 August 2024.

### 5. Location

Working remotely

### 6. Working hours

Part time – 20 hours per week

**To apply send you resume & motivation letter no later than 31 January, 2024 to [clacds@incae.edu](mailto:clacds@incae.edu) and indicate in the subject: training assistant.**