**CONSERVATION INTERNATIONAL **

**STANDARD JOB DESCRIPTION**

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| **Job Title: Grants & Contracts Manager Job Number: TBD Pay Band: 3/Manager****Career Track: Individual Contributor Job Family: Operations / Grants & Contracts**  |

Position Title: Grants & Contracts Manager

Overtime Eligibility: NA

Department/Program/ Location: Operations CI-Ecuador / Guayaquil

Supervisor: GCF Project Operations Director

**SUMMARY**

The Ecuador Mangroves for climate Project funded by Green Climate Fund (GCF) aims to Integrate mangrove benefits into coastal governance, reduce GHG emissions, and improve livelihoods through innovative partnerships in Ecuador. Over seven years, the project will undertake activities in the coastal and marine region to achieve sustainable climate impacts.

The Grants & Contracts Manager is responsible for overseeing the efficient and effective management of grants and contract-related activities required to deliver the project efficiently, effectively, and on time. This major project will be implemented over seven years and has a budget of more than USD $ 36.4 million, project staff, an ambitious timeline, and strict donor requirements. Grants will total more than USD 11,662.630 and Contracts USD 14,222.233 over the project lifetime.

The Grants & Contracts Manager is responsible for pre-award and post-award grants management functions for cash and in-kind grants awarded by the project: prepares grants management plans; reviews subgrant applications and proposals; conducts due diligence of subgrantees and monitors resulting mitigation measures; provides advice, guidance, and training for grantees; drafts grant agreements and receives approvals from the donor as needed; monitors subgrants; tracks grants in the CI grants management system; and closes out grants upon completion. The Grants & Contracts Manager works to minimize risk to CI and reviews grants-related activities for accuracy, completeness and compliance with CI and grantor policies and procedures, and S/he provides timely and high-quality reporting on subgrating and contracting for internal audiences and the donor. s/he also drafts and manages services agreements with consultants and service providers in coordination with the project’s procurement manager.

The Grants & Contracts Manager is a key information resource responsible for ensuring effective communications with all key stakeholders. S/he compiles information and responds to requests from partners and program and HQ staff and maintains complete, accurate and up-to-date filing and tracking systems.

Update for each project: This position does not supervise staff and duties are performed under general supervision. Duties are performed in close coordination with the project’s Finance Manager, technical staff, and CI-Ecuador operations team, and under the direction of the Project Operation Director. He/she will interact with representatives of CI-Ecuador and the CI-GCF Agency, the project’s GCF Accredited Entity (AE), on grant-related matters.

**KEY RESPONSIBILITIES**

Grant Pre-Award Management:

* Draft and manage announcements of competitive subgrants
* Responsible of processes for receiving, reviewing and awarding competitive subgrant proposals, in coordination with relevant project team members; review financial and technical proposals for competitive subgrants; and manage award evaluation panels. In doing so, this position will set a culture of ethical and fair grantee selection.
* Conduct due diligence of subgrantees in compliance with CI, donor requirements and legal country requirements, including relatively complex assessments for large awards; implement identified risk-mitigation measures in coordination with grantees.
* For subgrants already designed in the GCF funding proposal stage, work with awardee to update and validate workplan, budget, and due diligence prior to award
* Draft sub-agreements using donor templates and manage AE approval and CI legal/HQ review; ensure all necessary signatures are in place.
* Draft and manage grant-agreement amendments.
* Draft and manage travel grants and travel agreements.
* Manage grants close-out activities as directed.

