



## Kenya Business Development Education 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:

The Kenya Business Development Consultant will work with the Country Team of Kenya, and Country Director to support EAI-EA on the USAID Reading Champions APS and anticipated USAID Tusome II Program. This position will collaborate with EAI-EA technical staff to coordinate and lead the proposal on behalf of EAI in Kenya. S/he leads and supports proposal development including identifying key personnel 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 the Kenya local context.

### OBJECTIVES/DELIVERABLES:

#### *Home Office and Field Office Business Development Support*

- Leads proposal writing for the USAID Reading Champions; this includes but is not limited to driving the proposal's capture phase, participating, coordinating unit support from across the organization, and seeing the proposal to a successful competitive and compliant submission.
- Supports capture work for the anticipated USAID Tusome II program including identification and selection of partners.
- Provides desk research and critical local Kenya education 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
- As needed and requested, writes specific sections of the technical proposal that require local Kenya context such as executive summary, management approach, staffing plan, and past performance records.
- Identifies key partners and personnel with specific experience required under a proposal.
- Works with the EAI-EA team to resolve issues with delays or other roadblocks in the proposal process
- Supports EAI-EA team to develop cost proposals, crafting best-value cost strategies and ensuring a unified strategy in both technical and cost proposals
- Participates in the review and compilation of lessons learned and after-action-reviews of proposal submission processes for EAI-EA

### **EXPERTISE:**

- Bachelor's degree in Education or Public Policy
- 5+ years' experience working in Kenya 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 communication skills
- Excellent interpersonal skills and cultural sensitivity to effectively interact with all levels of staff, US and foreign government personnel, members of donor organizations, funders, and policymakers.
- Capacity to work both independently and as a member of a team
- Smooth multi-tasking among multiple responsibilities, ability to think innovatively and introduce new concepts
- Excellent organizational skills with a willingness to assume responsibilities and take initiative; ability to be a team player
- Detail-oriented and has good time management skills, especially when facing tight deadlines
- Experience working on proposals focused on education and governance is 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
- Familiarity with Microsoft tools including Word, Excel, PowerPoint, and Teams

### **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:**

Kenya

### **TRAVEL:**

The consultant is not expected to travel out of Nairobi.

### **PERIOD OF PERFORMANCE:**

The period of performance for this Scope of Work is 19<sup>th</sup> November 2021 to 10<sup>th</sup> December 2021.

### **APPLICATION INSTRUCTIONS:**

To apply, please send your CV with your daily or hourly rate and indicate your proposal writing experience to: [consultancies@equalaccess.org](mailto:consultancies@equalaccess.org) with "Kenya BD Education Consultant" in the subject line of the email. This application closes at midnight EAT on 18<sup>th</sup> November 2021.