



Scope of Work

Position Title: Business Development Coordinator

Position Reference: 240503

Position Location: Cyprus, Lebanon, or Thailand (candidates must have authorization to work in one of these locations)

Assigned Unit/Team: Global

Supervisor: Program Manager

Overview: This scope of work (SoW) outlines the Business Development Coordinator role with the Center for Operational Analysis and Research (COAR). The Business Development Coordinator will be expected to lead on the development of proposals, concept notes, and other bid documents; identify and vet potential opportunities through monitoring donor platforms; contribute to strategic analyses of new markets, clients, and partners; and identify opportunities to increase COAR's visibility and presence. The Business Development Coordinator will work alongside management and technical teams in order to solicit necessary inputs, will oversee preparation for each bid, and will have responsibility for generating final submissions.

About COAR: COAR is an independent social enterprise that directly supports practitioners, policymakers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments.

Objectives:

- Identify new business opportunities;
- Oversee administration of business development-related documentation;
- Identify and lead on proposal, bid, tender, and concept note development, including identification of required resources;
- Identify opportunities for visibility, to include new strategic partners and interesting and innovative new programs;
- Analyze where and how COAR can improve to become more competitive;

Responsibilities

The Business Development Coordinator will:

- Lead on proposal, bid, tender, and concept note development including drafting, editing, formatting, and ensuring that all offers are submitted by stated deadlines;
- Liaise with team members to discuss roles and responsibilities in the proposal development process and follow up with those team members for their inputs against agreed upon deadlines;
- Prepare and file all supplementary documentation required by the tenderer (including CVs, capacity statements, corporate documents etc.);
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- Develop and maintain the proposal database;
- Identify strategic partners for COAR to collaborate with on high value programs (joint venture and/or subcontractors);
- As needed, evaluate peers and competitors to better understand coverage, market dynamics, client needs, etc.;
- Manage all business development platforms and interfaces, identify relevant opportunities, and fill in associated paperwork;
- Identify opportunities for visibility and networking (trade shows, meetings, etc.);
- Ensure COAR's policies, procedures, and systems are up-to-date and identify modifications/additions that would strengthen COAR's proposals for proposals/bids/tenders or ensure compliance;
- Identify consultants and develop a professional network within the humanitarian sector to assist with building teams for bids;
- Support team members in external meetings as required;
- Work with the various Directors to identify areas of potential expansion based on the funding orientation (new country of intervention and/or provision of new service);
- Adhere to COAR's code of conduct and safeguarding policies at all times.

Qualifications and Experience

The ideal candidate for COAR's Business Development Coordinator will have:

- A Master's Degree in Business, Literature, Political Science, International Affairs/Relations, Public Policy, Sociology, or related field;
- At least 2 years professional experience, ideally in the field of proposal/grant writing, international development, or research;
- Past experience working for international non-governmental organizations, humanitarian actors, or donor agencies is highly desirable;
- **Attention to detail is required;**
- Excellent English language writing/editing and communication skills are required. A written test may be administered during the recruitment process. Experience editing text written by non-native English speakers is desirable;
- Experience developing proposals for governmental donors (particularly FCDO, CSSF, US, Canada, EC and other European donors) is highly desirable;
- Experience with donor proposal formats, research methodologies, theories of change, results/logical frameworks and budgeting is highly desirable;
- Excellent interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels, taking into account cultural and language differences;
- Commitment to discretion and confidentiality



Applicants should submit their CV and Cover Letter to hr@coar-global.org quoting the name of the position and Reference Number in the subject line of the email.

Due to a high volume of received applications, only successful candidates will be contacted.

All applications will be treated in strict confidentiality.