

**Terms of Reference  
Internship Opportunity  
September to November 2025 (flexible to change)**

Catalytic Finance Foundation (Catalytic) is seeking an intern to assist its activities, offering opportunities to the intern to learn about various aspects of topics in which Catalytic operates.

Catalytic's mission is to accelerate the design and deployment of catalytic finance solutions for sustainable infrastructure. We have the capacity and know-how to identify and develop robust project pipelines and to deploy technical assistance to support the most promising projects to become more investible and impactful. Catalytic seeks to ensure positive social and environmental outcomes in addition to financial returns, applying credible methodologies for the measurement and evaluation of impacts. In addition, we incubate and structure blended-finance funds aiming at scaling up and speeding up the implementation of urban infrastructure projects with positive climate impacts.

Reporting to the Deputy CEO, the intern will support various programmes, including the Technical Assistance (TA) of the [Subnational Climate Fund](#) (SCF), the TA and investment mandate of Canopy Trust, the TA and capital acceleration mandate of the Global Fund for Coral Reefs, and Catalytic Cities. Secondary to that, the intern is also expected to assist in ad-hoc tasks in other areas of Catalytic's operation, including but not limited to communication and administration. The foreseeable tasks of the intern are further detailed below. In conducting these tasks, the intern will gain a broad overview of Catalytic's mission and operation, obtaining knowledge on sustainable finance, infrastructure projects in various sectors, and climate change impacts.

**Tasks :**

- Conduct desk-based research to support the identification of impactful climate infrastructure projects in relevant sectors, including, renewable energy, water & sanitation, waste management, agriculture and nature-based solutions;
- Screen projects against eligibility criteria, interacting with project applicants to obtain required information for screening;
- Assist in project evaluation (impact, financial and business case);
- Assist in the management and improvement of various tools, templates, trackers, etc., for project-level, programme-level and organisational-level data management
- Assist in ad-hoc research for the various programmes mentioned above. This may include market and regulatory research, mapping of donors and financiers, and research for new blended finance initiatives;
- Assist in ad-hoc administrative and communication matters.



## Ideal profile :

- Minimum: currently pursuing a Bachelor's degree or equivalent in environmental studies, business management, international development, or another related discipline
- Knowledge and working experience in the following sectors would be a plus: non-profits, impact investment, sustainable finance, international relations/organisations.
- Strong skills with Microsoft Word, Excel, and PowerPoint
- Proficient English level in writing and speaking
- Excellent verbal, written, and interpersonal skills
- Passionate about climate mitigation and adaptation, biodiversity, and sustainability with a strong commitment towards a more sustainable world
- Team player, flexible and enjoys workings in a multicultural environment

The working station will be Geneva with home-office allowance. The internship is currently offered and preferred as full-time but part-time can be considered for a strong case. The position will be remunerated. Catalytic will not arrange accommodation, logistics or visa in Geneva, which are to be managed by the intern. Therefore, ideally the applicant is already based in Geneva or nearby areas.

"This internship is part of an academic training program, a professional training program or a socio-professional integration program, and must meet the [conditions](#) set by the Conseil de surveillance du marché de l'emploi (CSME)."

Please send your CV and a Cover Letter to [secretariat@catalyticfinance.org](mailto:secretariat@catalyticfinance.org) by 19<sup>th</sup> July 2025.