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| **TITLE:**  Awards & Business Development Manager | |
| **TEAM/PROGRAMME:** Award Management | **LOCATION:** Khartoum, Sudan |
| **GRADE**: International Staff | **CONTRACT DURATION: 2 years** |
| **CHILD SAFEGUARDING:**  Level 3:  the role 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 in country programs; or are visiting country programs; or because they are responsible for implementing the policy-checking/vetting process staff. | |
| **ROLE PURPOSE:**  This role will work collaboratively with members, partners and other departments of the Country office programme to ensure smooth management of development and humanitarian programme awards, sub awards and contracts. The post holder will work with others to ensure that the SCI Sudan adheres to all its awards management and business development obligations internally within Save the Children and externally with donors. | |
| **SCOPE OF ROLE:**  **Reports to: Senior Awards Manager**  **Staff reporting to this post: 1-** Awards & Reporting Coordinator and 2- Partnerships Coordinator  **Budget Responsibilities**: None  **Role Dimensions**: the role requires frequent contact with other departments and the field in addition to donors and less frequently with Government departments.  **Travel: Travel to the field for Kick-off and Close-out meetings and to have knowledge about program implementation.** | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Strategic Fundraising**   * Participate in conceptualizing and designing appropriately targeted, cost effective, innovative and high quality programs to serve children in Sudan in development and emergency contexts. * Assist in developing dual-mandate funding strategies for thematic programme plans and country-wide. * Contribute to the analysis of donor priorities and up-to-date donor summaries and account/donor intelligence processes. * Assist in seeking and tracking donor intelligence on prospective new opportunities or partnerships; particularly for long-term funding opportunities. Share information on new funding opportunities from bilateral, multi-lateral, and other institutional donors. * Coordinate closely and cultivate business relationships with external stakeholders and potential partners for large scale or strategic funding opportunities.   **Coordinate Proposal Development**   * Directly support the development of all development and humanitarian proposals or bids. * Oversee the proposal development process, and proactively assist in regularly communicating and training on program design processes and requirements. Ensure sector teams follow proposal development processes/tools, full cost recovery and the involvement of the right teams at the right time. * Work closely with the field operations team to ensure quality proposals and compliance with Standard Operating Procedures (SoPs) for all program development. Update and continuously improve the SoPs. * Work closely with the finance team to ensure accurate overall proposal budgeting in line with ER/CAM. * Ensure the design and development of child-focused emergency and development programs of a high quality that contribute to the Country Office’s strategies and plans, and identify opportunities for investing in innovative approaches, e.g. testing and rolling out innovations from other SCI Country Offices * Ensure that all sectors apply a risk lens to program design and implementation in line with the Save the Children policy on Disaster Risk Reduction.   **Strategic Portfolio Planning**   * Coordinate closely with PDQ, who lead on the development and implementation of the Country Office funding strategy, making recommendations and flagging issues to the SMT and Save the Children members as appropriate. * Ensure accurate and up to date information on the award portfolio is readily available to SMT and members. * Working with the Finance Director, ensure the CO has a clear framework for master budget development, cost allocation, monitoring of award budgets, phasing and forecasting, in particular ensuring alignment between the master budget and country office funding tracker. * Ensure that necessary risks are taken knowingly with appropriate mitigating actions. * Provide coordination to proposal development and review processes, ensuring all staff inputs happen in timely and effective manner and advise on donor compliance requirements to ensure high quality and one time proposals.   **Award Management**   * Support Award Kick-Off meetings to ensure that all award information is shared effectively with relevant staff across the organization (including field offices) and partners. * Establish systems for regular award monitoring across the member and facilitate regular meetings with key stakeholders to support the Director of Program Operations to ensure that performance on individual awards is tracked effectively, risks and issues are flagged and action taken as appropriate. * Coordinate the processes for donor reporting to ensure that reports are high quality, delivered on time and supported by auditable records. This includes assessing and making recommendations to improve the reconciliation process (reporting assurance mechanism) between Finance, Procurement, Programs, and Knowledge Management that will ensure accountable reporting to donors * Identify, assess, input, recommend on the existing and desired reconciliation process (reporting assurance mechanism) between Finance, Procurement, Logistics, Distribution, and M&E to ensure accountable reporting to donors. * Proactively work with logistics, operations, finance and members to ensure that awards are closed out on time. * Build and maintain relationships with relevant networks and award management staff of similar organisations in the country. * Maintain effective communications with Save the Children members, providing them with timely updates on their awards and flagging potential issues promptly. * Oversee Income and Debt Management for the CO   **Partnerships – Sub awards and sub grantee management**   * In collaboration with the Programme Managers, have the Awards Management team support in undertaking partner assessments, legal vetting on AMS and preparation of partner agreements to ensure donor compliance requirements are factored into this. * Capacity building and compliance support with all new and existing partners including regular monitoring and systems in place so that partner delivery meets donor expectations and requirements, in collaboration with programme operations. * Ensure that all partner documentation including reports is uploaded onto AMS through spot checks of AMS data.   **Donor Compliance**   * Ensure all donor requirements are met and there is a complete audit trail of the implementation and reporting for all awards. * Ensure that key contributing staff have a clear understanding of donor requirements and expectations at the agreement, kick off, implementation, amendment, reporting, close out and audit stage of awards. * Ensure that key processes are in place so that formats, eligibility, compliance, reporting, receive optimum attention at the various stages of the award life cycle with a view of securing donor satisfaction. * Work with the finance team and provide technical advice to strategic donor costs allocation with a view to minimise compliance requirements where possible (timesheets, co-financing etc.) * Ensure potential issues and amendment requests are flagged promptly to donors via the relevant Save the Children member. This may include developing business cases where donor waiver/derogation requests need to be more thoroughly articulated or negotiated with donors. * Ensure that all new staff receive an orientation to SCI award management processes, systems, tools, and donor compliance requirements that are relevant to the role. * Work with internal and external auditors as necessary.   **Award Management Systems, Processes and Essential Standards**   * Ensure that the Award Management System (AMS) is effectively maintained, up to date and accurately records the audit trail (data and process) for all awards and sub-awards. * Accountable for upholding SCI Award Management Essential Standards in Sudan * Understand and analyse KPI results, provide supporting information to the SMT and identify improvements that can be undertaken to improve results in the Award Management related KPIs * Ensure that award management systems and processes are successfully implemented across the life an award and key controls are in place to support effective management of the funding portfolio and compliance with the donor requirements.   **Capacity Building**   * Support the Business and Award Management team to strengthen knowledge and capacity of staff across all functions to manage awards and comply with donor requirements as relevant to their role by providing induction, training and coaching consistent with their various roles and responsibilities   **Staff Management, Mentorship, and Development**   * Manage performance of direct reports in the awards management work area through: * Effective use of the Performance Management System including the establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations; * Coaching, mentoring and other developmental opportunities; * Recognition and rewards for outstanding performance; * Documentation of performance that is less than satisfactory, with appropriate performance improvements/work plans. | |
| **QUALIFICATIONS AND EXPERIENCE:**  **Essential**   * At least 7-year experience in related field * Masters / University degree in International Development, Business Administration or Finance * Solid experience in more than one of the Save the Children priority sectors: Education, WASH, FS/L, Child Protection, Child Rights Governance, in development and emergencies * Practical experience and successful track record in writing and leading proposals for a variety of donors, particularly USAID, DFID, private sector foundations, UNICEF, and EU/ECHO. * Experience of staff management, supervision and capacity building in Award Management * Experience of communicating with impact in a complex stakeholder environment * Proven track record of in-country award portfolio management and experience of grant/contract management & sub agreements with knowledge of major funders’ guidelines (e.g. USAID, ECHO, DFID, UNICEF, WFP etc.) * Familiarity with project design methods and tools (including assessments, logical frameworks, and work planning) and strong appreciation for innovation and partnership as part of project development. * Good analytical skills, effective negotiator, with proven ability to positively influence cross departmental and cross sector working. * Excellent interpersonal and English communication skills including writing, influencing, negotiation and coaching, with experience in managing multicultural teams * Strong financial skills and experience in budget development * Good attention to detail and analytical skills * Proven experience in developing local partnerships for projects. * Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure * Excellent planning, management and coordination skills, with the ability to organise a workload comprised of varying and changing tasks and responsibilities and work under pressure * Computer literate (i.e. Word, advanced Excel, Outlook, financial systems). * Willingness to travel to regional/field offices and work in difficult environment according to travel requirements * Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures * Commitment to and understanding of Save the Children’s aims, values and principles. * Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy   **Desirable**   * Experience with Save the Children Award Management System (AMS) * Significant experience with NGOs in an international environment | |
| **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 | |
| **Date of issue:** 03 March 2018 **Author:** SR | |