

Job Vacancy Description:
Proposal Writer
Reference: 19/008

1. The company

Trama TecnoAmbiental (TTA), with headquarters in Barcelona (Spain), is an international engineering and consulting firm in business since 1986 in the field of renewable energies specialized in distributed generation and energy access. TTA's multidisciplinary team has comprehensive experience at both technical and management levels and has been exposed to numerous international projects all over the world.

With its more than 30 years of experience, **TTA offers a full range of cross-cutting engineering & consulting services** for all kind of renewable energy and energy access projects, such as:

- *Consultancy in energy access and renewable energy projects (on-grid and off-grid).* Project identification and evaluation; Technical and Economic feasibility studies; Assessment of renewable energy sources, Engineering studies; Social and environmental impact assessments; Owner's Engineering services; Preparation of technical specifications and bidding documents; support during procurement; construction supervision; monitoring and evaluation services; Operation and Management services;.
- *Engineering Procurement & Construction (EPC) of micro-grids.* Design, supply, installation and commissioning of turnkey rural micro-grid projects.
- *Energy efficiency and green buildings.* Evaluation, design and monitoring of energy efficiency projects; Energy auditing; Integration of renewable energies into buildings and green building practices.
- *Institutional, Policy and Regulatory Support.* Design of rural electrification policies, programmes, strategies and action plans; Policy development and planning; Development of business models and revenue schemes; Market potential assessments.
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- *Capacity Building.* Capacity building and specialized trainings.
- *R&D.* Publication of articles, documents, guidelines, case studies, and presentations at international conferences.

TTA is a **pioneer SME firm in renewable energy-based generation and solar PV Hybrid mini-grids**. At the forefront, TTA was the driving force for the implementation of the first micro-grid projects in Spain in the early 1990s, and later on applying its expertise in Latin America, Africa and the Mediterranean. TTA has implemented mini-grids as EPC contractor in Ghana, Chad, Cape Verde, Ecuador, Palestine, Morocco, etc. some of which have been operated and maintained by TTA. Having collaborated in various tasks of the International Energy Agency (IEA), TTA was awarded with the EUREC Technology Prize 2001 "for developing excellent system technology for rural electrification based on renewable energy sources, combined with an innovative, user-oriented approach for its implementation". Furthermore, in September 2015, TTA was awarded with the Prize "Off-Grid Experts Awards" by the company Off-Grid Phaesun together with ARE (Alliance of Rural Electrification), for excellence in the performance in the field of Off-Grid power supply, in the Category A "product" for TTA's "Electricity Dispenser", an advanced meter for mini-grids.

In terms of **publications**, TTA has been the main contributor of the IRENA’s Innovation Outlook: Renewable Mini-grids (2016) and is author of the World Bank’s ESMAP Benchmarking study of Solar PV mini grids investment costs (2017 & 2018). TTA’s first hand field experience in the Operations and Maintenance of Mini-grids has been used by IRENA’s Policy Toolkit. These are just some of the latest references in which TTA has participated.

Another significant milestone in the sector is TTA’s lead organization of the **International Conference on Solar Technologies & Hybrid Mini Grids to improve energy access**, a relevant sector event conducted on October 2018 in Mallorca (Spain) supported by renowned organizations such as the ESMAP, World Bank, EnDev, the GIZ SNV and AE4H.

TTA track record in the field of Renewable Energies and Rural Electrification is demonstrated by the extensive list of projects carried out around the globe for project developers, contractors, power utilities, governments as well as all major International Organizations such as the World Bank, IFC, UNDP, UNOPS, UNIDO, UNICEF, GEF, UNESCO, IDB, OAS, European Commission, AECID, GIZ, KfW, and other cooperation and development agencies, NGOs, local communities and individuals.



Figure 1. Countries of experience

TTA is also member and collaborates with the following organizations and Groups. TTA was a founding member of the **Alliance for Rural Electrification (ARE)**.



Further information: www.tta.com.es/en

2. Job description

TTA is seeking a **Proposal Writer** to join its Business Development Unit. Under the supervision of the Head of Unit, he /she will assist in developing a proposal concept, structure, and budget to best match the Term of References from the clients. Once internally approved, he/she will write the methodology and approach with inputs from the Team Leaders and experts. The nature of the projects will mainly be related to energy access and could be services or goods. This might concern the **full range of cross-cutting engineering & consulting services** mentioned above.

3. Responsibilities

The Proposal Writer will mainly be involved in:

- Determine proposal concept by identifying and clarifying needs; studying requests for proposal (RFPs); attending strategy meetings.
- Plan the activities to meet submission. Identify sources of information, gathering, writing, reviewing information; entering and monitoring data; coordinating requirements with contributors;
- Develop the proposal including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, CVs, budget, experience list, standards of performance, and evaluation; **writing, revising, and editing** drafts.
- Prepare submission by evaluating text, graphics, and binding; coordinating editing and printing.
- Maintain quality results by using/improving templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtain approvals by reviewing proposal with key providers and proposal manager.
- To improve proposal's commercial rate of success, evaluate and re-design processes, approach, coordination; implementing improvements.
- Manage and follow-up opportunities database, analysis with statistics of trends to provide guidance to Team leaders.

4. Profile

The ideal candidate for this position will have the following competences:

1. **Educational Background.** A Master's degree. Education in renewable energies and/or energy access will be an advantage.
2. **Previous Work Experience.** Minimum 2 years of experience in renewable energy and/or rural electrification and/or development projects is required.
3. **Proposal writing.** Previous work experience related to proposal writing or similar is required.
4. **International Experience.** Despite it is not required, it is highly desirable.
5. **Languages.** Fluency in English with excellent writing, editing and proofreading skills. Fluency in French highly desirable.

6. **Computer Skills.** Excellent command in Microsoft Word and Excel are required.

7. **Skills.**

- Ability to take interdisciplinary information and rewrite it concisely and clearly, with grammatical perfection, strong compliance, and accurately.
- Ability to work in a deadline-driven environment.
- Analytical skills, efficient designing and implementing of processes.
- Ability to manage multiple proposals simultaneously.
- Methodical and well organized.
- Problem-solver, pro-active and results-oriented.
- Cross-cultural communication and interpersonal skills.
- Experience of the procurement process, especially from World Bank, European Union, GIZ, UN Agencies, or similar is desirable, but not essential.

5. Conditions

- **Salary and benefits:** Depending on profile.
- **Starting date:** Immediate.
- **Position based in:** Barcelona, Spain.

Apply >> If you are interested in applying for this position, please click on the following link where you will find the procedure to follow (upload CV and fill-in form): <https://goo.gl/forms/i05SOg847G7bsybE3>

Only shortlisted candidates will be contacted.