

## Terms of Reference

### Terms of Reference – EEP Africa Portfolio Manager

**Job title:** Portfolio Manager, EEP Africa

**Reporting to:** EEP Africa Head of Portfolio

**Contract duration:** 1 January 2025 to 31 December 2026 (potentially renewable)

**Contract:** full-time

**Location:** Any of the EEP Africa countries (listed below), with preference to be based in one of the SNV offices in these countries<sup>1</sup>.

SNV is a global development partner, deeply rooted in the countries where we operate. We are driven by a vision of a better world: A world where across every society all people live with dignity and have equitable opportunities to thrive sustainably. To make this vision a reality, we need transformations in vital agri-food, energy, and water systems. SNV contributes by strengthening capacities and catalysing partnerships in these sectors. We help strengthen institutions and effective governance, reduce gender inequalities and barriers to social inclusion, and enable adaptation and mitigation to the climate and biodiversity crises. Building on 60 years of experience we support our partners with our technical and process expertise and methodological rigour. We do this in more than 20 countries in Africa and Asia with a team of approximately 1,600 colleagues. By being adaptable and tailoring our approaches to these different contexts, we can contribute to impact at scale, resulting in more equitable lives for all.

For more information on SNV, visit our website: [www.snv.org](http://www.snv.org)

### Overview of the position

SNV has been selected as the Service Provider to the Nordic Development Fund (NDF) for the Implementation of Support Services for the Energy and Environment Trust Fund (EEP Africa). EEP Africa is an open-ended clean energy financing facility, hosted and managed by NDF, with funding from Austria, Denmark, Finland, Iceland, NDF, Norway, and Switzerland. The Fund's operations focus on three interrelated activities: i) Clean Energy Financing supporting early-stage renewable energy and energy efficiency projects, ii) Investment Facilitation and Business Development Support (BDS), and iii) Knowledge and Partnerships. The Fund currently focuses on 17 countries in the Southern and Eastern Africa region: Botswana, Burundi, Comoros, Eswatini, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Rwanda, South Africa, Tanzania, Uganda, Zambia, and Zimbabwe. Considering current and foreseen growth of the EEP Africa portfolio, we are planning to expand the team with three Portfolio Managers.

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<sup>1</sup> EEP Africa countries with SNV office presence include Burundi, Kenya, Mozambique, Rwanda, Tanzania, Uganda, Zambia, and Zimbabwe.

### **Key responsibilities**

The Portfolio Managers have responsibility for the direct and day-to-day interface with projects and grantees of EEP Africa. In addition, they form an integral part of the EEP Africa team to deliver the Fund's objective to provide a sustainable and effective model for identifying and fast-tracking support to innovative renewable energy and energy efficiency projects.

Key responsibilities and corresponding deliverables are listed below. Additional requests may be made to the Portfolio Manager in line with above objectives and as agreed between the Portfolio Manager and the Head of Portfolio for EEP Africa.

### **General support to Fund management:**

- Input to annual and quarterly workplans;
- Input to quarterly fund report;
- Attend regular EEP Africa (virtual) team meetings with the fund manager;
- Support to the Supervisory Board meeting preparations as requested;
- Represent the Fund and its interests inside the EEP Africa region and elsewhere as appropriate and agreed;
- Regular updates on site visits, grantees, events, and investment opportunities for communication purposes.

### **Portfolio management:**

- Regular and proactive communication with between 10 to 15 grantees, as well as ad hoc engagements with EEP Africa's alumni network;
- Review, validate and process milestone reporting and disbursements from EEP Africa grantees ensuring that all supporting documentation, approval and safeguards procedures are adhered to;
- Adhere to effective financial management, grant and repayable grant administration and disbursement procedures;
- Prepare project modification and extension requests with possible amendment of financing agreements;
- Attend regular meetings with the fund manager to discuss portfolio progress, potential red flags, upcoming project modification needs, as well as other ad hoc needs of grantees;
- Ensure effective follow up of project implementation including proactive portfolio risk management and project visits, with particular attention to regular follow up of environmental and social safeguards;
- Provide input to the set-up and design, and utilise online portfolio management system as procured by NDF.

### **Call for Proposals (CfP)**

Support the annual CfP from EoI stage through to contracting and onboarding of new grantees, including timely support to the following steps:

- Marketing, communication and advertisement in the region and elsewhere as required;
- Pre-screening of assigned Expressions of Interest against minimum criteria and general quality;
- Detailed evaluation of assigned EoIs against preset evaluation criteria and frameworks;

- Long-listing of applications in coordination with the fund manager;
- Pitch interviews with assigned long-listed applicants;
- Shortlisting of applicants who will proceed to full proposal stage;
- Proposal development with 5-10 assigned applicants;
- Evaluation of assigned proposals;
- Development of memos for the Investment Committee for assigned projects;
- Presentation of the recommended portfolio to the Investment Committee;
- Comprehensive due diligence process and reporting for assigned projects;
- Preparing financing agreement and supporting documentation templates related to assigned approved grant and repayable grant projects for the fund manager's review, approval and signature;
- Onboarding support to new grantees.

#### **Monitoring, Evaluation and Learning**

- Support reporting on key indicators and impact from active portfolio within MEL framework by working closely with the MEL Officer;
- Support the preparation of physical and/or virtual knowledge events in strategic partnership with other stakeholders;
- Support the development of high-quality, timely knowledge briefs, case studies and sector thematic reports.

#### **Technical assistance: Business Development Support & Investment Facilitation**

- Identify grantee needs for targeted TA expertise with core focus on strengthening investment readiness "post EEP Africa";
- Engage proactively in regular discussions with grantees to identify needs in terms of raising additional financing and reaching investment readiness;
- Support as appropriate regular investor facilitation activities for EEP Africa grantees;
- Coordinate with TA providers on designing the scope of TA engagements, attend meetings between the TA provider and grantees.

#### **Qualifications**

The expected qualifications of the Portfolio Manager include:

- At least a bachelor's degree in a relevant field;
- At least 5 years' experience in enterprise development or project implementation, management and administration, including from a development finance context;
- Extensive working experience within the relevant sub region (Southern or East Africa);
- Experience and understanding of current clean energy technology mix and current business models for reaching and benefitting poor households, women and other vulnerable groups;
- Experience working with the private sector or on private sector development issues with focus on SME opportunities in the clean energy sector;
- Experience with supervision and monitoring and evaluation of grant-based projects in the relevant region, incl. conducting site visits, is an advantage;
- Good budget administration skills;
- Capacity to work under pressure and availability for regular and extensive travel;
- Excellent communication and facilitation skills;
- Fluency in written and spoken English is required; knowledge of French (for East Africa) or Portuguese (for Southern Africa) would be an asset;

- Fluency in one or more local languages of EEP Africa focus countries is considered a strong asset;
- Prior exposure to EEP Africa portfolio is an advantage.

The position is open to applicants from sub-Saharan Africa. SNV is able to sponsor international candidates in some of the above-mentioned countries where SNV has a country office but this will be confirmed on a case-by-case basis.

To apply, please submit your CV (including three references) and concise motivation letter via this link: <https://smrtr.io/p6F9V> by 5 December 2024.