



European Bank
for Reconstruction and Development

Section 1 – Details

Job Title	Associate, Green Cities
Band/Functional Area/PMF Job Group	5/Banking/Investment Services
Team/Unit	Banking
Responsible to / Line Manager <i>This should be a role title, not a named individual.</i>	Head of Unit/Deputy Head – Sustainable Infrastructure Group (SIG)
Location	London
Date Prepared	September 2019

Section 2 – Purpose of Job

The Associate will be required to provide support to the expanding EBRD Green Cities, which provides long term solutions for tackling the environmental challenges that cities face, through sustainable infrastructure investments and policy measures. The main tasks of the Associate will be: (a) marketing of EBRD Green Cities; (b) support, where relevant, to Banking teams in the preparation of EBRD Green City projects; and (c) support/lead to Green City Action Plan (GCAP) delivery, in close collaboration with bankers and sector specialists within SIG, together with the grant planning unit and the Energy Efficiency and Climate Change (E2C2) team.

Section 3 – Background

The EBRD has a thriving EBRD Green Cities programme, which within a period of 3 years, has grown to a EUR 1 billion plus facility, with EUR 360 million invested to date in 17 projects. Thirty Cities across 21 countries have now signed up to the programme, with the ambition being as stated in the recently approved Municipal Strategy, that within the next five years this would grow to 100 cities. EBRD Green Cities' key themes are first a 'trigger' investment which is the first transformational (in terms of climate adaptation or climate mitigation) city investment and second a Green City Action Plan (GCAP), which is the means by which a long-term vision for green and sustainable investments together with necessary policy reforms is determined.

Moreover, the EBRD has recently secured financing from the GCF to support EBRD Green City investment projects and associated Technical Co-operation (TC) and in nine of the Bank's Countries of Operation, which is now entering the operational phase. The total funding is in the amount of EUR 228 million. This will co-finance concessional loans, grants (for climate resilience), together with technical co-operation (for GCAPs, project preparation and implementation), all in support of EBRD Green City investments.

Section 4 – Accountabilities & Responsibilities

Under the guidance of the senior members of the EBRD Green Cities team the associate will:

- **Pipeline Development:**

Work with the EBRD Green Cities Team together with Bankers and sector specialists from the SIG to continue to develop a pipeline of EBRD Green City projects. This will include:

- (a) preparing presentations on EBRD Green Cities for use with clients;
- (b) updating pipeline of potential EBRD Green City projects; and
- (c) participating in marketing meetings with clients.

- **Project Preparation:**

Provide support, as required to EBRD Green City projects. This will involve:

- (a) Supporting relevant aspects of the project due diligence, in close co-operation with banking teams, which will focus on the project's eligibility for inclusion in EBRD Green Cities.
- (b) Contributing to the preparation of internal documentation for project approval (i.e. CRM, SRM, FRM and Board documents).
- (c) Client visits as part of the project's due diligence and in close co-operation with the banking team.

- **Green City Action Plan (GCAP) Delivery:**

Guided by colleagues from E2C2, provide support and, where necessary, lead the development and implementation of the GCAPs. This will involve:

- (a) Preparing terms of reference;
- (b) Preparing commitment letters and Memorandums of Understanding.
- (c) Managing/participating in selection of consultants;
- (d) Managing consultants;
- (e) Ensure quality meetings including kick-off, prioritisation and stakeholder engagement; and
- (f) Ensuring quality GCAP is delivered in terms of investments and policy options.

Section 5 – Qualifications & Skills / Experience & Knowledge

Qualifications and Skills:

- Master's degree in climate finance or closely related field.
- Computer literacy, conversant with Microsoft Office and spread sheet packages, which may include, financial analysis.
- Ability to work effectively as a team member and to deadlines and under time pressure.
- Excellent written and oral communication skills in English.
- Good command of the relevant local/country languages is an advantage, including French.

Experience & Knowledge:

- Three years of relevant climate finance work experience from an investment or commercial bank or relevant private or relevant public institution.