

## JOB DESCRIPTION

<b>Job title:</b>	<b>Programme Design and Development Specialist</b>	<b>Location:</b>	<b>London, UK</b>
<b>Department:</b>	<b>Business Development</b>	<b>Length of contract:</b>	<b>Fixed term</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>10</b>
<b>Travel involved:</b>	<b>Up to 40%</b>	<b>Child safeguarding level:</b>	<b>3</b>
<b>Reporting to:</b>	<b>Line manager: Business Development Manager</b>	<b>Direct reports:</b>	<b>None</b>

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

### Job purpose

Malaria Consortium seeks a Programme Design and Development Specialist to work in its Business Development team. The post holder will work closely with technical and programme teams at headquarters, regional and country level to develop technical aspects of competitive public health proposals to a range of institutional and non-institutional donors. This role will also lead on system development and capacity building to design and implement an organizational project design

system; and conduct training and capacity building with country and regional staff. The role will also collaborate with colleagues on new country scoping and set up.

### Scope of work

The position is an integral part of the business development (BD) team. The role covers the preparatory work required to design competitive bids (including concept notes and other similar funding proposals) and the design work which should precede writing work. The role is an essential part of the organisations approach to bid development which emphasizes design work preceding writing work. Lesson learning is also an important aspect of this role, because the cumulative learning will lead to more competitive bids over time, and the position holder will have to document such learning and share these experiences within the organisation. The position holder will also monitor market trends providing analytical information relevant to business development particularly information which helps to improve the design of bids, and their compliance with donor requirements. The position covers writing bids, as a lead writer when required, and as a reviewer when selected to do so. Internal capacity development activities are also covered in this scope.

### Key working relationships

The position holder will be a member of the BD team based in the UK and will work closely with the Business Development Manager. S/he will collaborate closely with the Budget Development Specialist and the Business Development coordinator, especially during bid development. S/he will liaise closely with members of bid teams and country-based and regional-based teams. The position holder will need to work with technical team members in particular the design work required for bids. S/he will communicate with external stakeholders such as specialists involved in design and writing of bids. S/he will also need to effectively communicate progress and updates within the organisation.

### Key accountabilities

#### 1. Bid development- (Responsive) (60%)

- Analyse Malaria consortium's positioning on specific funding opportunities identified or announced by major funders of malaria, NTD, maternal and child health and health research programmes, particularly bilateral and multilateral donors, making succinct recommendations for consideration of a go/no decision for the opportunity
- Be an accountable lead for assigned bids, ensuring preparatory work is done at the opportunity stage for them and bid manage the proposal development process at their tendering stage, including being a key focal point for external partner engagement for the assigned bids
- Manage relationships with partner organizations related to potential and specific funding opportunities, as delegated by the Business Development Manager.
- Work closely with HQ, regional and country programme staff, cultivating a collaborative working relationship across these organisation teams, and lead them in the process of developing programme approaches in response to donor calls and other opportunities, including the development of log frames and articulating theories of change

- Design and lead project development workshops for single country and multi-country proposals, including writing of proposal sections, and guide country teams through project design processes
- Serve as a lead writer on a broad range of technical bid applications across malaria consortium's areas of expertise constructively engaging during this process with senior subject matter experts within malaria consortium's senior technical team at HQ and country offices or external partners
- Develop job-descriptions at bidding stage to recruit for key positions required for bids, develop interview grids for their recruitment and participate in the interview of candidates
- Provide ongoing quality editorial and review support for proposals from country teams at shortest notice
- Participate in the design and implementation of bids calendar plans
- Coordinate comprehensive review processes for bids in development mobilising internal and external resources persons
- Contribute to other concept and proposal development (e.g. trusts and foundations) as required
- Analyse key institutional donor calls for funding applications, monitor donor funding trends, share the knowledge gathered with bid teams, use the insights to analyse partners and competitors and to develop competitive proposals
- Develop value propositions at partner negotiation stage, update internal capacity statements, past performance references and engage with consortia leads, and partners and donors
- Work closely with Budget Development Specialist and country teams to develop programme implementation assumptions that drive budget cost inputs, identify risks within cost assumptions that may impact on the delivery of contracted results and ensure coherence of narrative, work planning and budgeting processes during proposal development
- Support the development of commercial strategies, linking milestones and payment schedules, in collaboration with the Commercial Director and Budget Development Specialist, and external partners, as delegated by the Business Development Manager
- Prepare and use of compliance matrices to improve the alignment of bids and donor call requirements

## **2. Capacity building and system development (20%)**

- Lead organisational capacity building initiative for project design and development and be a designated course leader on proposal development process
- Develop a plan for orienting teams at HQ, regional and country offices on project design and development and take a lead responsibility for producing outputs of internal capacity building
- Take overall accountability for producing guidance, training and supporting regions and country offices in project design and development
- Devise, design and roll out standard guidance and training for project design, development and review, as required
- Devise, design and roll-out standardised templates for bid design, development and review as required

