



# Bid/Proposal Manager

# About Development Initiatives

Development Initiatives (DI) applies the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people's skills, expertise and confidence in data.

And we support partners to:

1. Better respond to people's needs through improved quality and use of data and evidence in policymaking
2. Improve the quantity, quality and coherence of public finance and private investment
3. Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

# Bid/Proposal Manager

## Role content and purpose

DI's impact on development outcomes would not be possible without the work of the Development team. The team works to identify and secure new consultancy assignments, grant opportunities and strategic partnership collaborations. This role will manage and lead the identification and development of commercial bids and expressions of interest/tenders and develop connections with stakeholders and partners. You'll be required to have a proven history of writing and winning bids, along with high attention to detail and excellent writing skills.

The postholder will work with a diverse range of people, across many teams, to ensure the delivery of successful bids in line with our strategy. The successful candidate will have a wide range of technical skills to assist in the development of successful applications and budgets in response to client terms of reference, calls for proposals and bespoke packages of work. The successful candidate will also need to be able to manage communications with several teams, with excellent coordination and communication with the Programme and Project Management team.

## Contractual details

Start date:	As soon as possible, depending on notice period
Length:	Initial fixed-term contract for 12 months
Location:	This role is based in DI's Bristol office, located at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK
DI salary range:	£34,000–£36,000 within Career Level 3
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

## Duties and responsibilities

### Technical duties

- Work with Project Leads and teams to map out bid activities, dependencies and set timelines for bid proposals
- Facilitate input and gain agreement from key stakeholders on scope, schedule, budget, risk and quality in response to tendered terms of reference
- Identify skills and resources needed to successfully secure commercial opportunities, liaising with Bid Content Leads and Heads of Department to secure these resources.
- Oversee the coordination and relationship management of consultants or partners required for response to a tender/call for bids, ensuring that correct contractual processes are followed and in place for smooth transition to project implementation
- Update and maintain oversight on resourcing plan for new bids and work
- Create sales budgets for successful bid application
- Work with Head of Development and Senior Project Managers to ensure robust organisational compliance is demonstrated based on client requirements
- Work with external legal support, review contracts or commercial agreements ahead of bid submission
- Document lessons learnt on bid preparation and share with other DI staff

### Bid development

- Oversee DI's bid development process from scoping of opportunity through to submission of bid
- Work to identify the requirements for successful application and ensure that these are clearly developed in bid response, and the team working on the bid are aware of the requirements, criteria and expectations
- Coordinate DI's income generation research group, ensuring that colleagues are scoping and identifying new opportunities
- Support with the development of documents and weekly agenda for new opportunities review meeting
- Work with the Head of Development to identify and secure partnerships, opportunities and calls for bids that generates new revenue for DI's consultancy arm
- Identify and maintain new contacts and networks relevant for business development and project identification
- Work closely with Project Managers to develop and hand over successful bids for effective implementation
- Manage maintenance of the income pipeline for all new consultancy opportunities via our Client Relationship Management system (HubSpot)
- Report against business development KPIs, with oversight from Head of Development

## Management duties

- Contribute at team meetings and provide updates for Executive Team meetings as required
- Take responsibility for health, safety and security obligations for team members

## General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in one-to-one meetings and performance management appraisals
- Maintain professional development and personal development plans
- Be willing and committed to taking on new work as required and be proactive

## Person specification

### Experience

#### Essential

- At least three years' experience in a similar role
- Experience in contract management and client/donor liaison

#### Desirable

- Experience in bidding for, and winning, large commercial contracts/accountable grants within the development sector
- Experience of using CRM's, preferably Hubspot

### Skills and abilities

#### Essential

- Excellent communication skills, using a range of written and oral techniques to communicate with internal and external stakeholders
- Ability to multi-task, working on multiple projects simultaneously and to agreed deadlines
- Ability to understand how tasks/projects interrelate and anticipate how one action may impact another
- Excellent organisational skills and ability to understand and support the needs of diverse projects across an organisation

- Ability to work under pressure yet deliver on time, maintaining attention to detail and accuracy
- Good people management skills with the ability to enable a project team with different skillsets to meet deliverables
- Advanced skills in MS Office

## **Education**

### **Desirable**

- Project management qualification (PMD Pro, PRINCE2, PMP, or similar)

## **Knowledge**

### **Desirable**

- Knowledge and application of project management best practices and industry standards
- An understanding of budgeting processes and financial reporting for grant makers
- Knowledge of international development desirable, or a demonstrated interest in poverty-related issues

## **Personal attributes**

### **Essential**

- A self-starter who can work independently with minimal support but can also work within a team environment
- Confidence to question the validity of information and in offering ideas and solutions

## **Application details**

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded onto our online application portal. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

## Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

Development Initiatives is an equal opportunities employer, and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form, found on our website at: [www.devinit.org/working-with-us/vacancies/](http://www.devinit.org/working-with-us/vacancies/)

## Working together

"People are our greatest asset" – it's a well-used saying, but at Development Initiatives, it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be. For this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision.

## UK

- Informal work environment (e.g. casual dress)
- Pension scheme with 5% employer contribution
- Flexible working arrangements (e.g. homeworking, flexitime)
- Healthcare scheme with employee assistance programme
- Paid study leave and financial support
- Paid professional membership fees
- Buy/sell holiday scheme
- Cycle to work scheme
- Childcare vouchers
- Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas
- Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people).