



Terms of Reference

Position Title:	Climate Investment Analyst
Department/Office/Unit:	OCIO-DSCI
Reports To (Position Title):	Director, Department of Strategic Investment Partnerships and Co-Investments
Grade level:	G

Department/team introduction and information

The Department of Strategic Investment Partnerships and Co-Investments (DSCI) is responsible for all aspects of GCF's strategic investment partnerships and co-investment structures to drive innovative and transformative climate finance. DSCI leads GCF's efforts to catalyze investment flows from both traditional and non-traditional sources encompassing the full range of the private and public sectors, focusing on new and creative structures, including first-of-its-kind climate finance structures and frameworks.

Role Summary

The DSCI Officer, reporting to the Director within the DSCI, will:

- Proactively support operational, analytical, and coordination activities across the full investment cycle of DSCI's strategic and global transactions.
- Support the development and execution of DSCI's public and private sector investment workstreams, including project preparation and transaction structuring.
- Contribute to upstream advisory work, market intelligence, and knowledge generation aligned with DSCI's strategic and investment priorities.

Duties and Responsibilities

- Support the review and analysis of concept notes, funding proposals, term sheets, financial models, and due diligence materials, ensuring alignment with GCF policies, investment criteria, and internal guidelines.
- Provide analytical support for low- to medium-complexity transactions, including basic structuring analysis, risk identification, and support to internal review processes under senior guidance.
- Assist in building and maintaining financial models and scenario analyses for transaction structuring, pricing, and portfolio monitoring, and support improvements to analytical tools and templates.
- Support assessments of strategic alignment, risks, and financial sustainability of investment proposals, preparing draft analytical inputs for senior review.
- Provide analytical and technical support across GCF financial instruments (grants, loans, equity, and guarantees), including contributions to innovative financing approaches to mobilize private capital.
- Support engagement with domain experts, Accredited Entities (AEs), and co-investment partners by coordinating inputs, maintaining documentation, and supporting pipeline development.
- Assist in coordinating key project cycle activities, supporting timely progress through internal and external review stages and liaising with internal teams (Legal, Risk, E&S, Gender, Portfolio Monitoring, Regional Teams).



- Support preparation of portfolio dashboards, analytical summaries, and committee or Board materials, and assist with reviews of annual performance reviews, disbursement requests, and performance data as needed.
- Conduct market and sector research to support pipeline development, origination, and strategic analyses, including background research and support to partnership outreach efforts (including with Korean institutions).

Requirements

- Advanced university degree (Master's or equivalent) in Finance, Economics, Business Administration, Environmental Management, Development Finance, or a related field;
- Minimum of three (3) years of relevant experience, including at least one (1) year in investment analysis, climate or development finance, project finance, or portfolio management.
- Demonstrated experience assessing or supporting the structuring of investment instruments, including equity, debt, guarantees, and grants.
- Strong analytical skills, including financial modelling, risk analysis, and portfolio diagnostics.
- Proven ability to manage multiple workstreams through strong coordination and project management skills.
- Experience working in or with DFIs, MDBs, investment funds, or climate finance institutions is an advantage.
- Experience preparing high-quality analytical materials and presentations for diverse technical and non-technical audiences.
- Proficiency in standard office software (MS Word, Excel, PowerPoint, Outlook).
- Strong interpersonal and stakeholder engagement skills, with the ability to operate effectively in complex, multi-party environments.
- Experience conducting market and sector research in climate finance or sustainable development contexts.
- Experience in climate finance and/or developing climate finance projects in developing or emerging market contexts is highly desirable.
- High ethical standards, strong collegiality, and a collaborative, proactive mindset in stewarding GCF resources.