### **3. Business development- Proactive (20%)**

- Pro-active sourcing of new opportunities through personally managed network of contacts
- Work closely with technical and programmes colleagues on new country scoping, assessments and resulting proposal development
- Ensure commercial aspects and positioning is appropriately considered when scoping new business opportunities and flagging risk to the business development manager and Commercial Director
- Serve as Business Development team link with organisational initiatives e.g. the project management initiative advisory group
- Contribute to business development documentation such as donor profiles, organisation profiles and briefings for network opportunities
- Update business development team knowledge by participating in internal learning opportunities, reading technical publications and maintaining personal networks.
- Identify training needs of key Regional and Country level staff involved in bid preparation and design supervise remote training tasks
- Work closely with the external relations team to prepare organisational marketing materials
- Provide cover for the BD manager in their absence and in times of a high volume of bid throughput and carry out other responsibilities as assigned by the Business Development Manager
- Represent Malaria Consortium as required

### **Person specification**

#### **Qualifications and experience:**

##### ***Essential***

- Demonstrated experience working in international development, global health or business development.
- Experience in managing international health programmes in developing countries
- Extensive experience in development of bid applications for institutional donors including USAID, UNICEF, DFID and Europe Aid for health programmes
- Experience of developing proposals for trusts and foundations
  
- Proven experience in managing complex projects with multiple stakeholders under rigorous deadlines;
- Proven relationship building skills and ability to work collaboratively and effectively in cross-cultural settings and with a wide variety of organisations;
- Experience in leading the design and writing of successful competitive proposals and tenders for public health programming for commercial bids and for grants
- Strong project management skills/experience
- Strong problem solving abilities and ability to perform under pressure;
- Ability to take initiative and achieve results with minimal supervision;
- Solid analytical skills and ability to present complex concepts in clear and concise formats;

- Strong attention to detail and follow-up;
- Experience in delivering training and capacity building for colleagues
- A Masters in Public Health, Epidemiology, Development Studies or similar fields, or equivalent practical experience demonstrating a strong focus on global health technical writing
- Right to work in the UK

### *Desirable*

- Experience in malaria and communicable disease control either through programme implementation or research
- Experience at programme management level in the field in either Africa or Asia
- Ability to work in Portuguese or French

### **Work-based skills and competencies:**

#### *Essential*

- Strong project development skills including technical writing
- Strong project management skills
- Proven competencies in use of project development tools (including logical frameworks, theory of change, and monitoring and evaluation frameworks) to analyse and express complex ideas in a concise and logical manner
- The ability to work productively and accurately under pressure in a fast-paced, demanding environment
- The ability to work in a team environment and independently and collaborate effectively with colleagues from a wide variety of backgrounds and contexts
- The ability to prioritise effectively and meet tight deadlines
- The ability to understand epidemiological and statistical information
- Strong computer skills: familiar with MS Word and Excel
- Native fluency in written and spoken English
- Attention to detail
- Ability to travel internationally
- Able to understand and analyse budget information and relative to programme design and development
- Ability to work in multi-cultural environments

#### *Desirable*

- High quality networking skills
- Public health programming background and skills
- French or Portuguese language skills

<b>Core competencies:</b>
<b>Delivering quality results</b>
<p><b>LEVEL C - Supports others to achieve results</b></p> <ul style="list-style-type: none"> <li>✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets</li> <li>✓ Supports others to plan and deliver results</li> <li>✓ Supports others to manage and cope with setbacks</li> </ul>
<b>Analysis and use of information</b>
<p><b>LEVEL D - Analyses the external environment confidently</b></p> <ul style="list-style-type: none"> <li>✓ Generates a range of policy options and appraises them based on the internal and external evidence</li> <li>✓ Develops ways of applying new knowledge and ensures lesson-learning with self and wider team</li> <li>✓ Analyses the significance of external events and situations for Malaria Consortium</li> </ul>
<b>Interpersonal and communications</b>
<p><b>LEVEL D - Communicates complex technical and/or sensitive/high risk information effectively</b></p> <ul style="list-style-type: none"> <li>✓ Communicates complex operational, technical and strategic issues clearly and credibly with widely varied audiences</li> <li>✓ Uses varied communication to promote dialogue and shared understanding and consensus across a variety of audiences</li> <li>✓ Influences internal and external audiences on specific issues</li> <li>✓ Scans the internal and external environment for key information and messages to support communications strategies</li> </ul>
<b>Collaboration and partnering</b>
<p><b>LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks</b></p> <ul style="list-style-type: none"> <li>✓ Builds strong networks internally</li> <li>✓ Participates actively in external networks and/or think tanks</li> <li>✓ Engages with relevant experts to gather and evaluate evidence</li> <li>✓ Shares and implements good practice with internal and external peers</li> </ul>
<b>Leading and motivating people</b>
<p><b>LEVEL B - Manages own development and seeks opportunities</b></p> <ul style="list-style-type: none"> <li>✓ Actively manages own development and performance positively</li> <li>✓ Learns lessons from successes and failures</li> <li>✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise</li> </ul>
<b>Flexibility/ adaptability</b>
<p><b>LEVEL C - Supports others to cope with pressure</b></p> <ul style="list-style-type: none"> <li>✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same</li> <li>✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations</li> <li>✓ Sets realistic deadlines and goals for self or team</li> </ul>
<b>Living the values</b>
<p><b>LEVEL C - Supports others to live Malaria Consortium's values</b></p> <ul style="list-style-type: none"> <li>✓ Demonstrates personal integrity by using position responsibly and fairly</li> <li>✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<p><b>LEVEL C - Keeps up to date with the internal and external environment</b></p> <ul style="list-style-type: none"> <li>✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors</li> <li>✓ Looks beyond the immediate operations to prospects for new business</li> <li>✓ Engages with appropriate internal and external sources to establish major influences on future plans</li> </ul>