

**GUARANTCO MANAGEMENT COMPANY LIMITED**  
**JOB DESCRIPTION**

<b>Job Title</b>	Development Impact Analyst		
<b>Department</b>	Operations		
<b>Location</b>	London	<b>Reporting to:</b>	Development Impact Manager, with a dotted line to Grants & Compliance Manager
<b>Duration</b>	Full time, permanent		

**ABOUT GUARANTCO**

GuarantCo Limited (GuarantCo) mobilises private sector local currency investment for infrastructure projects and supports the development of financial markets in lower income countries across Africa and Asia. GuarantCo is part of the Private Infrastructure Development Group (PIDG) and is funded by the governments of the United Kingdom, Switzerland, Australia and Sweden, through the PIDG Trust, and the Netherlands, through FMO, the Dutch Development Bank and the PIDG Trust.

GuarantCo is rated AA- by Fitch and A1 by Moody’s. The company’s vision is to become a centre of excellence for local currency credit solutions for infrastructure finance in lower income countries thereby assisting with the alleviation of poverty.

GuarantCo’s funds, through the GuarantCo Management Company (GMC), is managed by Cardano Development, a Dutch foundation with charitable status. GMC provides management, advisory and support services to GuarantCo and is head-quartered in the City of London, with regional hubs in Nairobi and Singapore. The GMC team is small, diverse, focused, collaborative and action orientated. We are looking for candidates who have the experience to deliver against the responsibilities of the role and who are passionate about making a difference whilst working in an entrepreneurial and innovative environment.

**ABOUT THE OPERATIONS TEAM**

The Operations team within GMC is located across London, Nairobi and Singapore and provides wide-ranging operational and administrative support to the business. Areas covered include Development Impact (DI), Technical Assistance (TA), Health, Safety, Environmental and Social (HSES), HR, IT, Reporting, Communications and general administration.

**ABOUT THE ROLE**

The role will be based in London and report into the Development Impact Manager based in Nairobi with a dotted reporting line to the Grants & Compliance Manager based in London. Development Impact (DI) is at the heart of what GuarantCo does, and the role will be a key part in working with the transaction teams to analyse, monitor, review and work with GMC’s Global Execution Team to develop the Development Impact case for all transactions that GuarantCo does, as well as reviewing Development Impact performance compared to the investment case once the transaction is within GuarantCo’s portfolio, working with GMC’s Portfolio team to do so. The role will also require administration of Technical Assistance (TA) funding. GuarantCo has access to a pool of grant funding within the PIDG Trust, which GuarantCo can draw upon, to meet a range of needs associated with the infrastructure project cycle and also to improve the development impact around the projects supported by PIDG. We are looking for a flexible candidate who can work collaboratively with a broad range of colleagues across GMC and PIDG. It is the view that the approximate time allocated to DI will be 3 days a week, and TA 2 days a week). The scope of the work is designed to be flexible and not fully predefined to allow for the content to evolve and be adjustable with emerging strategic direction throughout the year.

The Development Impact Analyst will have a responsibility to foster and maintain a culture that encourages a collaborative approach between all stakeholders involved to deliver the following products and services. This role requires and will build on knowledge of financial products and services, financial systems, frontier markets, stakeholder engagement processes, as well as persuasion and patience to deal with the setbacks that are characteristic for funds that operate in emerging markets.

## MAIN RESPONSIBILITIES

The main work streams of the Development Impact Analyst are:

