

TERMS OF REFERENCE

Position Title: Small Grants Manager

Project: Leveraging small grants to enable sustainable biodiversity restoration in a critical ecosystem

Monthly Salary : R30 000 – R40 000 (commensurate with experience)

Duration: 36 months with a 3-month probation period

Location: Cape Town, South Africa

About SouthSouthNorth

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries' access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision-makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to the management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

Background on the project

The [Small Grants Programme](#) is a complementary instrument within a broader strategy of locally led climate action that aims to support small, local organisations in implementing their climate and biodiversity solutions while strengthening capacities of smaller actors to accelerate their role as agents of change.

Through this programme, SouthSouthNorth (in partnership with an SMME incubator and an enterprise development fund) will implement a pilot project that seeks to demonstrate innovative solutions to two development challenges: the lack of sustainability that characterises the outcome of much of small granting (often leading to stranded pilot projects), and the failure to develop a

viable business model for the sustained restoration of biodiversity through clearing of woody alien vegetation.

To tackle these challenges, SSN will develop an innovative small grant-making model which clearly tackles sustainability outcomes from the outset. It will do so through several steps, including streamlining grant-making modalities, devoting more resources into problem identification and solution design, strategically selecting grantees with long-term interests in the outcomes, and paying attention to revenue generation and sustainable business development, among others. This small grant-making model will be tested through providing grant funding to approximately six grantees (likely made up of NGOs and a research institution) targeting alien woody vegetation removal (and the associated value chains).

Alien invasive species are a major threat to local biodiversity, and many (largely unsuccessful) attempts have been made to clear infestations. These are often one-off events with little or no ongoing maintenance, resulting in denser infestations and a failure for biodiversity restoration. This project has identified strategic intervention points where collaborative action and innovation can unlock sustainable alien invasive plant clearing and land restoration using the small grant-making model. Elements include locally-led multi-stakeholder and multi-sector collaboration, innovation in clearing approaches, an integrated business model that includes financial contribution from landowners, and the leveraging of public and private resources.

The four primary outputs of this project are:

1. The small-grants Call for Proposals (and targeted design and delivery modalities) addresses the critical needs for the longer-term (post-project) sustainability of both actors and outcomes.
2. A viable ecosystem of local and commercially sustainable small, micro, and medium enterprises, of which several are woman-led or have women in senior positions, and local aggregators contributing to landscape management and restoration of a critical biodiverse ecosystem and improved livelihoods of local communities.
3. An effective and efficient approach, informed by evidence, representing best-practice for the ongoing removal of woody alien invasive species and ecosystem restoration.
4. Research and knowledge products documenting the evidence and results linked to the previous three outputs.

This pilot project will be managed by SSN, based in Cape Town, but implementation of alien clearing activities will take place in the Hessequa Municipal region in the Southern Cape, with potential expansion to a second municipal region in the Eastern Cape.

Role Summary:

As the Grants Manager, you will be responsible for the further development of the project logframe and workplan as well as for leading the overall implementation and delivery of the project with oversight provided by an SSN director and support from other SSN staff working on the project. This role will require strong coordination between the various grantees, project partners and the project management agent (i.e. the SSN team).

Roles and responsibilities

- Manage and facilitate the delivery and implementation of the project to meet the required project outputs and outcomes, as well as reporting requirements of funders.
- Facilitate the process for designing and accessing small grants for candidates and coordinating follow-up post-disbursement.
- Manage the relationship with the grantees. Regular communications with the grantee project teams, including hosting regular check-ins with grantees and providing feedback in written and verbal formats.
 - Management of grantees:
 - Reviewing the financial reports and forecasts from the grantees, ensuring that the funds are accurately accounted for, and coordinating disbursements.
 - Monitor and engage teams on the risks faced by each of the grantees, supporting them to mitigate these risks, and reporting and escalating these risks to the relevant persons as required.
 - Manage and facilitate any contracting requirements for the grantees in relation to the broader programme (i.e., between SSN and the grantees, between the grantees and SMMEs, and between the grantees and landowners) with support from Contracts, Risk and Compliance, and Due Diligence thematic leads.
- Coordinate events and workshops relevant to the project, both online and in person.
- Coordinate the Monitoring, Evaluation and Learning for the grantees.

