ROLE PROFILE

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| Title: | Deployable Business Development Manager | | |
| Functional Area: | Humanitarian | | |
| Reports to: | Head of Projects and Funds | | |
| Location: | Deployed 75% of the time to Plan International’s country programmes. Home-based when not deployed | Travel required: | Up to 75% (may be at short notice) |
| Effective Date: | February 2023 | Grade: | 4 |

role PURPOSE

In response to an emergency, Plan International Country Offices often require additional experts to support their response and help those affected by crises. Plan International’s core surge team is composed of technical global experts who can deploy to emergency responses within 72 hours for up to 4 months. The post holder will be expected to provide leadership to their area of technical specialism to support the country team they are deployed to.

Core surge team members are globally roving and work away from their home base continuously, from a few weeks up to four months per assignment. Core surge is typically deployed to country programmes for up to nine months a year (pro rata for part-time posts). When not deployed (or on annual leave), core surge team members may be assigned project/proactive work.

The deployable Business Development Manager (BDM) is a senior surge capacity resource to be deployed to countries to support emergency response activities and to develop a funding strategy in line with the Emergency Response Plan. The role coordinates all proposal development. The deployable BDM will work with the Business Development team in-country to write proposals that speak to the overall strengths and capabilities of the country response while coordinating and incorporating the inputs from technical advisors, programme units, MERL, finance, HR, Supply Chain Management, partnerships, and security.

The deployable BDM is expected to stay closely informed and updated on current donor strategies and interests in the humanitarian space that are relevant to Plan International. The deployable BDM will liaise closely with the Global Humanitarian Team department and Programme Delivery and Resources (PDR) department, and with the different National Organisations (NOs), in-country donor representatives and other stakeholders (NGO partners) to identify funding opportunities.

The role maintains and develops relations with in-country donors and Plan International National Organisations.

Dimensions of the Role

* This position may line manage a team of funding specialists when on deployment to a Country Office.
* No budget responsibility is required for this position.
* Leads overall planning and implementation of all funding activities for a specific emergency response.
* Develops and maintains relationships with stakeholder groups both within Plan International and externally.
* May deploy at short notice to a Country Office for up to 4 months.
* The post is expected to be on deployment for up to 9 months per year.
* Development of strong and comprehensive donor proposal submissions with a clear focus on gender and diversity.
* Ensure the financial sustainability of the emergency response by working with the country programme and finance departments and ensure Plan’s cost recovery policy is adhered to in any grant submissions.

Accountabilities

**Fundraising strategy**

* Lead the development of an emergency-specific fundraising strategy in line with the country’s emergency response plan, ensuring input from key stakeholders within the organisation and alignment with donor priorities and programme needs.
* Ensure a clear focus on gender across all fundraising activities in line with Plan International’s Global Strategy.
* Identify any systemic and/or structural issues that may impede a rapid growth in funding and recommend and implement mechanisms to address them.
* Develop strategic partnerships with peer organisations also working in the response.
* Produce and regularly update a comprehensive mapping of all donor opportunities (by sector and geography).
* Assist in developing global humanitarian fundraising strategies for thematic programme plans and cross-sectoral integration.
* Develop new and maintain existing links with institutional donors and UN agencies, ensuring that Plan International is recognised as a go-to agency for gender equity programming in humanitarian crises.

**Maintaining data on opportunities, submissions, and ongoing projects**

* Track funding opportunities, submission deadlines and financing available – both for institutional donor funding as well as funding from public appeals and donations.
* Ensure a strong pipeline of funding opportunities.
* Monitor the proposal pipeline and ensure that updated trackers are available to facilitate project planning at all times.
* Ensure all appropriate donor and Plan internal proposal formats are available and being used.
* Maintain a reporting calendar and work closely with country teams to ensure deadlines are met, and high-quality reports are submitted in line with donor requirements.
* Ensure that donor reporting data is aligned with the data in the country’s ERP system before submission.

**Coordinate proposal development**

* Lead the development of proposals and concept notes for the emergency response, providing support and coordination to the proposal development teams. Where applicable, ensure the proposal development team includes active and meaningful partner participation and that any additional time and resources required to facilitate this are identified and secured.
* Ensure concept notes and proposals align closely with the Emergency Response Fund (internal Plan emergency response funding) (thematic and geographic), the response master budget, Monitoring, Evaluation, Research and Learning (MERL) frameworks and Country Management Team decisions.
* Ensure Plan’s cost recovery policy is adhered to in the proposal development process and that the maximum viable amount of apportioned costs is funded by the donor as possible
* Formally capture and disseminate learnings from successful and unsuccessful proposal submissions to help strengthen proposal development capacity in the country team and with implementing partners.
* Leads on the integration of key humanitarian standards in all funding submissions (eg Sphere, Core Humanitarian Standard etc).

