

## Scope of Work

**Position Title:** Business Development Expert

**Position Reference:** 240507

**Position Location:** Remote

**Level of Effort:** Part time (Day Rate Consultancy)

**Assigned Unit/Team:** Global

**Supervisor:** Program Manager

**Overview:** This scope of work (SoW) outlines the Business Development Expert role with the Center for Operational Analysis and Research (COAR). The Business Development Expert will be expected to lead on the development of proposals, concept notes, and other bid documents; identify and vet potential opportunities through monitoring platforms; and contribute to strategic analyses of new markets, clients, and partners. The Business Development Expert will work with country and technical teams to solicit necessary inputs for each bid and will hold overall responsibility for compiling and developing all documentation needed to submit competitive tenders.

This is a part time position with flexible working hours; candidates should expect to be available at certain times more than others, especially when working on deliverables with tight deadlines (ex. proposals, bids, concept notes etc.)

**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.

### Objective:

- Independently identify and lead on development of high-quality proposals, bids, tenders, and concept notes, including identification of required resources and collaboration with technical experts;

### Responsibilities

The Business Development Expert will:

#### A. Identification of Opportunities

- Conduct a weekly thorough search to identify new bids/proposals according to parameters set by COAR (areas of operations, themes/type of projects, project value etc.)
- Assess if identified opportunities suit COAR's line of business and/or adds value, in a manner that prompts the pursuit of the opportunity

- Utilize business intelligence to determine if an identified opportunity has already been earmarked to a specific entity
- Advise COAR on new potential markets (areas of operations / themes) according to analysis of clients' investment trends

#### **B. Proposal Development**

- Lead on proposal, bid, tender, and concept note development including drafting, editing, formatting, and ensuring that all offers are submitted by stated deadlines.
- Maintain a proposal development database with compiled information that could be used to facilitate the drafting/submission of new proposals/bids/tenders (ex. research methodologies, capacity statements, TPM approaches, contextual analysis methods, context background of country of operations, existing financial procedures and policies, etc.)
- Collaborate with subject matter experts, project managers, and other stakeholders to gather necessary information and ensure accuracy and completeness of proposals.
- Edit and proofread proposals for grammar, style, consistency, and compliance with client requirements and company standards.
- Tailor proposal content to address the specific needs and evaluation criteria of each client.
- Manage multiple proposals simultaneously, ensuring timely and high-quality submissions.
- Maintain a proposal content library and develop reusable content for future proposals.
- Implement best practices and continuously improve the proposal development process.

#### **C. Strategic Business Analysis**

- Identify strategic partners for COAR to collaborate with on high value programs (joint venture and/or subcontractors).
- As needed, produce competitor analyses and other tools for assessing the current market for COAR's services.
- Assess COAR's policies, procedures, and systems and advise on modifications/additions that would strengthen COAR's profile for proposals/bids/tenders.

#### **D. Other**

- 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.
- Adhere to COAR's code of conduct and safeguarding policies at all times.

## Qualifications and Experience

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

- A Master's Degree in Business, Literature, Political Science, International Affairs/Relations, Public Policy, Sociology, or related field;
- Minimum 5 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 required. Experience working in conflict-affected areas is desirable;
- Excellent 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;
- Proven track record of preparing high quality winning proposals, tenders and bids for institutional donors (particularly FCDO/CSSF, USAID, Canada, EC and other European Member State clients/donors);
- Knowledge of donor proposal formats, research methodologies, theories of change, results/logical frameworks and budgeting is required;
- 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;
- Attention to detail is required.

Applicants should submit their CV and Cover Letter to [hr@coar-global.org](mailto:hr@coar-global.org) quoting the name of the position and Reference Number in the subject line of the email. Applicants are welcome to submit a writing sample along with their CV and Cover Letter.

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

All applications will be treated in strict confidentiality.