



CALL FOR BUSINESS DEVELOPMENT CONSULTANT

SCOPE OF WORK

Equal Access International (EAI) – a non-governmental organization (NGO) headquartered in Washington, D.C. – partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 20-year record of accomplishment implementing social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Kenya, Mali, Nepal, Niger, Nigeria, and the Philippines.

PROJECT OVERVIEW:

EAI is seeking a mid-level Business Development Consultant to provide consulting services *from November 2021 through March 2022* to support business development activities and grow EAI's portfolio of programming. The Consultant will coordinate and lead proposals, manage a proposal team and oversee the entire proposal process, including facilitating the bid/no-bid decision phase and capture efforts; developing and implementing proposal schedules; and overseeing the development of technical proposals, ensuring they are donor compliant and submitted on-time.

Objectives/Deliverables:

Proposal Development

- Manages proposal process for small to mid-range programs funded through Department of State (DOS), U.S. Agency for International Development (USAID), and other bilateral donors, owning the entire process.
- Leads the proposal process for bids under \$10 million; this includes but is not limited to driving the proposal's capture phase, participating in and eventually leading scoping trips, coordinating resources and unit support from across the organization, and seeing the proposal to a successful competitive and compliant submission.
- Facilitates and oversees the bid/no bid process for new opportunities, guiding technical directors, field teams, and program managers through a decision-making process that ensures opportunities align with EAI's strategic priorities

- Supports the proposal's technical strategy development process by technical and country expert staff.
- As needed and requested, writes specific sections of the technical proposal such as executive summary, management approach, staffing plan, and past performance records.
- Develops, oversees, and maintains the proposal calendar, in collaboration with technical lead, and monitors adherence to the defined process and deadlines for technical proposals, recruiting, proposal budgets, production schedules, and quality standards for proposals. Works with the technical lead to resolve issues with delays or other roadblocks in the proposal process.
- Supports the technical lead and coster to develop cost proposals, crafting best-value cost strategies and ensuring a unified strategy in both technical and cost proposals.
- Monitors and ensures staffing strategy alignment with Human Resource policies and procedures, and the technical unit needs to meet proposal staffing priorities.
- Participates in the review and compilation of lessons learned and after-action-reviews of proposal submission processes for EAI.

Corporate Strategic Responsibilities

- Supports in developing annual and multi-year business development strategies that leverage EAI capabilities to identify and win new business opportunities.
- Within EAI's target technical, donor and geographic priorities, serves as a "positioning lead" to identify new business opportunities, ensure up to date donor knowledge. This includes when assigned working collaboratively with designated field offices and technical units with guidance from the supervisor to develop and implement intelligence gathering and positioning strategies to strengthen EAI's stature, credibility, and likelihood of winning new business.
- Manages and disseminates business intelligence and positioning information obtained from networks, technical units, and field teams, when assigned to a specific country, region, thematic, or specific opportunity.
- Monitors donor databases and websites daily to identify new funding opportunities, donor funding trends, and relevant country information to position the organization for new funding and growth.
- Maintains department trackers, databases, and other BD reports.
- Proactive involvement within the international development industry and proposal management profession to stay abreast of the latest developments, innovations, and best practices.

Home Office and Field Office Business Development Support

- Develops and builds business development skills of Field and program unit staff as needed.
- Assists in the development and training of program unit staff on processes, procedures, and standards for program design and proposal development.
- Supports field-based business development activities and preparations for new and follow-on projects, including review of internal and external evaluations of projects. As required, provide direct support to development of field-based proposals.

EXPERTISE:

- Bachelor's degree in International Development, International Affairs, Public Policy, or related field.
- 3+ years' business development/proposal management experience, with a focus on procurements issued by US Government Agencies such as USAID and the Department of State. Additional experience in the management of proposals for other non-US donors such as the World Bank, the UK Department for International Development (DFID), or with international development organizations is a plus.
- Outstanding oral and written English communication skills.
- Experience with U.S. Government procurement policies, procedures and mechanisms (such as Contracts, Cooperative Agreements, etc.) for international development activities.

Application Instructions: To apply, please send your CV/daily or hourly rate, and indicate your Business Development experience to: consultancies@equalaccess.org with "Business Development Consultant" in the subject line of the email.