

Job Description: Bid Manager

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| Job Title | Bid Manager |
| Contract type | Full time and Permanent |
| Salary | £32-40,000 per annum based on experience and qualifications |
| Team and Department | Business Development and Partnerships |
| Reporting to | Business Development Director |
| Location | Brighton, UK |
| Deadline for application | Friday 1, December |
| Start date | Immediately |

Context

If you want to contribute significantly to the growth and development of an innovative company, be challenged in a line of work that really impacts people's lives for good, and engage in a fantastic team environment, we'd like to hear from you.

With a team of 35 staff based across three offices - head office in the tech centre of Brighton, UK, in the vibrant Woodstock Exchange in Cape Town, South Africa and, in the hottest new hub in Nairobi, Kenya, Every1Mobile (E1M) offers an energetic and fast paced environment of collaboration and mobile technology innovation for delivering social impact. A further office will open in Lagos, Nigeria within the next few months.

Every1Mobile is a mobile services and technology company which designs, builds and runs large digital social impact programmes across sub-Saharan Africa and other emerging markets. We work with both the corporate and the International Development sectors on projects spanning financial and digital literacy, entrepreneurialism, sexual health, gender and youth engagement.

Over the past 12 months we have worked on programmes in Nigeria, Ghana, Sierra Leone, Cote d'Ivoire, Zambia, Tanzania, Uganda, Kenya, Rwanda and South Africa with clients such as Unilever, The World Bank, USAID, UKAID, EU, UN, PSI, Palladium and One.org. There's more on our website - www.every1mobile.net.

Every1Mobile is recruiting a Bid Manager to join our Business Development and Partnerships team in the Brighton office. You will be working with a highly motivated and energetic team of three, including the company CEO, Business Development and

Partnerships Manager in Brighton and our Business Development Director in South Africa. The role will be to build our portfolio of programmes across across sub-Saharan Africa and other emerging markets through identifying new business opportunities and developing winning bids and proposals.

Key tasks and responsibilities

We are looking for an experienced Bid Manager professional who will help identify, manage, write and win large contracts from both the International Development and private sectors. Areas of responsibility will include:

Tracking online funding opportunities and tenders from a range of donors and agencies

- Screening donor requirements on selective relevant opportunities, reviewing and extracting key information.
- Maintaining company database of new and forecasted opportunities and stage of activity underway with proposals.
- Monitoring forecasted opportunities and attending Early Market Engagement meetings.
- Enhancing internal systems to track and scope opportunities and communicate to operations teams allowing them to plan for the pipeline.
- Making recommendations for partners (INGOs, private sector) and suppliers (technical partners, consultants etc) to meet opportunity requirements.

Preparing and submitting proposals (expressions of interest, concept notes and tenders) and budgets in cooperation with internal team as well as external partners or suppliers

- Coordinating the bidding process and preparing bid templates.
- Compiling company project experience credentials documents, formatted CVs and capability statements, references, certificates etc for bids.
- Preparing content for a range of proposals including direct sales for small to medium-sized projects through to large, complex multi-year, multi-country programmes where E1M is either Digital Lead partner on a consortium or prime.
- Creating and fostering relationships with clients, partners and associates.
- Liaising with external suppliers and partners – obtaining CVs, fee rates and information on their availability ,keeping them informed of project status, obtaining required documentation and in cases where they are leading the bid, providing required documentation.
- Engage with internal Bus Dev and pre-sales team including programme designers to validate approach, design and pricing assumptions, budget preparation and workplans.
- Handling timely submission of applications (digital and physical) in accordance with client stipulations, ensuring quality assurance processes are adhered to.
- Reconcile pricing rates with previous pricing for existing clients.

Developing and organising our Business Development Knowledge and Tool Centre (Repository for company materials, credentials, partner/client database and templates for proposals):

- Streamline and improve current processes and activities around pipeline management, revenue forecasting, and handover from sales to operations as well being an integral part of the team preparing proposals and quotations. This will drive the growth and conversion of our sales pipeline.
- Set up and maintain all credentials and compliance documents for use in proposals.
- Set up and maintain a database of partners and suppliers.
- Develop a repository of templated responses for written proposals and budget calculations.
- Develop high-end templates for improved visual proposals.
- Develop and maintain company pricing models and company/client rate cards.

Person specification

Qualifications and experience:

- Degree level qualification and MA in relevant field, or equivalent work experience.
- Minimum of 2 years' experience developing proposals to secure grants and contracts for large value, complex, multi-year programmes within the Internal Development sector.
- Solid understanding of international development issues, sector, key players and stakeholders. In-country experience desirable.
- Applied knowledge of project cycle management including problem analysis, project design, financial planning and management, and monitoring and evaluation.
- Experience preparing quality narrative and financial proposals for institutional donors or clients (including preferably DFID and/or USAID).
- Knowledge of international development donor funding policies.
- Experience coordinating bid teams to deliver proposals, bids, or manage contracts.
- Experience working with partners and colleagues from different organisations, countries, and cultures to deliver complex work tasks as part of a consortium.

Skills

- Excellent communication and project management skills to manage clients and partners and gather deliverables from a range of internal and external stakeholders within pressurised schedules.
- Excellent organisational skills.
- Very strong writing skills to be able to construct high quality, complex narratives and convey complex ideas simply and clearly.
- Strong numeracy skills and moderate-advanced level of competence using Excel spreadsheets and formulas for financial information including price modelling and budget preparation.
- Confident and proficient in IT skills including Microsoft Office and Google Suite products.

General

- Interest in international development issues
- Ability to work effectively as part of a team.
- Ability to interpret and analyse complex information from a range of sources and present in a succinct and compelling way.
- Ability to think and work pro-actively and creatively under pressure.

How to Apply

- Covering letter describing your experience and value you would bring to the role
- CV
- Email both letter and CV: info@every1mobile.net
- Deadline: Friday 1st December, 2017