

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

TITLE: New Business Development (NBD)	
TEAM/PROGRAMME: Program Development and Quality	LOCATION: Kathmandu, Nepal
GRADE: 2	CONTRACT LENGTH: One year, renewable
<p>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.</p>	
<p>ROLE PURPOSE: The position holder will support the Country Director, 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 for Nepal and Bhutan. To achieve the country's programme ambitions in line with SC's Global Breakthroughs, the position holder will be responsible for coordinating project proposals, supporting the implementation and design of the fundraising strategy, developing an engagement planning across members, donors, implementing partners and other necessary stakeholders, and creating and managing an efficient system to identify and develop new funding opportunities in Nepal and Bhutan. The post holder will be expected to work across the Movement (Regional Offices, Members, and other Country Offices as necessary) in achieving the country funding strategy and be the primary link with Regional Offices for all NBD best practices and capacity building efforts.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p> <p>As a member of the extended Senior Management Team (ESMT) in Nepal, the role shares the overall responsibility for the direction and coordination of the Country Office.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Director, Program Development and Quality (PDQ) Dotted Line: Resource Mobilisation team at regional office Staff reporting to this post: Proposal Writing Coordinator Dimensions: This position will be based in Kathmandu and may engage in field visits. The position holder reports within the PDQ management structure, they will also work closely with counterparts in the Programme Operations Department (POD), which is responsible for project and programme implementation, the Advocacy, Communication, Campaigns and Media (ACCM) Department which is responsible for advocacy, policy and media engagement, as well as Awards and Finance during proposal development processes and to coordinate strategic resource mobilisation across the Country Office. One day a week will be dedicated to the Bhutan Country Office.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Funding Strategy and NBD Change Management (30%)</p> <ul style="list-style-type: none"> • Support the PDQ Director to develop and implement a high-quality Country Funding Strategy and Donor Engagement Plan, linked to the Country Strategic Plan. • Lead in drive sustainable portfolio growth for Save the Children, working in alignment with the global funding strategy. • Lead in updating the donor and member engagement plan. Including, facilitating monthly check-ins with the PDQ team to review the donor and member engagement plan. • Ensure best practice ways of working by attending regional NBD Communities of Practice and embedding best practice into country ways of working. 	

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- Take the lead in fostering a culture of continuous learning, ensuring the implementation of best practices and extracting valuable insights from processes to enhance future NBD efforts. This includes spearheading proposal debriefs and meticulously analyzing win/loss rates.
- Lead in the establishment of a knowledge management process for NBD.
- Identify opportunities for making the NBD process more efficient and effective, including by identifying and addressing bottlenecks.
- Lead in Build capacity of country TE, Finance, POD, PDQ, partner staff with capacity building around business development in collaboration with the regional resource mobilization team and specific members.
- Lead to organize trainings for partners on proposal development based on need.
- In the event of an emergency lead coordination for effective and joined-up strategic resource mobilization within the country.

Proposal Cycle Management (50%)

- Facilitate conversations with PDQ, TE, and POD teams to gather intelligence, assess competitiveness, help make Go/No Go decisions, and adequately resource teams for pursuing strategic funding opportunities.
- Lead capture efforts, with support from the PDQ Director, for all new proposals and contribute to the thinking for strategic positioning.
- Lead the proposal development process from end-to-end, including running the Go/No Go and Proposal Development Planning processes, capture, assigning sections to relevant leads/focal people, ensuring compliance with donor requirements, ensuring internal deadlines are met and that inputs received are of high quality (including from partners).
- Actively participate in coordination meetings/calls with Member Offices during capture and proposal writing, acting as country NBD lead.
- Draft, review and edit sections of narrative proposals.
- Monitor for the inclusion of cross-cutting priorities in proposals, including GESI, disability, localization, climate change, innovation, child participation.
- Ensure consistency between the narrative proposal, logframe, budget and other related documents (i.e. MEAL plan, workplan).
- Collaborate with TAs to develop proactive concept notes or pitch documents to support donor and member engagement.

Partnerships and Relationship Management (10%):

- Support the Country Director, PDQ Director, and Technical teams to build strong relationships and funding partnerships.
- Proactively engage on a strategic basis with institutional donors at country level to facilitate technical programme exchanges, influence policy and thinking, and identify key areas of potential cooperation, including programme funding.
- Represent Save the Children as needed with key institutional, corporate, foundation and other donors.
- Participate in regular NBD COP with the region and proactively engage with the regional RMU and CO NBD colleagues across the movement.

People Management (10%):

- Line manages the Proposal Writing Coordinator.
- Explore opportunities and ensure that the Proposal Writing Coordinator accesses appropriate capacity building and development opportunities.
- Support the high performance of the Proposal Writing Coordinator by clearly setting objectives, assessing performance, and providing coaching, mentoring.

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- Work with the Proposal Writing Coordinator to assign and review workload for proposal development and support with wider CO fundraising initiatives.

Other

- Other tasks as requested by the Director, Program Development and Quality
- Support the Save the Children Humanitarian responses where appropriate, ensuring timely and quality responses in line with international standards and technical best practice.

SKILLS AND BEHAVIOURS (our 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 others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically.

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

QUALIFICATIONS

- Master's Degree in Business Administration, Sociology, International Development or any other related field. Background in business development, donor and relationship management, strategic portfolio analysis and planning, and change management required.

EXPERIENCE:

Essential:

- Minimum 7 years of demonstrated experience identifying and securing funding from DAC government donors, multilateral agencies, corporate donors and/or foundations.
- Demonstrated experience in leading assessments of funding landscapes and developing programme funding strategies to meet strategic goals.
- Demonstrated ability to solve complex issues through critical thinking, analysis, definition of a clear way forward and ensuring buy in.
- Highly developed networking skills and ability to form productive working relationships with external donor agencies.
- Highly developed interpersonal and communication skills including communicating with impact, influencing, negotiation, and coaching.
- Demonstrated ability to effectively manage both direct reports as well as lead staff in the country in a matrix management relationship.
- 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.

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- Strong results orientation, with the ability to challenge existing mindsets.
- Ability to present complex information in a clear and concise manner.
- Ability to work under pressure, within short deadlines and with limited supervision.
- Proven ability to work in a team.
- Availability to work early or late to accommodate calls with teams in other regions and time zones.
- Excellent spoken and written English and Nepali.

Desirable:

- INGO experience and an excellent grasp of operational issues or experience in project management.
- Demonstrable experience of driving the inclusion of cross-cutting themes (i.e. gender equality, disability) in proposals.
- Experience in increasing capacity of staff or partners for proposal development.

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.

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:

Date:

JD agreed by:

Date:

Updated by:

Date:

Evaluated:

Date: