



October 2025

JOB DESCRIPTION:

Consultant - Project Coordinator, Bioeconomy Challenge Secretariat

1. About NatureFinance

NatureFinance is a Swiss-based, international non-profit organisation dedicated to aligning global finance with more equitable, nature positive outcomes. We work to make nature count in global finance and the global economy. NatureFinance is active in advancing the use of data to disclose and manage nature-related risks, developing impactful and equitable nature markets, and advancing financial innovation in the areas of sovereign debt and nature-positive investment. We develop tools to help financial actors better assess and align their investments with nature positive outcomes and push for stronger costs and consequences where finance is failing to address nature liabilities.

Background

NatureFinance has been appointed by the Government of Brazil, through the National Secretariat for the Bioeconomy to serve as the Secretariat for the Global Bioeconomy Challenge (GBC) to be launched at COP30 to maintain and expand momentum on implementing the G20 High-Level Bioeconomy Principles.

As the GBC Secretariat, NatureFinance will coordinate across governments, multilateral organizations, private sector and civil society actors to design, launch and sustain this global platform, ensuring alignment with Brazil's leadership and with international partners.

Role overview

The Consultant – Project Coordinator will play a key role in coordinating and supporting the operations of the Bioeconomy Challenge Secretariat. The consultant will oversee project implementation, stakeholder engagement, and coordination across multiple workstreams, ensuring that objectives are delivered effectively and on schedule.

This role requires strong project management capabilities, diplomatic stakeholder engagement, and excellent organizational and communication skills.

Key Responsibilities

Project and Content Management:

- Prepare and maintain key project documentation, including reports, proposals, and presentations aligned with the Bioeconomy Challenge's thematic areas.
- Deliverable Oversight: Monitor the status of project activities and deliverables across the Bioeconomy Challenge for different working groups
 1. Market development and enabling policies (led by UNCTAD);
 2. Financial instruments and innovation (led by the Inter-American Development Bank – IDB);
 3. Metrics and standards (led by FAO, to be confirmed);
 4. Socio-bioeconomy (to be determined).
- Coordinate and systematize the knowledge management of the Bioeconomy Challenge, utilizing program documents via MS SharePoint and Teams.
- Ensure all project documentation, progress reports, and working group outputs are up to date and easily accessible.
- Prepare regular progress reports (narrative for NatureFinance leadership and external stakeholders).
- Fundraising Support: Contribute to the development of fundraising proposals and reports by writing compelling content about the Bioeconomy Challenge, highlighting key achievements and reporting on outcomes and challenges to donors.

Host/Secretariat Coordination and Stakeholder Management:

- **Daily Management:** Manage the day-to-day operations of the Host/Secretariat, coordinating activities among members, partners, and working groups.
- **Liaison Role:** Act as the liaison between NatureFinance (Secretariat), working groups and key international and national partners, ensuring alignment and transparency.
- **Governance Support:** Coordinate activities and support governance processes, including organizing and facilitating meetings for the Advisory Committee and the Working Groups.
- **Relationship Building:** Establish and maintain strategic relationships with stakeholders and partners critical to the Bioeconomy Challenge's success.
- Collaborate with communication consultants to enhance outreach efforts.

Support general communication activities, including document reviews, translation reviews, and external communications (e.g., presentation of status and progress to stakeholders). **Communication Support**

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Immediate Deliverables (to COP30)

- Coordinated Project Launch: Coordinate the official launch of the Bioeconomy Challenge project in collaboration with the Nature Finance (NF) Communications team.
- Working Group Activation: Coordinate the planning and formal launch of the four designated Working Groups.

COP30 Side Events: Organize all aspects of the project's side events during COP30, including logistics, scheduling, and necessary materials. **Qualifications and Experience**

Education:

- Bachelor's degree in Project Management, Business Administration, Environmental Studies, Economics, International Relations, Sustainable Development, or related fields.
- Advanced degree or professional certification (e.g., PMP) is an asset.

Experience:

- Minimum 3–5 years of experience managing project cycles and coordinating multi-stakeholder initiatives involving government, multilateral, and private sector actors.
- Proven experience drafting high-quality written materials (reports, proposals, briefings).
- Familiarity with sustainability, bioeconomy, or environmental finance topics is an advantage.

Skills:

- **Project Management:** Strong organizational and time-management skills, with the ability to manage multiple tasks and meet deadlines.
- **Stakeholder Engagement:** Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- **Communication:** Excellent written and verbal communication skills. Proficiency in English and Portuguese is required.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and project management tools like Monday or Asana.
- **Teamwork:** Demonstrated ability to work independently and collaboratively as part of a team

Personal Attributes:

- **Cultural Sensitivity:** Understanding and respect for diverse cultural perspectives, especially in the context of working with indigenous communities and Brazilian stakeholders.
- **Adaptability:** Flexibility to adapt to changing priorities and work environments.
- **Integrity:** High ethical standards and commitment to confidentiality and professionalism.
- **Initiative:** Self-motivated with a proactive approach to work and the ability to drive initiatives independently.

This job description outlines the primary responsibilities and requirements for the Consultant Project Coordinator – Bioeconomy Challenge Host/Secretariat at NatureFinance. The Consultant Project Coordinator may be requested to undertake additional activities related to support to communication's team as per the Global Brazil Lead's request. This role requires flexibility and a collaborative approach to ensure the smooth functioning of GB operations.

Terms of Consultancy

- **Location:** Remote, based in Brazil, with potential travel to Brasília, Belém (COP30), or other locations as required.
- **Duration:** Three (3) months, full-time equivalent, with possible renewal subject to project needs, performance, and funding availability.
- **Contract Type:** Independent Consultant (not employment-based).
- **Travel:** The consultant may be required to travel for project-related missions. NatureFinance will reimburse approved travel and associated expenses in full.



NatureFinance is an Equal Opportunity Employer

We are committed to fostering a diverse and inclusive workforce and encourage candidates from all backgrounds to apply. We look forward to welcoming a dynamic individual who shares our passion for aligning finance with nature-positive outcomes.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience related to this position's requirements. Applications should be sent to globalbrazil@naturefinance.net by 15 October 2025.