**Donor & Organisational Compliance**

* Ensure compliance with Plan’s Emergency Response Manual and its localisation position paper.
* Ensure Funding Approval Document procedures are complied with in accordance with policy.
* Train project, support teams and any implementing partner organisations on donor requirements where the National Organisation is not able to support.
* Retain a reporting calendar with internal and external reporting deadlines and share it with implementing partners where applicable.
* Ensure all concept notes, proposals, Funding Approval Documents, and other relevant contract documents are referenced, filed and where applicable archived during deployment.
* Ensure full adherence to all system requirements in Plan’s ERP when creating and setting up new grants and projects.
* Participate in project start-up workshops and ensure a full and comprehensive handover and documentation trail to the project team for implementation.

**Safeguarding**

* Ensures that Plan International’s global policies for Child Protection (CPP) and Gender Equality and Inclusion (GEI) are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

Key relationships

**Internal**

* Country office (Emergency Response Manager, Business Development, Grants, Finance, Programmes, Technical Advisors, Monitoring, Evaluation, Research and Learning (MERL), SCM, HR, Partnership Manager and Programme Unit staff and Country Management Team).
* Implementing partner organisations.
* National organisation funding departments, including when the donor proposal is submitted in-country.
* Global Hub departments (projects and funds, finance, legal, humanitarian, communications).

**External**

* UN agencies (via established networks and relationships built by existing country BD team).
* In-country institutional donors (via established networks and relationships built by existing country BD team).
* Government embassies.
* Peer agencies.

Technical expertise, skills and knowledge

**Essential**

* Able and willing to deploy at short notice to humanitarian crises.
* Extensive and proven experience in writing successful donor proposals.
* Extensive humanitarian fundraising and networking experience.
* Experience in coordinating successful proposals with meaningful participation and inputs from implementing partner organisations.
* Experience in establishing and managing consortium bids, with both national and international NGOs.
* Demonstrable knowledge of donor funding requirements and policies and their practical application.
* Knowledge of key humanitarian principles and programme areas including, child protection in emergencies, education in emergencies, and cash and voucher assistance.
* Knowledge of and experience in project cycle management.
* Experience of on-the-job knowledge and skills transfer to team members.
* Strong planning and organisational skills.
* Strong analytical and communication skills.
* Strong training development, facilitation and negotiation skills.
* Excellent English oral and written communication skills.
* Committed to actively upholding Plan International's vision, values and behaviours and policies, including the Say Yes! To Keeping Children Safe Policy.
* Proficient computer skills and experience using software applications and grant management systems.

**Desirable**

* Fluency in English and at least one other language (e.g., French, Spanish, Arabic, Portuguese)

Plan International’s Values in Practice

**We are open and accountable**

1. Promotes a culture of openness and transparency, including with sponsors and donors.
2. Holds self and others accountable to achieve the highest standards of integrity.
3. Consistent and fair in the treatment of people.
4. Open about mistakes and keen to learn from them.
5. Accountable for ensuring we are a safe organisation for all children, girls & young people

**We strive for lasting impact**

1. Articulates a clear purpose for staff and sets high expectations.
2. Creates a climate of continuous improvement, open to challenge and new ideas.
3. Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
4. Evidence-based and evaluates effectiveness.

**We work well together**

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and ‘win-win’ relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

**We are inclusive and empowering**

1. Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
2. Builds constructive relationships across Plan International to support our shared goals.
3. Develops trusting and ‘win-win’ relationships with funders, partners and communities.
4. Engages and works well with others outside the organization to build a better world for girls and all children.

Physical Environment

As part of the core surge team, the primary purpose of the role is to deploy to emergencies globally. The post holder will deploy to a diverse range of countries and contexts. This can range from insecure environments to countries that have just been impacted by a rapid-onset disaster.

The post holder will be provided with the necessary support for such varied locations, including security training, well-being and mental health support and briefings before all deployments.

While on deployment, the accommodation, transport, and availability of services will be dependent on the context and the specific country offices policies.

Level of contact with children

Low contact: No contact or very low frequency of interaction