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Call for Expression of Interest Business Development

Consultants

**South Sudan**

**About DRC in South Sudan**

DRC is an international nonprofit making organization, working in over 40 countries globally. DRC started operating in South Sudan from 2005 with the overall aim of achieving Durable Solutions for displaced populations. DRC work supports communities (refugees, IDPS and host communities) across the spectrum of emergency response, solutions and addressing root causes for displacement. Currently DRC has static presence in Unity, Upper Nile, Eastern Equatoria and Western Bahr-el Ghazel states and Mobile Response Teams that respond to emergencies in hard to reach areas across the country. DRC has a multi sector country program that focuses on Protection and Sexual gender Based Violence, Camp Coordination and Camp Management, Shelter and NFI, Water, Sanitation, and Hygiene (WASH), Social Cohesion, Livelihoods and Food Security, humanitarian mine action, mine risk education, and armed violence reduction programming.

**Purpose of the consultancy:**

Danish Refugee Council is looking for consultant(s) to lead the development of strategic, large scale and consortia proposals in all the sectors of DRC interventions. Under the overall leadership of the Head of Programs, consultant/s will lead business development efforts in close cooperation with DRC technical coordinators, Project staff, finance, grants and other teams.

This is a general **call for expression of interest for business development consultant’s** for short-term engagements in anticipation for calls with experience and skills in **developing proposals in the following sectors/sub sectors; General Protection, GBV, CCCM, Shelter and infrastructure, WASH and NFI, Livelihoods, Resilience, Food Security, Housing Land and Property, Access to Justice**.

The consultants must have experience in one or more of DRC programming sectors and have experience of bid/proposal development for some the major donors such as BHA, FCDO, EU, USAID, SSHF, SIDA, DANIDA, UN, ECHO, PRM, GAC, other institutional donors and private funding.

The key outcome of the consultancy is to develop quality and award-winning proposals. The scope of work will be determined based on the call and the tasks required.

**ROLES AND QUALIFICATIONS:**

1. **Proposal Writers:**

The proposal writers will lead/support the development of quality proposals and ensure that proposals meet the donor standards and DRC technical standards.

**Responsibilities:**

1. Lead proposal-writing effort, working closely with Technical/Grants Coordinators, Project Managers and other units.
2. Be familiar with all the proposal guidelines, tools and requirements and ensure adherence
3. Develop the winning approach for the call/opportunity and collaborate closely with technical/grants staff to ensure strategies are clear
4. Develop early strategies during capture and pre-positioning efforts
5. Create proposal templates and ensure inputs from other contributors meet expectations and are responsive to the RFP/RFA
6. Provide guidance and training to business development coordinators and proposal managers as it relates to proposal writing

**Qualifications;**

1. Minimum 5 years' experience in business development within the international humanitarian and development industry with experience in DRC core sectors
2. BA or equivalent experience in international relations, development, or a related field;
3. Excellent communication, coordination and people skills
4. Proven experience of leading/writing winning bids with major donors including; DANIDA, BHA, FCDO, UN, SSHF, PRM, GAC and other multilateral organizations;
5. Experience in South Sudan or similar contexts;

**2. Business development/Proposal Managers**

The Proposal Managers will lead the development and delivery of large/complex and competitive proposals. The Manager will lead cross-functional teams and consortia to develop winning proposals. This position ensures adherence to all proposal policies, procedures, and timelines to develop or support a submission that is technically and financially sound, responsive, donor compliant, and of the highest quality. The position will lead in pre-positioning, capture, and during live bids.

1. Manage the proposal development team from solicitation, release through submission and after-action reviews;
2. Lead design workshops and develop ToC and logical frameworks, be technically sound in the respective sector(s).
3. Develop winning approach/strategy for the call and lead the team through the process.
4. Develop assessment tools; collect required information for the proposal;
5. Ensure adherence to all proposal policies, procedures, and timelines;
6. Work closely with Technical Coordinators, Grants, MEAL, Finance and other teams. Lead communication with staff, subcontractors and partner organizations;
7. Prepare and assist in negotiating teaming agreements with partners.
8. Manage review process and ensure proposal is delivered on time.
9. Convene post proposal debriefing meetings to discuss the proposal process and identify lessons learned.
10. Experience in South Sudan or similar contexts

**Qualifications:**

* An advanced level university degree (Masters’ degree or equivalent) in a relevant field. A first-level university degree in combination with additional years of qualifying experience may be accepted.
* A minimum of 7 years of experience in program, grant acquisition / proposal development in the context of Humanitarian, Resilience and recovery contexts.
* Proven experience of leading/writing winning bids with various donors including; DANIDA, BHA, USAID, UNHCR, SSHF, PRM, GAC, ECHO. Experience leading high budget proposals of over 3M and above USD.
* Experience in leading design processes for various sectors including Livelihoods and Food Security, HLP, SGBV, Shelter and NFI, Camp Coordination and Camp Management, WASH, General Protection, Cash and Voucher Program.
* Excellent analytical, interpersonal, communication and writing skills.
* Excellent command of written and spoken English.

**How to apply:**

* Please submit **an application letter and CV (as one document not more than 6 pages)** detailing your experience and qualifications and the table below to **sarina.hiribae@drc.ngo** no later than **June 5th 2021**. Please which role you are applying for (you can apply for both if desired) in the subject line for the email example; Application for the role of proposal writer.
* Provide all relevant experiences with specific donors mentioned above (e.g. number of successfully submitted proposals for the funding scheme, sectors and countries covered)
* Include contacts details of at least 3 available professional references that you have worked with in the past in your CV.

**NOTE: Interested consultants are required to fill the table below with a summary of the most relevant proposals they led/developed and submit through the email address provided above together with application and CV. You can include additional rows as required.**

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| **Sectors of experience** | **Years of experience writing proposals in a particular sector/s** | **Donor Proposals submitted in a particular context or country and organization and role** | **Number of Winning proposals secured in a particular country or context or sector** | **Total amount secured for each winning proposal in USD** | **Reference; Name, position/role (in the specific proposal) and email** |
| ***Example:*** *General protection -Program implementation and proposal writing* | *2 years’ experience in proposal development* | *ECHO HIP 2020 South Sudan for Danish Refugee Council* *Proposal reviewer* | *01 for DRC in South Sudan* |  *20,000 (Twenty thousand) USD* |  |