



Save the Children®

TITLE: Proposal Development Coordinator

Date advertised: 23 May 2022

Closing date: 5 Jun 2022 - 23:59 EAT

Location: **Dar es Salaam, Tanzania, United Republic of**

Department: **Programme, Development and Quality**

Type: **Fixed-term contract**

Schedule: **Full-time**

TEAM/PROGRAMME: PDQ

LOCATION: Based in Dar Es Salaam

GRADE:

CONTRACT LENGTH:

CHILD SAFEGUARDING:

Level 3: the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) *or* intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE:

The Proposal Coordinator will support the BD Manager, PDQ Director, and other country programme staff to grow Save the Children funding and partnerships at country level in order to resource the Country Strategic Plan.

To achieve the country's programme ambitions in line with SC's Global Breakthroughs, the Proposal Coordinator will be responsible for managing the proposal development process and ensuring the final product is responsive, competitive, and timely. S/he will be responsible for working with the PDQ, TE, and Supply Chain/Operations team to coordinate the proposal design process and collaborating with the Finance team to integrate the proposal budget into the final submission to the donor. The Proposal Coordinator will be responsible for inputting into the capture planning and continuous learning processes where applicable.

SCOPE OF ROLE:

Reports to: Business Development Manager (BDM)

Staff Reporting to this Post: N/A

Key working relationships: Ensures appropriate coordination between CO SMT, Technical Experts/Operations, PDQ Director, Finance, Awards, Human Resources, Supply Chain, Security, Partnerships, and other necessary stakeholders to establish and execute a strong proposal development process.

KEY AREAS OF ACCOUNTABILITY

Proposal Management – 60%

- Coordinates the proposal development process for all funding opportunities with PDQ Technical Specialists including MEAL, Operations (for field team inputs, logistics requirements, costings, etc.), Awards Management, Finance, and HR (for staffing requirements).
- Produce proposal development schedules and track timelines, ensuring and facilitating coordination amongst teams (i.e. PDQ/TE, Operations, Finance, Supply Chain, HR, and Security).
- In collaboration with BD Manager, Members, and Regional Office, broker technical assistance, compliance information/guidance, and other resources to support proposal development needs.
- Support the Finance team, PDQ and TE, Operations, Supply Chain, and other necessary stakeholders to develop proposal budget.
- Draft key sections of the proposals that are standard inputs – such as capability statements, country context, and programme experience, while drawing on the expertise of technical specialists, MEAL, Operations, Finance, and HR.
- Represent Save the Children as a generalist, alongside PDQ and TEs, in proposal development meetings and discussions.

Capture Planning and Opportunity Preparation – 30%

- Work with BD Manager, PDQ/TE, and Operations to gather and assess donor, partner, and internal information relevant to upcoming major opportunities.
- Support BD Manager to strengthen country office capabilities on long-term capture planning for major forthcoming funding opportunities.
- Proactively address challenges that may hinder the proposal development process.

Continuous Learning & Knowledge Management – 10%

- Ensure that all appropriate donor and Save the Children resources, templates, and tools are available to relevant staff, as well as a clear understanding of donor requirements.
- Maintains strong knowledge management systems (OneNet, Workplace, Teams, etc.) to support intra-country office communication and continuous learning.
- Ensure all proposals and related documents are saved and circulated and work with Awards and Operations teams to share programme results and lessons learned.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Background in proposal development and coordination required.

EXPERIENCE AND SKILLS***Required***

- Demonstrated experience in coordinating and facilitating the development of major proposals to institutional donors, multilateral agencies, corporate donors, and/or foundations.
- Demonstrated ability to solve complex issues through critical thinking, analysis, definition of a clear way forward and ensuring buy in.
- A high degree of attention to detail and the ability to lead key tasks (e.g. proposal development) to on-time completion under significant pressure.
- Highly developed networking skills and ability to form productive working relationships with a wide range of internal colleagues and stakeholders (eg. programme, technical, awards, compliance, finance, program operations).
- Good personal organisational skills, including time management, and ability to meet deadlines and work under pressure.
- Well-developed interpersonal and communication skills including communicating with impact, influencing, negotiation, and coaching.
- A high degree of flexibility and adaptability in order to respond to changing needs. Ability and willingness to change work practices and hours in the event of major emergencies including travelling at short notice and for extended periods of time.
- Fluency in both written and spoken English.

Desirable

- INGO, NGO, or non-profit experience and an excellent grasp of operational issues.
- Experience in developing project or proposal budgets.
- Familiarity with local context and funding landscape.
- Proven ability to write persuasive, competitive, and compliant narrative proposals for institutional donors.
- A detailed understanding on funding mechanisms for development work such as Save the Children's.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

JD written by: Helen Mulugeta

Date: 18/05/2022

JD agreed by: Jane Mbagi Mutua

Date: 20/05/2022

Updated By:

Date:

Evaluated:

Date:

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