- Support integration of SSN objectives by ensuring gender and social inclusion (GESI) is achieved in each of the projects with support from the GESI thematic lead.
- Support the sustainability of the project impacts and the development of a viable business model for alien invasive clearing with support from Enterprise Development advisor and project partners.
- Support the projects to take an ecosystem-based approach that is socially inclusive and ecologically responsive, with support from Advisor on alien vegetation.
- Travel to project locations to meet with grantees and their project teams and engage with them more deeply about their work.
- Ensure SSN safeguarding and ethics policies are applied within the projects and contribute towards developing these safeguarding practices.
- Capture learning and capacity strengthening needs for each project, identifying how SSN can best meet these needs and then coordinating and overseeing how these needs are addressed.
- Identify cross-learning and other linking opportunities between the grantees as well as between the grantees and other critical stakeholders and SSN programmes.
- Support the meaningful amplification of the work of the grantees through various communication channels (e.g., SSN's website, LinkedIn, etc.).
- Report on the progress, successes and learnings for the project in reports to donors, in line with project outcomes and objectives.
- Advance thought leadership around supporting locally-led biodiversity action by writing blogs, contributing to events and contributing to and developing learning cases.
- Participate in internal and external project meetings as needed.

Skill and Experience Requirements

Work experience: At least 3 but preferably 10 years' experience in coordinating and managing projects/programmes within the South African context and for international funders. Experience supporting locally-led and community-based projects is essential. Preference will be given to those with work experience in small-granting, biodiversity restoration, alien clearing and climate change.

Interests: A strong interest in and passion for local biodiversity and ecological restoration, as well as in contributing to the resilience of local communities and sustainability.

Language requirements and communication skills: Must have a professional working proficiency in written and spoken English as well as an ability to communicate comfortably in Afrikaans. Proficiency in spoken IsiXhosa will be an added advantage. Clear communication with colleagues, partners and grantees is essential.

IT Skills: Proficiency in using the Microsoft Office suite (minimum Word, Excel, PowerPoint and MS Teams) and comfort using other project management software (e.g., Monday.com, Wrike).

Organisational skills: Strong organisational skills such as time management, delegation, planning, goal setting and decision-making necessary to manage the project and the various grantees.

Change management skills: As projects are executed, there are many variables to control, and many situations that might force changes to plans. Candidate Grant Manager's must be flexible and able to adapt to these changes.

Key competencies

Functional competencies:

- Strong skills for supporting project implementation, with a good understanding of monitoring, evaluation and learning approaches.
- Strong interpersonal skills.
- Willingness to learn and ability to receive/integrate feedback.
- Ability to capture key insights, lessons and successes from conversations and report on these.
- Ability to work under pressure and stressful situations.
- Ability to work autonomously and with little or no supervision.
- Willingness to travel to remote and fragile environments.

Institutional competencies

- Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- Applies ethics, integrity, transparency, and non-discrimination principles and follows SSN's ethos.
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.

- Treats all people fairly and with respect.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Qualifications:

Relevant degree in climate change, environmental science, resource management, development studies, project management and at least 3 but preferably more years of relevant work experience. ***A post-graduate degree, particularly relating to biodiversity, ecosystem restoration and alien invasive species, is advantageous.*** Applicants who are interested in pursuing a post-graduate degree aligned to this project's scope will also be considered.

Application process

To apply, please complete the following form: [Application form](#)

Applications will close at **midnight (SAST) on 31 August 2025.**

Shortlisted candidates will be contacted within two weeks of the closing date. If you are not contacted within this time period, please consider your application unsuccessful. Unfortunately, we are not able to offer feedback on any application made for this job posting.

Only candidates who are eligible to work in South Africa will be considered for this post. Candidates who qualify as belonging to previously disadvantaged groups are encouraged to apply.