|  |
| --- |
| **TITLE:**   **Program Development and Resourcing Coordinator - Mozambique Country Office** |
| **TEAM/PROGRAMME:** Programme Development and Quality | **LOCATION:** Maputo, or remote based |
| **GRADE**: National or International (unaccompanied) | **CONTRACT LENGTH:** 1 year (renewable) |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The Program Development and Resourcing (PDR) Coordinator plays play a key role in shaping impactful programming for SC Mozambique. The PDR Co-ordinator will identify and track donor opportunities, facilitate donor engagement, support in developing fundraising strategies, and coordinate proposal development for innovative strategic funding opportunities aligned with the Mozambique Country Strategy and based on learning, ensuring the final product is responsive, competitive, and timely. This includes extensive technical and non-technical writing of proposals for institutional and private donors.The role holder is responsible for ensuring coherence between project documents, including log frames, narrative proposals and budgets and for providing direct writing support during proposal development processes. S/He coordinates the input of internal and external stakeholders including technical advisors, Program Operations, Finance, HR/Safeguarding and Security into proposals and budgets. This includes coordination among partners in consortia arrangements, as well as with SC Members. The PDR Coordinator will report into the Head of Programme Design and Development. The postholder must have excellent written and verbal communication and influencing skills. |
| **SCOPE OF ROLE:** **Reports to:** Head of Programme Design and Development (H-PDD)**Staff direct reporting to this post**: none**Budget responsibilities:** None**Role dimensions:** Save the Children works in eight provinces in Mozambique, in both development and humanitarian settings. Project activities are implemented directly as well as with partners - currently 23 partners for service delivery and advocacy. SC in Mozambique works with a wide range of donors (bilateral, institutional, foundations, etc) implementing a portfolio of 25+ multi-sectoral projects with approximately 350 staff. In 2024 SCIMOZ’s budget was USD 35 million, the County Office has a growth ambition to reach an annual budget of USD 44m within the strategic period (2025-2027). The role holder develops effective relationships with Director of PDQ, Awards, Finance, Technical Advisors, Member NBD and Technical staff, Donors.Each year the NBD team handles around 30 different proposals of varying complexity, including some very large ($25m+) high risk or consortium projects. |
| **KEY AREAS OF ACCOUNTABILITY:****Coordinate project and proposal development*** Coordinate the development of project ideas and proposals for fundraising, ensuring timeliness and highest quality products in line with sector good practices and learning.
* Review and summarise key calls for proposals for presentation to technical team, when requested
* Produce proposal development schedules and track timelines, ensuring and facilitating coordination amongst teams – PDQ, Programme Operations, Finance, HR, Security and Member Services.
* Support the development of administrative documents for the proposal development process.
* Prepare and format donor templates for completion by the technical and finance teams
* Active writing on (technical and non-technical parts of) various project proposals to institutional (including ECHO, EU, UN, etc.) and non-institutional (foundations, private sector and SCI internal funding) proposals.
* Gather, coordinate and follow-up regularly on inputs and feedback from internal stakeholders (PDQ Technical Specialists, Programme Operations (for field team inputs, logistics requirements, costings, etc.), Security, Awards Management, Finance & Grants, and HR (for staffing requirements)) within Save the Children and provide regular updates on progress
* Facilitate engagement of consultants on large-scale proposals, or when technical specialists are needed.
* Ensure alignment of documents for specific proposals and support proofreading with a critical eye
* Coordinate Value for Money calculations in proposal development, as required by donors.
* Support amendments, top ups and extensions as required
* Contribute to effective management of partners through the proposal development process where working in consortia.
* Ensure full internal and member review and sign off as per the proposal development process.
* Lead the Pre-Awards Actions process in close coordination with other departments
* Coordinate the Kick Off process in close collaboration with the Awards Team
* Ensure all SC systems are updated with latest pipeline information including leading on match gap tracking and planning in co-ordination with the Awards team.

**Business Development*** Support the H-PDD to identify, track and analyze new business opportunities and facilitate donor engagement for large and strategic funding opportunities;
* Support the H-PDD on the development of Donor Landscape Studies, comprehensive Funding Strategies and donor enegagement strategies in line with the Country Strategic Plans which are implemented and monitored effectively;
* Support engagement with strategic Members to track new funding opportunities, including documentation of meetings and minute taking
* Ensure key contacts, required formats, and donor strategies are kept up-to-date at the country office level.

**Capacity building** * Broker and support training opportunities and resources to build capacity in programme staff – i.e. proposal development, report writing, project cycle management, or donor compliance.
* In coordination with the Head of PDD, ensure the ongoing review of internal processes and ways of working and seek constant improvement for proposal development processes.
 |
| **BEHAVIOURS (Values in Practice****Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
 |
| **QUALIFICATIONS** * Minimum of a Bachelors degree in an area of social development or equivalent.
 |
| **EXPERIENCE AND SKILLS****Essential*** Minimum of 3-5 years experience in coordinating and facilitating the development of proposals to institutional donors, multilateral agencies, corporate donors, and/or foundations.
* Fluency in English, both verbal and written – with excellent writing and editing skills.
* Familiarity with project design methods and tools (including assessments, logical frameworks, and work planning) and budgeting; strong appreciation for innovation and partnership as part of project development.
* Good interpersonal skills, effective negotiator, with proven ability to positively influence cross departmental and cross sector working (eg. programme, technical, awards, compliance, finance, program operations)..
* A high degree of attention to detail and the ability to lead key tasks (eg. proposal development) to on-time completion under pressure.
* Good personal organisational skills, including time management, and ability to meet deadlines and work under pressure.
* A high degree of flexibility and adaptability in order to respond to changing needs. Ability and willingness to change work practices and hours in the event of major emergencies including travelling at short notice and for extended periods of time.
* Commitment to Save the Children International values and policies including willingness to abide by and enforce the Child Safeguarding policy.

**Desirable*** Fluency in Portuguese or another Romance language would be and added advantage
* Solid experience in more than one of the Save the Children International priority sectors: education, child protection, child rights governance, youth employment and economic empowerment, health and nutrition, climate resilience and emergencies, in development or emergency contexts.
* Experience in developing project or proposal budgets.
* Familiarity with local context and funding landscape.
* Proven ability to write persuasive, competitive, and compliant narrative proposals for institutional donors.
* A detailed understanding on funding mechanisms for development work such as Save the Children’s.
 |
| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: PDQ Director** | **Date: December 2024** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |