***The position is open to both national and international applicants.***

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| **TITLE:**  New Business Development (NBD) Manager/ Specialist |
| **TEAM/PROGRAMME:** Programme Development and Quality (PDQ) | **LOCATION: Yangon, Myanmar** |
| **GRADE**: INT4 (if international), NAT2/3 (if national – TBC)  | **CONTRACT LENGTH: 2 years** |
| **CHILD SAFEGUARDING: (select only one)**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 New Business Development (NBD) Manager/ Proposal Specialist manages the development of proposals and concept notes for Myanmar working closely under the management of the Head of Business Development (HoBD) and will report to the HoBD. The role will develop proposals and concept notes along with country programme teams, Area leadership (HAO, APM), Finance, Awards and Partnership teams using an integrated and cross-sectoral approach. This role will also make sure that timely delivery and quality reports are provided to Save the Children Members and donors for a selected number of high-risk awards. The post holder will be accountable for the development of high-quality project proposals, concept papers and supporting documents, working in close collaboration with the PDQ/thematic, Finance, Awards, external partners and member offices. S/he will be the primary custodian of the offline donor pipeline tracker for Myanmar CO (humanitarian and development) related opportunities and responsible for updating it on a regular basis. S/he will also ensure that proposals, reports, and projects are developed and implemented in compliance with Country Strategic Plan (CSP) and donor requirements. The role is expected to coach and/or capacity build existing country programme staff on both proposal development and writing.In addition to playing the key coordinating role for bringing together proposals, the position requires innovative thinking and creativity to package and reframe SC’s programme strategies in ways that attract the right donor support and grow the Myanmar portfolio effectively. 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. |
| **SCOPE OF ROLE:** **Reports to:** Head of Business Development**Role Dimensions**: Interpersonal contact regular and varied, may involve negotiation and coordination at different levels |
| **KEY AREAS OF ACCOUNTABILITY:** Support development of high-quality proposals:* Manage and oversee the development of proposal components, in collaboration with Technical Leads, Heads of Programmes, Heads of Area of Offices, MEAL, Finance, Awards & Partnership and other support and cross-functional teams
* Draft generic and non-technical sections of proposals and shape technical narratives for coherence and completion
* Consult relevant programme staff on specific programme interventions and proactively advise for development of new initiatives
* Coordinate with technical and operation teams (finance, awards, HR, logistics, field teams) on specific information needed for proposals
* Ensure that all proposal components, including narrative, monitoring and evaluation plan, and work plan, are well-aligned, comprehensive and reflected in the budget
* Review budgets for alignment, cost-effectiveness and value for money and ensure support costs are adequate
* Ensure that gender equality markers and child safeguarding checks are completed during proposal development
* Ensure Monitoring, Evaluation, Accountability and learning (MEAL) frameworks and other key cross cutting program elements have been taken into account for all proposals.
* Finalize and package proposals on time and according to donor specifications and deadlines and Save the Children quality standards.
* Disseminate and sensitize the proposal development SOP among staff members typically involved in program development, from field offices to the Country Office.
* Carry out meetings and workshops necessary to develop and finalize proposals.
* Ensure effective coordination of proposals with other departments, donors and members
* Conduct proposal kick-off meetings with key proposal team members and develop proposal development plans and follow up with proposal team members
* Liaise with members during proposal development on the member role in project delivery, and, where possible, early feedback on programme design
* Liaise with global and in-country partners for proposal inputs
* Liaise with in-country donors on proposal design, where appropriate
* Together with Awards & Partnership, ensure all proposal and concept note submissions to donors are reviewed and approved by the relevant people and respond to their feedback
* Ensure that the NBD and quality assurance tools (such as GNG Scorecard, Proposal Development Plan, AMET, PART, Gender Marker, ESST, and Common Approaches, etc.) are used and processed effectively in the development of each opportunity to ensure proposals are meeting with SCI’s quality standards.
* Maintain MS Teams site(s) on behalf of Myanmar Country Office Business Development (this includes ensuring general templates, checklists, and BD information is up-to-date and available to those in the CO as well as ensuring access and historical documents from proposals are easily searchable and available)

Develop donor standard communication materials * Coordinate with the PIU to develop program and donor briefs
* Develop propositional concept notes and essential donor fact sheets
* Prepare/update standardized capacity statements aligned with the strategic goals of Myanmar
* Prepare standard SCI information commonly required for concept notes and proposals (e.g., write-ups about the Myanmar context, SCI's organizational capacity, etc.)
* Support the Head of Business Development with New Business Development needs, including donor mapping/intelligence, proactive member and donor engagement, and strategic positioning and outreach (tools and initiatives)
* Monitor news media, ReliefWeb Myanmar Updates, UNHCR and OCHA Humanitarian Updates, and donor/government sources for potential changes in strategies, regulations, and legislation to ensure the country office responds effectively and advises its members on the resulting impact on their operations

Strategic Information Management:* Provide timely and accurate funding priorities and update the pipeline tracker for the Country Office SMT to ensure effective funding opportunity prioritization
* Organize After-Action Review meetings and capture lessons learned from successful and unsuccessful proposal submissions to enhance institutional learning.

Humanitarian Response:* Support effective and coordinated strategic resource mobilization for emergencies within the country, particularly Category 1 and 2
* Deploy promptly, when possible, to support funding coordination during the initial phase of major responses, as required.
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| **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
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| **QUALIFICATIONS** Desirable:Masters and/or Bachelor degree on relevant subject or equivalent field experience |
| **EXPERIENCE AND SKILLS*** At least 5 years’ substantial experience working with a humanitarian/ development organisation
* Experience in leading development of large-scale or strategic proposals, including the development of narrative proposal and project budgets greater than $1 million.
* Previous experience of project management and project cycle management, including project design, implementation and evaluation
* Coordination skills, including experience of coordinating a team of people to deliver results within a restricted timeframe
* Excellent English language skills and ability to communicate effectively using donor language and technical development language
* Good understanding of donor compliance and Save the Children reporting mechanisms and requirements
* Strong representational skills
* Ability to work calmly under pressure in a rapidly changing context
* Ability and willingness to travel regularly into the field
* Ability to analyse information, evaluate options and to think and plan strategically
* Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
* Commitment to Save the Children International values

Desirable:* Proven capacity to deliver training and coach staff
* Experience working in Myanmar
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| **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. |