- Development Impact:
  - Transaction support: under the supervision of GMC's Development Impact Manager, actively work with GMC's team on transactions throughout the transaction cycle and focus on the development aspects of the deal:
    - New Business Committee (NBC) stage: fill out the NBC DI template jointly with the Regional Director who has originated the transaction. Analyse, research and articulate the Development Impact for prospective transactions to support the Regional Director in developing an Impact narrative and considering ways of enhancing the developmental aspects of a deal to enhance investment decisions. This involves reviewing investment proposals, undertaking research, facilitating discussions, identifying opportunities to enhance the Development Impact of the transaction through Technical Assistance projects, bringing in Technical Assistance funds where appropriate and actively engaging in the due diligence process with the investment team.
    - Due Diligence (DD) stage: prepare a list of DD questions for the Global Execution Team (GET) to use that is tailored for the transaction. Support the GET to understand the results of DD and work through any issues for the credit approval.
    - Credit Committee (CC) stage: work with GET to complete the Results Monitoring Sheet (RMS) for each transaction for submission to CC with the credit approval paper.
    - Recourse Agreement stage: tailor the monitoring requirements within the legal documentation to the specific transaction, working with PIDG to develop standardised requirements by sector / product.
    - Financial Close: complete the RMS and submit to the PIDG Development Impact team.
    - Portfolio (post Financial Close): working with the Portfolio Manager, complete the portfolio DI template for all portfolio annual reviews. Analyse and assess over time how projects are performing against their initial development goals, feeding back learning to investment colleagues and the broader organisation.
    - Case studies: work with the Regional Director and GET member to prepare 4 case studies per year on transactions that are closed (deadline end of January) for submission to PIDG DI.
    - Lessons learned: help to prepare draft lessons learned papers for the GuarantCo Board.
  - Investigate the capital market functioning of GuarantCo's target countries, in order to support the Development Impact Manager with making the case for strategic growth or product growth in those countries.
  - Support GMC's Finance team to compiling Development Impact metrics on a monthly basis to report upon and making sure they are accurate in Trade Manager, GMC's data recording system.
- Grant Administration
  - Work with the Grants & Compliance Manager to process grant applications which includes reviewing grant proposals, forecasting and preparing grant budgets.
  - Respond to internal/external inquiries regarding grants and act as a liaison with to GMC and PIDG colleagues.

- Coordinate with PIDG, GuarantCo Legal & Compliance team and clients to prepare and execute grant documentation in line with grant application.
- Assist with the procurement process to appoint consultants to carry out TA funded work which includes drafting scope of work for consultants.
- Assist with the drafting and execution of consultancy contracts. Prepare draw down requests and track grant receipts and payments. Disburse grants in compliance with the agreements with the PIDG Trust in adherence to approved budget lines.
- Input grant information in the Trade Manager system, GuarantCo's transaction and document management system and general ledger.
- Prepare monthly TA reports for the Risk and Finance Committee, and TA project progress reports on a quarterly basis.
- Other:
  - Provide support to GMC's Climate Change Action Group (CCAG) to implement the PIDG Climate Change strategy across all pipeline and portfolio transactions as well as across the way that GMC operates its business. This will include preparing agendas, setting up meetings, performing research and preparing materials to communicate the work of the CCAG to GMC, PIDG and potentially externally as well.
  - Any other reasonable duties as may be assigned by GMC from time to time.

## **CORE COMPETENCIES**

### **Background, experience and technical skills:**

- 2-3 years' work experience in international development, and preferably also experience in a financial institution, business or consulting;
- Understanding of private sector development and how to achieve development outcomes through private sector investment;
- Work experience in emerging markets and developing economies, preferably in Africa and South East Asia;
- Relevant experience in development impact and grant funding;
- Knowledge of impact tools and terminology;
- The ability to describe development impact scenarios with accuracy and concision;
- The ability to explain development impact to non-professionals;
- Ability to work quickly and efficiently on multiple projects
- Demonstrated ability to take ownership for delivery of high quality deliverables;
- Results focus: demonstrated passion and drive to achieve development impact objectives/results;
- Fluency in oral and written English is essential and French is desirable.

### **Approach:**

- Effective at building and maintaining relationships within the team, external stakeholders and the wider industry;
- Cultural awareness;
- Organising self and others to meet agreed deadlines;
- Creative and strategic thinker;
- Well-developed programme and project management skills; the ability to design and deliver projects to schedule;

- Excellent analytical and problem-solving skills;
- Ability to work under pressure and meet deadlines while working with ambiguity;
- Evidence based, thoughtful and highly organised;
- Likes working in a fast-paced organisation;
- Willing to roll up sleeves when required

Valuing diversity is essential to GuarantCo's work. We aim to act in accordance with and promote equality legislation by avoiding unjustified discrimination and recognising discrimination as a barrier to equality of opportunity, inclusion and human rights. All GuarantCo employees are required to ensure their behaviour is consistent with our policies. GuarantCo is committed to a policy of equal opportunity and is keen to reflect diversity at every level within the organisation.

**Please submit your CV and cover letter to [recruitment@guarantco.com](mailto:recruitment@guarantco.com).**