

TERMS OF REFERENCE

OPERATIONS CONSULTANT (4 MONTHS)

Date 15 August 2023

Project Title Operations Consultant

Position Location Geneva or hybrid

General Terms of Reference

Gold Standard is a standards body and thought leader that promotes the best that can be achieved in climate and development projects. It was established in 2003 by [WWF](#) and other international NGOs as a best practice standard to ensure projects that reduced carbon emissions under the UN's Clean Development Mechanism (CDM) also delivered sustainable development benefits. Gold Standard now has a broad NGO Supporter Network and 1400+ projects in over 80 countries, creating billions of dollars of shared value from climate and development action worldwide.

Role purpose

Gold Standard seeks an Operations consultant for 4 months to provide services for the implementation of high quality operations across Gold Standard.

Reporting to the COO, the incumbent will support the COO designing, structuring, and launching organizational/process improvements initiatives across the organization.

Specifically, the consultant will assist the COO in designing and launching the operational excellence initiatives that are critical to enable The Gold Standard Foundation to realise its strategic ambitions during a period of sustained growth.

Primary Responsibilities

- Support the COO in designing and structuring the operational excellence approach for the Gold Standard Foundation, including the governance and monitoring framework.
- Design and implement a Management Operating System across the organization.
- Lead procurement and finance-related improvement initiatives with the Finance team
 - Conduct thorough process assessments, gap analyses, and root cause analyses to identify areas for improvement.
 - Identify opportunities to streamline and optimize finance processes, systems, and workflows.
 - Develop appropriate policies, procedures, and controls.
 - Collaborate with Digital Systems team and other internal stakeholders to evaluate and select finance-related technology solutions.

- Assess supplier relationship management practices and provide recommendations on best practices relevant to the Gold standard Foundation.
- Develop change management strategies and plans to facilitate the adoption of new processes, systems, and ways of working across the organization.

Required Skills and Experience

- A degree in business, operations, management, finance or a related field. Specialized Project Management qualifications preferred.
- 8+ years proven work experience with track record in operational transformation.
- Exceptional organizational and leadership skills, and ability to work in a fast-paced and dynamic environment.
- Proven track record of delivering successful operational improvement initiatives.
- Demonstrated knowledge of organisational effectiveness and operations management, including budgeting and forecasting, business and financial principles, risk and controls.
- Ability to build consensus and relationships among managers, partners, and employees.
- Excellent communication skills.
- Analytical skills and an ability to translate complex analysis into a clear and understandable message.
- Proficiency in both written and spoken English with strong expertise in concise and effective written and presentation communication skills, including proficiency in Excel and PowerPoint.
- Proven track record in change management, being tactful with high level of diplomacy to enable successful interaction across a multi-cultural environment.
- Proven ability to work independently, whilst being a very effective contributor in cross discipline teams.
- The ability to work logically, consistently and accurately while capable of handling multiple priority projects simultaneously,
- Experience working in an NGO or International organisation an advantage.

Closing Date

Applications for this role will **close on 4 September 2023**. Successful candidates will be contacted for an interview.

Applications

Please submit your daily rate and a CV to recruitment@goldstandard.org. (Ref: Operations Consultant)

Successful applicants must be eligible to work as a consultant in Switzerland.