New Business Development Consultant/Bid Manager
Consultant TOR
23 March – 30 June 2020

I. Consultancy Purpose

The purpose of the consultancy is to assist with restricted funding proposal development in particular for upcoming opportunities with the Government of Canada and the European Commission. The consultant will facilitate development of competitive proposals including partner strategy and cost strategy.

II. Key Deliverables/Activities

- To facilitate development of 2-3 competitive proposals.
- Ensure responsiveness and compliance of pre-qualification documentation and proposals through analysis of donor requirements and bid documentation and the use of a compliance and responsiveness matrix.
- For each bid, develop and implement a proposal calendar, budget, risks and issues log, quality standards, communication protocols and configuration management standards.
- Assemble and line manage bid teams (typically 4-7 people) for the duration of the bid, to ensure appropriate and timely input from technical, monitoring and evaluation, finance, HR, communications, external consultants, temporary staff, Regional Office staff and external partners as appropriate.
- Research and establish a network of potential partners for restricted funding projects, evaluating competitor organizations and building relationships with key contacts.
- Work with the Director of Strategic Partnerships to develop and negotiate partnership agreements with external partners and Member Associations.
- Lead efforts to compile, write, edit and review proposal content as required. Facilitate the agreement for key technical documents including the theory of change, logframe, Results Framework.
- To advise Director, Strategic Partnerships and Senior Management Team on appropriate organizational preparations for pursuing restricted funding opportunities and the risks and issues for each tender.
- Support colleagues in technical teams and the Secretariat to develop programme plans focusing on restricted funding.
- Ensure smooth transition and handover of successful restricted project proposals to technical/Regional teams for programme management.

III. Report and Relationships

The consultant will report to the Strategic Partnerships and Development Director.
IV. **Duration**
This consultancy will last **for three months** (between 23 March to 30 June) and will entail up to a total of **40 days**.

V. **Consultant specification**
- Advanced application and proven track record of developing successful competitive, multi-million US$, multi-country proposals in the SRHR and international development sector in particular with the EC, Canada and European governments.
- Sound understanding of competitive restricted funding bid processes/structures and donor requirements, regulations and interests in the international development sector essential.
- Proven track record of negotiating complex contracts with donors.
- Demonstrated expertise in assembling, matrix-managing and motivating diverse multi-functional teams of technical specialists, in different geographical locations.
- Excellent interpersonal skills – required to manage stakeholder engagement and communication, including with contacts for whom English is not the first language.
- Excellent written communication skills to write and edit proposals.
- Excellent analytical skills to identify and present relevant information to senior decision makers.
- Strong project management skills and a confident, proactive approach to problem solving.
- Excellent time management skills required to meet tight deadlines.
- Good IT skills to include Excel, Word and use of databases.
- Competent in use of logframe and theory of change desirable.
- Outstanding commitment and knowledge of international SRHR and gender equality principles is important.
- Knowledge of another IPPF language in addition to English, is highly desirable.