

Job description

Job title	Commercial Bid Manager
Department	New Business and Partnerships (NBP)
Location	London Office
Reporting to	Director of New Business and Partnerships
Responsible for	None
Liaison with	New Business and Partnerships team, Finance staff, Programme Management and Technical Teams, in-country programme teams, partners and sub contractors
Hours	Full time, 35 hours per week
Type of contract	Permanent
Organisation	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of Marie Stopes International.. 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>	
Main purpose of job	
<p>The Commercial Bid Manager will work within the New Business and Partnerships Team (NBP) reporting to the Director of New Business and Partnerships with close working links with the Director of Finance. The NBP team co-ordinates and manages the business development process, in conjunction with others in Options (e.g. Lead Technical Writers, Senior Management, Programme Management and Finance Teams). The Commercial Bid Manager will play a pivotal role in the development of new proposals, being responsible for the construction of budgets and advising on wider commercial aspects of all proposals.</p> <p>The post is based in Options' office in central London. Occasional international travel may be required.</p>	
Main duties	
<p>Preparation of the commercial elements of proposals:</p> <ul style="list-style-type: none"> • Working with the Director NBP, Assistant Director NBP and Director of Finance, to be responsible for the development of the commercial aspects of proposals as directed. • Develop budget templates in line with clients' requirements • Responsible, under guidance, for the development of Options' proposal budgets • Construct budget templates for partner organisations, guide partners through the completion, quality assure the returns and consolidate into an overall proposal template. • Work on the financial aspects of proposals with partners, including budget negotiation where necessary. 	

- Structure fee rates, expenses and running costs
- Develop a broad understanding of programme aims and delivery in order to produce commercially viable budgets that offer funders value for money but ensure resources are appropriate for programme needs. Support analysis and demonstration of value for money in commercial proposals.
- Contribute to the review of all budgets prior to submission, ensuring they are comprehensive and advising on changes where necessary
- Play a leading role in the development of wider commercial models, including payment by results (PBR) approaches.

Post tender:

- Contribute to revisions of budgets and commercial tenders as part of contract negotiation with clients.
- Contribute to reviews where bids have been unsuccessful.
- On successful bids to work with the Programmes team ensuring they have a comprehensive understanding of the budgets and assumptions to assist them during the programme start up.
- Communicate budgets to partners, meeting their need for information and ensuring they understand the budget and assumptions upon which it was constructed.

Other duties:

- Support, as required, the provision of financial information to assist with the development of the new business strategy.
- Advise on ways in which the BD systems can be enhanced and developed to improve efficiency and/or increase our chances of bids being successful.
- The postholder will work and liaise very closely with staff in the finance team and will be expected to work with them to develop the approach including the construction of data on overhead costs, day rates, etc.

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:
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Person specification

Criteria	Essential	Desirable
Qualifications		
CCAB finance qualification		✓
Management or Administrative qualification with significant financial component	✓	
Experience		
Wide ranging financial skills encompassing both financial and management accounting.	✓	
Extensive experience of budget development and analysis	✓	
Experience of developing and maintaining complex and large spreadsheet models	✓	
Thorough understanding of and experience in the development sector		✓
Knowledge and experience of the requirements of donors including but not restricted to DFID, the World Bank and foundations (e.g. the Bill and Melinda Gates Foundation)		✓
Skills and attributes		
Analytical skills	✓	
Highly developed (advanced) spreadsheet skills (Excel)	✓	
Excellent communication skills (written and verbal) with the ability to present and explain complex issues to staff from a variety of backgrounds	✓	
Ability to work autonomously to tight deadlines	✓	
Ability to work as part of a team and on own initiative	✓	
Other requirements		
Commitment to equal opportunities	✓	
Commitment to the principles of Safeguarding	✓	
Fluency in written and spoken English	✓	
The right to work in the UK	✓	