

## TERMS OF REFERENCE

POSITION	<b>Proposal Development Expert</b>
AREA	Institutional and Private Partnership and Institutional Funding Department
PLACE OF WORK	Save the Children Italia ETS
REFERS TO	Proposal Development Lead
TYPE OF CONTRACT	Co.co.co.
SALARY RANGE	32.000 - 34.000 €
SAFEGUARDING LEVEL	1

## INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organization for children.

**OUR VISION** is a world in which every child attains the right to survival, protection, development and participation. **OUR MISSION** is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children Italia (SC IT) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

## SAVE THE CHILDREN'S VALUES

**ACCOUNTABILITY:** We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

**AMBITION:** We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children. **COLLABORATION:** We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children. **CREATIVITY:** We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children. **INTEGRITY:** We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children.

To finance our work, we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

## OUR SAFEGUARDING POLICIES

At Save the Children Italy we are committed to the safeguarding and protection of beneficiaries – children and adults - in our work. Save the Children believes that beneficiaries – children and adults - should never experience any kind of abuse. We have a responsibility to work in a way that promotes the welfare of beneficiaries and protects them from any kind of harm. Our Organization has a zero tolerance approach to any harm or exploitation of beneficiaries by any of our staff, representatives, or partners. Save the Children expects the highest standards of behavior from all its staff when dealing with beneficiaries. Those who are representing Save the Children must adhere to the Child Safeguarding Policy and the Policy for protection against sexual exploitation, abuse, harassment, intimidation, discrimination, and abuse of authority, both in their private and professional lives.

Save the Children Italy will do everything possible to ensure that only those who are suitable to work with children are recruited to work for us.

## **JOB PURPOSE**

This role will contribute to SC Italy Institutional Partnerships & Institutional Funding strategy by ensuring that high quality proposals are submitted to key institutional donors and that Save the Children project development practices, donor compliance and international standards are met. This position will also contribute to keeping track and monitoring of SC Italy institutional funding KPIs and to SC Country Offices capacity building in proposal development and donors' compliance, in line with SC Italy role within the SCA system.

The position leaves space for proposing new business practices and tools, thus it will be assessed the capacity of the candidate to be proactive and collaborate with the team in finding efficient and suitable solutions.

## **RESPONSIBILITIES**

### **Proposal Development**

- Collects, analyses and ensures in-depth knowledge of the guidelines, templates, rules and procedures of SC Italy main institutional donors (INTPA/NEAR, AICS, UN agencies, GIZ, GPE etc.). A focus on proposals to be financed by DG ECHO is expected and, thus, a proved experience with this donor is a strong asset.
- Leads on proposal development process from the go-no-go to the signature of the contract with the donor. To this end, ensures coordination of different actors involved (internal and external to SC Italy) in relevant key stages of the process.
- Collects and analyses key data and info on SC Italy main countries of intervention (situation analysis, needs assessments, country strategies, etc.) to be used for the development of quality project proposals.
- Ensures that the relevant Country Office staff involved in the process have a clear understanding of the donor/call for proposal priorities and are appropriately guided in the project design to meet them.
- Responsible for the development of the main proposal development outputs (concept note, full proposal, logical framework, work plan etc.).
- Ensures that high quality proposals are timely submitted to donors in line with their guidelines and templates.
- Supports and contributes to the proposal budget development in cooperation with Grant/finance staff.
- Guides the evaluation of full proposal development process and ensures that key learning are captured to improve future processes.
- Support the development of tools for consortia management at design level.
- As part of the proposal development process, prepares and implement missions to Country Offices as requested, on an ad hoc basis.

### **KPIs tracking and analysis**

- Support the tracking and monitoring of identified KPIs related to proposal development and analysis of strengths and weaknesses of submitted proposals
- Ensures that key data and info are properly recorded into SC Italy and SC International main database, files and systems;

**COs Capacity Building**

- Support the capacity building of Country Offices staff on donor templates, rules and requirements in coordination with SCI and other members;
- Contributes to the delivery of tailored capacity building in key priority countries (and webinars);

**Other**

- The position participates to internal learning processes as well as in SC Italy taskforces activated at department and/or direction level
- The position may require involvement in donor engagement activities linked to specific opportunities, as relevant
- The position may be involved in other tasks related to business development as necessary

**EXPERIENCES & QUALIFICATIONS**

- Master's degree in international studies, Human Rights, Political Sciences, International cooperation, Economics
- Proved experience in proposal development for institutional donors and especially with ECHO for the development of a single form, a modification request and the management of large consortia composed of several international and local NGOs. Experience in the elaboration of multi-countries proposal is an asset.
- Proved experience capacity building to multicultural audiences on institutional donors related matters (compliance, templates, etc.) and business development KPIs tracking and analysis.
- Previous experience in an International NGO (Overseas working experience is a plus)
- Strong proposal development skills and detailed knowledge of Logical Framework & Theory of Change approaches, PCM, ECHO policies and procedures.
- Fluent in English and Italian, both written and verbal.
- Good level of French, both written and verbal, is a plus.

**SOFT SKILLS**

- Capacity to relate to a different range of internal and external stakeholders.
- Flexible and adaptable to changing context.
- Pragmatic/solutions oriented/problem solver yet having strong analytical skills.
- Strong team player.
- Able to work effectively with others towards the achievement of common objectives.
- Positive attitude, high sense of responsibility and strongly result-oriented.

**OTHER**

- Commitment to Save the Children values.