Grant Post-Award Management:

* Provide subgrant oversight in line with the results of pre-award due diligence; provide guidance, support, and capacity building as needed to support subgrantees to meet CI and donor compliance requirements
* Review grantee quarterly technical and financial reports and provide and/or coordinate related grant oversight with technical members of the project team
* Coordinate with CI-Ecuador Grants and Contracts Manager and/or conduct site visits and/or desk reviews as required
* For in-kind grants, in coordination with procurement manager and delivery team, ensure proper inventory management, distribution, and use of goods procured by CI and provided to partners and/or beneficiaries
* Manage subgrantee disbursement requests.
* Review grantee financial reports for the travel grants and travel agreements submitted and follow up for closure.
* Monitor existing grants for compliance with grant agreements and CI and GCF policies and procedures, in coordination with the Project Operations Director and CI-Ecuador Grants and Contracts Manager.
* Ensure proper training is provided to subgrantees related to CI and GCF policies and requirements.
* Ensure subgrantees understand all information related to prohibited practices, conflict of interest, grievances and reporting mechanisms, in coordination with the Project communications lead.

Grants Administration and Monitoring:

* Ensure complete, accurate and timely data and information is maintained in the grants management system. Work with system administrators to resolve recording issues and recommend system improvements and efficiencies as needed.
* Develop and revise with CI-Ecuador Grants and Contracts Manager annual grants plans to AE, and plan grant needs throughout the year to ensure that grants are awarded in accordance with project needs
* Assist in providing timely, accurate and relevant grant reporting, including budgeted to actual comparisons and status reports; In coordination with Project Operations Director and Finance Manager provide quarterly and annual reporting to the AE on procurement status
* In coordination with CI-Ecuador Grants and Contracts Manager assess grants-management policies and procedures and suggest improvements or changes as needed to ensure effective granting that meets project needs
* Serve as a primary contact and manage day-to-day interactions with grantees and program, field and HQ colleagues.
* Maintain hard copy and electronic agreements and related files.
* Provide other administrative support as directed.
* Prepare follow-up grants report to be reviewed monthly by the CI-Ecuador Grants and Contracts Manager.

Contracting:

* Draft services agreements and agreement amendments (as applicable) for local and international consultants using donor templates and manage AE approval and CI legal/HQ review; ensure all necessary signatures are in place.
* Serve as a primary contact and manage day-to-day interactions with contracted consultants, in coordination with project staff responsible for technical direction of contract.
* Assist consultants with routine financial, compliance and system reporting questions. Provide training and support as directed.
* Monitor contracts for compliance with service agreements and CI and GCF policies and procedures.
* Prepare follow-up contracts report to be reviewed monthly by the CI-Ecuador Grants and Contracts Manager

**PEOPLE AND RESOURCE MANAGEMENT RESPONSIBILITIES**

* This position does not directly supervise staff.
* Not accountable for an operating budget but tracks and monitors expenditures. Initiates payments requests or similar routine transactions within established guidelines.
* Activities help manage public or private funds but not directly accountable. Familiar with the requirements of donor agreements, CI-Ecuador and CI's donor related policies and procedures.

**QUALIFICATIONS**

* Third level degree in commercial engineer, business Administration, finance, accounting or related field.
* 6–8-year experience in grants management, business administration, accounting, or related discipline desirable in not profit sector.
* Demonstrated ability in reviewing grant proposals, monitoring grants or contracts, and drafting contracts
* Team player and ability to work cooperatively with internal and external partners.
* Strong written and verbal communication skills.
* Highly organized and ability to multi-task, prioritize, adapt to changing priorities, and solve problems and challenges.
* Strong attention to detail and problem-solving abilities.
* Demonstrated ability to handle confidential and sensitive information.
* Good proficiency in English

**PREFERRED QUALIFICATIONS**

* Previous experience in working with a non-profit organization, international organization, and/or in the environmental field
* Demonstrated related experience for a large project and/or with funds from a restricted donor
* Previous experience with a sub-grants management system

**WORKING CONDITIONS**

* Work is performed in a typical office environment in Guayaquil.
* Flexibility to work outside normal work hours to meet deadlines as needed.
* Up to 20% of local travel.

**JOB/CAREER FAMILY**

*For information about the career/job family associated with this position, see the Standard Job Description E-Library on the intranet.*

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| **Acceptance/Approval of Job Description** |
|  | Name (please print) | Signature | Date |
| Employee |  |  |  |
| Manager |  |  |  |
| Division Head |  |  |  |
| Human Resources |  |  |  |