

NEPAL 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.

OVERVIEW:

The Nepal Business Development Consultant will coordinate with the Director of Business Development, the Country Team of Nepal, and HQ based Practice Area Directors to assist in growing EAI's portfolio of programming in Nepal. The consultant will collaborate with technical staff to coordinate and lead proposals in Nepal. S/he supports proposal development including supporting the bid/no-bid decision phase and capture efforts; identifying key personal for active proposals, adhering to proposal schedules; and overseeing the capture and providing key information to the development of technical proposals, ensuring they are grounded in Nepal local context.

OBJECTIVES/DELIVERABLES:

Home Office and Field Office Business Development Support

- Supports proposal process for small to mid-range programs funded through Department of State (DOS), US Agency for International Development (USAID), and other bilateral donors.
- Leads proposal efforts in country; this includes but is not limited to driving the proposal's capture phase, participating, and leading scoping trips, coordinating resources and unit support from across the organization, and seeing the proposal to a successful competitive and compliant submission.
- Provides desk research and critical local Nepal context to support the bid/no bid process for new opportunities, collaborating with 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 providing technical and country expertise. This includes drafting, updating, and compiling past performance examples and capacity statements regarding Nepal country expertise.
- As needed and requested, writes specific sections of the technical proposal that require local Nepal context such as executive summary, management approach, staffing plan, and past performance records.
- Supports recruitment of local Nepal staff for proposal and preparing staffing documents.
- Identifies key personnel with specific experience required under a proposal.
- Coordinates 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.
- Ensures staffing strategy alignment with Human Resource local Nepal 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.
- 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. This can include conducting competitor analysis research, outreach for strategic partnership, capture trips to gather information and liaison with research and teaming with local partners.

EXPERTISE:

- Bachelor's degree in International Development, International Affairs, Public Policy, or relevant field.
- 5+ years' experience working in Nepal on business development, with a focus on procurements issued by US Government Agencies such as USAID and the Department of State. Additional experience with 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 and Nepali communication skills.
- Experience working on proposals focused on sexual reproductive health, gender-based violence, women's economic empowerment and governance an asset.
- Understanding of role of media in development / social behavior change communication approaches an asset.
- Experience with U.S. Government procurement policies, procedures, and mechanisms (such as Contracts, Cooperative Agreements, etc.) for international development activities

AVAILABLE RESOURCE MATERIALS:

EAI will provide the consultant with necessary documents. While EAI will provide some background documents, the consultant is also expected to identify and use resources via electronic and print media and solicit additional information and resources, as appropriate.

LOCATION:

Nepal

PERIOD OF PERFORMANCE:

The period of performance for this Scope of Work is from October 2021 through March 2022, with the possibility of extension, depending on need. The consultant may need to travel within Nepal.

APPLICATION INSTRUCTIONS:

To apply, please send **your CV/daily or hourly rate**, and indicate your proposal writing experience to: consultancies@equalaccess.org with "Nepal BD Consultant" in the subject line of the email.