

Business Development Manager (International Development) for Middle East and North Africa (MENA) and Europe and Central Asia (ECA)

December 2022

LOCATION: Amman Jordan or Beirut Lebanon or Rabat Morocco

SALARY: Jordan £35,000 p.a. Lebanon \$30,000-\$35,000 p.a., Morocco £20,000-£25,000 net

CONTRACT: fixed term until March 2025. Contract for services

HOURS: Full time

Occasional overseas travel to support business development, programme design and concept note and/or proposal development as directed is required with this position.

This role will work as part of a small team covering MENA and ECA. This role based in either **Jordan, Lebanon** or **Morocco** will have a particular focus on the MENA region.

Applicants will need to demonstrate that they have the right to work in **Jordan** or **Lebanon** or **Morocco** depending upon the country from where you are based.

WFD's established purpose is to assist, support and encourage the peaceable establishment and development of pluralistic democratic practice and political institutions. We achieve this purpose. We achieve this purpose by offering the following services across our global network:

- 1) Specialist **analysis, research, and advice** to inform policy makers on a range of democratic governance issues;
- 2) High quality and impactful **programmes** that directly support the full spectrum of institutions in political systems to develop inclusive political processes, more accountable political systems, protection of rights and freedoms, and more pluralistic societies; and
- 3) International **elections observation** on behalf of the UK.

Every member of WFD's staff contributes either directly or indirectly to the services we provide. Regardless of the role, team, or location, we are all working toward the same goal.

ROLE OVERVIEW

The Business Development Manager ("BD Manager") will play a key role in delivering WFD's portfolio renewal and business development strategy, enabling the organisation to successfully bid for funding to expand its delivery of high-quality programmes across the countries in which we work.

This role will be responsible for leading specific funding opportunities of up to £5million, managing the process from initial identification and preposition, through to preparation of concept notes and proposals, and contract/grant finalisation, and support project initiation and smooth handover to

implementation teams once funding is secured. The BD Manager will work with teams across the organisation to ensure programmes are effectively designed based on sound problem analysis, robust theories of change (ToCs), and evidence-based interventions.

This role will also undertake donor analysis to identify emerging donor trends and contribute to diversification of donor funding. The BD Manager will provide targeted business development support to specific Country Offices to increase funding for our programming. The BD Manager will bring their own knowledge and experience of bid processes and developing proposals for a range of donors, contributing to organisational knowledge, and expanding the donor base of the organisation.

This role is a key member of the Operations & People Services directorate. The role will also be embedded and expected to build strong working relationships within one or more Regional Team(s), using a business partnering approach.

The BD Manager reports to the Head of Business Development, with a dotted line to the relevant Regional Director(s) and works across teams based in the UK and overseas.

The duties and responsibilities below set out how this role contributes to WFD's organisational strategy and core priorities:

DUTIES AND RESPONSIBILITIES

1) Business Development and Resource Management

Donor Analysis and Diversification

- Support delivery of WFD's portfolio renewal and business development strategy.
- Support Country Office and Regional Teams to undertake donor mapping and identify funding sources to expand WFD's work.
- Directly undertake and support Country Offices in donor outreach and engagement.
- Undertake donor analysis and identify emerging donor trends across target priority donors relevant to the region(s) they are assigned to, and feed into centrally held donor information/briefings.
- Provide analysis on donor restrictions to feed into Go/No Go decision-making process.

Opportunity Identification and Pre-Positioning

- Identification and tracking of funding opportunities (both grants and commercial contracts) across WFD's technical areas of expertise.
- Pre-scoping of particular opportunities, undertaking market analysis and identifying potential partners (where appropriate).

Consortium Development

- Undertake analysis of particular opportunities for new partnerships or consortium development in the region(s), mapping of requirements and, where appropriate, identifying potential partners.
- Lead on engaging potential partners in the region(s), in collaboration with the Country Office, Regional Team(s), and Heads of Practice, as appropriate

Management of higher value opportunities and preparing proposals and bids

- Delivery of high-quality concept notes and proposals to often tight deadlines, including as lead writer and/or contributing to the writing of sections as agreed.
- Manage bid teams drawn from across the organisation, including policy and programme colleagues, Regional Team, Senior MEL Managers, Finance Business Partners, identifying and utilising the required skills for each bid process.
- Work with the Resourcing Manager to identify high quality experts and team members for commercial bids.
- Ensure adherence to donor requirements in bid submissions.
- Ensure all internal WFD procedures and approval processes are followed.
- In consultation with the Head of Business Development, undertake negotiation with upstream and downstream partners, ensuring funding meets organisational needs and reflects WFD's commitment to value for money.

Quality assurance of other opportunities

- Review concept notes and proposals produced by Country Offices and Regional Teams, providing high quality constructive feedback.

2) Policy and Programme Management

Programme design and development

- Ensure high quality submissions to donors, with effective problem analysis, ToCs, and intervention design.
- Ensure risk assessment and management is incorporated into programme design from the outset.
- Working with the Country Office, Regional and Finance Team, ensure proposed programmes are fully resourced to enable effective delivery.
- Facilitate effective handover of successful bids to the policy and programme colleagues in line with WFD's mobilisation process and checklist.

3) People, Culture and Operations

- Ensure compliance with WFD's due diligence process.
- Contribute to ongoing organisational learning to continually improve bid development processes and quality of proposals.
- Development of bid materials and capability statements.

Person Specification

The BD Manager is required to demonstrate the following competencies.

Skills, experience, and knowledge

Essential

- Educated to degree level in an international development-related or other relevant discipline.
- At least 5 years' experience of managing bid processes with strong experience of working remotely with diverse teams within the UK and multiple countries.

- Proven track record of preparing high quality winning concept notes, technical and commercial proposals, and tenders for institutional donors (particularly FCDO, CSSF, US, Canada, EC, and other European donors) with values of up to £5million.
- Excellent knowledge of donor proposal formats, problem analysis methodologies, theories of change, results/logical frameworks, and budgeting.
- Experience of assessing risk in programme design and supporting programme teams to undertake risk analysis, develop risk registers and risk mitigation measures.
- Experience in consortium development and strong negotiation skills.
- Experience of managing or implementing governance programmes in international context, with preferably time spent in-country on direct delivery.
- Experience in leading and facilitating programme design workshops.
- Significant success in donor outreach and engagement.
- Understanding of the evolving donor landscape.
- Proven ability to research new funding opportunities and to make appropriate judgements about their potential to realise significant restricted income.
- Proven experience of reviewing proposals and providing high quality constructive feedback to programme teams.
- Outstanding written and spoken English suitable for facilitating workshops and leading the writing of bids conveying complex programming concepts.
- Strong time management, administrative and organisational skills. Ability to be self-directed and take initiative.
- Adept at developing positive working relationships with a range of internal and external stakeholders.
- Strong interpersonal skills, including written, verbal and presentation skills.
- IT skills including MS office and databases.

Desirable

- Technical background in one or more key governance areas (democratisation, elections, parliamentary systems and development, public sector reform, public financial management, political party development, citizen engagement, transparency and accountability, post-war recovery, or inclusive policy processes).
- Understanding of Safeguarding and its integration into programme design.
- Experience of approaches to value for money (VfM) and payment by results (PbR).
- Fluency in local languages.

WFD's Competency and Skills Framework

WFD's competency and skills framework describes the behaviours required for each position. This position provides a support function within the organisation, candidates applying for this position will be assessed at interview against the competencies relevant for a Management Level position. For more information about the WFD's Competency and Skills Framework please visit

www.wfd.org/careers.