

## Job description

<b>Job title</b>	Business Development Manager
<b>Department</b>	New Business and Partnerships
<b>Location</b>	London, UK or Nairobi, Kenya
<b>Reporting to</b>	Assistant Director of New Business and Partnerships
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Options' Directors, Programme Management team, Technical Team, Design and Innovation Team, Management Services Team, In-Country Programme Teams, Partners and Clients
<b>Hours</b>	Full time, 35 hours per week
<b>Type of contract</b>	Fixed-term, maternity cover up to 12 months
<b>Organisation</b>	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of MSI Reproductive Choices. We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.</p>	
<b>Main purpose of job</b>	
<p>The Business Development Manager (BDM) will play a pivotal role in expanding our growing portfolio of work, building on a number of successes in the last few years and working with new clients. The BDM will work within the New Business and Partnerships Team (NBP), reporting to the Assistant Director of New Business and Partnerships. The NBP team (six people including this post) co-ordinates and manages the business development process, in conjunction with others in Options to identify and analyse new opportunities, pursue and develop prequalification documents, and technical and commercial proposals for new business. The BDM will play a pivotal role in identifying and analysing new opportunities, pursuing and developing pre-qualification documents, and developing technical and commercial proposals for Options' new work. The BDM also contributes to the implementation of Options' new business strategy, supporting our approach to new clients, design and innovation, and expansion in new countries.</p> <p>The post can be based in either London or Nairobi. .Some international travel will be required.</p> <p><i>Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.</i></p>	
<b>Main duties</b>	
<p><b>Identification and tracking of new business:</b></p> <ul style="list-style-type: none"> <li>• Identify new business opportunities with existing and new clients.</li> <li>• Contribute to Options' understanding of the market and landscape.</li> <li>• Coordinate the development of concept notes, pitches and capability statements.</li> <li>• Contribute to the maintenance of a pursuit list for monitoring the progress of identified opportunities.</li> </ul>	

**External engagement:**

- Contribute to the development and implementation of Options' strategy for expanding work with new clients and in new markets, including developing external engagement strategies and building relationships to ensure Options is well placed to win work from new clients and in new markets.
- Develop and maintain relationships with existing and new clients, consultants, and potential partners to build strong partnerships for collaboration for new business and proactively position Options for business growth, including representation of Options at external meetings and fora.

**Pursuit and development of new opportunities and proposals:**

- Work with senior Options staff to analyse tender documents to assess requirements, including analysis of potential partners and personnel inputs.
- Lead and manage the development of bids including providing support to forming of consortia (leading consortium discussions on smaller bids).
- Prepare and review teaming agreements.
- Prepare Expressions of Interest and pre-qualification documents to a high standard and ensuring they are submitted on time.
- Identify additional bid resources required.
- Position for, and track progress of, identified opportunities to ensure Options is well positioned to bid, this includes developing a strategic positioning plan in collaboration with the Technical Lead and Programme Lead.
- Coordinate the development, preparation and submission of technical and financial proposals. Tasks may include:
  - Working with the Bid Lead and Lead Technical Writer to hold discussions with consortium partners and managing consortium relations, including coordinating inputs from partners and negotiation on partner roles and inputs;
  - Developing bid sourcing strategies and identifying and recruiting appropriate long- and short-term personnel as needed, in consultation with the recruitment team;
  - Supporting the development of budgets and drafting budget narrative and commercial proposal text;
  - Coordinating inputs to proposals from other team members and/or external consultants;
  - Carrying out desk research in subject matters that are relevant for the content of proposals;
  - Writing and editing sections of proposals as agreed with the Bid Lead and Lead Technical Writer;
  - Supervising and supporting the Recruitment Team and other bid team members in the preparation of bidding documents (e.g. formatting CVs etc.);
  - Contributing to internal reviews of draft proposals in order to maximise their potential to win;
  - Ensuring that proposals are submitted on time, in the correct format and meeting all tender requirements.
- Manage Options' inputs to proposals (where Options is not in the lead), including human resource inputs, budget development, and co-ordinating technical inputs from relevant Options' staff and/or external consultants.
- Respond to comments/clarifications from the client and support preparation of presentations when required.
- For small/medium bids, negotiate and agree final arrangements with contracting agencies and any sub-contractors when required.
- Hand-over to the Programmes Department to facilitate a smooth transition for programme delivery after a bid has been won.

**Other duties:**

- Support implementation of Options' new business strategy, including:
  - development of work with new clients, design and innovation, and new markets;
  - resource leveraging/fundraising for Options' flagship programmes;
  - leading aspects of our geographical strategy development and implementation.
- Deputise for the Assistant Director where necessary.
- Along with the rest of the team, seeking ways to improve BD systems and processes to enhance the team's efficiency and knowledge management.

- Promote continuous learning and knowledge sharing across Options, identifying opportunities for collaboration, sharing of resources, leveraging relationships, and developing staff knowledge and capacity.
- Act as Options' Framework Manager on the International Multi-Disciplinary Programme (IMDP) framework (UK aid), overseeing the BD Coordinator in the day-to-day administration of the framework and helping to ensure the smooth running of the framework including reviewing all call-downs and facilitating go / no go decision-making.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

**Signed by:**

**Date:**

## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Professional qualification or degree in a relevant subject (relevant post graduate qualification in international development or health desirable)	✓	
<b>Experience</b>		
Extensive experience in business development, resource mobilisation or programme management in international development	✓	
Building successful relationships with clients, collaborators and consultants	✓	
Sourcing and contracting consultants		✓
Work in/with developing countries	✓	
Identification and tracking business opportunities	✓	
Supporting the development and contributing to successful proposals for government, foundations and other donors	✓	
Good networks with any or all of the following: consultancy firms, client organisations (FCDO, USAID, and other donors), civil society and overseas government organisations		✓
Experience managing or engaging in co-creation grant making design processes with foundations and/or social investors		✓
<b>Skills and attributes</b>		
Budgeting (using Excel);	✓	
Time management and organisational skills, and an ability to multi-task	✓	
Excellent interpersonal skills to build internal and external relationships	✓	
Excellent attention to detail, particularly good editorial and proof-reading skills	✓	
Microsoft Office, particularly Microsoft Word, Excel, PowerPoint	✓	
Ability to work as part of a team and use own initiative	✓	
Excellent communications skills, both verbal and written	✓	
International development strategies of key donors, including DFID, USAID		✓
Knowledge/experience of public health, health systems development, maternal health, or social development.		✓
Entrepreneurial spirit – good instincts, commercial nous and ability to identify creative solutions		✓

Other requirements		
Pro-choice	✓	
Commitment to equal opportunities	✓	
A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	
Commitment to Options' mission	✓	
Fluency in written and spoken English	✓	
French language skills would be an advantage		✓
Right to live and work in the UK or Kenya	✓	