Job profile

BUSINESS DEVELOPMENT MANAGER
Practical Action

ABOUT US
We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS
We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

• Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
• Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
• Make cities in poorer countries cleaner, healthier places to live and work.
• Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK
We work on holistic solutions that change systems and have a framework to help us achieve our aims:

• Analyse the root causes of a poverty and vulnerability
• Define the change at scale we need to make
• Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
  - Demonstrate that our solutions are sustainable in the real world
  - Learn by capturing evidence and adapting our approach
  - Inspire wider support to multiply our impact.

OUR ORGANISATION
Practical Action is an unconventional, multi-disciplinary change making organisation

• A highly innovative community development charity operating in Africa, Asia and Latin America. Practical Action community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.
• A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. Practical Action Consulting helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.
• A well respected specialist development publisher. Practical Action Publishing brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.

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JOB PROFILE

Responsible to: Head of Business Development and Programme Quality (BDPQ)
Grade: 7
Line Manages: NA
Unit: Business Development and Programme Quality
Location: Kathmandu, Nepal

Purpose, Scope and Relationships

The purpose of the role is to manage overall areas of business development to achieve Practical Action’s change ambitions and business growth in Nepal. The Business Development Manager shall report to the Head of Business Development and Programme Quality Unit.

The scope is to be responsible to

- Support to oversee areas of donor intelligence, project design, proposal development, fundraising, donor reporting and strengthen organisational profile.
- Profile Practical Action in Nepal as the key go to organisation for achieving systemic change that contribute to poverty reduction and empowerment of the poor and marginalised population.
- Developing, updating and implementation of Practical Action’s Strategy for Nepal to successfully deliver results, build/maintain relationships and secure fund from existing and potential funders/clients.
- Support Practical Action’s thematic and delivery teams to produce timely and high quality funding applications and reports ensuring donor compliance and contractual requirements.

The key working relationship is
Thematic leads, Head of Programme Delivery, Practical Action Consulting South Asia Regional Manager, Enabling objective leads and Project/Award Managers.

Job Functions and Responsibilities:

Achieving Change Ambitions and Strengthening Organisational Profile – 30%

- With an understanding of Practical Action’s potential and scope for delivering change ambitions; support to strengthen and develop a strategy/plan for funding the change ambitions.
- Lead the design, development and dissemination of Practical Action donor specific profile building activities, tools and documents.
- Maintain and nurture relationships and partnerships with donors and stakeholders to advance the change ambitions.
- Provide support on positioning Practical Action as preferred partner and represent Practical Action internally and externally to achieve change ambitions.
- Prepare capacity document based on Practical Action’s work and build profile of the organisation among the donor/client/prospective consortium partners.

Generating Funding and Managing Relationships – 50%

- Profile Practical Actions Unique Selling Points (USPs) in Energy, Agriculture and markets, and Disaster risk reduction and climate change sectors for achieving impact at scale and approach potential donors with proactive proposition for effective resource mobilisation.
- Proactively approach, collect, update and share information on donor priorities and funding calls (local and international) and share relevant opportunities/pipelines with Senior Management Team (SMT), relevant programme team and with regional/UK business development teams.

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• Explore, identify and gather intelligence on the donor/client interests, trends and new areas of opportunities, analyse and share with relevant colleagues (country, regional and UK).
• Analyse/summarise donor/client call guidelines/ToR and share/brief to relevant colleagues.
• Proactive engagement in gathering intelligence on upcoming opportunities, donor landscape, and identifying the right partners for the bids and negotiating roles
• Coordinate/facilitate project design meetings and provide critical inputs in project design and finalise the application package (problem tree analysis, concept note, logical framework, theory of change, proposal and budget) ensuring requirement in the donor guidelines and internal/external compliance.
• Quality assurance of logical framework, concept notes budget and narrative proposal, finalise the application package and submit to donor/client.
• Keep track of donor reporting requirements of the projects and finalise donor reports in coordination with the project/award team ensuring award/contract compliance.
• Quality assurance of progress reports to donor, finalise the report and submit to the donor/client ensuring donor compliance and Practical Action’s internal compliance.
• Ensure internal compliance of the organisation related to business development.
• Build the capacity of relevant staff and provide constructive feedbacks to write quality proposals including concept notes for the idea bank, through skills and knowledge sharing.
• Meet donors, clients, governments, prospective consortium partners and relevant groups to strengthen relationship including profiling of Practical Action’s work for better relationship and tap funding.
• Actively contribute to the development of our brand essence and positioning.

Delivering Performance - 20%
• Promote an organisational culture for maximum collaboration, communication and common ownership of our change ambition as ‘One Practical Action’, understanding different perspectives and cross cultural challenges.
• Pro-actively support the Line Manager to work with concerned Thematic Leads, Practical Action Consulting South Asia Regional Manager and other Units to ensure high quality and successful proposals and ensure opportunities of funding are communicated to the Thematic Leads.
• Support to demonstrate and actively enable team learning and development such as peer learning to build team capacities to related colleagues.
• Collaborate with Thematic Leads and other cross cutting units/sector to ensure those issues are embedded in project design and proposal.
• Dedicate time for working with the business development teams in the UK office.
• Represent organisation in various internal and external meetings.

Organisational Policies, Safeguarding and Code of Conduct

• Ensure that all involved acting on the organisation’s behalf is well aware on Safeguarding Policy, Diversity and Dignity in the Workplace Policy, Code of Conduct, Fraud policy and Whistleblowing policy.
• Ensure beneficiaries whom we work with are aware of the safeguarding policy including the reporting lines when appropriate.
• Be responsible that anyone acting on our behalf has signed up to the Safeguarding and Code of Conduct policies
• Ensure our ethics and values, as set out in our Code of Conduct and related policies, including safeguarding, are embedded in team culture and well modelled by others. Ensure that reporting structure are well promoted and respond to all concerns appropriately.
• Responsible for gender responsive behaviour in all actions and decisions. Ensure non-discriminative behaviour based on gender, age, sex, race, ethnic background, culture,
disability, nationality, religion and marital status. Is sensitive and adaptable to gender and social inclusion

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

**EXPERIENCE & KNOWLEDGE**

- At least three years of relevant work experience in development work and/or proven experience of successful fundraising.
- Knowledge of international development scenarios and a good understanding of current donor trends and their implications on business development.
- Proven analytical skills and the ability to think strategically in relation to business and programme development.
- Experience of interpreting donor policies and guidelines and producing and/or making recommendations for producing high quality proposals and reports.
- Demonstrable experience of researching, developing and nurturing relationships with various sector donor/clients.
- Ability to represent the organisation and Practical Action’s work
- Numerate with some understanding of budgets.
- Understanding of project design tools and frameworks such as problem tree analysis, logical framework, theory of change and other.
- Experience in dealing with diverse donor(s)/client.
- Demonstrated skills in prioritising task and meeting deadlines.
- Ability to work with virtual cross-functional teams.
- Experience working with multi-disciplinary team.
- Excellent negotiation, interpersonal, verbal and written communication skills.
- Fluency in English language (written and oral communication).
- Strong presentation and reporting skills.

**BEHAVIOURS & MOTIVATIONS**

The most important practical behaviours, for role success are:

- Completing
- Collaborative
- Creative
- Dynamic

- **Qualifications:** Master’s degree in any discipline preferably in development related subject