

TERMS OF REFERENCE (ToR)

Position Title: Short-Term Consultant – Fund Management Group

Duty Station: Nairobi, Kenya (Headquarters) -

Duration: 12-24 months

Reporting to: Head, Fund Management Group

1. Background

Shelter Afrique Development Bank (ShafDB) is the pan-African DFI dedicated to affordable housing and urban transformation. The Fund Management Group (FMG) is ShafDB's asset-management and capital-mobilization arm, designing blended, Islamic, green and inclusion-focused vehicles that crowd-in domestic and international capital. FMG integrates FIG, PFG, PPP to turn strategy into bankable products, pipelines and transactions. Priority thematic windows: Green/Climate, Gender, SMEs & Trade, Bulk Infrastructure, Islamic Finance, Refugees & Migrants, Diaspora. FMG also anchors corridor strategies to link housing with infrastructure, logistics and jobs.

2. Objectives of the Assignment

Provide senior execution capacity to (i) build FMG platforms and products, and (ii) drive post-partnership implementation in coordination with other Departments.

3. Scope of Work and Key Responsibilities

The Consultant will work directly with the Head of the Fund Management Group (FMG) to strengthen the department's operational capacity and ensure the effective implementation of its mandate. The focus will be on building systems, driving execution, and following through on partnerships already initiated with DFIs, governments, and investors.

Nature of the Role

The role is primarily in-office (Nairobi HQ) with a focus on hands-on coordination, analysis, and execution. No travel is expected. The consultant will work closely and directly with the Head of FMG, providing day-to-day implementation and documentation support

Key Areas of Work

a. Fund Development and Structuring Support

- Support the Head of FMG in designing and setting up new financing instruments and windows (e.g., blended finance, Islamic finance, green/climate, gender, and SME facilities).
- Prepare concept notes, operational tools, and fund design briefs in coordination with Treasury, Strategy, and Legal teams.
- Help develop financial models, terms of reference, and documentation templates for future FMG products.

b. Partnership and Collaboration Implementation

- Follow up on existing partnerships and track progress from agreement to action.
- Draft meeting briefs, follow-up notes, and proposals for collaboration or funding.
- Maintain a “partnership tracker” to capture deliverables, timelines, and next steps.

c. Resource Mobilization and Proposal Development

- Support in preparing fundraising and investor materials (presentations, proposals, pipeline summaries).
- Assist in mapping funding opportunities from DFIs, philanthropies, government agencies, and private investors.
- Coordinate the internal flow of information to respond quickly to partnership or **funding requests**.

d. Program Execution and Reporting

- Assist in operationalizing projects and programs under FMG once partnerships are confirmed — ensuring follow-through on milestones, outputs, and reporting.
- Prepare progress summaries, dashboards, and key performance updates for management.
- Help align internal business lines (FIG, PFG, PPP) around joint deliverables and timelines.

e. Knowledge, Communication, and Coordination

- Support preparation of briefs, presentations, and communication materials for meetings and conferences.
- Liaise with internal and external stakeholders to gather information and ensure smooth coordination.
- Document best practices, lessons learned, and success stories to feed into ShafDB’s knowledge base and the ShafDB Academy.

4. Other Duties

- Perform any other related tasks as may be assigned by the Supervisor

5. Deliverables

- Updated FMG project and partnership tracker with clear progress notes.
- Draft operational and financial tools for new FMG fund structures.
- Consolidated investor and partner engagement materials.
- Regular progress and follow-up reports to management.
- Contribution to internal coordination mechanisms between FMG, FIG, PFG, and PPP teams.

5. Qualifications and Experience

- Bachelor's and or master's degree in finance, Economics, Business Administration, or related field.
- Minimum of 5 years of relevant professional experience in Fund management, fund administration
- Proven experience in fund structuring, and resource mobilization.
- Familiarity with DFI operations, blended finance instruments, and public-private partnership (PPP) models.
- Strong analytical, writing, and presentation skills.
- Proficiency in MS Office Suite (especially Word, Excel and PowerPoint)

7. Application Process

Interested candidates should submit:

- A cover letter outlining suitability for the assignment;
- A detailed CV; and
- Three professional references.

Applications should be sent to hr@shelterafrique.org by 20th November 2025